

ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES JULY 28, 2026

11:30 AM - 1:00 PM

MH-141

Present: Bonuso (for Mallicoat), Bruschke, Childers, Dabirian, Gradilla, Graewingholt, Jarvis, Kleinjans, Valdez, Swarat
Absent: Milligan

I. CALL TO ORDER

- Chair Dabirian called the meeting to order at 11:33am.

II. URGENT BUSINESS

- Exec went around the table and introduced themselves to the new ASC for the Academic Senate, Aleena Clavel.

Q: We had the personnel standards and the lecturer standards policies on the agenda in May, but we didn't get to it. Is there a way that we can speed up the process?

A: We are going to put them back on the first agenda in the Fall.

III. ANNOUNCEMENTS

- The Title V changes made by the Board of Trustees back in March, both to change the definition of residence units and also to enact the new 90-unit degrees, are now active in Title V. They were effective July 1st, so there are a number of changes that will need to be made to UPS policies.

Q: (Dabirian) That is for professional degrees?

A: (Childers) Yes, 90-unit professional degrees.

Q: (Gradilla) Who has access to those degrees?

A: (Childers) There is a standard program creation process that largely parallels the 120-unit degrees. Any academic unit can propose a program and it goes through the standard campus review, then once it's approved by the Senate and the President, it goes to the CO.

Q: (Gradilla) Do we define what professional or applied studies means campus by campus?

A: (Childers) Yes, there is guidance from the CO, but you can interpret it that way. You still have to complete the full 43-unit GE package and the 3-units of American Institutions requirements, so 46-units right there are taken up by GE's.

- The Executive Committee had an extensive discussion on this matter.

IV. TIME APPROXIMATE

12:30 PM

Topic: Concur/Travel Discussion

Presenter: Alberto Contreras and Caroline Lee

Alberto Contreras and Caroline Le joined the Exec meeting to discuss Concur/Travel.

We have made the change as of April. We all system-wide have been pushed into similar systems. There are still issues that occur from time to time. Typically, they correct them within two or three days, depending on what the issue is. However, there are some circumstances where they're working through basic system-wide slowdowns, if you will. One positive thing that the centralized system did bring is that it improved quite a few things compared to what we had before. For example, you mentioned things getting delayed. That's one thing this system prevents from happening because it gives everybody 10 days to act, whether that's

approving or sending something back for whatever reason. If you don't act, it goes to that person's supervisor. It continues moving up the chain until it gets to the President's Office. If, for some reason, they don't act, which is very rare, then it comes to my area, and I can take a look and see what happened.

There is the issue with the supplier profile that needs to get created for you to properly use Concur. That's something else that they're looking at fixing and making it more automated. We were one of the fortunate campuses in that we already had experience with Concur. One thing that's new for everybody is the ProCard. Some of the other benefits that the new system has are that there are a lot of built-in audit rules. Particularly, if you choose to use the travel agency, it helps you book using options that have already been deemed appropriate under policy and helps guide you through that process. It also provides notes that tell you what you need to do in certain circumstances, depending on what you're doing. One thing we've had to deal with is figuring out how to adapt it to what we do because we've had our own way of doing things and changing that very quickly and suddenly has been a headache for everybody. So, we're very aware of that. We're trying to make it as easy as possible within the system's limitations, so we really can't bend to fit our own way of doing things anymore. It's a system-wide process now. The ProCard doesn't work with the travel component. We're asking that you use the travel module because the way the ProCard functions within the system is very unique.

Q: (Kleinjans) What is a ProCard?

A: (Contreras) A ProCard is a type of corporate card. It's one of the different offerings that the business program administers within the system. It operates using something called statements, so everything funnels differently for that particular card. One of the benefits is that all of your expense reports are created for you, and all of your transactions are automatically placed into those reports. You don't have to drag them into the report yourself since they're already there. You just have to attach the receipt. Even that process is made easier. You can link your email to receive receipts, then forward them to Concur, and they'll automatically be added to your profile so you can attach them to the expense report.

