

Minutes of the
Second Regular Meeting of the Third Senate
Purdue University Fort Wayne
October 12 and 26, 2020
Via Webex

Agenda

1. Call to order
2. Approval of the minutes of September 14 and September 21
3. Acceptance of the agenda – B. Buldt
4. Reports of the Speakers of the Faculties
 - a. IFC Representative – P. Dragnev
 - b. Deputy Presiding Officer – N. Younis
5. Report of the Presiding Officer – J. Toole
6. Special business of the day
 - a. Memorial Resolution (Senate Reference No. 20-6) – M. Cain
 - b. Annual Report on the Budget (Senate Reference No. 20-7) – R. Elsenbaumer
7. Unfinished business
 - a. (Senate Document SD 20-5) – R. Friedman
8. Committee reports requiring action
 - a. Faculty Affairs Committee (Senate Document SD 20-6) – H. Di
 - b. Faculty Affairs Committee (Senate Document SD 20-7) – H. Di
 - c. Professional Development Subcommittee (Senate Document SD 20-8) – S. Ding
 - d. Educational Policy Committee (Senate Document SD 20-9) – S. Hanke
 - e. Executive Committee (Senate Document SD 20-10) – B. Buldt
9. Question time
 - a. (Senate Reference No. 20-4) – B. Buldt
 - b. (Senate Reference No. 20-5) – S. Betz
10. New business
11. Committee reports “for information only”
12. The general good and welfare of the University
13. Adjournment*

*The meeting will adjourn or recess by 1:15 p.m.

Presiding Officer: J. Toole
 Parliamentarian: C. Ortsey
 Sergeant-at-arms: G. Steffen
 Assistant: J. Bacon

Attachments:

“Memorial Resolution-Arline R. Standley” (SR No. 20-6)
 “Temporary Exemption from Procedures of Promotion for Lecturers at PFW” (SD 20-5)
 “Alignment of By-Laws with New Lecturer Promotion Procedures” (SD 20-6)
 “Annual Report on the Budget” (SR No. 20-7)
 “Approval of Filling in of a Vacancy in the Senate Faculty Affairs Committee” (SD 20-7)
 “Approval to Fill a Vacancy on the Professional Development Subcommittee” (SD 20-8)
 “Holds for Academic Dishonesty” (SD 20-9)
 “Guidelines for Keeping Campus Open During the Pandemic” (SD 20-10)
 “Question Time – re: CARES Fund Distribution” (SR No. 20-4)
 “Question Time – re: Technology Problems” (SR No. 20-5)

Senate Members Present:

J. Badia, D. Bauer, S. Betz, Z. Bi, B. Buldt, S. Buttes, M. Cain, S. Carr, B. Chen, A. Coronado, K. Creager, K. Dehr, Y. Deng, H. Di, S. Ding, P. Dragnev, C. Drummond, P. Eber, J. Egger, R. Elsenbaumer, K. Fineran, R. Friedman, S. Hanke, D. Holland, P. Jing, M. Johnson, M. Jordan, D. Kaiser, C. Lawton, C. Lee, J. Lewis, A. Livschiz, L. Lolkus, A. Marshall, J. Mbuba, A. Mills, A. Mohammadpour, J. O’Connell, M. Parker, S. Randall, M. Ridgeway, G. Schmidt, A. Smiley, H. Strevel, R. Stone, D. West, S. Wight, L. Whalen, M. Wolf, N. Younis, M. Zoghi

Senate Members Absent:

A. Benito, J. Burg, B. Elahi, M. Gruys, A. Ushenko

Guests Present:

M. Ball, N. Borbieva, R. Clark, F. Combs, S. Davis, M. Dixon, C. Erickson, M. Frye, T. Heath, M. Helmsing, J. Hersberger, M. Kelsey, A. Kopec, J. Malanson, A. Pinan-Llamas, C. Randall, N. Rupp, C. Springer, T. Swim, N. Virtue

Acta

1. Call to order: J. Toole called the meeting to order at 12:00 p.m.
2. Approval of the minutes of September 14 and September 21: The minutes were approved as distributed.
3. Acceptance of the agenda:

B. Buldt moved to accept the agenda.

Agenda approved by voice vote.

4. Reports of the Speakers of the Faculties:

a. IFC Representative:

P. Dragnev: IFC is now full in terms of membership. Last year, Josh Bacon served as an administrative member of the committee from our side. Per the Bylaws the two members from PFW are myself and the PFW West Lafayette Senator, Prof. Todor Cooklev. We expect to hold a meeting later this semester.

I want to use this opportunity to wish everyone to stay healthy and safe. We seem to be doing okay with only eight students in the last two weeks that have contracted COVID and forty-nine that were quarantined. I want to thank faculty for continuing efforts to assist quarantined or isolated students in their continuing education even in face to face classes. So, faculty are continuing to do a fabulous job. I want to thank everyone.

b. Deputy Presiding Officer:

N. Younis: Dear Colleagues,

I hope you and your family are healthy and safe during these uncertain and unprecedented times.

Thank you for the feedback and sharing your concerns since the last senate meeting.

I would like to bring to your attention two topics:

Shared governance

My report to the campus Crisis Management Planning Committee

Shared governance is a collaborative decision process between university administration, faculty, staff, and students, all working together to advance the mission of the university.

As such, the intention of senate document SD 16-26 (Statement on shared governance) is to promote the best policies that meet the needs of our university.

Let us all read the senate document again and I hope we are all willing to pursue shared government in good faith.

On a separate subject, I hope I shared your concerns in my report to the campus Crisis Management Planning Committee.

Considering the Pandemic and the huge project to tackle its issues:

- Some classrooms were not ready at the beginning of this semester. I think the university's COVID-19 Team tackled this issue swiftly for many classrooms during the first week of the semester.
- The social distancing capacity formula was not compatible with the design of some classrooms. This is an ongoing project in preparation for the spring semester.
- Class rooms are not being cleaned and sanitized as they should be.
- Lately, we are seeing students indoor without masks

Thank you.

5. Report of the Presiding Officer:

J. Toole: We have a full agenda, and I don't want to delay us any more than necessary. I have three brief things to say.

First, a quick note on something Peter said. I just want to make clear that Josh Bacon was not really a member of the IFC. This was just an administrative or technical error that we have since corrected. I just wanted to make that clear to the body.

