

Wake Forest University Senate 2006-2007  
Minutes  
November 15, 2006

The University Senate held its second regularly scheduled meeting of the 2006-2007 academic year in Room 1117 of the Worrell Professional Center. The following members were present:

*Administration:* William Gordon, James Bullock, Matt Cullinan, Ken Zick, Lous Morrell, Cecilia Solano, Ron Wellman, Lynn Sutton.

*College:* Anne Boyle, David Coates, Natalie Holzworth, James Kuzmanovich, Barry Maine, Harry Titus, David Weinstein.

*Graduate School:* Suzy Torti

*School of Medicine:* Edward Haponik, Michelle Naughton, Joe Tobin, Ronald Zagoria.

*School of Law:* Tim Davis, Simone Rose.

*Calloway School of Business and Accountancy:* Umit Akinc.

*Babcock School of Management:* Derrick Boone, Robert Lamy, Michelle Roehm.

*Divinity School:* Neal Walls.

*Staff:* Gary Alwine, Tim Bell, Gloria Stickney.

*Invited Guest:* Kaj Nielsen, undergraduate student

President Neal Walls called the meeting to order at 4:05 PM

The minutes of the October 11, 2006 meeting were approved.

*Old Business*

Discussion of the Salary Dependent Health Insurance Premium proposal currently under consideration by an *ad-hoc* Benefits Planning committee was postponed pending the report to be presented by Vice President Matt Cullinan later in the meeting.

*Report on the University Planning Council*

Provost Bill Gordon briefed the Senate on the progress of the strategic planning initiative. He reviewed the planning timetable, the situation analysis, and the vision and mission

statements which exist in draft form. A statement of strategic priorities is in final draft form and is to be released to the university community within days.

### *Committee Reports*

#### University Oversight Committee (UOC)

David Coates read the following report written by chairperson Michele Gillespie,

The Senate's University Oversight Committee is most pleased to report that in consultation with Nancy Sutzenfield, Bill Gordon, and Neal Walls, we have designed a new University Finance Advisory Committee.

This committee will consist of eleven members, including representatives from the University Senate, the Staff Advisory Council, and the Student Government Association. It will be co-chaired by the Senior Vice President of Administration/Chief Financial Officer and the Provost. (See Appendix I).

The University Finance Advisory Committee will hold two meetings annually, one at the outset of the budget process, when committee members will be informed about the University's financial picture and asked to provide advice on a preliminary assessment of priorities. The second meeting will occur towards the end of the process, at which time committee members will review and comment on the draft of the budget. It will also co-sponsor university-wide information sessions on university financial issues.

The Advisory Committee will provide an annual report of its work to the Senate, and the appropriate representative on the committee will make an equivalent report to the Faculty, the Staff Advisory Council and the Student Government.

It will be the responsibility of the members of the Advisory Committee to talk with their respective constituencies about financial and budgetary concerns and priorities, and thereby facilitate two-way exchange of information and understanding between the administration and the university as a whole.

The creation of this committee marks an exceedingly important development in the history of governance at this institution. It signifies the mutual trust and respect we hope will always characterize the relationship between Senior University Officers and the wider university under this new administration.

The UOC is especially grateful to Nancy Sutzenfield for her leadership in helping us turn this long-pursued idea of a university finance advisory committee into a reality.

Now, with the completion of this work, the UOC finds itself in the unexpected position of needing a new agenda—an unimaginable position we suspect to many of you. We turn to you then-- the entire Senate—and request our next charge as a committee.

### Intra University Operations (IOC)

Chairperson Barry Maine reported on the success of the cross-campus lecture series. He noted that the university no longer publishes a comprehensive faculty/staff directory for all units, making it difficult at times to find colleagues' contact information. He asked the members of the Senate for opinions about possible solutions to this problem.

### Senior University Appointments (SUA)

Chairperson Joe Tobin reminded the Senate of the three current searches that call for input from the SUA. In December the committee will be requesting additional nominations for honorary degrees for the 2007 year, as well as nominees for 2008.

### Fringe Benefits (FRB)

Co-chairperson Anne Boyle reported on the progress of the committee's child care initiative. The university will partner with Smart Start to provide child care options. Slots in various existing locations will be reserved for Wake Forest employees. The target is to identify 125 slots by January 1, 2007. The committee continues to investigate on-site or near-site locations for child care.

Co-chairperson David Weinstein introduced undergraduate student Kaj Nielsen, who presented a 2005 student-produced power point report on WFU health benefits. The report compared WFU health care costs and university contributions to health care coverage with similar data from other selected universities. The report showed that WFU contributions were consistently at the low end of the group, and that cost to employees was consistently on the high end of the group. The report also compared Reynolda campus coverage with Hawthorne campus coverage, showing that the Hawthorne campus enjoys superior health benefits. The report can be obtained from Mr. Nielsen at [nielkp4@wfu.edu](mailto:nielkp4@wfu.edu).

