

Faculty Council Meeting
Wednesday, October 28th, 2020
3:30PM-5:00PM
Via Zoom

1) Call to Order: 3:33PM

2) Approval of Agenda:

Motion to approve moved by: David Wallace

Seconded by: Anand Commissiong

Approved

3) Approval of Minutes: Faculty Council September 16, 2020 meeting

Motion to approve moved by: Jeannette Acevedo Rivera

Seconded by: Stacy Macias

Approved

4) Reports:

A. CLA Dean's Report

Dean Wallace: [Faculty Council members received the Dean's report pasted below ahead of the meeting. It is pasted below.] If faculty have questions, they should send them to me directly by email. We are doing this this so we can get through the agenda and the budget report we have scheduled for today.

Dean's November 2020 Report for CLA Faculty Council

Ethnic Studies Requirement: The Chancellor's Office has not yet issued an Executive Order for implementing the Ethnic Studies requirement from AB 1460. We had expected the Executive Order a few weeks ago, but discussions continue amongst the CO, the statewide academic senate, and the CSU Ethnic Studies Council. Our Ethnic Studies chairs have begun to develop a plan for curriculum to meet the requirement, but some aspects cannot be addressed until the executive order is received.

RTP Processes: Assistant professors (those employed by Spring 2020 term) have been given the opportunity to extend their probationary periods by one year. Faculty Affairs hopes to give our new assistant professors the same option. The college and university have not made any formal changes to their RTP policies to adjust for COVID (aside from the decision not to use Spring 2020 SPOT scores in evaluations), but RTP committees are encouraged to take into account the changes in all three areas of evaluation that COVID-19 engendered.

Student Perception of Teaching (SPOT): So far there is no word that usual SPOT procedures will be changed for 2020-21. Of course, it is expected that the change of modes of instruction will have effects on SPOT scores.

Spring 2021 Faculty Offices: I remain hopeful that more faculty who need to teach from their offices will be able to do so in the Spring term as plans are being developed to that end. Of course, compliance with county health regulations will be critical and will require those coming to campus to check in via the CSULB COVID-19 symptom chicklet before coming to campus EACH time.

B. FC Chair's Report

[The FC Chair's report was included in the agenda for the meeting.]

We have been asked by our Academic Senate Chair, Jessica Pandya to provide information from Faculty Council regarding implementation of AB 1460. We can report what we voted on at our last meeting, which I will do. The report is required prior to November 5th.

The Academic Senate Chair has convened a meeting of all Faculty Council chairs across the university for us to check in with each other and with Chair Pandya.

The CLA dean's office provided us with a list of openings on the CLA RTP committee, so we are able to run that election now, along with collecting nominations for the seats left open on our other committees:

Here is a list of the remaining seats to be filled on CLA committees:

1. EPCC – 2 open seats
2. URC - 1 Alternate open
3. CEPC – 1 Alternate open seat
4. Sabbatical Committee – 1 open seat
5. CLA Budget Committee – 2 open seats
6. FPPC – 1 seat, and 1 alternate still open
7. PARC – 1 Alternate still open
8. Scholarly Intersections committee
9. CLA RTP Committee information provided (5 open seats)

5. Sabbatical (5 Open Seats, 1 Remaining)

Kim Kelly, Associate Professor, Human Development

Bill Mohr, Professor, English

Guido Urizar, Professor, Psychology

Cory Wright, Professor, Philosophy

Again, a big thank you to Michael Eisenstadt, Kyoungmi Ha, and Kristi Shih for their work on college elections.

[No old business to discuss. We skipped Standing and Ad-Hoc Committee Reports.]

5) New Business:

A. Comparative World Literature program RTP document

Kathryn Chew: We consulted all RTP documents on the university site and used that to inform this document. The only major change was adding a specific number to scholarship, how many articles are needed. Also, we clarified the difference between monograph vs. articles. Now expectations are clearer.