Second is that our Nomination and Elections Committee is in urgent need of a Senator to fill its remaining seat. We normally would not use our PO and Speaker remarks to encourage Senators to nominate themselves for a Senate committee seat, but we do here for several reasons. First, the committee has only two seats, so when one remains empty for a long time, as it has since the spring, the need to fill it becomes acute. Second, this is a crucial committee; shared governance does not work without a means to select faculty for seats on Senate committees and subcommittees. And third, the seat can be filled only by a Senator, not by any other member of the voting faculty. This committee does not demand a lot of time; it is busy only once or twice a year, and Josh Bacon helps a great deal with the work that it does. Please consider volunteering yourself for Nominations and Elections by emailing the current committee chair, Suining Ding, or Josh Bacon. Thank you so much.

Third, we'd like to inform the Senate that the Executive Committee has sent a memo to EPC and URPC outlining what we hope they can accomplish in the coming days and weeks concerning the university's decision-making on campus opening policies during the Covid crisis. We sent these memos because we recognize how central these committees' work is to the strength of shared governance on this campus, not because we think that they aren't already working hard enough. We want to emphasize how grateful we are to both EPC and URPC for all that they are doing right now.

This concludes my Presiding Officer's remarks.

6. Special business of the day:

- a. Memorial Resolution (Senate Reference No. 20-6) – M. Cain

M. Cain read the memorial resolution for Arline R. Standley. A moment of silence was observed.

- b. Annual Report on the Budget (Senate Reference No. 20-7) – R. Elsenbaumer

Please see attached PowerPoint.

7. Unfinished business:

- a. (Senate Document SD 20-5) – R. Friedman

R. Friedman moved to amend Senate Document SD 20-5 (Temporary Exemption from Procedures of Promotion for Lecturers at PFW) by removing the last two “be it further resolved.”

Motion to amend passed on a poll vote.

Resolution passed on a poll vote.

8. Committee reports requiring action:

- a. Faculty Affairs Committee (Senate Document SD 20-6) – H. Di

H. Di moved to approve Senate Document SD 20-6 (Alignment of By-Laws with New Lecturer Promotion Procedures).

Resolution passed on a poll vote.

- b. Faculty Affairs Committee (Senate Document SD 20-7) – H. Di

H. Di moved to approve Senate Document SD 20-7 (Approval of Filling in of a Vacancy in the Senate Faculty Affairs Committee).

Resolution passed on a voice vote.

- c. Professional Development Subcommittee (Senate Document SD 20-8) – S. Ding

S. Ding moved to approve Senate Document SD 20-8 (Approval to Fill a Vacancy on the Professional Development Subcommittee).

Resolution passed on a voice vote.

d. Educational Policy Committee (Senate Document SD 20-9) – S. Hanke

S. Hanke moved to approve Senate Document SD 20-9 (Holds for Academic Dishonesty).

A. Livschiz moved to amend by adding “BE IT FURTHER RESOLVED, that the chair/director of the department that places the hold on the student’s record is also responsible for removing the hold on the student’s record once the investigation is complete.”

S. Carr moved for unanimous consent to approve the amendment.

Motion for unanimous consent failed.

S. Carr moved to suspend the meeting.

The meeting is suspended at 1:15 until noon, Monday, October 26, 2020.

Session II
(October 26)

Acta

Senate Members Present:

J. Badia, D. Bauer, A. Benito, S. Betz, B. Buldt, S. Buttes, M. Cain, S. Carr, Z. Chen, K. Creager, Y. Deng, H. Di, S. Ding, P. Dragnev, P. Eber, J. Egger, R. Elsenbaumer, K. Fineran, R. Friedman, M. Gruys, S. Hanke, D. Holland, P. Jing, M. Jordan, D. Kaiser, C. Lawton, J. Lewis, A. Livschiz, A. Marshall, J. Mbuba, A. Mills, A. Mohammadpour, M. Parker, M. Ridgeway, G. Schmidt, R. Stone, H. Strevel, D. West, M. Wolf, N. Younis, M. Zoghi

Senate Members Absent:

Z. Bi, B. Chen, A. Coronado, K. Dehr, C. Drummond, B. Elahi, M. Johnson, C. Lee, L. Lolkus, J. O’Connell, S. Randall, A. Smiley, T. Swim, A. Ushenko, S. Wight

Guests Present:

M. Ball, K. Burtnette, J. Cashdollar, T. Cooklev, S. Davis, A. Dirksen, M. Dixon, M. Frye, C. Gurgur, T. Heath, M. Helmsing, J. Hersberger, C. Kuznar, J. Malanson, C. Randall, C. Springer, N. Virtue, K. White

J. Toole reconvened the meeting at 12:00 p.m. on October 26, 2020.

d. Executive Committee (Senate Document SD 20-9) – S. Hanke

Motion to amend by adding “BE IT FURTHER RESOLVED, that the chair/director of the department that places the hold on the student’s record is also responsible for

removing the hold on the student's record once the investigation is complete" passed on a poll vote.

S. Carr moved to amend by adding "BE IT FURTHER RESOLVED, the hold must remain in place while the investigation for academic honesty proceeds; and during the period when a student may drop or withdraw from their courses, if the department investigation determines that the student violated one or more academic honesty policies and upholds academic sanctions leveled against the student" before the last "BE IT FURTHER RESOLVED."

Motion to amend passed on a poll vote.

Resolution passed on a poll vote.

- e. Executive Committee (Senate Document SD 20-10) – B. Buldt

B. Buldt moved to approve Senate Document SD 20-10 (Guideline for Keeping Campus Open During the Pandemic).

Resolution passed on a poll vote.

9. Question time:

- a. (Senate Reference No. 20-04) – B. Buldt

SD 19-28 asked that the "university administration make a report to senate at the first meeting of Fall 2020 about how the [CARES fund] was distributed." The last known amounts were \$5,589,305 total, of which at least \$2,794,653 were supposed to be awarded to students as emergency Financial Aid Grants. Since no report was announced for the first meeting of Senate in September, I ask, in my role of chair of the Senate Executive Committee: (1) why was no report submitted for inclusion to or delivered at the September meeting, and (2) when does our administration plan to do?