Q: (Bruschke) If I'm a faculty member and I know I'm going to a conference on November 1st, how far in advance do I have to pay for travel?

A: (Contreras) We recommend you do it between 4 and 6 weeks out.

Q: (Bruschke) How do I pay the registration fee and buy a plane ticket?

A: (Contreras) We do offer the availability for you to choose your own path, if you will. If you get a travel card, which the physical card can be issued, you can use that.

Q: (Bruschke) Can faculty have a travel card?

A: (Lee) There are no restrictions on cards. If there's any restrictions, it's probably coming from your department or your college.

Q: (Valdez) Each college has different rules, and there's no explanation, so it doesn't make sense to us. You're telling us these are recommendations, but they vary. That creates confusion. Then you have colleges and departments enforcing them as though we're not human beings. Now I have a conference where I spent \$2,000, and I can't get reimbursed for any of it. That's the issue. These recommendations aren't being enforced consistently. If there's a policy, or if we've traditionally done it this way, where is that written down? When I search for it, I can't find anything. Is there someone at least at the University like centralized that I could get a clear answer from?

A: (Contreras) We're going to offer a lot more training to the colleges. We've actually started working with a group through Alyssa Adamson so we're getting feedback from the colleges to make sure that we all have a centralized point. The system also now has a button on the Concur homepage that allows you to submit a support ticket directly to us. That means me, Nikki, and her team can answer any questions you have. We also offer one-on-one assistance and can meet with you via Zoom or whatever works best. If you haven't been able to find someone to help, then maybe we need to do a better job of getting the word out about the support that's available.

Q: (Dabirian) What is the timeline for your area? What do we need to do to get that process done? Once their dean approves, how long does it need for you to do the processing, to then complete the requisitions, then the expenses, and so forth?

A: (Contreras) The requests, we don't approve. On the expense side, though, once it gets through the final DOA and everybody signed off and it gets to our department, it's usually a 10-day turnaround.

Q: (Kleinjans) Is there an opportunity for intervention before a request gets rejected? That would allow us to fix the issue before it's rejected and sent back to the beginning of the process. For the travel requests of one

of my faculty, I found 17 emails back and forth with requests being rejected many times, and that was not even from the start of the process. So, I think the biggest issue is that we're not getting approval. There's like one typo somewhere and things get sent back and it starts all over again at the bottom and people are not available for a quick consultation. I think that's the problem, but I don't know if that's your office or if that's someone else, but I have pages and pages of email of the faculty who's asking could we please meet or can you please just change this one thing that you think is a problem that doesn't align with international travel and they just reject and it goes back and then reject again and then reject again and it's the same people.

I asked our coordinator who is in economics. He said he spends 20% of his entire time on travel. That's ridiculous. He also said that he wishes Travel would be speak to department staff to better understand the issues.

A: (Contreras) In the old system, on the expense side, we were able to make some modifications. There wasn't a lot we could change, but we did have the ability, and still do, to add attachments. So, whenever the system allowed us to make a correction, we would do it. Now we're a little more restricted. What we can do instead is send the report back to the DOA, who should have the ability to make certain changes to the expense report.

Q: (Graewingholt) I have had faculty tell me that, while traveling internationally on trips booked through Concur, their flight, hotel, Uber, and other travel arrangements were canceled less than 24 hours before they were scheduled to attend their conference. They were never notified of the cancellations. Are we aware that this is a potential issue with travel booked through Concur?

A: (Contreras) I need to look into that because, in the instances we've had, we've never really experienced it not going through. The charges come through immediately, especially for airfare.

Q: (Bruschke) Is there a written procedure for how a faculty member running a program with students manages those things? How do they arrange food, transportation, and other related expenses?

A: (Contreras) Yeah, so we've been working on guides. That one is the one that I think I need to accelerate because the semester is starting, so I'll work on getting something out soon. The program allows you to enter your attendees so that you only have to add them once, and then you can consistently attach them to your reconciliations. If somebody drops out, you can also make that adjustment and replace them.

