

Wake Forest University Senate
Minutes of the First Meeting*
October 3, 2001

The University Senate for 2001-2002 held its first meeting in De Tamble Hall on the Reynolda campus. The following were present:

Administration: Sandra Boyette, Rhoda Channing, Paul Escott, Sam Gladding, Thomas K. Hearn, Jr., Gordon Melson, Louis Morrell

College: Jane Albrecht, Allin Cottrell, Donald Frey, Judy Kem, Charles H. Kennedy, Page Laughlin, Mark Leary, Win-Chiat Lee, David Levy, Gloria Muday, Paul Ribisl

School of Medicine: Larry Daniel

School of Law: Alan Palmiter, Charles Rose

Calloway School: Roger Jenkins

Graduate School: Dale Dagenbach, Greg Shelness

Babcock School: James Flynn, Chet Miller, Timothy Smunt

Divinity School: Sam Weber

Staff: Dana Hutchens, H. David Womack, Lawrence Voss

Timothy Smunt called the meeting to order at 3:20. He asked for a moment of silence for the losses of September 11 and the losses that may follow. He introduced the Trustees who were guests of the Senate: K. Wayne Smith, Victor Flow, Murray Greason, Zach Smith and Dee Hughes LeRoy. Senate President Smunt invited them to participate in the meeting.

Minutes of the meeting of March 21, 2001 were approved.

Opening remarks. Timothy Smunt briefly outlined his teaching background at the U. of Illinois and Washington University, St. Louis, and went on to say that Wake Forest and its Senate are special. The Senate is a university body, and the size of the school and of the Senate makes it possible to know the other members. He praised the last three Presidents of the Senate for their leadership (Michael Hazen, Carole Browne and David Levy).

Charges to the Senate Committees. Smunt has replaced one of the *ad hoc* committees, the QualChoice Committee with a new one: the Healthcare Committee. This committee is a subcommittee of the Fringe Benefits Committee and will look at issues surrounding medical and dental care, beyond just QualChoice. The charges for all the Senate Committees were distributed (see attachment) and presented. Larry Daniel is the Chair of the Intra-University Operations

* The minutes have been reviewed by the Senate Executive Committee, but do not become official until approved by the Senate at its next meeting, scheduled for November 28, 2001

Committee, and reported that the main objective of his committee is to foster communication and cooperation. He said that one campus is often unaware of programs on the other. Dean Melson added that the Graduate Educational Opportunities Committee has also made recommendations on this need, and Page Laughlin said that Ed Wilson and the Program Planning Committee are also looking into this. Mark Leary chairs the University Oversight Committee, and hopes to be able to avoid many problems in university planning through early input and a close working relationship with administration. John Butterworth serves as chair of the Senior University Appointments Committee. Roger Jenkins, chairing the Fringe Benefits Committee, expanded on some of the specifics of the charges to that group. Much of its activities will be related to the forthcoming consultants' report comparing us with peer institutions. Last, Win-Chiat Lee, chair of the new *Ad Hoc* Senate Committee on Healthcare, gave a brief history of the committee in its former incarnation. It is a very busy committee that needs to meet often with Human Resources.

By-laws changes. Two Senate items of old business require by-laws changes, but because the process requires each faculty to vote adoption, President Smunt suggested we wait until we have several items requiring change. The two pending are the appointment of the Director of Athletics to the Senate, and a way to stagger the terms of the 6 staff Senators, who would otherwise all end their terms at the same time. Dana Hutchens and Tim Smunt mentioned a few ways this could be done.

New Business. *The Senator* will be expanded to include columns from past and present Senate Presidents, as well as the Minutes and other items of interest. The website will be expanded, and photos of the Senators will be included. President Smunt is pursuing access to university-wide e-mail.

He asked that the Operations Committee take a look at the "Standards of Excellence" document, and to compare it with the Faculty Handbook. Specifically, legal ramifications on employees should be considered. The Medical School already has a compliance document, so this one applies only to the Reynolda campus. Don Frey suggested there were several issues related to academic freedom in the document. Copies may be obtained through Mike Walker, Ed Wilson or Tim Smunt.

Trustees. Dee Hughes Leroy thanked the Senate for inviting the Trustees to the meeting and requested future invitations. Murray Greason asked to be put on the mailing list for *The Senator*. An attempt will be made to identify Trustees who would like to receive that newsletter. Vic Flow also thanked the Senate for the invitation. David Levy asked if there were any "front-burner" issues that the Trustees could tell us about. The reply was that there are some structural issues, but nothing out of the ordinary.

The meeting was adjourned at 4:15pm.

Respectfully submitted,

Rhoda Channing
Secretary

Attachments: Committee Charges for 2001-2002 Session

Intra-University Operations Committee Charges for 2001-2002 Session

General:

The Intra-University Operations Committee will initiate and implement projects and programs that foster cooperation and communication between various components of the University.