Motion to accept the document moved by: Anand Commissiong
Seconded by: Jessica brooks

[Discussion invited – none ensued. The question was called.]

Vote in chat to approve the CWL RTP document: 30 votes in favor
Approved

B. International Studies departmentalization document

Richard Marcus: I joked around that this proposal was 4 hours and 10 years in the making. The only thing that was not in place already was having specific faculty members, all other aspects of the department were in place already. We have been operating as a de facto department for years. We now have seven T/TT members, three of whom are already tenured.

Motion to accept the document moved by: Anand Commissiong
Seconded by: Kathryn Chew

[Discussion invited – none ensued. The question was called.]

Vote in chat to approve the International Studies departmentalization document: 32 votes in favor
Approved

C. Dean Wallace’s report on the CLA budget

[Note from FC secretary: Dean Wallace read the report below to FC members at the meeting. Additional comments are in italics and within square brackets. All comments are the Dean’s, unless otherwise specified.]

Proposal for CLA Annual Budget Report and Projection DRAFT

[Terie Bostic and I have done this presentation a couple of times already. Thanks to the Exec and Justin [Gomer] for suggesting to do this at a FC meeting.]

Goal: Increased transparency of the college’s budget

Challenges to meeting the goal:

- the college is large and complex; the underlying accounting necessary to explain all income and expenses in a completely transparent way would require everyone in the college a lot of subject matter expertise. [*It would be the equivalent of taking a 3-unit course.*]
- The dean's office does not know the full funding picture for the college until after the fiscal year closes, although Academic Affairs has made progress on making its budgeting processes more transparent to the colleges. [*Faculty Affairs does not tell us the whole picture.*]
- Expenses in various categories vary somewhat from year to year as does income in various categories; further, some monies come to us with restrictive strings attached. These two factors create two kinds of complexities:
 - (1) The college may have to pay one type of expense (departments/programs' operating costs) from one fund in one year and from another in the next. [*We have to do some shuffling sometimes.*]
 - (2) The college may need to trade funds with Academic Affairs or other units to cover expenses that can only be paid from one category. For example, until 2019-20 the college had a chronic shortfall in general funds to cover staff costs and often traded CERF funds (our income from CPIE programs) to Academic Affairs to cover this shortfall because it has to be paid with general fund (state appropriation and tuition money).

Proposal

The Dean's Office will prepare an annual budget report for the previous academic year with a projection for the current academic year. That report will include:

- An executive summary
- Report of income in all categories
- Report of expenditures
- Report of the college's carryforward or deficit from the past year
- Projections of income and expenditures for the current year
- Deeper dive reports on specific issues (e.g., CERF income from CPIE programs or instructional costs by department/program)

[This is a draft of the proposal that Terie and I are putting forward. We do not want to overwhelm people with information.]

A draft of the report will be made public as early as possible in the Fall term, and various groups (e.g., The CLA Budget Committee, CLA department chairs and program directors, and the Faculty Council) will be given opportunity to ask questions and suggest additional deeper dive analyses.

The current-year report will be revised/updated based on feedback and made available on the college's website, and that revised draft becomes the basis for the next year's report.

CLA 2019-20 Budget Report and 2020-21 Budget Projections

Executive Summary

Good news:

CSULB is in much better shape to absorb the 5% budget cut from the state because our enrollment is up slightly and because we have some reserves to use for this emergency.

In 2019-20, Academic Affairs fixed a \$500K structural deficit in the CLA budget that resulted (with other favorable factors) for the college to end the year with \$1M carryforward. [*Compared to the last couple of years, when we had small deficits.*]

Bad news:

The college's share of the 5% budget cut from the state means that all of that carryforward and another \$120K will need to be returned to Academic Affairs.

Limited good news for 2020-21

Unfunded RSCA assigned time and Small Grants for Faculty that were approved but were unfunded by Academic Affairs will be funded for Spring 2021 [*We get a chunk of money, faculty committee reads applications and draws a line, and almost inevitably that list is longer than the amount of money that we have. In Spring 2021 we will be able to fund applications that were not funded in the first round.*]

Department and independent programs can apply for up to \$5000 for anti-racist/social justice projects (the money cannot be used for assigned time).

