



**Academic Assembly Meeting No. 19**  
**Monday, June 6, 2022**  
**2:05 – 3:35 p.m., Zoom Meeting**

**MINUTES**

**Members Present:** Carol Adams, Mimi Cheng, Mark Cohan, Marc Cohen, Yancy Dominick, Doug Eriksen, Nalini Iyer, Angie Jenkins (*Ex-Officio*, SUSC), Paul Kurose, Kelly McBroom, Margit McGuire, Carrie Miller, Russ Powell, Bryan Ruppert, Patrick Schoettmer, Frank Shih, Heath Spencer, Kirsten Thompson, Phillip Thompson, Michael Trice and Valentina Zamora.

**Guests:** Chief Financial Officer Wilson Garone, John Fleming and Charles Tung.

**I. Opening Remarks, *Frank Shih***

**2:06 – 2:12 p.m.**

- a. Meeting was called to order at 2:06 p.m. by Academic Assembly (AcA) President, Frank Shih.
- b. **MOTION** Moved by Frank Shih: “Move to approve the agenda for the June 6, 2022, meeting of the AcA.” Seconded. **Approved.**
- c. **MOTION** Moved by Frank Shih: “Move to approve the meeting minutes from May 23, 2022, as revised, out of session, by AcA members.” Seconded. **Approved.**

**II. Provost Update, *Shane P. Martin***

**2:13 – 2:38 p.m.**

The Board of Trustees (BoT) unanimously approved the revisions to the Faculty Handbook. The Provost Office will work with the Deans Office to finalize changes, and the Handbook will be in effect on July 1, 2022. Thus, the University can begin adding title changes to term-faculty contracts. Our budget and wage pools were also approved – more to come from Wilson Garone, Chief Financial Officer (CFO). We are prioritizing wage pools and benefits for faculty and staff.

Faculty in the Rianna Building will relocate to Hunthausen. Assembly members raised concerns regarding communications notifying faculty of these changes. Provost Martin acknowledged there is room for improvement for communications and Seattle University needs to reset procedures regarding academic spaces. Furthermore, Provost Martin wants to prioritize fixing communications regarding notifying students on probation/dismissal between Winter Quarter and Spring Quarter. Addressing this issue may increase retainment during this specified time.

The Call for Volunteers from the Committee on Committees (ConC) was not optimal this year. Though, the faculty involved wanted to make the call before the end-of-term.

The Executive Vice President is retiring, which will provide new positioning for the Provost and CFO roles.

**III. CFO Updates, Wilson Garone****2:38 – 3:06 p.m.**

The budget was approved by the BoT last Friday. Please tune into the [presentation](#) tomorrow at the CFO forum.

Undergraduate revenue is projected to grow, but will grow less than our enrollment rate increase. Other revenues will grow slightly as well. A number of factors will impact revenue such as the end of federal aid, higher discount rates, lower transfer rates and declining retention rates. Expenses related to faculty welfare are project to increase in tandem with market inflation rate increases. Other investments such as *Reigniting Our Strategic Directions (RSD)* initiatives will add to our expenses. The University is working on implementing an improved process for reallocating resources to high priority areas.

Compensation rates will be above market for Fiscal Year (FY) '23. Furthermore, retirement benefits will be restored to 10% for those hired before FY23. Faculty and staffed hired after FY23 will be matched *up to* 5%. Historically at Seattle University, wage increases have been below market, which has not competitive and has led to high turnover rates. We are working on bringing wage increases to the market benchmark, which means putting aside dollars to close this market gap. Wage increases may encourage more faculty and staff to invest more into their retirement plans.

**IV. Program Revision Committee Updates, Margit McGuire****3:06 – 3:22 p.m.**

The Business programs mentioned below share courses and need to adjust for the following reasons: a series of seven new courses will be added to these programs; and team taught, or term taught, courses will be revised to a single professor teaching courses.

**MOTION** Moved by Margit McGuire: “Move to approve PRC’s proposal for the Part-time evening MBA Program.” *17 yays, 0 nays, 0 abstentions. Approved.*

**MOTION** Moved by Margit McGuire: “Move to approve PRC’s proposal for the MBA in Sports & Entertainment Management Program.” *18 yays, 0 nays, 0 abstentions. Approved.*

PRC mentioned it is unusual to make program changes at the end-of-term, however, these changes are necessary for these programs. As the PRC process is revised itself as a part of RSD, we will need to improve communications and streamlining processes across campus.

**V. ConC, Katie Oliveras and Frank Shih****3:22 – 3:28 p.m.**

A Call for Volunteers went out on last week and responses are needed by the end of this week. ConC will need AcA approval for committee appointments, which will be done via email.

**VI. AcA Open Business****3:28 p.m. – 3:35 p.m.**

This year was difficult, but our community prevailed and laid the groundwork to reset Seattle University as an academic institution with promise. Thank you to all faculty involved in this work and the work ahead. A big thank you to the Faculty Handbook Revision Committee for their work this year.

*Meeting was adjourned at 3:35 p.m.*

*Minutes taken and submitted by the AcA Administrative Assistant,  
Caroline Pedro, Senior Administrative Assistant, Office of the Provost*