J. Toole: Thank you very much, Bernd. I would like to ask the Chancellor if he would like to respond. But, before I do, I would also remind everyone that two weeks ago, when the Chancellor gave his budget presentation, I noted that anyone who had questions on the budget presentation should feel free to bring them up in response to this question, which also is about finances. But, first, of course, I would like to ask the Chancellor if he would like to respond.

R. Elsenbaumer: Thank you so much, Mr. Presiding Officer. Thank you to the Faculty Senate for asking this question, Bernd, in particular.

First off, the reason why there wasn't a report submitted or included or delivered in the September meeting is that we were prepared to give you this report back in September, but, quite honestly, I wasn't sure where it belonged in the meeting and we

weren't asked to deliver it in the meeting. So, maybe that was an oversight on our part. Anyway, we are prepared right now to give you that report.

I am going to apologize in advance for all the numbers that will be presented in this report. Fortunately, as soon as this meeting is over, I will provide this information to Josh so that he can provide it in the minutes of the meeting and you can look over the numbers in more detail.

As a part of the federal government CARES Act, Purdue University Fort Wayne received \$2,794,653 in CARES Act 1 funding.

As determined by the U.S. Department of Education, this funding was to provide emergency grants and relief funds to students for eligible expenses related to the disruption of campus operations owing to the coronavirus outbreak (including needs for food, housing, course materials, technology, healthcare, and childcare).

In order to provide immediate aid to students, Purdue Fort Wayne opened up the CARES Act application process on May 12, 2020 – in the Purdue system, we were out there very early. The Vice Chancellor for Student Affairs, Office of Financial Aid, and the Bursar's Office processed applications throughout May, June, and July utilizing \$1,500 as the aid cap per student.

In order to use remaining CARES Act 1 funds, a second application process was opened on August 13, 2020 with a \$1,250 aid cap per student.

As of the closure of the application process on August 17, 2020, a total of \$2,617,061 was disbursed directly to 2,281 students. The remaining \$177,592 has been set aside to provide emergency student relief for individuals experiencing special circumstances throughout the fall and spring semester.

- To put things into perspective, the total amount requested by students was \$5,211,635.57 with an average individual request of \$2,222.62. A breakdown of funding requests, resources granted, etc. is as follows:
 - Housing
 - Requested total: \$2,100,799.85
 - Average amount requested: \$895.86
 - Food
 - Requested total: \$697,539.42
 - Average amount requested: \$297.46
 - Course Materials
 - Requested total: \$714,158.41
 - Average amount requested: \$304.55
 - Technology
 - Requested total: \$477,502.39
 - Average amount requested: \$203.63

- Healthcare
 - Requested total: \$205,859
 - Average amount requested: \$86.51
 - Childcare
 - Requested total: \$60,530.00
 - Average amount requested: \$25.81
 - Other
 - Requested total: \$958,236.50
 - Average value requested: \$408.80
- A closer look at the population who received funding (2,281 students in total):
 - Average EFC (estimated family contribution) denoting financial need was \$10,921
 - 1,010 students receiving CARES Act funds had an EFC denoting they would have been offered need-based aid for the 2019-20 academic year
 - 43 graduate students
 - 2,238 undergraduate students
 - Average spring 2020 credit hours registered 13.8
 - 85 percent of students receiving a CARES Act disbursement are registered for the fall 2020 semester
 - \$2.6 million was dispersed

We do not have a report just yet on CARES Act 2 funding, but that should be coming up soon. We have not drawn down any institutional aid just yet. We are still collecting information on our institutional expenses. I think that it would be prudent maybe in the beginning of the spring semester or later this semester to look at what the initial institutional aid disbursement will be at that point in time. That concludes the report on the CARES Act funding. At this point in time, it is CARES Act 1 funding that we are reporting on.

Mr. Presiding Officer, I am happy to take any questions.

J. Toole: Thank you so much, Chancellor. Are there any questions for the Chancellor on this answer or any of the other budgetary issues that were raised last time?

I see a question from Nancy Virtue in the chat. Nancy, if you are here, you may voice it yourself, but Nancy asked in the chat. "Could someone ask whether LTLs will receive...?" I am sorry, Nancy, you are not a Senator. That is why. I now understand.

Let's move to Janet. Janet Badia. Your hand is up. Please go ahead.

J. Badia: Could the Chancellor clarify something for me? The number that he first put out there that was being accounted for, is that the portion of the CARES money that

was to be directed towards students or was that the total amount of the close to \$6 million CARES fund?

R. Elsenbaumer: The CARES Act I funding of \$2,794,653 was aid that was allowed to be dispersed only directly to students. This aid had to go directly to students and that is how the aid was dispersed, directly to students. So, it could not be funds that were administered by the university. In other words, we could not put those funds into an account and allow the students to have access to that account. This was actual cash that had to be dispersed to the student, and, as I said, we dispersed \$2.6 million of that money.

B. Buldt: Thank you Chancellor for all of the details and hard work that went into distributing this money. Thank you. The way that I understood Janet, but also my own question, the total allocation was more than \$5 million, so there was about \$1.8 million for institutional funding in order to support the shift to online instruction, certain enrollment expenses, blah, blah, blah, will there be a report also on how the institutional CARE funds were allocated?

R. Elsenbaumer: Yes. Just to make a clarification, CARES Act 1 funding was funding that must go directly to students. That was the \$2.8 million in funding. An equivalent amount of \$2.7 million or so in CARES Act 2 funding, in principle, is available to the institution for funding COVID related expenses at the institution. The CARES Act 2 funding has not yet been dispersed, and so I was suggesting that we give an update on CARES Act 2 spending, the institutional reimbursement for COVID related expenses. I was suggesting that we give that report later in the semester or early in the spring semester after we have had an opportunity to actually draw down funds and first account for what has been expended for on our campus and then draw the funds down hopefully to reimburse the institution for those expenses. So, we have spent a considerable amount of money over last spring, the summer, and this fall, getting the campus ready to welcome students back to provide, hopefully, as safe of an environment as we possibly could, which took quite a bit of resources. We are now looking forward to getting reimbursed for those expenses. We have not yet, but we expect to.

A. Livschiz: Just to clarify, the money hasn't been spent yet, but the money will be spent, and then we will be told about how it is spent? If that is the case, then doesn't it seem like we just voted on a resolution that talks about shared governance? So, wouldn't it make sense for there to be conversations about how that money should be spent, rather than just telling us how it was spent?

