

Minutes

April 27, 2020

4:00 PM

University Faculty Senate
Shawnee State University

1. Call to Order

UFS President Tony Ward called the meeting to order at 4:00 p.m. This meeting was held via Collaborate.

2. Roll Call:

Secretary Jennifer Napper recorded the attendance (as follows):

Sarah Minter, Phil Blau, Eugene Burns, Linda Hunt, Barbara Warnock, Tom Piontek, Georgeann Kamer, Thomas Bunting, Sheena Shifko, Keijing Liu, Janet Feight (sub for Dan Johnson), Cynthia Hermanson, Adam Miller, Mikel Stone, Mich Nyawalo, and all officers (Tony Ward, Kyle Vick, Jim Reneau, and Jennifer Napper).

Absent: Isabel Graziani, Sarah Clausing, and Ruby Gray

3. Minutes: Motion to approve March minutes was seconded by Linda Hunt. They were unanimously approved.

4. Agenda: Due to failure to pass DLC, four academic items under new business (EDEC 4479, 5477, 5478, & 5478) were removed from the original agenda. Two academic items were also added to the agenda (EDIN 2013 & 2020). Discussion of Senate Awards was also added to new business. Motion to pass the amended agenda was seconded by Tom Piontek. Approved unanimously.

5. Remarks from President Tony Ward (read into the minutes): I would just like to thank the faculty for allowing me to serve as UFS president this past academic year. This has been a rewarding experience (not an easy experience but a rewarding one). I have been learning on my feet, as this was not something I had ever planned to do, but in the end, I am grateful for the opportunity. Along those lines, this has been a very extraordinary academic year. If someone had told me that in the middle of a semester we would have had to deal with transitioning to an online or alternative delivery format and that every aspect of the University is going to have to pivot on a dime...I would not have believed it. Not only would I have not believed it, I would not have thought I would be in a position as UFS president to have to try and navigate virtual meetings, shepherd policies and

proposals through shared governance, lead a commencement virtually. My hope is that we are getting things done and still moving forward. With that, I will get off my soapbox and get moving with this meeting.

- 6. Treasurer's Report:** As of right now, there have been no expenses charged to the account. Left over money will be given back to the university. Report is attached to the minutes. Motion to approve the report was seconded by Phil Blau. Passed unanimously.

7. Administrative Reports:

President Jeff Bauer (read into the minutes):

I told Tony earlier today that I'd be happy to provide a report but it's probably not going to be an uplifting one but one that will be honest and transparent. The good news I think is that we've all but made it through semester 2020. Tony mentioned it was a humdinger; I don't think I've ever seen anything like this before, in fact I know I haven't. I think with the amazing work that was done across campus, including faculty, staff, and administration's extraordinary efforts, have gotten us through not just the semester but is going to get us through the fiscal year.

We are going to have a virtual commencement on May 16th. For those graduates who would like to walk through in person, they'll have to wait until December 12. If we have enough of them that want to walk on December 12, we'll provide them with an extra commencement on their own.

As spring semester ended online, summer semester begins online in May. I've given the Chancellor a letter that would provide us with an opportunity to open up some during the second half (the final seven weeks) of summer semester. I'm waiting for a response. This would be largely face-to-face with those programs that use summer semester as a normal academic semester like physical therapy, dental hygiene, radiology, respiratory therapy, med lab... We're hopeful that we'll be able to at least begin to have a soft opening that'll be largely for commuter students so we won't have the residential sites that will be open at that point.

For fall semester I'm hoping for a normal start so that we can assume both commuter and residential face-to-face instruction, but you can bet that there will be a number of health safeguards that we'll have to have in place at that point in time. I hate to say this because after the unpleasant experience we've had this semester, but you have probably heard some of our health experts and specialists indicating that we might have another problem at some point in the fall. Especially when flu season starts and we can assume coronavirus will still be

around at that time. So, I think we all need to prepare for something that might be similar to what we did this semester, that is starting on time and in person and maybe ending online. I hope that's not going to happen, but I think we all have our eyes wide open now and that's a possibility.

We are still in the middle of our search for a new Provost. We had two candidates that were interviewed the week before last. We're in the process of moving through and looking at the candidate who is the selection of the search committee. I think all of you know that we do have a new CFO, Michael Barhorst. He will begin work on May 1.