Scholarly Intersections is going forward with a reduced budget (no travel or catering)

College will fund up to \$600 for one virtual conference registration for those who are eligible for the usual travel call.

[*These are the four recommendations from Terie and I just to keep the life of the college going forward.*]

Question about the \$5,000 for a Social Justice program: It is for departments or programs?

DW: It is for departments and independent programs (CWL, Classics, International Studies, American Indian Studies, American Studies, Environmental Science and Policy Program).

Linda Maram: What period will the scholarly intersections grant cover? Can funds be retroactive from this semester?

DW: The period will be from Fall 2020 to the end of Spring 2021.]

Tenure-line searches are going forward (funded by Academic Affairs) [*Six tenure lines, fantastic news, we are one of the few CSUs that has tenure lines this year.*]

Academic Affairs plans to fund RSCA assigned time and SGFs for 2021-22

Steps to Prepare for 2021-22

Good News:

Academic Affairs will have some reserves to offset a continued 5% budget cut from the state in 2021-22, and the college may be able to contribute carryforward again if we manage instructional and other expenses conservatively in 2020-21

More Potential Bad news:

1. If the cut from the state is substantially increased in 2021-22, the college will likely need to contribute more to the Academic Affairs share of the cut. Possible sources include:

- cutting assigned time drastically
- no travel or virtual conference support
- cutting operating funds to departments
- delaying computer refresh
- as a last resort, cutting the course schedule

2. COVID-related leaves in Fall 2020 have already raised the college's instructional costs by over \$600K

Bottom Line:

--The 5% state budget cut (general fund) will require CLA to return \$1,150,000 (about 2.5%) of our general funds to Academic Affairs. Academic Affairs is paying nearly \$1 million of what CLA's share of the 5% cost would be. [*This is good, we only got about half of the cut expected.*]

--The college has about \$1,030,000 in carryforward funds to put against this bill without any draconian measures (e.g., cutting assigned time for department advisors or sweeping department research stimulation funds).

--We will attempt to find the remaining \$120,000 by trimming expenses (careful control of instructional costs, slightly reducing operating funds to departments and programs, and finding alternate means to pay for start-up costs for our new tenure-line faculty).

--Best hope for next year is that the state cut will remain only at 5%; if it is more, or if we do not control costs to have significant carryforward for next year, then painful cuts will likely be unavoidable for 2021-22.

[Laura Ceia: What does painful cuts mean?

DW: RSCA AT, AT for advisors, zeroing out travel expenses, and operating cuts to departments. The teaching schedule will not be touched, only as a last resort.

Adam Kahn: Question about cuts: would they be implemented by the College or the University? Are there bad cuts coming from the University, mandated by Academic Affairs?

DW: So far, AA has allowed colleges to decide. I have not recommended to the College committee that we do any of those things. We are rolling the dice; we manage pretty conservatively. Examples of things that would come from the College: RSCA, travel, etc.

AK: This would not preclude furloughs, because that is beyond the College.

DW: I should talk about furloughs and explain the way they work. The system cannot just create furloughs, because we are bargained. The system has to negotiate with the Union. Instead of layoffs, employees would decide to take furloughs. It is better because furloughs are temporary, people keep jobs and do not lose base salary. The furlough solution this year would not have been good for us, we are not in the same situation as campuses in the north that have lost enrollment. We need to pay attention to the governor's budget and the legislature.

Stephanie Hartzell (in chat): I'm specifically wondering about furloughs, but it doesn't sound like this is being considered as part of the "painful cuts." Are furloughs something that we should be concerned about in 2021-22?