R. Elsenbaumer: Again, I am only talking about the money that we spent over the summer for sanitizing equipment, Plexiglas, upgrades to the ventilation systems in our buildings, and all sorts of other things. Those are the things that we have spent a considerable amount of money on that we intend to get reimbursed. Also, we intend to get reimbursed for the monies that were refunded to students in housing after we sent students home from housing and we provided refunds to them. Those refunds are reimbursable expenses as well. So, that is where we are at this point in time.

S. Carr: I think Nancy Virtue's question is relevant to the answer that the Chancellor just gave. I wonder if there is any possibility that this second phase of the CARES Act might be used, not just for reimbursement, but also for investment. It seems to me that, given Nancy's question about whether LTLs will receive any retraining money, that LTLs as a vulnerable category of employee on our campus have put in significant time and effort to retraining for purposes of delivering their courses in alternate modalities, not to mention that those modalities are now completely different learning management systems, so I am wondering if there is any possibility that at least some of that CARES money might be used to reimburse the LTLs, who are already getting so little on this campus?

R. Elsenbaumer: Unfortunately, as we understand the CARES Act 2 funding, funding for salaries for individuals will not be an allowable expense for activities that normally would take place. We have asked for funding, and we tried to get funding, for salaries in a variety of different ways on our campus. Unfortunately, all indications are that those would not be allowable expenses. However, what are allowable expenses for reimbursement are those things that relate to technology and any additional support needs within classroom activities, which would be as a direct result of the COVID situation and would not have normally been instituted under normal conditions. Those are the things that we are watching out for, and clearly anyone who has a specific need in the classroom, such as the amplifiers for faculty needing to be able to project their voice better with a mask on. Those technology needs, we are expecting that we will get reimbursed for those. Things like that are clear and easily defended expenditures under the rules and guidelines of the CARES Act 2 funding.

A. Livschiz: I totally understand that the university spent a lot of money this summer for the financial health of the university. Given the money that was already spent, it would be really nice to get reimbursed, but I feel like this is precisely the problem and this is precisely the issue that we have. Decisions were made and there were concerns raised about how money was spent. Those concerns were ignored, and now those decisions are being further cemented by reimbursements, which means that there is potentially less money left for other things. I remember I was one of the people over the summer who specifically asked "we are spending all of this money, what if we run out before we need to spend money on something else?" We were told "no, this is a long term expense." But, it sounds like that we were counting on this CARES 2 money because now it is going to be used to cover those expenses, some of which are problematic. We now won't have money for other things. You don't have to answer this if what is done is done and it is what it is. But, these are the consequences of a lack of meaningful engagement with faculty leaders and faculty voices earlier, and we are going to continue to live with the consequences of that for a very long time.

R. Elsenbaumer: I think it is important to recognize that we did not spend all of the CARE 2 Act money. In fact, we have only spent about half of it, and we have kept quite a bit of it in reserve for exactly the kind of things that I think you are talking

about. We recognize that there will be additional needs come this spring and later this fall. There is money available, as I said earlier, for those needs, especially educational and technology needs, to the extent that our faculty have those needs. If there are things that need to be put forward, we are listening. The CARES Act 2 fund still has the resources available for carrying a student spring semester.

S. Betz: My question is somewhat of a follow up. When does the university expect to use all of the CARES Act funds? We have requested some things and have been told that there wasn't money for them. That is the rationale for my question.

R. Elsenbaumer: My understanding at this point is that we have one calendar year in order to spend these CARES Act 2 funds and we are essentially looking at a reimbursement schedule at the end of each quarter. We just finished the first quarter and we are now collecting all expenses that have occurred across the entire campus including academic departments. If a department has spent money on something that was COVID related it would not have been a normal expense. We are asking that those expenses be disclosed to us, so that we can put them on our reimbursement list.

If there are things that you have asked for and were denied, I am not aware of them. I am not sure what they were related to. If they were not directly COVID related then that might have been the reason why they were not considered under the CARE Act 2 fund. I just ask that if you have needs and you understand that these are for special circumstances related to the COVID-19 environment that we are in right now, that they wouldn't be normal expenses that you would incur over the normal course during our academic delivery, then I think it is worth considering. Again, I am not aware of anything that has been denied, but that doesn't mean that it hasn't happened. Clearly, it has. I have not been made aware of every request, clearly, that has been made across the campus. But, I would urge you to make your case.

J. Toole: Just to clarify, with CARES 2, it is not about any new spending that we might conduct, it is really only about reimbursement for past expenses, is that right? So, the discussion here is only about which past expenses we choose to seek reimbursement for, and which past expenses are eligible for reimbursement under the CARES 2 Act. Is that a fair summary?

R. Elsenbaumer: That is a fair summary. The CARES 2 Act funding is a federal grant so it is handled just like any other research grant to the institution, for example. In fact, that is actually how the money is being held. It is being held by the Purdue Research Foundation as a "federal grant," like a research grant. So, you only get reimbursed for expenses, and only allowable expenses. Even though we are putting forward expenses that we incur it is not clear that every expense that we are requesting will actually be reimbursed by the federal government. We are hoping they are, but it is always subject to interpretation by others.

J. Badia: I am wondering if in the spirit of "if there is a will, there is a way," if we cannot do something with the CARES Act 2 money that follows along what was done

with the first CARES Act pool of funds? If we look at the things that students were funded or reimbursed for, housing, food, course material, tech, healthcare, childcare, and other, would there not be a way to reimburse LTLs for some of those things as well? If we can't pay them directly for salary from the CARES Act 2, could we, for example, reimburse them for tech expenses, including the cost of their internet that they would have needed in the spring in order to be able to teach their classes? I want to put that out there as something that I would like for the administration to consider, perhaps thinking a bit more creatively about how to acknowledge the additional expenses that LTLs bore because of COVID.

