

University Senate  
**General Assembly**  
Meeting Minutes  
November 20, 2020

**Senators Present:** Minerva Ahumada, Francis Alonzo, Suzanne Bost, Laura Brentner, Anthony Deldin, Jenna Drenten, William Duffy, Eilene Edejer, Sarita Heer, Lee Hood, Ashley Howdeshell, Diane Jokinen, Kristin Krueger, Patricia Lee, Susan Uprichard, Bill Adams, Anne Divita Kopacz, Tobyn Friar, Kevin Newman, Kathleen Steinfelds, Ella Doyle, Teresa Fister, Martin Flores, Charles Hwang, Jacob Palmer, Krislyn Zhorne, Thomas Kelly, Michael Kaufman, Nancy Tuchman, Norberto Grywacz (*ex. officio*), Tavis Jules (*ex. officio*), Kevin Kennedy (*ex. officio*)

**Absent:** Dan Killelea, Steven Todd, Maria Wathen, Selam Kahsay,

**Guest:** Wayne Magdziarz (Senior Vice President, Chief Financial Officer and Chief Business Officer)

**Quorum (28/32):** Voting members present at start of meeting; quorum is **satisfied**.

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Chairperson Susan Uprichard called public meeting to order at 3:00 PM.

- I. **Review of preliminary agenda and call for motions to amend**  
No calls to amend.
- II. **Review of minutes from the October 16, 2020 meeting**  
Minutes approved unanimously.
- III. **Presentation: FY'22 budget planning**  
(Invited guest: Wayne Magdziarz Senior Vice President, Chief Financial Officer and Chief Business Officer)

Chair Uprichard introduces the topic and gives the floor to Wayne Magdziarz.

Wayne Magdziarz: Thank you for letting me be here today and I want to give a quick update on the budget.

For FY '21 at the end of October, all of the predicted and discussed revenue shortfalls have come to pass and the expense reductions we have taken have cushioned those shortfalls.



For the spring semester, we expect to have no more than 1,400 students living in the dorms in single rooms in the spring. We are looking at it more as a means for student retention and not as a means to generate significant revenue. Testing protocols for the spring will be announced soon. The university plans to partner with SHIELD Illinois to do on-campus testing for students, faculty, and staff. A majority of courses will still be online, but plans for about 200 courses to be held in-person are in process and subject to change depending on conditions.

Demand for the Loyola Commitment (\$2million) financial aid remains lighter than expected, though we will keep this program in place for the spring semester. By the end of November all of the \$5million from the CARES ACT that was designated to students will have been distributed.

Our plan to freeze open staff positions has generated the expected salary savings and has helped keep the budget on target for our zero results of operations goal. To date, we have not needed to use our line of credit. So unless there is a major shift in our spring projections, our commitment on no further reductions this year is holding for now.

As of yesterday we were running behind on enrollments for the spring by 6% at the undergraduate level and for the master's enrollment we are running about 10-15% ahead of last year's enrollment. As for the undergraduate enrollment, no need for immediate concern as the numbers will continue to change. This trend of steady or lower undergraduate enrollment and stronger graduate enrollment was predicted before the pandemic and we expect those trends to continue moving forward.

Now I would like to share some macro-assumptions that are driving our FY '22 budget planning process. We are still targeting \$0 results of operations and we will take another year pause in our debt and pension contributions to our internal escrow fund.

- We are budgeting for an incoming freshman class of 2,350 and 450 transfer students and 50% occupancy in the residence halls or about 2,330 students. This is all dependent on the pandemic status and could change depending on the situation.
- The Pathways Program, which allowed undergrads who graduated last May to enter a master's program at Loyola at a 50% tuition reduction, will continue and will be offered to our graduating seniors in December 2020 and May 2021.
- The student activity fee, \$840 per undergraduate student will be reinstated, if we can bring students back to the campus in the fall. This generates about \$9.6million in revenue for the university.



