

Wake Forest University Senate 2006-2007
Minutes
October 11, 2006

The University Senate held its first regularly scheduled meeting of the 2006-2007 academic year in DeTamble Auditorium in Tribble Hall. The following members were present:

Administration: Nathan Hatch, James Bullock, Matthew Cullinan, Nancy Sutfenfield, J. Reid Morgan, Deborah Best, Cecilia Solano, Robert Walsh, Lynn Sutton.

College: Anne Boyle, William Conner, David Coates, Michele Gillespie, Katy Harriger, Natalie Holzworth, James Kuzmanovich, Barry Maine, Harry Titus, David Weinstein.

Graduate School:

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

School of Law: Tim Davis, Wendy Parker.

Calloway School of Business and Accountancy: Umit Akinc.

Babcock School of Management: Derrick Boone, Robert Lamy.

Divinity School: Neal Walls.

Staff: Gary Alwine, Julie Groves, Gloria Stickney.

President Neal Walls called the meeting to order at 4:03 PM

The minutes of the April 12, 2006 meeting were approved.

By-Law amendment

The following amendment to Section 1 (a) of the Senate By-Laws was proposed by President Hatch to reflect the new arrangement of administrative offices, and therefore representation to the Senate:

“Ex-officio members shall consist of the President of the University; President and CEO, WFU Health Sciences; Provost; Senior Vice president and Chief Financial Officer; Vice President for Administration; Vice President for Investments and Treasurer; Vice President for University Advancement; Vice President for Health Affairs; Vice President and General Counsel/Secretary of the University; Vice president for Student

Life and Instructional Resources; the Deans of the College, Babcock Graduate School of Management, Calloway School of Business and Accountancy, Graduate School of Arts and Sciences, Law School, and Medical School; the Director of Athletics; and the Director of Libraries.”

The motion was seconded and passed.

Old Business

Gloria Muday was recognized to update the status of the Salary Dependent Health Insurance Premium proposal currently under consideration by an *ad-hoc* Benefits Planning committee. Gloria reported that the *ad-hoc* committee would meet before the November meeting of the Senate and would report to the Senate at that meeting. A time line recounting the history of this issue is appended to the minutes as Appendix I.

Gloria Stickney was recognized to report on the formation of the new Staff Advisory Council. The Council is establishing its operational procedures. The new body supplants the Senate *ad-hoc* Staff Issues Committee. A final report from the Staff Issues committee is appended to the minutes as Appendix II.

Committee Reports

University Oversight Committee (UOC)

Incoming chairperson Michele Gillespie outlined issues for the committee in the coming year, focusing on a review of the budget process, including disaggregated data in key areas. She re-emphasized the need for greater transparency in financial discussions. Michele and Nancy Sutenfield will be working together to advance the committee’s agenda.

Intra University Operations (IOC)

Chairperson Barry Maine reported that the lecture series initiated last year to encourage cross-unit exchange would continue in the coming year. The first lecture will be presented in November by Sidney Shapiro of the Law faculty. David Coates spoke about students in various units who are at academic risk as a possible topic of committee discussion. President Hatch suggested that bioethics might also be a topic of interest to the committee.

Senior University Appointments (SUA)

Katy Harriger reported for chairperson Joe Tobin. The SUA anticipates that it will advise on three searches this year. The University is seeking a Dean of the Law School, a Dean of the Graduate School, and a Provost. The committee will be requesting nominations for honorary degrees for the 2008 year.

Fringe Benefits (FRB)

Incoming co-chairperson David Weinstein reported that the committee would be working on daycare issues during the upcoming year. He added that the committee would be following the *ad-hoc* Benefits Committee's activities as reported by Gloria Muday under Old Business. Parental leave policy was also mentioned as a possible issue.

Ad-hoc Committee

Neal Walls announced the formation of an *ad-hoc* committee to be chaired by David Coates that will study the functions of the Senate and their relationship to other governance structures in the university. The committee will report on its findings at the last Senate meeting of this year.

Remarks by Nancy Sutfenfield, Senior Vice President and Chief Financial Officer

The presentation focused on changes in planning and in the budgeting process. Vice President Sutfenfield emphasized that she views herself as an enabler for university initiatives. She has been meeting with various constituencies during her first months on campus. She made four main points:

1. She will create a framework for decision-making tied to the strategic plan. Planning priorities will guide financial strategies. There will be opportunities for input and dialogue from diverse stakeholders.
2. She will work with the Provost to develop a budget hearing process in November. The results will be circulated, in December and January, to Deans and Vice Presidents, as well as to other interest groups as appropriate. Tuition decisions will be made at the February Board meeting and will be announced in March.
3. She will oversee the preparation of an annual Capital Budget that will be aligned with the strategic plan and will be channeled into the review process.
4. She will adopt best practices for financial matters to achieve fiscal equilibrium over time. Goals will include a balanced operating budget, maintaining the integrity of the endowment, and investments in the physical campus to extend its useful life. Contingency funds will be established to meet needs that occur outside the regular budgeting process.