R. Elsenbaumer: Yes. First and foremost, any of those expenses that are incurred by students. Students are the ones that are specifically called out in CARES Act 1 and CARES Act 2 funding. Direct expenditures or direct reimbursements to students are allowable. With respect to our staff members, I think it is always worthwhile putting forward a proposal saying here is a potential expense that we certainly could be justified as an unusual expense for COVID-19. I think those would be considered. So, I think it is very worthwhile. As I said earlier; we are looking for every opportunity and we haven't identified them all, but we are looking for help across campus to help us identify what expenses we might be reimbursed for in relationship to any COVID-19 related activities that wouldn't be under normal circumstances. I would say, let's look at the argument and see if there is any way to document what those expenses might be.

S. Betz: This is a follow up question to your comment earlier. What is the end date when the university can be reimbursed for its expenses through the CARES Act money?

R. Elsenbaumer: I understand that it is one calendar year, and I believe that we were granted the ability to draw down funds from the grant sometime in September. So, I would say, through August of 2021 might be our last chance for recovering funds from CARES Act 2.

S. Betz: Sorry. One more follow up. That includes new expenses between now and next August?

R. Elsenbaumer: That is correct. We have held back a considerable amount of money in CARES Act 2 for any up and coming expenses that we might incur, especially in the spring semester. We are anticipating that there will be some, and so we are prepared to be able to cover some, if not all, of those expenses.

S. Betz: Thank you for the clarification. That helps a lot.

A. Livschiz: I just want to make sure that I understood what the Chancellor says. This is not an avenue that the administration has pursued yet, but they would be open to somebody making this proposal, and if there is still money left then this proposal still could be funded?

R. Elsenbaumer: I think if you are identifying any expenses of what we would call COVID-19 induced expenses, we would certainly like to know what they are, and if we already considered them. A determination will then be made, generally not by us, but by others. We can make the case that these are unusual expenses and these expenses should be, in our opinion, allowable for reimbursement. So, we are looking for those opportunities, whatever they are. Let's make sure we understand what they are, and at least make the case for getting reimbursed. Maybe not, but we certainly won't if we don't make the case.

S. Carr: A quick suggestion to consider. To me, this seems like a great example of where Senate, in particular, URPC, might be able to be engaged as a collaborative partner in this process, particularly, in terms of designing some sort of protocol for fielding requests, as well as determining priority for requests to get funded. I will note here, as I mentioned in the chat, that our constitution gives voting faculty powers through the Senate to make recommendations concerning the determination and management of the budget. So, I think, ultimately, it is really up to the administration to make some of those determinations, but I think that needs to be done in concert with making sure Senate is given the opportunity to weigh-in, and that Senate's recommendation, I am thinking URPC here, is given weight and consideration before any decision has been made.

b. (Senate Reference No. 20-5) – S. Betz

Given the increasing reliance on technology to ensure students are able to attend class remotely and the fact that technology can have failures, such as webex being down, delays in kaltura video postings, campus wifi not working, etc., it would be beneficial for instructors to be informed about those technical problems as soon as possible. Is it possible for IT to post a "status page" listing the various technologies, any known problems, suggested work-arounds during the down times, and anticipated fix times? And/or can there be a listserv for instructors to subscribe to if they would like to receive timely notifications regarding such technology problems?

J. Toole: We are running out of time, so I would like to note that I will ask the Senate Executive Committee to move Stacy Betz's question, which we did not get to this time, to the November agenda.

10. New business: There was no new business.
11. Committee reports "for information only": There were no committee reports "for information only."
12. The general good and welfare of the University: There was no general good and welfare of the University.
13. Adjournment: The meeting adjourned at 1:15 p.m.

Joshua S. Bacon
Assistant to the Faculty

In Memoriam

Arline R. Standley

February 14, 1918-September 21, 2020

Arline R. Standley, Professor Emerita of English, was born on February 14, 1918 in Buffalo, NY. Passionate about learning and about making the world better and more enriched, Arline devoted herself to literature and music. Indeed, she loved to play her violin. An inveterate traveler who began her travels at the age of 17 at Wheaton College, she continued to combine travel and generosity of spirit. One extensive trip demonstrates her generous, thoughtful nature: she spent five years in Brazil as a missionary. Following her service to Brazil, Arline also journeyed to New York, Kentucky, Louisiana, Porto Alegre (Brazil), Barcelona, Iowa, and Indiana.

While in Iowa, Arline earned her Ph.D., subsequently earning a professorship in 1967 in Comparative Literature at what was then Indiana University at Fort Wayne. She remained at IPFW until her retirement in 1986. Her contributions to this campus and the Department of English and Linguistics are reflected in her time as acting chair of the department, during which time she united the two distinct departments of English into one department of English and Linguistics at IPFW. In addition, she established the Arline Standley scholarship for English students, an award the department continues to bestow on deserving students.

Arline's passion for teaching, for reading, and for her students is a lasting tribute to her life's work and remains the foundation of the department's ongoing mission.

Arline is survived by her sister, Nancy Nielsen; nephews: James/Cindy Nielsen & William/Tami Nielsen; grand nephews: Paul & Tim Nielsen; grand nieces: Kirsten/Dan Pickworth & Dana Nielsen; Leslie Nielsen Phelps/Adam Phelps and great grand niece and nephew: Vera & Corbin Pickworth.