- The budget does anticipate a faculty and staff salary freeze for calendar year 2021 and a 2% merit increase in calendar year 2022.
- A \$10million placeholder for COVID-related expenses, e.g. testing and safety protocols. A portion of this might be covered in a new federal stimulus package, but that has yet to materialize and we will plan for no additional help from the federal government.
- Capital budget spending will look much like it did this year and will be only on critical growth areas and pool funding, which is routine maintenance on the buildings and campus.
- The Monetary Award Program (MAP) is at risk of reduction by the state of Illinois by as much as 15-20%, so Loyola will put aside about \$1million to help our MAP grant students.
- Continued investment in the areas of anti-racism initiatives, academic growth areas such as Environmental Sustainability, the new Parkinson school, and select graduate programs, and advancement.
- Restoration of the expenses cut due to the pandemic are a priority for FY'22. First would be return of furloughed staff. The retirement 403(b) contributions will return as soon as revenue allows. Filling vacant faculty and staff lines as well as restoration of the operating budget will hopefully return in FY'22.

This is the budget that will be recommended to Board of Trustees once the Finance Committee approves.

Questions:

Chair Uprichard: How would the City of Chicago's rules and public health requirements effect Loyola if there are a lot of students on campus?

Wayne Magdziarz: It will depend on what rules with city has at the time. For the spring, we will be assuming that all students living in the dorms will be quarantined for two weeks and all classes will be held online for those first two weeks.

Chair Uprichard: I was thinking more about a stay at home order and how that would affect us. Would they have to stay in their rooms or just stay on campus?

Wayne Magdziarz: A lot has been learned since the fall semester with various universities having students on campus and most municipalities have taken the position that a well-tested and surveilled residential experience on a university campus is safer than having students commuting in from several locations.

Sen. Hood: What is the plan for tuition? Will it be going up?



Wayne Magdziarz: We have modeled a few scenarios for the Board and it will be their decision, but I think I can say with a fair amount of certainty that a tuition increase for next year would be very modest. I don't think we will be in a position to freeze tuition because we are boosting our financial aid. That is my best guess and the decision is up to the Board of Trustees.

Sen. Krueger: How much revenue will be generated from the students who will be living on campus in the spring?

Wayne Magdziarz: If we are able to get 1,000 students on campus for the spring that would be around \$6-7million net. We are anticipating that our testing protocols and other on-campus measures will mean some of our furloughed Student Development staff will be brought back. This means we do not anticipate any net gain in revenue to have students on campus in the spring.

Sen. Krueger: So that answers my follow-up question. In the last Senate meeting you mentioned that employee retirement contributions could be reinstated if students were allowed back on campus, but perhaps not with this small number of students for the spring.

Wayne Magdziarz: Earlier in the fall semester we had hoped we could bring back a much larger number of students to campus in the spring. But since the case numbers are increasing and the city has not lifted some of its rules, we can only bring back a smaller population and that number is not enough to reinstate the retirement contributions.

Sen. Hwang: You mentioned there was \$3million for graduate programs in your presentation. Could you clarify what that number is in reference to?

Wayne Magdziarz: That number was our projection on the additional net revenue growth from this year from university-wide graduate programs.

Sen. Hwang: My second question was regarding the Pathways Program. Could you expand on the decision to offer that benefit to the Class of 2021?

Wayne Magdziarz: The Pathways Program was new this past year. Once the pandemic hit the senior leadership team was looking for ways to assist our graduating 2020 seniors. The program offered those seniors a chance to matriculate into a graduate program with less admissions hurdles and 50% tuition. Seeing that the economy and job market has not improved for the Class of 2021, the senior leadership team decided to offer that program again to those graduating seniors. We consider this a mission-focused initiative that helps give graduating seniors who have paid four or more years of tuition a leg up in the job market with reduced tuition to our graduate programs.



