

HNS COLLEGE ASSEMBLY

September 15, 2009

Minutes

I. Call to Order and New Faculty Introductions

The College Assembly was called to order by Dean Jo Ann Cruz at 12:30 p.m. on Tuesday, September 15, 2009 in Room 332 of Bobet Hall. Dean Cruz introduced and welcomed new faculty. Attended: Adams, Altschul, B. Anderson, Bednarz, Berendzen, Biguenet, Bourgeois, Brazier, Brice, Butler, Cahill, Chambers, Clark, Coolidge, Cotton, Dewell, Dorn, Dupuis, Eklund, Ewell, Fidler, Fernandez, Gerlich, Gossiaux, Harris, Hauber, Herbert, Hoffman, Hood, Hymel, Janz, Kargol, Kornovich, Lewis, Matthews, McCormack, Meyer, Mix, Moore, Mui, Nielsen, Quesada, Russell, Salmon, Saxton, Schaberg, Schwartz, Sebastian, Stretch, Sumich, Tucci, Walkenhorst, Wessinger, Willems, Yakich, and Associate Dean Hunt.

II. Invocation

Rev. Robert Gerlich, S.J., led the invocation.

III. Approval of Minutes of April 23, 2009

The minutes were accepted as written.

IV. Announcements / Guest Presentations

1. Dr. Edward Kvet, Provost
 - Provost Kvet welcomed new faculty and introduced Ms. Elizabeth Kordahl, Executive Assistant, as a key person in the Provost's Office. He credited Dr. Patricia Dorn and Dr. Thom Spence with writing ambitious grant proposals.
 - Restructured Provost's Office: Provost Kvet explained that restructuring affords university-level attention to faculty development, graduate education and interdisciplinary programs. He said it will be reevaluated at the end of the year. He suggested that Dr. Lydia Voigt and Dr. Melanie McKay visit the HNS assembly.
 - University budgets: Dr. Kvet said that with the help of the Deans, corrections to errors in last year's reporting resulted in a revised budget being given to the trustees, and ended with \$50,000 extra. He said this year's forecast budget deficit has some offsets, with \$2-million additional revenues from enrollments of 790-801 rather than the projected 750, and increased law enrollments. On the resulting expense side, he said Financial Aid discounts were higher, with slightly more than \$.50 spent in aid for every dollar, and "underwater" endowments had reduced scholarships and professorships. He mentioned that 3-year rolling averages are used for endowment draw-downs. He said that this year's deficit of \$6.4 million is largely the result of the small Katrina classes moving through; that next year's projected \$3.4 million deficit will be offset by \$2.5 million business-interruption insurance, after which the university needs to find ways to return to zero deficits. He said compression issues are a \$400,000 problem across colleges and equity issues await CUPA's November 2009 data. He said 1% equity = 4 positions. He said the 10% reduction in operations had amounted to \$1 million. He mentioned that Loyola may be one of the few universities hiring next year, with an increased opportunity to attract quality candidates.
 - Space and funding: Dr. Kvet said that the architectural firm's Master Plan and the consulting firm's Space Summary can be viewed on the university's website under the President's Office. He said that the consulting firm added all potential square feet and estimated a short-fall of 30,000-50,000 square feet. He said the consultants'

analysis was to build specialized spaces for laboratory sciences, visual arts, theatre and dance in Monroe Hall, with two additional floors and an enlarged foot print. He said the consultants will return late September for three days, and will have 2-3 additional trips with increased specificity. He said financing may include bonds, hurricane stimulus GO Zone bonds and Broadway South hurricane stimulus funds.

- Strategic plan and implementation: UPT is looking at first year experience and common curriculum.
- Swine flu: Dr. Kvet said that swine flu cases so far totaled 19, with 15 students currently back in classes; faculty may make attendance decisions based on the respective kind of class; and hand sanitizers are secured to the walls across the campus.
- Faculty outside employment: Dr. Kvet said he is sending his annual reminder to faculty to report outside consulting, as per the faculty handbook.
- Q&A: Funds for construction: Faculty asked whether donors would be sought for funding gaps. Dr. Kvet said that donors generally prefer to give gifts of scholarships and endowments within colleges. He said that Monroe Hall work needs to begin immediately, estimated at \$90 million, and borrowing will be prudent. Hurricane evacuation memo: Dr. Kvet clarified several points: the requirement for on-line instruction was to bring students on board from the beginning, animal labs will be handled by designees from the Dean, and computer labs in the library will be the first facility to open. Budget discipline and Loyola 2012: Regarding first year experience and common curriculum, faculty asked whether the university would move forward with faculty hires. Dr. Kvet said that he sees the opportunity for faculty hires, but has to be able to assume a 5.9% increase in tuition and might get push-back from the Board for next year. He said that he is not going to eliminate any faculty, staff or programs.

2. Call for a Parliamentarian

Dean Jo Ann Cruz urged that a faculty member volunteer and offered training for the position.