[answered previously]

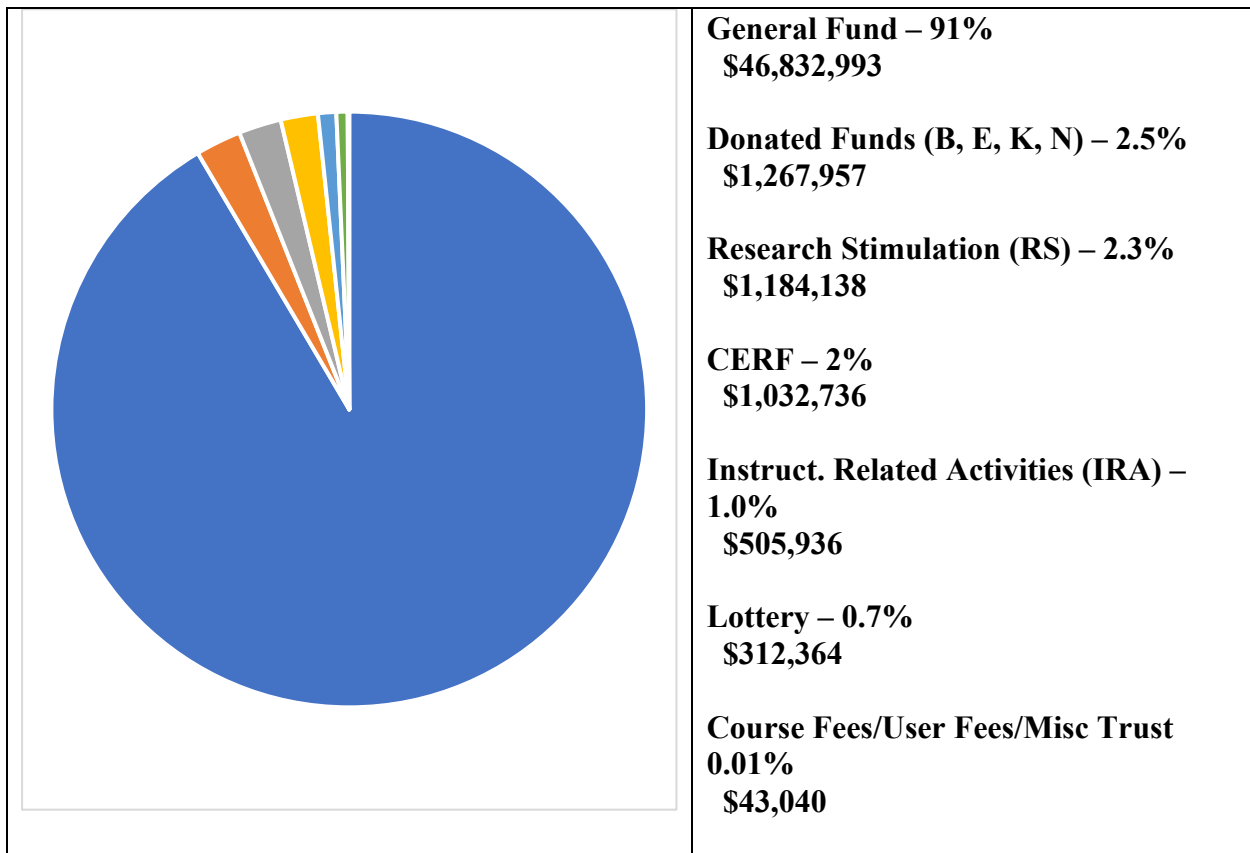
Suzanne Wescheler (in chat): RE: new searches - if hiring is not complete before January might the searches be in jeopardy? and will release time for new hires be preserved?

DW: So far, the Provost said we are going forward with searches, I expect they will honor this.]

Table of 2019-20 Revenue Percentages by Budget Category

\$51,179,173

Different categories that money comes to the college in



[DW: Blue is the money for salaries. "Donated funds" are one-time gifts, cash on hand, it is tied and cannot be used for AT. "Research stimulation" includes mainly money that belongs to PIs, not to the College. We tend to use this money for the Faculty Startup. "CERF" refers to the Continuing Education Revolving Fund (CPIE). IRA is student funds requiring yearly proposals to AA to support instructional related costs, giving money back to students; it is spoken for.]