Chair Uprichard: This is not budget related but initially there were a lot of people that were upset that the Pathways Program was set forward without really talking to the graduate program directors. And while it is a great program to offer there needs to be a look at the admissions requirements so we can review those students' applications appropriately. This maybe something we would have the administration to review.

Sen. Doyle: What is the actual procedure for students living on campus in the event that a stay at home order is issued? What does that mean for students living in the dorms?

Wayne Magdziarz: From what we understand if there is a lockdown, universities would be allowed to continue to house students on-campus and students would be able to continue their learning on-campus as well. If a faculty member was teaching a class face-to-face or in a hybrid model and they felt unsafe and wanted to move that class to an online-only platform that would be allowed. Now this is after the semester starts, but we are unsure of what the spring could look like if this stay at home order were to be issued before the start of the spring semester. We will continue to monitor and follow the city's rules and do what we think is medically advisable and legally allowable.

Sen. Doyle: If there is a lockdown and students are allowed to continue to live on campus, what would be the enforcement procedure?

Wayne Magdziarz: There is a protocol in place through the student conduct office for students that violate the public health rules. Those students would go through the student conduct office and sanctions would be based on the violation.

Sen. Divita Kopacz: Can you talk any discussions or investments in supporting continuing staff in this environment?

Wayne Magdziarz: We have streamlined the replacement process for staff positions that may have been furloughed or eliminated. We have placed at the top of our list the reinstatement of furloughed staff when budgets allow. Once we get all of our testing procedures in place, we will reach out to those staff that have been furloughed first about those positions centered around testing. The staff has taken most of the hits in this reduction process and we are trying to reinstate those furloughed positions as soon as we can. We also want to streamline the replacement of staff that may have left Loyola for their own reasons so as not to put even more pressure on the remaining staff.

Chair Uprichard: We are at time and I would like to offer the Senators a chance to forward questions and suggestions to the Executive Committee. We could



then have the Executive Committee forward those questions or even have a short meeting with Wayne to discuss what was sent.

Wayne Magdziarz: You can send those questions directly to me and I'm happy to respond to directly. I can also come back after the Board of Trustees meets to give an update. I don't anticipate much changing from what I presented, but I can still come back and update.

Chair Uprichard: Thank you Wayne for coming to talk to us today.

#### **IV. Staff Vacation Leave Resolution**

Chair Uprichard this resolution is brought to the Senate by several staff Senators, Sen. Steinfels, Sen. Friar, Sen. Newman, Sen. Divita Kopacz, and Sen. Kennedy.

A draft of the resolution was posted with the meeting materials.

I will give the floor to that group of staff Senators so they can explain the rationale behind this resolution.

Sen. Steinfels: Thank you for the opportunity to discuss this. Along with my fellow staff Senators, we wanted to propose a resolution regarding the staff vacation policy, especially with the end of the year approaching. The current staff vacation policy is that staff members receive four personal days annually, up to 13 paid holidays including a floating holiday. These personal days and the floating holiday expire at the end of the calendar year and are lost if unused. Additionally, all staff accrue bi-weekly vacation time based on their years of service at the institution. Accruals stop once a staff member reaches one year of total vacation hours. So if a staff member has 4 weeks of vacation time accruals would stop once the staff member reaches that maximum of hours and won't start accruing again until the number of hours drops below that maximum.

Due to the pandemic staff have been dealing with increased workloads, unfilled positions, lack of student workers, and the transition to remote work. Staff are also dealing a fear of furloughs and layoffs, which have disproportionately affected staff. All of this has made it harder for staff to use their vacation time.

So the ask we are making, in line with the Jesuit ideal of cura personalis, is for the Loyola to adjust the maximum time off accruals for calendar years 2020 and 2021.

Sen. Kennedy: I think a key point to remember is that the staff accrual policy was changed in 2018. Before 2018 staff could accrue double their allotted



vacation hours, but this was change in 2018 to a maximum of your annual allotted vacation hours.