OCTOBER 2020

PFW ANNUAL PLAN FY21

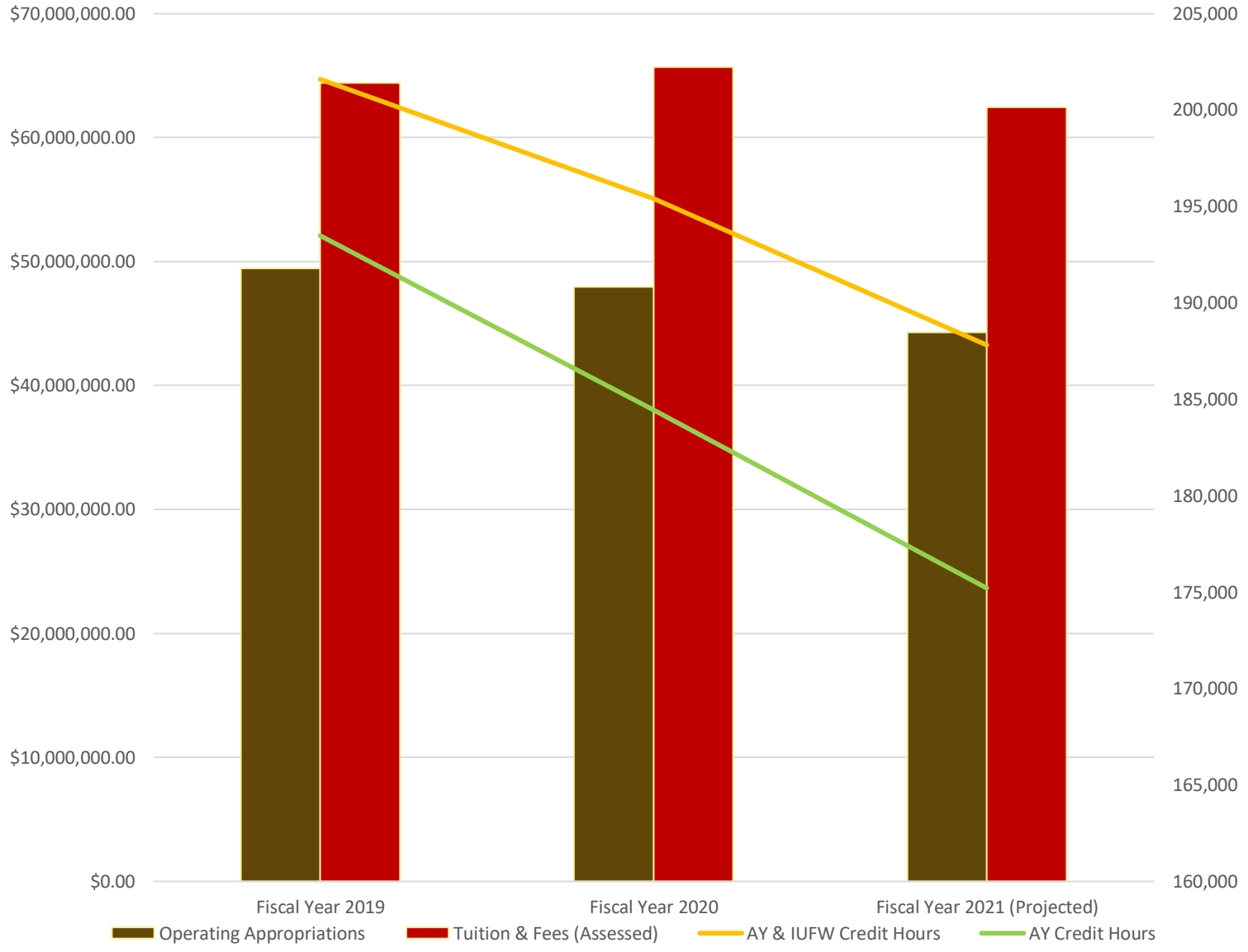
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FY21 REVENUE CHANGES

FY2021 Major Revenue Changes from Prior Year Actual

	V1 Annual Plan FY21 (June 2020)		V2 Annual Plan FY21 (September 2020)		Net of Change
	%	\$	%	\$	\$
State Operating Appropriations	-10%	\$4,407,856	-7%	\$3,085,500	(\$1,322,356)
Core Tuition and Fees <i>Includes 1.65% Rate Increase</i>	-10%	\$6,132,431	-8%	\$4,587,473	(\$1,544,958)
Investment Income & Distributions	-20%	<u>\$286,086</u>	-20%	<u>\$288,570</u>	<u>\$2,484</u>
Total		<u>\$10,826,373</u>		<u>\$7,961,543</u>	<u>\$2,864,830</u>

FY21 REVENUE CHANGES



FY21 BUDGET REDUCTIONS

Budget Adjustments to Operating Units:

Version 2 Budget

Central	\$2,760,949
Chancellor	\$224,166
Development	\$234,102
Marketing	\$112,014
Student Affairs	\$68,005
Financial & Administrative Affairs	\$1,714,600
Academic Affairs	\$2,114,611
Recurring Cuts Total	\$7,228,447

Version 1 Budget: Recurring Cuts Total: \$8,334,830

FY20 YEAR END CASH BALANCE

- FY20 ending cash balance was approximately \$45.4M across all university accounts.
- This represents a decrease of approximately \$11.2M.
 - Several items have contributed to the reduction in cash, which is mostly reflected in Statement of Financial Activity.
 - Net decline in enrollment
 - Targeted retirement payouts
 - Excess repair activity on student housing
 - Increase in institutional aid and COVID-19 expenses
 - Park 3000 acquisition (\$3.8m purchase; \$2.8m donations)
- CFI has been negatively affected by decline in cash balance

FYE 6/30/20	FYE 6/30/19	FYE 6/30/18	FYE 2017
0.58	1.57	1.29	2.11

Corrective Actions:

- Reduce carryforward/reserve spending – spend within budget
- Soft hiring freeze
- Reduction of travel
- Reduction of procurement activities (essential spend only)