Example #1: Lottery Funds

Description:	College's share of state lottery funds to support education
Restrictions:	Instructional use only (no faculty salaries or research)
2019-20 Available Revenue:	\$312,364 (includes \$9,909 carryforward)
2019-20 Lottery Expenditures	\$182,468
Travel:	\$158,988
Tech Student Assistants	\$23,481
Carryforward available for 2020-21:	\$129,894

NOTES:

- Carryforward is due to truncated travel because of COVID-19.
- All of the carryforward will be applied to the CLA share of the Academic Affairs budget cut.
- Income in 2019-20 and (likely in 2020-21) is up by about \$100K because money usually use by AA for programs not run due to COVID-19 were redistributed to colleges.

[College's share of state's lottery: we fund faculty travel with this money. Good news: we have \$129,894 carryforward. We think this number is going to be around \$300,000 because AA will not spend all their money because of programs that will not take place because of CV-19.]

Example #2: General Fund

Description:	State appropriation and student tuition and fees
Restrictions and other notes:	--technically very flexible funds (no alcohol or employee-only hospitality) --functionally very constrained as CLA has had to use all of these funds to pay salaries (97%) --Student Excellence Fee (SEF) and Gradation 2025 funds come with additional restrictions --adjusted by Academic Affairs annually for: <ul style="list-style-type: none"> • changes in # of tenure-line faculty • gains or losses in FTES • salary increases
2019-20 Available Revenue:	\$46,832,993 (includes no carry forward – but a loan from Academic Affairs)
Base Budget:	\$35,760,188
*Variable Funds:	\$9,867,549
Student Excellent Fee (SEF) for Technology and Equipment:	\$542,845

SEF for Highly Valued Degree Initiative:	\$407,444
Graduation Initiative 2025:	\$254,967
*Includes various buy-outs of faculty time that are essentially in and out	
2019-20 Expenditures	
<ul style="list-style-type: none"> • Tenured, Tenure-track - 52% • Lecturer - 30% • Staff & Admin.- 10% • Department Chair – 5% • GA/TA/ISA – 3.4% • Operating Expense and Equipment (OE&E) – 2.5% • Misc Personnel & Benefits -0.4% 	<p>GF Expenditures</p>

[GF expenditures tend to be very flexible but have been constrained because we have to pay salaries. Up until last year we had a deficit in this fund. We use 97% to pay salaries. Student Excellence Fee and Graduation 2025: this money comes to us with restrictions. AA changes or makes adjustments in the amount we get every year. This Fall we are up on FTES, we increased the number. Variable funds are confusing, we have faculty that are bought out from their responsibilities (for example AT for AS chair).]

Example #3: CERF

Description:	Continuing Education Revolving Fund (CERF)
Restrictions and other notes:	--indirect returns from Continuing Professional and International Education Programs (CPIE) --typical use department operating funds (i.e. supplies, copying, equipment & hospitality (dept. faculty meetings))
2019-20 Available Revenue:	\$1,032,745
Open University	\$278,040
Summer 2019	\$271,755

Dept. Chair Salary Reimbursement for Summer	\$199,595
Programs – BALA, MSGIS	\$154,578
Carryforward from 18/19	\$ 57,696
GS 700	\$ 33,215
Winter Session 2020	\$ 26,221
May Intersession 2020	\$ 8,586
Transfer in	\$ 3,060
2019-20 Expenditures	100% Operating Expenses & Equipment
<ul style="list-style-type: none"> • CERF Exp moved to GF – (-80%) • Dept OE&E – 61% • Awards - 31% • College Support/COVID – 22% • MSGIS - 16% • Add'l Emp (Summer Adv) – 14% • Dean's Office – 11% • New Faculty Startup – 10% • Recruitment – 6% • Tech Serv/ATLAS GF – 6% • Fac/Staff Refresh - 2% 	

[CERF funds really matter. With Open University students enroll in classes through CPIE. We can use CERF money for some things, not everything. This year we got some CERF money back and we gave some money for departments operating expenses.]