Sen. Adams: And if I am remembering correctly, the policy was changed to encourage people to take their vacation time, but with the pandemic that may not be happening.

Sen. Divita Kopacz: One of the reasons we are looking at this policy is that we were looking for a tangible, but not budget-heavy way for the university to support the staff during this pandemic. It would be a nice gesture to the staff.

Sen. Newman: My department, Campus Safety, we work a 24/7 shift including holidays and the winter closure days. These holidays and closure days are at the end of the year and we cannot use any vacation time on any day deemed a holiday or closure day as Campus Safety must always have a presence on campus. It is easy for the staff in my department to reach their maximums since we have a limited number of days where vacation time could be used and the entire department cannot take time off all at once.

Sen. Uprichard: I was very intrigued by the comment Sen. Adams made about policy change in 2018 being made to encourage people to take their vacation time and that is not realistic or appropriate at this time. Should that rationale be added to the language of the resolution? Would that be helpful?

Sen. Steinfelds: That was a part of our conversation but we were unsure of how aggressive that might come across.

Sen. Adams: I do not think it is aggressive and I remember that being a selling point by Human Resources when the policy was changed.

Chair Uprichard: It would be in how you state it. It is a fact that the policy was changed for this reason and could bolster the argument you are making to change the policy back.

Sen. Heer: I think it is good to include some language about why the policy was changed initially and how that just doesn't make sense in this moment. To be a little more direct about it, I think, would be a good thing.

Chair Uprichard: Perhaps it could be its own Whereas statement? "Whereas, the staff vacation policy was altered in 2018 to encourage employees to utilize their vacation time and that is not feasible during this pandemic." This is just a factual statement and might help your cause.

Sen. Duffy: Do university administrators on this call have an opinion on this resolution?





Sen. Adams: Does the Executive Committee help with the language of these resolutions?

Chair Uprichard: Normally we do wordsmith it during the meeting. We could vote on and agree to this while giving permission to correct language and put things in the right order. This is based on the Senate template.

Sen. Hood: I like the addition of the language about the 2018 policy change, but I would move it up in the resolution.

Provost Norberto: I do see the point of this resolution and why it is being raised. It does have financial implications. I understand what the resolution is trying to say and the need to raise to staff morale is imperative. Whether this is a resolution that can easily be implemented, I do not know, but it worth proposing to the administration.

Sen. Zhorne: It might make more sense to insert this Whereas statement second before the third.

Sen. Alonzo: When the policy was altered in the 2018, did it take effect immediately? And did staff that accumulated more than one year of time off simply lose those hours?

Sen. Kennedy: In 2018, if you were over the one year you were paid out those hours to get you below the cap.

Sen. Steinfels: I think it was announced in the summer and went into effect at the end of the calendar year so as we entered the new calendar year, it was adjusted already.

Sen. Newman: I think our ask on this would not be to have another payout, but instead to just give us time to use the vacation time and if we choose not to use the time than that would be on the individual.

Chair Uprichard: Is that in the resolution?

Sen. Adams: I wonder if the last sentence for Be it Resolved "this carryover could expire...." is even necessary since you state earlier that it would end in 2021?

Sen. Divita Kopacz: We wanted to make this budget neutral and diffuse the argument that the university would not want to have to payout staff at the end of 2021 to get back down to the year max accrual. We wanted to say that we would rather have the time and like Sen. Newman stated, it would be on us to use that time. So that last sentence is to hopefully make it more palatable to the university.





Chair Uprichard: I think it good to have the statement in there and we can work to make it very clear that at no point do you expect a payout when the go back to the existing policy and that what you are seeking is the opportunity to use that time.

Sen. Tuchman: In my experience, faculty staff, and administrators are all being stressed and none are being compensated for the extra work. As a Dean my vacation time works in a similar way. I think vacation time during covid is simply tome away from zoom, not a trip to Hawaii.