FY21 BOTTOM LINE OVERVIEW

Category 1	Category 2	Annual Plan v1	Annual Plan v2	Variance	Comments
01 - REVENUE	00_01 - RECURRING ALLOCATIONS	(60,000.00)	(60,000.00)	-	
	01_01 - TUITION & FEES	(60,879,403.16)	(62,424,361.16)	(1,544,958.00)	Fall Census added back 5% Fall Term Only
	01_02 - APPROPRIATIONS	(42,975,379.00)	(44,297,735.40)	(1,322,356.40)	v2 Plan reflects a 7% State Appropriation revenue decline
	01_05 - SALES & SERVICES	(15,346,504.43)	(14,617,436.93)	729,067.50	Net adjustments for telecom; external/internal sales projections
	01_06 - GIFTS	(1,054,621.00)	(1,383,028.92)	(328,407.92)	Net adjustments based on FY20 actuals
	01_07 - GRANTS & CONTRACTS	(11,967,238.00)	(13,293,428.55)	(1,326,190.55)	CARES Act Grant offset PELL & SOEG Scholarship expense
	01_08 - INVESTMENT INCOME & DISTRIBUTIONS	(4,059,054.10)	(3,911,352.18)	147,701.92	Net adjustments based on FY20 actuals
	01_09 - OTHER REVENUE	(1,682,433.81)	(1,682,433.81)	-	
	01_10 - RECOVERY	(882,340.00)	(552,158.23)	330,181.77	Net adjustment to remove subsidy and convert to recurring allocation
	01_15 - TRANSFERS-REVENUE	6,823.77	(2,685,210.80)	(2,692,034.57)	v1 Plan did not include CARES Act Grant funding
01 - REVENUE Total		(138,900,149.73)	(144,907,145.98)	(6,006,996.25)	
02 - EXPENSES	02_01 - S&W	58,822,188.17	61,040,682.59	2,218,494.42	Added newly hired faculty/visiting; ITS PSC positions; 2 Bursar staff
	02_02 - FRINGES	20,123,981.33	20,615,146.04	491,164.71	Fringe increase for S&W additions above
	02_03 - SUPPLIES & SERVICES	26,545,413.38	26,702,108.69	156,695.31	Net adjustments for telecom; S&E rebalancing
	02_03.1 - OVERHEAD	2,856,643.00	2,582,643.00	(274,000.00)	Net adjustment to remove subsidy and convert to recurring allocation
	02_03.2 - CAPITAL	435,316.00	435,316.00	-	
	02_03.3 - SCHOLARSHIPS, FELLOWSHIPS & AWARDS	19,154,361.01	24,664,325.40	5,509,964.39	v1 Plan did not include PFW Scholarship expenses; CARES Act award expenses
	02_03.4 - FINANCING EXPENSES	15,000.00	15,000.00	-	
	02_05 - TRANSFERS-EXPENSE	12,239,325.11	9,480,730.99	(2,758,594.12)	R&R adjustments entered by PWL
02 - EXPENSES Total		140,192,228.00	145,535,952.71	5,343,724.71	
Total		-	1,292,078.27	628,806.74	(663,271.54)

BUDGET ACTION ITEMS

Focus Areas:

- Budget PFW Scholarships (\$3 million)
- Reduce carryforward/reserve spending (need to build up savings)
- Soft hiring freeze
- Reduce travel
- Reduce procurement activities (essential spend only)

Amended and Approved, 10/12/2020

MEMORANDUM

TO: Faculty Senate

FROM: Ron Friedman, Interim Dean of COAS

DATE: 9/24/20

SUBJ: Temporary Exemption from Procedures of Promotion for Lecturers at PFW

WHEREAS, the Purdue Fort Wayne Senate adopted an abbreviated procedure (SD 19-10) for the first year of Lecturer promotions due to the timeline involved in having college procedures approved; and

WHEREAS, the procedure outlined in SD 19-10 is that: "The Department Committee will make a recommendation to the Chair who then recommends to the Dean and, subsequently, Vice-Chancellor for promotion of Lecturers"; and

WHEREAS, the pandemic created a situation where it was extremely difficult for colleges to adjust their documents to accommodate lecturer promotion by the relevant deadlines;

BE IT RESOLVED, that the lecturer promotion process outlined in SD 19-10 be utilized for any Lecturer who moves through the promotion process in academic year 2020-2021.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Talia Bugel, Chair
Faculty Affairs Committee

DATE: September 4, 2020

SUBJ: Alignment of By-Laws with new Lecturer promotion procedures

WHEREAS, the Fort Wayne Senate approved procedures for promotion and tenure (SD 14-36); and

WHEREAS, the Fort Wayne Senate subsequently approved guidelines for promotion of Lecturers (SD 19-13);

WHEREAS, the By-laws do not currently align with SD 19-13 in terms of the Promotion and Tenure Subcommittee (Campus Committee);

BE IT RESOLVED, that the Fort Wayne Senate make the following revisions to Senate By-laws to align them with SD 19-13 and allow Senior Lecturers to vote in the promotion of Lectures on the Promotion and Tenure Subcommittee.

Approved

Talia Bugel
Hui Di
Dong Chen
Bin Chen
Donna Holland

Opposed

Abstention

Absent

Non-Voting

Marcia Dixson

By-Laws of the Senate:

5.3.2.2.2. Promotion and Tenure Subcommittee

5.3.2.2.2.1. Membership: The Promotion and Tenure Subcommittee shall have the membership established in Senate Documents SD 14- 36 and SD 19-13.

5.3.2.2.2.2. Responsibilities: The Promotion and Tenure Subcommittee shall have the responsibilities, and follow the procedures established in Senate Documents SD 14-36 and SD 19-13.

MEMORANDUM

TO: Executive Committee
FROM: Talia Bugel, Chair
Senate Faculty Affairs Committee
DATE: September 8, 2020
SUBJECT: Approval of filling in of a vacancy in the Senate Faculty Affairs Committee

WHEREAS, The Bylaws of the Senate provide (5.1.4.1.) that “Senate committees shall have the power to fill committee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in sections 5.1.2 and 5.1.4.”; and

WHEREAS, The Bylaws of the Senate provide (5.1.2.) that “No one may serve on more than four Senate committees and/or subcommittees in a given academic year”; and

WHEREAS, The Bylaws of the Senate provide (5.1.4.) that “Senators must comprise at least 2/3 of the voting membership of any committee”;

WHEREAS, There is one vacancy on the Senate Faculty Affairs Committee; and

WHEREAS, John Egger (School of Music) is a Senator and is not already serving on more than three Senate committees and/or subcommittees in the current academic year;

BE IT RESOLVED, That the Executive Committee requests that the Senate approve this appointment.

Approved	Opposed	Abstention	Absent	Non-Voting
Talia Bugel				Marcia Dixon
Hui Di				
Dong Chen				
Bin Chen				
Donna Holland				

MEMORANDUM

TO: Bernd Buldt, Chair, Senate Executive Committee

FROM: Suzanne Rumsey, Chair, Professional Development Subcommittee

DATE: 9/11/20

SUBJ: Approval to fill a vacancy on the Professional Development Subcommittee

WHEREAS, The Bylaws of the Senate (5.1.5.1) provide that, “Senate subcommittees shall have the power to fill subcommittee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting”; and

WHEREAS, There is a vacancy on the Professional Development Subcommittee; and

WHEREAS, The Professional Development Subcommittee voted on 9/10/20 to appoint Adolfo Coronado to fill the available vacancy for the 2020–2021 academic year;

BE IT RESOLVED, That the Professional Development Subcommittee requests that the Senate approve this appointment.