As I said before, we have half a million of deficit in General Fund because we had to use that money to pay salaries.

In any given year Terie may be trading funds among CERF, the General Fund, and the Lottery fund: these are the three main sources of income.

“Operating Funds” is a category of expense.

Lily House-Peters: Is any money being saved while we are in virtual/AMI mode? For example, lower infrastructure/operating costs, lower electricity and heating bills, etc.?

DW: At the University level, yes, as they are not paying for utilities. But at the College level this is not happening. Staff on campus now are paid time and a half, there is more cleaning to do, etc. It is more expensive to be AMI.

Anand Commissiong: Where did the money come from for Summer AMI training?

DW: CARES money

Laura Ceia: This semester faculty with small kids got release time, is that possible for next semester?

DW: No, there is no program that the Provost have put forward for that. That sort of expense breaks the College's budget.]

2019-20 Carryforward

Fund	Total Amount	Available for Mitigation
General Fund	\$443,904	\$49,859*
CF/UF	\$1,518	\$0
CERF	\$734,561	\$734,561*
Lottery	\$129,894	\$129,894
GRC/ER/MT	\$36,278	\$0
Research Stimulation	\$172,967	\$119,126
Totals	\$1,519,122	\$1,033,440

*CLA traded about \$200K of General Fund to Academic Affairs for CERF funds

Bottom line:

Without the COVID-19 cuts, CLA would be rich!

CLA Required Mitigation (funds to be returned to Academic Affairs):

\$1,150,000 - \$1,033,440 = \$116,560.

AA proposes that we cut \$140,000 in assigned time (25 3-WTU course releases)

Terie and I propose to manage instructional, operating, travel, and misc costs to avoid cutting AT; CLA Budget Committee approved this plan.

[This is the critical sort of thing we need to understand if we are going to be in a similar situation next year. Terie and I have gone through the way AA looks at our money and said: this is what we have. We are proposing that if you add up all of the funds you get to the \$1,519,122.

An example of General Funds would be money that is earmarked as "holding money." The goal is not to touch anybody else's money and not do anything too draconian. Our Startup costs are up, we are looking for ways to cover those expenses and trying not to touch any individual or department RS.]

2020-21 Budget Projections

CERF—may be stable; summer 2020 income will likely be up but Open University may be down

Lottery—reduced travel likely means we can save \$100K if our allocation remains the same as 2019-20

Scholarly Intersections: save \$12,000c

Operating and Equipment costs may be down: save \$100K?

Conclusions

1. Putting all our carryforward toward this year’s return to Academic Affairs allows us to maintain current levels of assigned time, keep a reasonable teaching schedule, support the unfunded RSCA proposals, invest in some anti-racist activities, fund Scholarly Intersections, and fund virtual conferences.
2. If the state cut to the university is larger next year, CLA might have a \$2-3 million cut and draconian cuts will likely be unavoidable.

Budget Proposal for 20/21

1. Continue to support RSCA to the level recommended – 14 additional awards for Spring ‘21
2. College will continue to support attendance at virtual conferences one conference up to \$600
3. Scholarly Intersections will continue with a reduced budget (no travel or catering necessary)
4. Department and independent programs can apply for up to \$5000 for anti-racist/social justice projects (the money cannot be used for assigned time).