Chair Uprichard: So we are at time and we need to move forward. What I would like to do is perhaps vote on the resolution and then the Executive Committee can work with the staff Senators on the final language. Not changing the intent but making sure the language is clear.

Vote:

Support: 23

Oppose: 0

Abstain: 3

## **V. Bylaws Act Edits from the Office of the President**

Chair Uprichard: Next we will be talking about our Bylaws Act Edits from the Office of the President. This is a bit of a unique situation. Last year we submitted changes to our Bylaws. Instead of approving those changes the administration has suggested some additional amendments to our text to make sure we are referring to GSAC and GPAC consistently and they had some other edits.

I will give the floor to Sen. Lee, she is the Chair of our Elections and Bylaws Committee to over the suggested changes and why the Committee feels that we are potentially able to vote on this today when normally we have to bring Bylaws things up at one meeting and vote at another.

Sen. Lee: Thank you. Chair Uprichard sent the Elections and Bylaws Committee the suggested edits from the President to act 2020-004, which related to updates to the Bylaws relating to graduate student representation in the Senate. This was approved by the Senate in April 2020. This week the Bylaws Committee met to discuss the comments/edits from the President. The committee determined that the comments were not substantive but rather forming and technical corrections. We set forth these corrections in act 2020-004.1 which was posted with the meeting materials.



You can see the nature of the comments from President are minor technical corrections and punctuation. The committee has created a resolution to allow the committee to enact these corrections as outlined in 2020-004.1.

Reviewing the Bylaws, Article 9 states that amendments to the Bylaws require a 2/3rds approval by the installed Senators, which would be an approval of 22 Senators.

Chair Uprichard: Thank you, Sen. Lee. I would like to take a motion to vote on this today.

Sen. Kaufman moves that the proposed amendments to the Bylaws be put forth to the Senate for a vote today.

Sen. Heer seconds.

Vote:

Support: 23

No: 1

Abstain: 1

## **VI. Election of Chair for Academic Affairs and Research Committee**

Chair Uprichard: If you recall at our first meeting, no Chair was put forth for the Academic Affairs and Research Committee. The committee has now put forth a Chair.

Motion to put forth a Chair for the Academic Affairs and Research Committee.

Sen. Jokinen: It was decided that I would be the nominee.

Sen. Adams seconds.

Vote:

Support: 21

Oppose: 0

Abstain: 1

Sen. Jokinen is now the Chair of the Academic Affairs and Research Committee.

## **VII. Restructuring of the Institute of Pastoral Studies (IPS)**

Chair Uprichard: Provost Norberto wanted to inform the Senate on what is happening with the Institute of Pastoral Studies. This is not an action of the rainbow chart yet, but a chance for information sharing.



Provost Norberto: Thank you Susan. This is not a motion for action just information sharing. We will come to the Senate in the Spring with a motion, for now this is just an update and to get some feedback.

Part of my vision for the university is for us to become more interdisciplinary. We want to have units at the university be designed around addressing some urgent and complex social problems. To achieve this we have been analyzing units in the university and making some changes to be more in-line with the One Loyola model and the vision I just stated.

The first change we are working on is related to IPS. We have discussed with the interim Dean that we want to move the IPS to either the Department of Theology in the College of Arts and Sciences or to the School of Social Work. The motivation for this change is that IPS is very small with few students and faculty. As a consequence this unit is in the red and has been for several years, about \$1million per year. Because of the important mission of IPS, we want it to continue and maintain accreditation. We thought reorganizing IPS to be more interdisciplinary and moved to another unit will help IPS continue.

The Department of Theology or the School of Social Work have been suggested because they share common programs and expertise and have a similar mission. The faculty see this move as an opportunity for IPS and we will take the feedback of the IPS faculty and staff about the future of IPS.

Once a new home has been chosen there will be a lot of work and then we will come to the Senate as part of the rainbow chart for review in the Senate. We think this will happen in the Spring.