The board meeting on May the 8th will be held remotely. We will be providing additional information on the Jefferson Health Plan. This is the health consortium that we are joining with other institutions in the state. I will also be introducing the policy for a smoke-free campus. Then we'll be presenting fiscal year 20 end of year financials. We had passed a balanced budget to the board a little bit less than a year ago and we were well on our way to achieving that. Unfortunately, at the end of spring semester, we did have to return some of our revenue for housing and meal plans. In addition, the state has now cut 20% out of the final quarter of state share of instruction. Adding those up together, we're probably looking at maybe 500 to close to a million dollars that we're going to lose over the last quarter of this semester, which will put us once again in a little bit of a problematic situation. Not as bad as it's been the last few years, but still bad enough. We will get some help through the Cares Act, which is now available to us. Half of the money has to be given directly to students who have suffered financial hardship because of the pandemic. We'll be producing a form very soon that will be sent out to our current students to get financial help. The other half of the money will be available to the university, but not until the next fiscal year.

With regard to the budget, we don't know where we're at now because everything is changing daily. Oftentimes not to the better but changing. We're certainly in an interesting time. Shawnee State will need some help internally as well as externally to meet some of the upcoming financial challenges. I wanted to make sure that I shared this with you now so that you have some understanding when some of the notifications and reports begin to come out over the next few weeks. If you recall the previous year, we were running over a three-million-dollar imbalance that we had to shore up. We did it for the most part, through a series of cuts which included a small reduction in administrative and staff personnel force at the end of the previous calendar year. Increased enrollments last year also helped us to balance the budget at least until the end of the year. When we lost some money through this pandemic, we wanted to preserve the seven-million-dollar reserve

account, and just as a reminder, that's because our Senate bill six ratio is still very important to us. We don't want to fall behind there if at all possible, for fiscal year '21, which is the fiscal year that begins on July 1 of this year. Because of this, we really don't have any other recourse than to pass a balanced budget.

In order to make this happen, we're probably going to have to adjust for two major revenue reductions in the next fiscal year. The 20% reduction that the state has imposed on our state share of instruction for the last quarter of FY 20 which will most certainly extend into all of fiscal year 21. We're still not sure whether the 20% reduction will include the supplement or not. If it's just state share of instruction that's probably going to be at least two and a half million dollars. If it includes the supplement, it's probably going to be closer to three and a half million dollars. The other source of revenue reduction could be fall enrollment. We are watching fall enrollment numbers very closely. There has been a slight dip in summer enrollments so far, we'll see where it ends up. Fall enrollment is a big question mark right now. Most universities are bracing for a drop of anywhere from five to ten percent. We are looking at least at a worst-case scenario of having a 10% reduction in enrollment. So, if you add all of that up, we're going to be dropping our revenue for FY 21 considerably, possibly over five million dollars. We will be able to make up a very small part of that through the Care's Act, but we're going to have to develop a plan very quickly on how we're going to shore up that gap in our revenues and expenses for FY 21.

I'd like to tell you that the plan is all done and we can roll it out today, but we can't because we're still finding out more about the state budget. We should be finding out more about this before the end of this week. You can expect that at some point in early May that we will be rolling out at least the first part of the plan. That will continue probably all the way up through July 1. I hope that by that time by the time we enter the new fiscal year, we'll have a pretty good sense of what our budget will look like for next year and that we'll be able to make the changes to accommodate that.

This is a major challenge for the institution but if you can imagine as bad as I just portrayed this whole situation, it's actually looking worse for other institutions in the state. Some of our larger institutions are going to go through some significant cuts. You may have already seen University of Akron reported last week that they are actually going to be cutting colleges out of their system and making some major changes. This doesn't provide any solace, but this whole situation is impacting higher education and we're just going to have to learn how to do it in a way that gets us through the next year or so. We're going to get through this.

Question: you mentioned that was approximately half a million to a million loss in the last quarter of fiscal year '20, have you included the addition of any of Cares Act money?

Answer: We cannot at this point. In terms of the Cares Act money for students, just to give you an idea of what some of the requirements are, we have students that still have a balance to pay. We can't use this money to pay off their balance, we have to provide the students with the money. If they decide to pay off their balance with it is up to them, it's their money to use once they indicate they're disadvantaged for this semester.

Question: The worst-case scenario number of five million in fiscal year 2021, does that have the Cares money added back into it?

Answer: No, so in other words we probably have another 1.75 that we can pull. We're still not quite sure of all the requirements on that money. If we can assume that we can just plug that into our operational budget, we can reduce the shortfall. If you can add up the two best-case scenarios, you just get a hit on our SSI and we collect the Cares money, we're still going to run a deficit of probably a million dollars or more. Unfortunately, unlike last year where we were hoping to make up a lot of it with increased enrollment, that's probably not going to be the case. We will be fortunate if we can if we can even things out with this year going into next year. We'll know more as we go along. We've missed all the orientations already and it's possible we won't be able to get an orientation in until July. Usually by this time, we have a pretty good idea of what we're going to be looking at in terms of enrollment this year. Obviously, we're not going to have that go on, but we hope that we will have a better sense by the time we get to early July.