There was discussion about who would be involved in budgetary discussions and about the role of the current Budget Advisory Council.

Neal Walls announced that Vice President Matt Cullinan will make a presentation at the November meeting.

The meeting was adjourned at 4:54 PM.

Respectfully submitted,
Harry Titus, Secretary, University Senate

Appendix I

Salary Dependent Premium Time Line

Fall 2003:

Senate Ad hoc Committee on Health Care was concerned about the impact of the rising costs of premiums on the lowest paid employees
Davidson moved to a salary dependent premium plan
Health care committee discussed the idea of a salary dependent plan

Feb 2004

Senate passed the following motion:
“The healthcare committee is authorized to develop and bring to the Senate for its consideration a plan tying health insurance premiums to salary”

March and April 2004

Two open forums
College faculty meeting

April 30, 2004

Senate passed the following motion:

Whereas rising health insurance premiums have made insurance less affordable to the lower-paid employees of Wake Forest University-Reynolda Campus;
And whereas the Senate Health Care Committee has studied this issue and found widespread support for salary-dependent insurance premiums;

Be it resolved:

1. that the Senate asks the Administration to develop for community consideration a plan for salary-dependent premiums
2. that part of this planning process investigate the pros and cons of offering employees the option of different levels of coverage; and
3. that the Senate urges the University to increase its contributions to premiums for lower-paid employees.

July 1, 2004

Ad hoc benefits planning committee formed by Ralph Pedersen
Worked with HR to choose new consulting firm for benefit's planning

November 2004

Vice President Anderson communicated to the Senate the administration's intent to develop several salary dependent premium plan options to be discussed with the Ad Hoc Benefits planning committee

December 2005

Ad hoc committee meets with Gallagher, our new benefit's consulting firm to explore the potential of their analysis programs to make cost estimates for a salary dependent premium plan

January 2006

President Hatch created a subcommittee from his cabinet to work on defining a salary dependent premium plan

April 2006

Salary dependent premium plan with several options presented to the ad hoc benefits planning committee with a discussion of how to bring this to the Senate

The discussion included whether to have a called Senate meeting in April or to wait and put this on the agenda for the first meeting of Fall 2006. It was decided that this plan would be brought to the Senate at its October 2006 meeting.

October 2006

At the request of Vice President Cullinan and Acting Director of Human Resources Brenda Balzer, who are thinking very broadly about health insurance and benefits, Neil decided to postpone the discussion of a salary dependent premium plan to the November Senate meeting. Brenda agreed that the Ad hoc Benefit's planning committee would meet in advance of the November Senate meeting to discuss the planned changes to health insurance benefits, including the salary dependent premium plans.

Appendix II

Senate ad hoc Staff Issues Committee Final Report October 11, 2006

As reported in April 2006, President Hatch has established the Staff Advisory Council (SAC) as a result of the request from the Senate Staff Issues Committee. The SAC met for the first time August 24, 2006. Minutes from the meeting are posted on the webpage at <http://groups.wfu.edu/staffcouncil/>. Charges for the SAC's first year are to determine **membership guidelines and operating principles**. Dr. Matt Cullinan, VP of Administration, is chair for the first year.

The SAC has the following **responsibilities**:

- To serve as a forum of exchange about policies and issues affecting Wake Forest employees;
- To listen to, examine and respond to ideas, concerns and suggestions of staff employees;
- To convey these ideas, concerns and suggestions to the University administration;

- To advise the President of the University or his/her representative(s) on all subjects that affect staff employees;
- To inform staff employees of issues and policies affecting them;
- To strengthen communication among staff and administration, at all levels; and
- To promote an enhanced sense of campus community for all staff.

The SAC has had the opportunity to serve as a Strategic Planning Focus Group and has been asked to serve as a Human Resources Focus Group. Members of the SAC were invited to share in an Employee Appreciation Luncheon for Facilities Management.

I had the opportunity to speak as a panelist for the Board of Visitors regarding “community” at WFU. The panel consisted of representatives from the faculty (Katy Harriger), staff (Gloria Stickney), undergraduate students (Shannon Philmon), graduate students (Amy Sloat), and an international graduate student (Tanja Schuster). Each panelist’s perception of community was shared in her respective area.

Dr. Hatch spoke with the staff yesterday in the first address to staff at large. Members of the SAC were introduced. Dr. Hatch shared that the University is in the process of developing a Strategic Plan. He reported that 300 staff members had responded to an online survey and 150 have participated in focus groups. The bench mark for the strategic plan will be distributed to campus this fall. He shared the important role of staff regarding students and their experiences outside the classroom, and education to pass on to a new generation. Additionally, Dr. Hatch shared three ideals to strive toward: Respect, Trust and Innovation – respect for the university and each other; trust among colleagues; innovation in training and development.

Thank you to the University Senate for its role in the development of the Staff Advisory Council.

Respectfully submitted,

Gloria Stickney, Co-Chair, SI Committee