I wanted to hear from the Senators in preparation for this move, what challenges you think we may face and to get any feedback. For example, when I talked to Faculty Council about this, they brought up the issue of faculty members in IPS having different goals/culture than faculty in Social Work or Theology and it is important to be mindful of those cultural differences during the transition. This feedback does not have to be today. You can send me an email with any thoughts you might have about this transition for IPS.

Chair Uprichard: At the Medical School, how we deal with people who have different goals in regard to teaching and research is we have different tracks so that all faculty are not evaluated in the same manner. This could be helpful for IPS and their transition depending on where they end up.

Provost Norberto: Yes, this is something Dean Menon at the School of Social Work talked about and how to implement a track system if IPS were to transition to Social Work.

Chair Uprichard: Do you have the numbers for IPS?



Provost Norberto: IPS has 8 faculty members and a couple hundred students. So it is much smaller than both Social Work or Theology.

Chair Uprichard: This is part of a bigger plan, correct? This seems to be looking for synergies in the departments but also synergies in administration.

Provost Norberto: Yes, absolutely. I would like to hear what you think are the best way to discuss these types of things. There will be changes for sure, and we will have to discuss this.

Chair Uprichard: If you are combining things that might mean less positions, yes?

Provost Norberto: Not necessarily. There might be fewer part-time faculty and some administration might shift or shift some roles but no changes to full-time faculty. There might be movement but fewer is not necessarily the goal.

Chair Uprichard: Thank you for the information and we won't be surprised when this comes to Senate later on.

## VIII. Old Business

Chair Uprichard: Since we have time, there are just a few items in old business I wanted to point out. Our Finance Resolution did pass and I posted the response from President Rooney. The Shared Governance Task Force did meet and we are getting closer to sharing a document with the shared governance bodies. We hope to have that document out by the end of the calendar year, but that is tentative. If that document is ready, the Senate does not have another meeting this calendar year and there might need to be an Ad-Hoc meeting. Also the tobacco-free survey has been sent out and is closing soon so we will have results to share soon.

- i. Administration requested input about Election Day Holiday (Executive Committee responded)**  
We recommended yes and strongly encouraged a day off for staff.
- ii. Administration requested input from faculty regarding teaching in the Spring**  
Numerous faculty responded and will post on Sakai.
- iii. Shared Government Task Force**  
Met but no updates.
- iv. Faculty Advisory Group**



Has not met, no updates.

**v. New Tobacco-Free Campus Status Update**

The survey has been sent out.

**vi. Finance Resolution passed**

President Rooney's response is posted on Sakai.

Chair Uprichard: Thank you everyone.

Move to adjourn Sen. Adams, seconded Sen. Lee.

**Meeting adjourned at 4:57 PM.**

*Respectfully Submitted AEH 11/23/20*

**Senate Meeting Schedule for Academic Year 2020-2021**

• **University Senate Schedule:**

<del>○ September 18</del>	<del>3:00-5:30pm</del>	<del>Zoom</del>
<del>○ October 16</del>	<del>3:00-5:00pm</del>	<del>Zoom</del>
<del>○ November 20</del>	<del>3:00-5:00pm</del>	<del>Zoom</del>
○ January 22	3:00-5:00pm	Zoom
○ February 19	3:00-5:00pm	TBD
○ March 19	3:00-5:00pm	TBD
○ April 23	3:00-5:00pm	TBD

• **Executive Committee Schedule:**

<del>○ September 8</del>	<del>3:00-5:00pm</del>	<del>Zoom</del>
<del>○ October 5</del>	<del>3:00-5:00pm</del>	<del>Zoom</del>
<del>○ November 6</del>	<del>3:00-5:00pm</del>	<del>Zoom</del>
○ January 4	3:00-5:00pm	Zoom
○ January 29	3:00-5:00pm	TBD
○ March 5	3:00-5:00pm	TBD
○ April 9	3:00-5:00pm	TBD