Question: What will the decision-making process look like for deciding when and if we'll go online in the fall? Is there a deadline for making a call?

Answer: We will be doing it online in the fall if the state continues orders against large gatherings. In other words, right now you are not supposed to have gatherings of more than ten. That's why we're seeking approval for the second half of summer session to run classes by keeping class size down to 25 or less and adhering to social distancing. We will probably require everybody to wear masks. Unless we hear otherwise, as we move into the fall, if those orders are still in place, I think we would have to start the semester online. However, I don't think that's going to be the case. I think we will be able to open up in a fairly regular routine at the beginning of fall semester. My most serious concerns are toward the end of fall semester, which I think is all the more reason for starting as early as possible on August 24. If we do get hit with a second wave of coronavirus plus

flu at some point midway or toward the end of fall semester, we may find ourselves in a similar position to spring semester.

Closing comment from Dr. Bauer: I just want to send another thank you to the Senate for the work that you've done and faculty in general. I just think with both full-time and adjunct faculty there have been a few hiccups but by gosh I'm so proud of the institution and the employees to get us at least to this point. It was an extraordinary job well done.

8. Announcements from Senate floor:

a) Election results:

Executive Officers:

Position	Winner of election
President	Tony Ward
Treasurer	Jim Reneau
University-at-Large Senator	Andrew Feight

Senators:

Position	Winner of election
CAS Senator-at-Large	Gene Burns
CPS Senator-at-Large	Barb Warnock
UC Senator-at-Large	Linda Hunt
English & Humanities	Janet Feight
Fine, Digital, & Performing Art	Bastien LeCouffe
Social Sciences	Thomas Bunting
Nursing	Ruby Gray
Allied Health Sciences	Georgeann Kamer
Rehab and Sports Professions	Mikel Stone
*Teacher Education	Kejing Liu

**Results of contested Teacher Ed election: Kejing Liu - 4/ Kimberly Cassidy – 3*

b) Faculty Award Winners:

The Board of Trustees Distinguished Teaching Award: Phil Blau, Mathematical Sciences

The Shannon Lawson Faculty Service Award: Logan Minter, Natural Sciences

Early Career Faculty Service Award: Kim Cassidy, School of Education

Faculty Research Award: Lavanya Vemsani, Social Sciences

9. Committee and Director Reports

Tony Ward: OFC met virtually for the first time I believe three weeks ago. We will be meeting every two weeks now. At the last meeting we talked about what schools were doing in terms of starting in the fall and what schools were doing in the summer. There was a small discussion on realignment. Some institutions are undergoing realignment as cost-cutting measurements. I did ask Becky about this and she said there are no firm plans in sight right now, but that it is still a possibility. As we deal a potential five-million-dollar loss, I don't think anything is off the table. We are going to meet again in the next week to basically talk about the same things, what's going on at each institution to see if anybody is coming up with a fantastic way to get our institutions firing again.

10. Unfinished Business

None.

11. New Business

I. Academic Items:

Linda Hunt motioned to bundle items 11. I. a-aaa. This was seconded by Mich Nyawalo. Bundle was passed unanimously.

No discussion on bundled items. Bundle passed by acclamation.

II. Senate Awards:

The past two years the Senate has given a monetary award that goes along with the faculty awards: The Shannon Lawson Faculty Service Award, The Early Career Faculty Service Award, and the Faculty Research Award. Thomas Piontek made a motion to allocate \$600 for these awards (\$200 each). Janet Feight seconded the motion. The motion passed unanimously.

12. Adjournment: Motion to adjourn the meeting was seconded by Phil Blau at 4:38 p.m.

**Shawnee State University
University Faculty Senate
Treasurer's Report**

As Of: 2020-04-27
Budget Per 2020-21
Budget Acct 10-1010-30-10042-*

Object	Description	FY Budget	Committed	Obligated	Other Consumption	Expenditures	Consumption	Budget Balance	Expended %
56101	Other Professional Svc							300.00	
		300.00							
58103	PERS 2							42.00	
		42.00							
58201	Medicare							4.35	
		4.35							
58202	Unemployment Compensation 2							1.50	
		1.50							
58203	Workers Compensation 2							3.00	
		3.00							
61007	Misc Supplies								
62101	Travel							574.35	
		574.35							
64104	Rental								
66199	Miscellaneous								
		643.39						643.39	
Total		1,568.59						1,568.59	

Notes: Nothing has been expended for the academic year.

Respectfully Submitted
James M. Reneau – Treasurer UFS