Approved	Opposed	Abstention	Absent	Non-Voting
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Talia Bugel				
Suining Ding				
Sarah LeBlanc				
Janet Papiernik				
Suzanne Rumsey				
Guoping Wang				

Connie Kracher

MEMORANDUM

TO: Fort Wayne Senate
 FROM: Steven A. Hanke, Chair of the Education Policy Subcommittee
 DATE: 9/16/2020
 SUBJ: Holds for Academic Dishonesty

WHEREAS, Current academic regulations state that “During the period in which students are permitted to drop from courses, the instructor will inform the registrar promptly of any allegation of cheating, so that the students cannot withdraw from the course”; and

WHEREAS, There can be situations the registrar is not notified to release the hold when the procedures for investigating academic dishonesty later reveal that the policies of academic honesty were not violated or sanctions were leveled; and

WHEREAS, The process of placing/releasing holds for academic dishonesty would likely be more efficient if these actions are taken by the originating department/school;

BE IT RESOLVED, that the Academic Honesty regulation be changed as follows “During the period in which the student is permitted to drop or withdraw from courses, the instructor shall inform the Chair/Director promptly to place an academic hold on the student’s account in order to prevent the accused student from dropping or withdrawing from the course.”

BE IT FURTHER RESOLVED, the hold must remain in place while the investigation for academic honesty proceeds; and during the period when a student may drop or withdraw from their courses, if the department investigation determines that the student violated one or more academic honesty policies and upholds academic sanctions leveled against the student.

BE IT FURTHER RESOLVED, that the chair/director of the department that places the hold on the student’s record is also responsible for removing the hold once the investigation is complete.

Approved

Hosni Abu-mulaweh
 Steven Hanke
 Donna Holland
 Shannon Johnson
 Kate White

Opposed**Abstention**

Stacy Betz

Absent**Non-Voting**

Cheryl Hine
 Teri Swim

MEMORANDUM

TO: Fort Wayne Senate

FROM: B. Buldt, Chair, Executive Committee
S. Carr, Senator for Communication

DATE: 25 September 2020

SUBJ: Guidelines for Keeping Campus Open During the Pandemic

Resolution for Keeping Campus Open During the Pandemic

WHEREAS the American Association of University Professors (AAUP) has issued [Guidance for Campus Operation During the Pandemic](#); and,

WHEREAS many campuses that opened in the fall continue to experience COVID outbreaks; and,

WHEREAS plans to maintain campus operations for Spring 2021 already have begun; and,

WHEREAS decisions to maintain campus operations include not just reopening the campus, but also keeping the campus open; and,

WHEREAS the Chancellor has committed to joint action with the Fort Wayne Senate in maintaining campus operations for Spring 2021; and,

WHEREAS the Senate Educational Policy Committee has primary responsibilities for “the improvement of instruction,” “general curriculum standards,” “coordination of Fort Wayne curricula with those of West Lafayette,” and “general academic organization;” and,

WHEREAS the Senate University Resources Policy Committee has powers to make recommendations concerning “such matters as planning and optimal utilization of the physical facilities of the university, including buildings, the library, scientific and other equipment, and educational aids;”

BE IT RESOLVED that administration work with the Fort Wayne Senate, including but not limited to the Senate University Resources Policy Committee, to ensure that the health and safety of students, faculty, and staff will be the primary consideration in any decision to keep campus open, as well as any decision concerning campus operations during the pandemic that involve curriculum or the delivery of curriculum; and,

BE IT FURTHER RESOLVED that administration work with the Fort Wayne Senate to provide reasonable accommodations for all members of the campus community who have underlying health conditions; and,

BE IT FURTHER RESOLVED that administration include and adequately weigh the concerns of all affected members of the campus community in decisions about whether to remain open and how

best to control any outbreaks; and,

BE IT FURTHER RESOLVED that administration work with the Fort Wayne Senate, including but not limited to the Senate Educational Policy Committee, to facilitate planning and decision making so that departments and programs can develop their own policies and procedures in advance of Spring 2021 for determining such matters as enrollment caps, instructional modality, communication with students, course cancellations, and other matters specific to delivering departmental and program curricula before the semester begins; and,

BE IT FURTHER RESOLVED that administration work with the Fort Wayne Senate, including but not limited to the Senate Educational Policy Committee, to facilitate clear and transparent processes so that departments and programs have their own policies and procedures in place for Spring 2021 to determine any changes to curricula, including but not limited to making changes to instructional modality, communication with students, and other matters specific to delivering departmental and program curricula once the semester has begun; and,

BE IT FURTHER RESOLVED that administration work with the Fort Wayne Senate, including but not limited to the Senate Educational Policy Committee, to ensure basic fairness and consistency across academic departments and programs to implement these policies and procedures fairly, leaving the development and implementation of these policies and procedures to the departments and programs themselves; and,

BE IT FURTHER RESOLVED that both the administration and the Fort Wayne Senate pledge to work with the Purdue Board of Trustees and all state and local health authorities to close campus in a timely manner if Purdue University Fort Wayne is unable to ensure as the primary consideration the health and safety of all students, faculty, and staff while they are on campus and amid ongoing campus operations during the pandemic.

Approved	Opposed	Abstention	Absent	Non-Voting
B. Buldt			H. Di	C. Ortsey
P. Dagnev				
A. Marshall				
M. Ridgeway				
J. Toole				
N. Younis				

Question Time

SD 19-28 asked that the “university administration make a report to senate at the first meeting of Fall 2020 about how the [CARES fund] was distributed.” The last known amounts were \$5,589,305 total, of which at least \$2,794,653 were supposed to be awarded to students as emergency Financial Aid Grants. Since no report was announced for the first meeting of Senate in September, I ask, in my role of chair of the Senate Executive Committee: (1) why was no report submitted for inclusion to or delivered at the September meeting, and (2) when does our administration plan to do?

B. Buldt

Question Time

Given the increasing reliance on technology to ensure students are able to attend class remotely and the fact that technology can have failures, such as webex being down, delays in kaltura video postings, campus wifi not working, etc., it would be beneficial for instructors to be informed about those technical problems as soon as possible. Is it possible for IT to post a “status page” listing the various technologies, any known problems, suggested work-arounds during the down times, and anticipated fix times? And/or can there be a listserv for instructors to subscribe to if they would like to receive timely notifications regarding such technology problems?

S. Betz