Example #4: Donated Funds

Description:	Gifts from individuals & corporations Funds carryforward from year-to-year
Restrictions and other notes:	--typically given for a specific use (i.e. Scholarships or program) --Annual fund contributions mostly from alumni for a particular department or program --Most Funds balances are due to years of Carryforward --Program funds my award scholarships too
2019-20 Available Revenue:	\$1,267,957
Scholarships K funds or Endow (B or E)	\$624,541C
Program funds (N, B, or E)	\$336,292C
Annual Funds (Dept N)	\$307,125
2019-20 Expenditures	Expenses tend to be OE&E & Student Asst.
<ul style="list-style-type: none"> • Scholarships • Program Course Releases • Hospitality • Student Assistants 	

[Donated funds: gifts for scholarships or for specific programs (Jewish Studies, Translation Center). This does not contribute to the College’s budget; this money was given by philanthropists and have specific goals. Maybe we can do one-time things with this money, take a small amount for something specific.]

Example #5: Research Stimulation

Description:	Indirect returns (IDR) from grants
Restrictions and other notes:	--typically used purchases and support for research, fund release time, or student research assistants --IDR are divided 1/3 to each College, Dept. and Principal Investigator --College has been using these funds to support new faculty startup (NFSU)
2019-20 Available Revenue:	\$1,184,138
College	\$150,030
Departments	\$ 77,915
Principal Investigators (PI)	\$956,193
2019-20 Expenditures	
• Research Support	\$341,602
• New Faculty Start Up	\$ 26,034

[We typically use these to support various kinds of research. Usually, the PI, College and, department get some money. We also use it for startup funds.]

Example #6: Instructionally Related Activity

Description:	Student Fee administered by University Student Fee Committee
Restrictions and other notes:	--can only be used for approved program budgets any changes have to justified and approved --CLA has 22 approved programs --These programs enhance student experience -- There are programs that generate revenue in addition to IRA funds
2019-20 Available Revenue:	\$505,935
IRA Allocation	\$282,100
Carryforward & Program Revenue	\$223,835
2019-20 Expenditures	\$414,557
• Student Assistants	
• Fieldtrips	

<ul style="list-style-type: none"> • Produce journals • Presenters 	
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[This money is spoken for, specific course proposals, etc.]

Example #7: Course Fee/Miscellaneous Trust/User Fees

Description:	Revenue collected funding express purpose
Restrictions and other notes:	--Course fees expense for particular course (CLA has only 2) --User Fee for Geography plotter & Archaeological Materials Analysis --Conference Registrations for CLA conferences
2019-20 Available Revenue:	
Course Fees	\$ 3,268
User Fee	\$12,243
Miscellaneous Trust	\$24,239
2019-20 Expenditures	\$5,244
<ul style="list-style-type: none"> • Presenters payments • Equipment & Upgrade equipment • Supplies for conferences 	

[Revenue for express purposes; if a department is holding a conference, they hold money for that. This budget is less than \$50,000, it is a drop in the bucket.

Barbara LeMaster (in chat): To what extent does Academic Affairs sweep funds versus the college making decisions about which pot of money is put against our deficit?

DW: RSCA, AT: if cuts are bad next year, then College will have no control. One more thing I have not explained about how AA is approaching this: what AA did, since the 5% budget cut to the university is a permanent base cut, they took our share of that out of our base budget and gave us some variable funds. They did not give us everything, but actually cut money from our base budget. It is good because they are leaving a record of what our base budget was.

Kevin Johnson: I may be able to ask this at the University Resources Council [question about furloughs and possibility of having a 5% cut again next year]

DW: We are at the point right now where a 5% budget cut is all we can manage. That is a question that the Chancellor's Office will be able answer. I continue to believe that furloughs will be dreadful next year. Please ask about this at URC.

Stacy Macias: What is the timeline, when should we brace for bad news?

DW: The first news we will get is Trustees making budget requests in November. The Governor releases the preliminary state budget in January. Then, there are negotiations with the legislature and a revision in May. This may not be a regular year. In a normal year we would know in May, but this may not be a regular year.

Steven Rousso-Schindler (in chat): IRA proposals are typically due in the next month or so - these are funds that will be used in Fall 21 and Spring 22 when we may be back in person (if we're lucky). Have you heard whether there will be an IRA call this year?

DW: I have not heard that there would not be, so I assume that there should be. I expect these proposals would move forward.]