

PAC/Associate Deans/Department Chairs Meeting July 28, 2020

Go Virtual Summer Institute Stipends

- Faculty who participated this summer to prepare for fall can only be paid a stipend (not professional development funds) per CO directive and agreement with the CFA.
- Faculty will be notified soon.

Butte County: COVID-19 Rollbacks & WatchList/FTF Courses with Virtual Back-up Plan

- Put on the watch list for COVID-19 last week due to spiking numbers.
- Not sure yet how that affects campus plans. Should know more after EOC meeting on Wednesday.
- Need the curve to flatten or we may need to flip-back to being fully virtual. Everyone should understand that it is a possibility.

Fall Return to Campus Plans <https://www.csuchico.edu/hr/covid-19/return-to-campus-plan.shtml>

- Group is refining policies around our fall return to campus (RTC) and a draft will be available by August 3.
- Continue to use summer RTC forms until further notice from EOC.

COVID-19 Messaging and Syllabus Info

- McCarthy and University Communications working on notifications. Provost had shared a poster via email.
- How can faculty ensure students are conducting themselves safely in classrooms? Peart is drafting some correspondence that will be shared soon.
- Will students with face-to-face courses with labs have access to labs outside class time?

Dossiers in Box vs. Paper

- Has started vetting the process for using Box this year. Including discussions with CFA and will speak with Senate Executive Committee this Thursday.
- If we wait until the semester begins, it will be even more difficult when we do have to go virtual—which is very likely.
- Permissions will be managed to lock down dossier by the staff in the college who generally manages the process.
- Should have guidance for online classroom visits.
- Past RTP review materials should be in the Box folder as well as some of the dossier (faculty will upload).
- Hope is to not return to paper once we go digital.
- SETs will not automatically be moved into faculty RTP folders. Faculty will be responsible for adding.
- PAF will remain in the dean's office and will be reviewed as normally reviewed (in-person).
- Detailed instructions will be provided as the decision is discussed.
- Oppy will talk with college offices to see what part of the PAFs can be uploaded to Box.
- It is useful to review both the PAF and the dossier at the same time.

Limited Tenure-Track Searches and Hiring 2020-21

- A limited number of tenure-track searches (likely less than 8) will occur in 2020-21.
- Uncertain about 2021-22.
- Will need to meet criteria related to essentialness of program gaps, SFRs, fostering one of the three strategic priorities, etc.
- Deans need to submit requests by August 24. Memo will go out today.

Fall 2020 Off-Campus Student Experiences (e.g. Internships)

- New guidance will apply to new agreements.
- Supplement previous agreements.
- Students should be offered a virtual option.
- Students should complete COVID-19 online safety training; campus will provide.
- Internship sites must provide face coverings or the college will.
- Students must sign a waiver.
- Higher risks placements have a more significant waiver and steps to complete. Departments should contact Thorpe.
- PPE disbursement is under discussion. Will be shared once finalized.
- This applies to experiential activities with outside agencies.
- Still working on instructions for faculty of in-person classes.
- Predicting we may be in the same situation for spring 2021. Not certain when that determination will be made.

Discussion on Extending or Changing COVID-Related Academic Policies from Spring

- Grading policy changes—should they persist into the fall?
 - All “F” grades automatically replaced with NC that is NOT calculated in students’ overall GPAs. (42/10 voted to continue policy)
 - Students receiving “D” grades allowed to change them to NC after grades are submitted.
 - Students permitted to drop courses without approval signatures until the end of week 15 (extended from week 2).
 - All WU assigned grades automatically converted to W (not calculated in GPA).
 - Deadline from converting incomplete (I) grades from spring 2019 to letter grade extended from May 2020 to December 2020.
- Opportunity to discuss some of the problems we have had in the past.
- We also have the serious and compelling option students can use.
- Group will review feedback and propose process for future semesters.

Travel and Other Questions

Sherman shared the following:

Key Messages regarding Travel and Expense Reporting

1. **Who's responsible for Travel Policies and their applications?** Travel procedures are issued under the Chancellor's delegation of authority to the Executive Vice Chancellor and the campus President. The implementing regulations are issued under re-delegation of authority to the campus Chief Financial Officer.
2. **Who decides what the prohibited states are?** The California State University and other state agencies are prohibited from doing the following: Requiring employees to travel to any state that after June 26, 2015, has enacted a law that voids or repeals, or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression, or has enacted a law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression, including any law that creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression.
3. **What's happening for travel in the year ahead?** All non-essential international and domestic travel is suspended for faculty, staff, and students through June 30, 2021. President Hutchinson has the authority to approve exceptions, and circumstances will be weighed carefully when considering exception requests.
4. **Why are there so many rules about travel? What's taxable or not?** The CSU guidelines are intended to ensure that reimbursements are made according to an accountable plan as defined by the Internal Revenue Service. Reimbursements made according to an accountable plan are not considered taxable income. Reimbursed travel expenses are considered by the IRS to be taxable income to the traveler under the following conditions:
 - a. •Eligible meals reimbursed on single day travel,
 - b. •Meals and incidentals reimbursed in excess of published federal rates without appropriate documentation,
 - c. •Expenses for travel in excess of one year, or
 - d. •Certain travel expenses related to moving a new appointee or a current employee.
5. **What if someone doesn't want to fly?** Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the purpose of the trip. If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. Such costs, however, shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier or the campus travel program fare, plus transportation costs to and from the terminals.
6. **Food reimbursement seems really confusing!** No expenses for meals or incidentals will be reimbursed for travel of less than 12 hours. Also, Subsistence expenses for travel within 25 miles of an employee's headquarters or residence shall not be reimbursed.

7. **Can I upgrade my room? (Yes, if you pay for it yourself).** The nightly lodging rate for domestic travel may not exceed \$275 per night, not included taxes and other related charges. University employees are always expected to seek the best value whenever they obtain lodging.
 - a. **Staying with a friend or family member:** When a traveler lodges with a friend or relative while on official business for the University, a non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The type of gift provided should be in compliance with the use rules surrounding the funds used for reimbursement and is not meant as a method to procure items perceived as assets for the host. The actual cost of such a gift may be reimbursed up to \$75. Only one reimbursable gift per stay may be provided to a host.
 8. The Travel Expense Claim must be submitted to the campus Travel Reimbursement office **within 60 days of the end of a trip** unless there is recurrent local travel, in which case Claims may be aggregated and submitted monthly. Claims submitted beyond the 60 day submission deadline will require a justification and additional review and approval by the CFO. **Future claims submitted late may not be reimbursed.**
 9. **What am I responsible for when approving an expense report? What should I be looking for?** The approving authority designated to approve travel claims ensures all expenses are reasonable in terms of price, purpose, and necessity. The approving authority is responsible for:
 - a. Ensuring expenses charged to funds authorized for the purpose.
 - b. Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.
 - c. Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached.
 - d. Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements.
 - e. Approving/denying payment of the travel claim in a timely manner.
 - f. Denying expenses not directly related to official University business
 10. **What about refunds?** Funds paid on behalf of or reimbursed to the traveler for expenses incurred prior to the actual dates of travel should be returned to the department. Refunds should be requested for registration fees paid directly to a vendor unless applied to another participant from the department. A non-refundable ticket associated with a canceled trip must be used for the employee's next trip.
- Faculty/staff may attend virtual meetings in states that are prohibited—as long as no state funding is spent.
 - There is a process to allow some faculty travel to banned states, but it is very limited. Sherman will share link. Auxiliary funds may be used for registration fees.
 - B&F is monitoring airfare credits (have been extended two years) in order to make sure they are utilized by the individuals (which may not happen if folks choose not to fly).
 - If a rationale is not provided by the dean for late travel submissions, the Provost Office is sending it back and asking for the rationale as well as an explanation of how they are going to prevent late submissions in the future.

- Concur has defined notifications that will remind folks to submit items timely.
- Clarified that professional development (state funds) may not be used for virtual registration in banned states.
- Claims should be in the Travel office by the 60-day deadline.
- Registration for virtual events are purchases vs. travel (eliminates the banned states consideration). Sherman confirmed CO okay with paying virtual registration with state funds.

Faculty Leaves

- Still working for guidance from the chancellor's office.
- Benefits staff is working with OAPL on a process for making requests.
- CPAL:
 - 256/hrs - 32 days. May only be used in full-day increments.
 - School / day care closure issues that impact ability to work at home because kids are impacting work environment.
- FFCRA:
 - Up to 80 hours (2 weeks) of full salary (chancellor expanded to 100%) and tracks against FMLA.
 - Have to be on payroll for previous 30 days—looking for guidance for new faculty. Prorated based on time base.
 - Same reasons as CPAL.
- EFMLA:
 - Extended FMLA must also be used in full day increments.
- All options currently expire in December 2020.
- Benefits Office will be responsible for determining eligibility.
- OAPL will release online form for faculty to complete if they wish to request a leave.
- Oppy reviewed leave processing decision tree.
- Chairs should be looped into the discussion as early as possible.
- Budget implications are a concern.
- Flexible course assignments may resolve issues and help control costs.
- Another concern is finding a suitable substitute.
- Faculty should apply—not worry about eligibility. But no promises should be made based on the process is still being worked through.
- The details of faculty schedules are vital to the final decision.