Specific:

1. Develop a series of evening seminars on topics of general interest to the WFU community.
2. Convey information on Intra-University topics to the WFU community on the Senate website and by email.
3. Sponsor "Community Meetings" on topics of current interest.
4. Explore the potential uses and need for a Faculty Club.

University Oversight Committee Charges for 2001-2002 Session

General:

The University Oversight Committee shall monitor, evaluate, and participate in the University's program planning, capital planning and other long-range planning processes. The Senate President shall appoint one University Oversight Committee member from the Reynolda campus to serve a three-year term on the University Capital Planning Committee. The Committee will also make recommendations to the Senate involving initiatives with long-term implications for the University or the faculty.

Specific:

1. Assist the Capital Planning Committee in obtaining usage and preference information from faculty and staff on the parking situation.
2. Work with Capital Planning Committee and the University Administration in determining priorities for parking improvements and the day care center project. In addition, continue to provide oversight and advice on day care implementation issues.
3. Communicate to the faculty and staff the University's priorities and plans for new buildings and other major capital projects at least twice per academic year.

Senior University Appointments Committee Charges for 2001-2002 Session

General:

The Senior University Appointments Committee shall recommend persons for honorary degrees, receiving nominations from the University faculties and reporting its recommendations to the Senate, which must approve the recommendations before they are communicated by the President of the University for approval by the Board of Trustees. The Committee shall advise on appointments of all senior administrators (i.e., members of the Executive Council), including the President of the University, of all colleges and schools of the University.

Specific:

1. Develop a process, along with the University Advancement Office, to ensure clear communication of potential commencement speakers for the upcoming year and the possibility of an awarding honorary to the speaker.
2. Develop a process to ensure a comprehensive list of qualified nominations from the University community for honorary degree recipients.
3. Working with the Board of Trustees, develop a specific process to be used to advise the Trustees on the appointment of any future President of the University.

Fringe Benefits Committee Charges for 2001-2002 Session

General:

The Fringe Benefits Committee shall serve as a conduit of information from the University faculties to the responsible University administrator on benefits issues. When faculty members have concerns with benefits programs, the Committee shall present those concerns to the University administration and seek resolution. The Committee shall develop and advocate improvements in benefits and report to the Senate.

Specific:

1. Obtain the final draft of the AON Consulting study on peer institutions' fringe benefits programs and analyze its findings.
2. Obtain additional data as needed on peer institutions' fringe benefit programs.
3. Obtain agreement from the committee on strategic priorities in improvement of fringe benefit programs.
4. Work towards the strategic alignment of the committee's priorities with the University administration priorities for improvements in fringe benefits needed to remain competitive in the retention and recruitment of high-quality faculty and staff.
5. Work closely with the newly appointed ad hoc committee on healthcare.

Ad Hoc Senate Committee on Healthcare Charges for the 2001-2001 Session

Statement of Purpose and General Charges:

Wake Forest University subscribes to QualChoice as a medical insurance plan for its employees to provide medical care and preventive health care services and as a source of funds for doctors' visits, hospital stays and other related expenses. The Healthcare Committee, as an ad hoc Committee of the University Senate, is an advisory body established for the purpose of examining medical plan issues, including service and the cost of the plan to employees, and making recommendation to the University's administration and QualChoice regarding such issues. The Committee will act as a conduit for communications from the faculty and staff to the University's administration and QualChoice regarding general medical plan issues, but not for individual cases of complaints.

The Committee will also examine and make recommendation to the University's administration regarding larger and more basic medical insurance plan issues such as the cost efficiency of QualChoice and the ability of our existing medical insurance plan to meet the needs of Wake Forest employees.

The scope of the Committee's work, however, is not limited to the University's general medical insurance plan. Its dental insurance plan and any other existing or future supplementary healthcare benefit will also be the concern of the Committee.

The Healthcare Committee is composed of faculty and staff employees. The Committee Chair is appointed by the President of the University Senate and will report to the Chair of the University Senate Fringe Benefits Committee.

SPECIFIC CHARGES FOR 2001-2002 Session:

1. Develop a process to review the yearly cost changes of the University's QualChoice medical insurance plan to the University and to its employees and to advise on revisions to the plan for cost containment and quality enhancement. This process should be one that is accepted by the University Administration and will be followed each year as new plan cost information becomes available.
2. Determine the overall cost efficiency of the QualChoice plan relative to other competitive medical insurance plans.
3. Examine the "cost-saving" incentive plans such as three-tier prescription drug program to determine if they are attaining their goals of cost savings by changing employee usage or if these plans are mainly shifting additional cost burdens to employees.
4. Examine the possibility of an "additional" medical insurance option, i.e. an indemnity plan (major medical insurance type).
5. Obtain clear and comprehensive written examples from QualChoice on the workings of "Option 3" in their plan and communicate these examples to the employees.