3. Title IX Workshop

Dean Cruz said that workshops on the subject of sexual harassment would be publicized by the university, with dates for faculty and staff to attend.

4. Upcoming Events

Two flyers were distributed (copies attached): Center for Latin American and Caribbean Studies Calendar of Events, Fall 2009; People on the Move Conference Schedule, October 28 - November 17, 2009.

5. Early Reporting of Student Attendance Lapses

Dean Cruz asked faculty to check class rosters and give the names of students who regularly miss classes to her office for early intervention and retention.

6. Capital Campaign

Dr. Chris Wiseman, Associate Vice President for Major Gifts, introduced Ms. Karen Anklam as the major gifts officer for HNS. He discussed the capital campaign, major gifts and annual fund. He reminded faculty that gifts can be directed to a donor's own program and that the percentage of participation is important to donors and his office. He said faculty should convey their project ideas to Dean Cruz, who sets the agenda for fund raising for the college, along with Ms. Anklam. In response to questions as to donors being solicited by other colleges and tracking of \$5,000 donations, he replied there had been no capital campaign in the past ten years; he views HNS as the heart of the university, and Ms. Anklam would be aware of any \$5,000 donors.

7. HNS Web Site
Ms. Annie Goldman was introduced by Dean Cruz to new faculty regarding their web needs in the Dean's Office.
8. HNS Funding Priorities
Dean Cruz said fund-raising priorities come to her from CPT and the Council of Chairs, and she solicits suggestions from all faculty members.

V. Reports

1. Indirect Costs, Office of Grants and Research
Dr. Thomas Spence presented slides (attached) to the assembly. He discussed the recent decrease of indirect costs returned to the P.I. and the need for pre- and post-grant support. He explained that P.I.s rely on overhead money to sustain research and fill funding gaps. Dean Cruz said that distribution percentages will be reconsidered because of problems in the initial presentation; however, they are already in the current budget. Dr. Spence proposed an expanded Office of Grants and Research (cut post-Katrina), which would advocate, provide prep assistance and accurate internal routing procedures and timetables. He proposed timely contract signatures and Internal Review Board, some fraction of already-contracted award funds advanced to P.I.s to avoid a one-month summer delay, grant management support to faculty for quarterly reports, and modernized purchasing methods. Faculty members agreed that a professional office of grants and research is needed at the university. In the interim, a faculty member suggested providing a list of 5-10 years of grants to share formats. Dr. Spence and Dean Cruz mentioned Dr. Maria Calzada's "Grants and Research Report," which has gone forward and is posted on the HNS intranet. Dean Cruz said that she is interested in seeing movement toward implementation and that the Provost favors adding a grants person.
2. Update on the MFA Proposal
Dr. Katherine Adams said that work with the College of Music and Fine Arts continues toward an interdisciplinary program, which is now being moved by the English Department and HNS, and is progressing through the curriculum process. One faculty member suggested that the program belong to the developers rather than to the Office of Graduate Programs. MOU needed: Dean Cruz said that a memorandum of understanding should accompany every interdisciplinary program to retain identity. Advertising budget follow-up: Dean Cruz said she learned that the "annual" \$40,000 advertising budget will be \$10,000 over four years.

VI. Old Business

Location for Salary Disclosure Data – Dean Jo Ann Cruz

"That the College Handbook requires the Dean to make available salary-disclosure data in the Office of the Dean rather than delivering it to the library."

Assembly time ended. Business is continued on November 19 agenda.

VII. Move to Adjourn

The meeting was adjourned at 1:50 p.m.

Attachments

Center for Latin American
and Caribbean Studies
Calendar of Events
Fall 2009

September 23rd

**Ogden Museum
925 Camp St.**

6:00 - 8:00 p.m.

Honduras Meets NOLA

A panel discussion on the recent coup in Honduras

Dario Uraque

Former Director of el Instituto de Antropología Hondureña

&

Oscar Avila

New Orleanian Honduran ex-pat and prominent voice in
the New Orleans Honduran community.

A presentation of The Ogden Museum and UNO-Latin American Studies in collaboration with Tulane University's Stone Center for Latin American Studies, Loyola University's Center for Latin American and Caribbean Studies, and the World Affairs Council of New Orleans.

October

26th

**Loyola University
Mercy Hall, Room 313**

7:30 p.m

**Subaltern Strategies to Speak Out:
Andres Jach' Aqulla in Time of Assimilation in Bolivia**

Waskar T Ari-Charchaki, University of Nebraska-Lincoln

Sponsored by the College of Humanities and Natural Sciences and the Center for Latin American and Caribbean Studies

November 3rd

**Loyola University
St. Charles Room, Danna Center**

12:40 – 1:50 p.m

People on the Move and the Common Good: Migration, Poverty, and
Racism, Converging Concerns for Our Future

Katrina's Internally Displaced People

Lunch and Panel Discussion

St. Charles Room, Danna Center 7:30 – 9:00 pm

Migration in the South: Emerging Trends and Critical Issues

Dr. Manuel Vasquez, University of Florida

Sponsored by the Jesuit Social Research Institute and the Center for Latin American and Caribbean Studies

November 17th

**Loyola University
Nunemaker Auditorium**

7:30 p.m.