Q: (Dabirian) You have one of the most comprehensive travel webpages. When I go on there, I get lost because there is so much great information. Don't get me wrong, but when faculty go through this process, they usually only do it at that specific time. They may not do another one for six or eight months, and when they do, they may have a completely different situation. Is there a way to have something organized by scenarios?

A: (Lee) We have been working toward creating a Support Center within Financial Services for faculty. We will have three people supporting all faculty, and you will be able to call, email, or even schedule a Zoom meeting with them. They will be available to provide support and help guide you through the process if you get stuck. You will be able to book a one-on-one session with them, and they can walk you through the process, explain comments or issues, and help identify what may be missing. They can also connect with the travel team to get answers for you and even assist with looking into flights and other travel-related items. We are hoping to have this available when the semester starts, so we are currently working on setting everything up. Once it opens, we will add the information.

V. APPROVAL OF MINUTES

- M/S/P (Jarvis/Graewingholt) Motion to approve the July 14th EC Minutes. Motion passed.

4.1 EC Minutes 7-14-26 (draft)

VI. CHAIR'S REPORT

- I want to say thank you to all of you for your help with communication about Josh and Melinda to the campus. I will be speaking with the Strategic Communications and the President's Office if you have an active faculty member that passes, we need to do an announcement to the entire campus.
- We discussed social media and a possible newsletter for the Senate that will talk about Senate activities, policies that passed, their impact on the campus, discussions that were very important, etc. This would be a way to communicate more with the campus.

Q: (Childers) How would this differ from your chair's report? Or would it take focus away from your report?

A: (Dabirian) This is more about Senate activities. My report is more what I have done in that month or several weeks, while this would be what the Senate has done from a Senate perspective.

- I met with more VP's and discussed that there's a lot of communication missing between the Senate and other VPs. I explained there's nothing anybody does in the university that doesn't have an impact from the shared governance. We need to be a part of the process, so we agreed that faculty input needs to be a part of the process. I asked for Exec to be involved in the beginning of the process, as well, not the end.

I discussed following our policies and expressed communicating with Exec if there is any misinterpretation. If they do not follow a policy, there will be a letter going from me to the President that states the policy has not been followed.

Q: (Gradilla) Will there be a call at the first meeting to announce our new AVP's?

A: (Dabirian) Yes, there are introductions on the agenda. We notify all of the AVP's to attend.

- We got approved to get shirts and jackets for the Senate from the Provost Office. This will be a great way to boost morale.
- We discussed the emeriti policy last time and have to make a few minor edits. We will make the edits and put it on the first Senate agenda.

There was an emeriti status case that came to us and I have written a memo to the Provost asking for reconsideration of their case.

- There was a Board of Trustees presentation on student success. I would strongly recommend reviewing this and will send you the link to review.

(Swarat) This is very important to look at because the new student success framework gives us new graduation targets. Our new four-year graduation rate target for first-time freshmen is 55%. Our six-year graduation rate for first-time students is 76%. Reporting will start in Fall 2027.

- Our next meeting is with the Cabinet on 8/11. I am going to put together some agenda items and will make our focus shared governance. We will discuss how we can best collaborate and what the President's priorities are. I will send it to you all to look at to make sure there is nothing else you want on there and then send it to the campus.
- The Executive Committee had an extensive discussion on this matter.

VII. STAFF REPORT

- No report.

VIII. UNFINISHED BUSINESS

- 8.1 AA/AS Annual Retreat, Fall 2026 - Date TBD / Topic: TBD
- 8.2 UPS Documents for Review AY 2026-27
 - 1. UPS Documents for Review AY 2026-27 – Summary

IX. NEW BUSINESS

- 9.1 Annual Reports for Review from AY 2025-26
 - 1. Annual Reports for Review from AY 2025-26 – Summary
- 9.2 Cabinet Meeting Agenda – (Discussion item)
- 9.3 AI Retreat – (Discussion item)

X. ADJOURNMENT

- Meeting adjourned at 1:00pm.