### *Remarks by Vice President for Administration Matt Cullinan*

Vice President Cullinan outlined his areas of responsibility within the new university administrative structure. He oversees service operations on the Reynolda campus, including such areas as health benefits, Human Resources, Facilities Management, Information Systems and dining services.

Given the Senate focus on health care benefits during the last three years, Vice President Cullinan acknowledged that this was a key issue for the university community. He indicated that he was working with Human Resources, a consulting firm, and the *ad-hoc* Benefits Planning committee to address health care issues. He hopes to come to decisions about potential adjustments to the current plan in time to implement any changes on July 1, 2007.

In response to questions from the floor, Cullinan stated that he has addressed issues of respect for, and treatment of, WFU staff members. David Coates asked whether WFU should not have ambitious goals when it comes to conditions of staff employment. Joe Tobin suggested that we should be more proactive than reactive about health care issues. The discussion centered on workplace conditions and health care policies.

At the end of the discussion two motions were offered:

The first was made by David Weinstein as follows:

The Senate recommends to the Board of Trustees that they hear the report of the student project on employee health care at the next full meeting of the Trustees.

The motion was seconded and passed.

The second was made by David Coates as follows:

The Senate is disturbed by the information it has received this afternoon about health care issues' relative position, and it is also disturbed by the disparities between the health care plans on the two campuses. It invites the Vice President for Administration to report on any progress he has made in addressing these two items that disturb us.

The motion was seconded and passed.

The meeting was adjourned at 5:35 PM.

Respectfully submitted,  
Harry Titus, Secretary, University Senate

*Appendix I*

### **University Finance Advisory Committee**

***Rationale:*** The University Finance Advisory Committee is designed to ensure full consultation by representative faculty, staff and students in the University's budgetary process and to create new opportunities for information exchanges and communication building between the administration and faculty, staff and students about university finances.

Committee members will be charged with providing informed advice about the development of budget proposals and priorities to the Advisory Committee co-chairs, the Senior Vice President and Chief Financial Officer and the Provost. The intention in forming the Advisory Committee is to institutionalize representation in the budget process and the finances of the University; convey information to members of the University about financial realities and budget priorities; and, receive feedback from the

larger University about financial parameters and the budget process through Advisory Committee representatives.

***Structure:***

- The Senior Vice President and Chief Financial Officer, co-chair
- The Provost, co-chair
- 5 Faculty Members from the University Senate:
  - The President
  - The President Ex Officio
  - The Chair of the Oversight Committee
  - A Representative of the College and Graduate School
  - A Representative of the Professional Schools
- 2 Staff Members from the Staff Advisory Committee
- 2 Students from the Student Government Association
  - The President
  - The Treasurer

***Terms and Appointments:***

*Faculty:* The College and Graduate School Representative and the Professional Schools Representative will be appointed by the President of the Senate. The term of office for all faculty committee members will be two years. (The President of the Senate will serve one year, but by virtue of the subsequent appointment as President Ex Officio, will serve a second year as well).

*Staff:* Staff Representatives will be appointed by the chair of the Staff Advisory Council for a two-year term.

*Students:* The President and Treasurer of the Student Government will each serve a one-year term.

*Note:* During the first year of implementation, the College and Graduate School Representative, the Professional School Representative and one representative from the Staff Advisory Council will be appointed for a one-time-only three-year term. This staggering of term appointments will ensure a measure of experience and continuity on the committee.

***Attendance:*** Attendance at all University Finance Advisory Committee meetings is expected. Should a committee member not be able to attend a meeting, it will be that

person's responsibility to arrange for an appropriate person from the committee member's representative body (the University Senate; the Staff Advisory Council, or the Student Government Association) to attend as proxy.

***Responsibilities:*** The Advisory Committee co-chairs will hold two regularly scheduled annual meetings. The first meeting will be held at the outset of the budget process at which members will be informed about the University's financial picture and asked to provide advice on a preliminary assessment of priorities. The second meeting will occur near the end of the process, in order to allow Advisory Committee members to review and comment on the draft of the budget. The Advisory Committee will provide an annual report on its work to the Senate, and the appropriate representative on the committee will make an equivalent report to the Faculty, the Staff Advisory Council and the Student Government.

It will be the responsibility of the members of the Advisory Committee to talk with their respective constituencies about financial and budgetary concerns and priorities, and thereby facilitate two-way exchange of information and understanding between the administration and the wider University.

The Advisory Committee will co-sponsor with the Senior Vice President and Chief Financial Officer and the Provost an annual information session on University financial information (such topics could include but need not be limited to university investments, salaries, athletics, etc.).