Uses and Misuses of Violence

Slavoj Zizek, University of Ljubljana

Sponsored by the Office of the Provost and Provost for Faculty Affairs, Dean of Humanities and Natural Sciences,
Dept. of Languages and Cultures, the English Dept. and the Center for Latin American and Caribbean Studies

November 18th

**Loyola University
Audubon Room, Danna Center**

6:00 p.m.

War and Peace: Literature, Indigeneity, and Change in Guatemala

Arturo Arias, University of Texas at Austin

Sponsored by Dept. of Languages and Cultures, the Biever Guest Lecture Series and the Center for Latin
American and Caribbean Studies

People on the Move and the Common Good:



Loyola University New Orleans
College of Social Sciences

Migration, Poverty, and Racism: Converging Concerns for our Future

A CONFERENCE ON CAMPUS

Made possible by a grant from the Carnegie Corporation of New York.

Wednesday, October 28

7:30 - 9:30 p.m. Nunemaker Auditorium

Academy Award nominated film "Trouble the Water"

Viewing and discussion with Kimberly and Scott Roberts, whose footage and stories are featured in the film.

Co-sponsored by the Center for the Study of New Orleans

Tuesday, November 3

Lunch and Panel Discussion

12:40 - 1:50 p.m. St. Charles Room

Katrina's Internally Displaced People: The Stats and the Stories

Panelists include:

- Allison Plyer, Greater New Orleans Community Data Center
- Liz McCarthy, St. Bernard Project
- Kimble Wright, Loyola University Student, Junior
- Macede Jackson, Loyola University Student, Junior

Co-sponsored by the Center for Latin American and Caribbean Studies. Part of the Office of Mission and Ministry's Loyola Week.

Evening Speaker

7:30 - 9:00 p.m. St. Charles Room

Migration in the South: Emerging Trends and Critical Issues

Dr. Manuel Vásquez

Migration trends and factors in the Deep South, including the shifting of migrant situations, tensions in new destinations, and the role of religion among new migrants.

Tuesday, November 10

Lunch and Panel Discussion

12:40 - 1:50 p.m. St. Charles Room

Local Opportunities for Accompanying Migrants

Panelists include:

- Martin Gutierrez, Catholic Charities, Archdiocese of New Orleans
- Anna Chavez, Jesuit Social Research Institute, Justice for Immigrants
- PLUS: A "Dream Act Story" from [This American Life](#). An audio-interview by reporter Douglas McGray.

Evening Speaker

7:30 - 9:00 p.m., St. Charles Room

Workers on the Move: Immigration and Economic Justice in the U.S.

Kim Bobo

The situation of migrant and immigrant workers in the U.S., with a focus on the issues of economic justice and poverty.

Tuesday, November 17

Lunch and Panel Discussion

12:40 - 1:50 p.m. St. Charles Room

Coming Face-to-Face with the Stranger: Experiences of Service and Immersion

Panelists include:

- Fr. Tom Greene, SJ, Loyola Sociology Department
- Justine Diamond '06, Hispanic Apostolate
- Loyola Center for International Education – Opportunities for Study Abroad and Service to Refugees
- Josh Daly, University Ministry and Ignacio Volunteers

Evening Speaker

7:30 - 9:00 p.m. St. Charles Room

Refugees and Asylum Seekers: International Human Rights and Catholic Social Teaching

Dr. Katrine Camilleri

International migration and migrants' rights from the dual perspectives of international law and Catholic Social Teaching.

Co-sponsored by the Center for International Studies as part of International Education week.

All events will be held at Loyola University New Orleans. They are free and open to the public.

**Loyola University New Orleans
Facilities and Administration Costs
(Indirect Cost Rates)**

Indirect Cost (On Campus) - 59% of
salaries/wages

Indirect Cost (Off Campus) - 25% of
salaries/wages

Indirect cost distribution

Former Distribution

50% General Fund

50% P.I.

Current Distribution

50% General Fund
30% Provost's Office
12.5% Dean's Office
7.5% Department

Former Indirect Cost Uses

- Sustain research efforts between funding cycles
- Purchase/Maintain/Upgrade equipment
- Student Support (travel, summer stipends etc.)

Office of Grants and Research

- Advocate for faculty seeking extramural funding
- Assist in proposal preparation
 - Writing, especially joint grants
 - Provide “boilerplate”
 - Review to ensure proposal is addressing goals and objectives of the request for proposals
- Provide accurate, easily accessible internal procedures

- Handle award contracts in a timely fashion
- Internal Review Board
- Once an award contract has been signed, Loyola should make at least some fraction of award amount immediately available to the P.I.
- Support faculty in managing grant awards
- Modernize purchasing system