

Wake Forest University Senate  
Minutes of the 2nd Meeting  
Nov 12, 2003

The University Senate held its second meeting of the 2003-2004 year in Rm 1117 Worrell. The following were present:

Administration: John D. Anderson, Paul D. Escott, Robert K. Walsh

College: Jane Albrecht, Robert Browne, Eric Carlson, Donald Frey, Katy Harriger, Gloria Muday, Paul Ribisl, Harry Titus, Mark Welker

Graduate School: Dale Dagenbach, Greg Shelness, Mary Sorci-Thomas

School of Medicine:

School of Law: Michael K. Curtis, Alan Palmiter, Tom Roberts

Calloway School of Business and Accountancy: Sheri Bridges, Yvonne Hinson

Babcock School of Management: Scott Shafer, Jeff Smith

Divinity School: Neal Walls

Staff: Dana Hutchens, Gloria Stickney, H. David Womack

Don Frey called the meeting to order at 4:00 PM.

The minutes of the meetings of 10/08/03 were approved as posted on the Senate web page.

It was announced that the search committee for the Dean of the College, chaired by Richard Carmichael, had indicated interest in receiving input from the Senate.

Reports from the faculty representatives to the Board of Trustees were then heard. Christy Buchanan, representative to the College Committee, reported that the trustees were interested in the faculty perspective and asked for it after each issue. That committee heard reports on the Student Activities Fee proposal and on the current tight budget. Dr. Buchanan noted to them that faculty are aware of the difficulties in tight financial times, but also expressed concern regarding the impact of the budget on academic programs. A written report from Larry Daniel, representative to the Advancement and Communications Committee, indicated that they had received a report on the addition of Reynolda House to the University's holdings, and discussed the possible impact of that on the budget. A written report from Alan Cottrill, representative to the Business Operations Committee, indicated that a report on Information Technology updates was received, after which the committee went into executive session. Dr. Cottrill noted that faculty input to this committee would be enhanced if advanced copies of the agenda were provided, and if there were an opportunity for the faculty representative to add items to that agenda.

Don Frey announced that Jeff Smith would be assigned to the Senior University Appts. Committee, and Mark Sears to the Fringe Benefits Committee. Dana Hutchins will serve as co-chair of the Fringe Benefits Committee.

Maureen Carpenter then provided a report on the fiscal state of the University and planning for next year's budget. Highlights of that report included:

- A small surplus was present at the end of last year.
- In planning for 2004-05, many constraints are present, including significant increases in the cost of health and especially in property and casualty insurance.

- The Reynolda campus has 3 main sources of income: tuition, endowment, and auxiliary sources. A tuition increase has been approved, but income from the endowment is down and auxiliary income is also relatively down due to less local demand for office space.
- 26% of tuition currently goes to financial aid, and the need here is increasing due to competition from other universities.
- The value of the unrestricted portion of the endowment has declined from over \$272 million dollars in 2000 to under 150 million dollars at present.
- The Salary Opportunity Fund began operating with 35 millions dollars, and now has declined to 18.9 million dollars. A need to stabilize this fund was noted.
- **THE BUDGET FOR FINANCIAL YEAR 2004-05 WILL BE HELD FLAT – NO INCREASES WILL BE GIVEN.**

Questions then followed for Ms. Carpenter and Dr. John Anderson. These included why the endowment had failed to show gains during the recent year. This was attributed in part to a decision to shift investments from "large cap" stocks to "private equities," whose payoff may come some years later.

Committee reports were then presented. Paul Ribisl, on behalf of the Intra-University Operations Committee presented a motion concerning the evaluation of department chairs and deans. That motion was as follows:

*The Wake Forest University Senate recommends that all Department Chairs and Deans be regularly evaluated and provided developmental feedback by their superior administrator. The attached questionnaire will be the model of the questionnaire to be used to gain input from the relevant faculty and staff. The Office of the Provost will coordinate the administration of the evaluation.*

*The evaluation will be administered to the faculty and staff under the appropriate administrator and the information will be shared with that administrator by their immediate superior; i.e., all department chairs will meet with their respective dean to discuss the results of the evaluation. It is emphasized that the evaluation process will be developmental and confidential. The schedule for conducting the evaluations is to be decided by the respective superior administrator of that unit and should be at least biennial (i.e., once every two years).*

A two page model questionnaire for the evaluation process was included.

The motion was passed.

Michael Curtis reported that the Senior University Appointments Committee had received a record number of suggestions for honorary degree recipients in response to an email soliciting recommendations. Dale Dagenbach reported that the Fringe Benefits Committee had met and discussed monitoring what had been described as a "technical erosion of benefits" due to difficulties in getting claims approved, and had agreed to collaborate with the Healthcare Committee on an upcoming Health Care Forum. Gloria Muday reported on the Healthcare Committee's plans for that forum, and that they had just received preliminary data suggesting that healthcare expenses for the year to date were in line with the projections. Hank Kennedy's written report indicated that the University Oversight Committee had been meeting regularly and pursuing their charges; Sheri Bridges reported for Katy Harriger that the Ad Hoc Committee on a Framework for Comprehensive Athletic Reform had begun meeting and pursuing their charge as well.

The meeting adjourned at 5:38 PM.