

HUMBOLDT STATE UNIVERSITY

Senate Chair's Report

Senate Meeting, October 16, 2018

On Tuesday, October 9, I received a letter from Chancellor White providing the description of and timeline for the presidential search process. Chancellor White and Executive Vice President Blanchard made a quick visit to campus and participated in the first hour of the Senate Executive Committee meeting during which they explained the presidential search process and took questions about it. Chancellor White requested that the faculty hold an election to choose two HSU faculty members to serve on the presidential search Campus Advisory Committee with the results of the election forwarded to him by November 30, 2018. A condition of serving on the Committee is that the faculty member must commit to participation in the open forum and search committee meetings as outlined in the search schedule. Chancellor White assured the SenEx committee that the process is collaborative in the sense that the Trustee Search Committee considers the views of the Campus Advisory Committee, and that he would not recommend a candidate who does not have the requisite skills and qualities to succeed in the job. Since the search is confidential, the candidates will not make official visits to the campus before the finalist is appointed.

Inside Higher Ed on October 5, 2018, featured an article about the murder of David Josiah Lawson and the subsequent university response (see [this link](#)). One concern expressed in the article was a perceived lack of organized response by faculty to the murder and issues of safety of students of color in the community.

On Thursday, October 4, at the request of Interim VP of Faculty Affairs, Laura Hahn, I met with her and Tawny Fleming, Director of Contracts, Procurement, and Accounts Payable, regarding the implementation of the Concur travel program. Concur is an electronic travel and expense management tool that is currently being used on a few CSU campuses. Several Department Chairs and Senator Zerbe have expressed concerns about the potentially harmful impacts on faculty of using a Concur-based travel process on faculty. As a result of our conversation, Director Fleming clarified the following:

The Concur program should make travel authorization and travel expense claims easier to file and track than in the current process. The decision to transition to Concur occurred after Director Fleming presented it as an option to VP Joyce Lopes. Cabinet approved adoption of the program while Lopes was still VP, and her successor, Doug Dawes, supported transitioning to the program, as he had used it successfully at his prior campus, CSU Stanislaus. Before beginning the Concur configuration, Director Fleming met with over 50 people across campus to understand their needs for travel. This included the president's office, student clubs, academic departments, facilities, athletics, etc. She is in the process of a "soft roll out" of Concur for travel and expense claims within the administrative affairs division. During this time, potential issues with use of the program will be identified and rectified as much as possible.

After the soft-roll out, Concur will begin to be applied campus-wide for staff and faculty using state-side (HMCMP) funding for travel. Faculty are not required to use Concur to book their travel arrangements, but Concur pricing reflects state-negotiated rates on flights, hotels, and rental cars, so booking through Concur might be cheaper than trying to book travel components using other sites (with the caveat that while booking in Concur the traveler uncheck a box that restricts choices to only those that are fully refundable). As they do now, faculty will be able to research and choose the cheapest, most convenient option for them. Once faculty set up their profile in Concur, their mileage plans and hotel points systems will be applied when they book through Concur. There is a Concur app for real-time upload of receipts,

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which is done by using a smartphone camera. If the traveler does not have a smartphone, she or he can keep the paper receipts and once they return, scan them and upload them as one single or as multiple .pdf files. Receipts are required for any expense \$75 and above. A travel credit card is associated with Concur, but faculty can choose whether or not to use it. The benefit of using it is that travel costs are not personally incurred if they fall within the limit set on the card. The card limit will be set by the subunit (e.g., college) that is the source of the travel authorization. Faculty were under the impression that all their travel expenses must be booked on the Concur card and that if they exceeded the limit on the card, they would need to pay back the university by writing a check at the Cashier's office. This is partially true. For example, if the travel award was \$1,000 and the traveler charged \$1,200 on the Concur card, she would need to pay back \$200 from her own funds within 60 days to reconcile the account. However, because faculty may use their own credit cards instead of, or as a supplement to, the Concur card, how much they will need to pay back at the Cashier's office will vary based on their own choices. There will be an option within the program to account for personal travel that occurs before or after a professional trip so that the charges remain separate. There will also be a way to subtract the cost of alcohol from a submitted receipt.

Director Fleming is in touch with administrators at campuses that already use Concur for support as issues arise. The program at HSU is currently not configured to take group/student/guest/athletic travel or for travel that splits funding between business units (for example, state side mixed with trust money). Split funding within state-side funding units should not be an issue and will be automatically routed to the appropriate approvers.

At Senate's request, Director Fleming is willing to provide a report to the Senate on the Concur program and roll-out.