

Guest: Dr. Anne Stuart

Framework for Budget Discussion

- Texas facing a 17 billion short fall in 2011 (Governor Debate at UNT: Perry & Hutchinson);
- Legislative (financial) plan was shared with the University Presidents and Boards of Regents 01-20-2010;
- Letter received from the Governor’s Office requesting to all State agencies prepare a plan for 5% cut due by February;
- Across the Nation, higher education has been an item where most States have cut budgets;
- TWU Budget Process Outlined: Assumptions have been completed and will be communicated by Dr. Floyd in the next week, VPs will use the information to build a budget that fits the assumptions; Open hearings where VPs share proposed budgets resulting in a preliminary University budget that is sent to the Board of Regents in late Spring for review/feedback; University budget is balanced, then approved in August by the Board of Regents;
- Shared Sacrifice: Plan to lead by example, Within the next 60 days the overhead of administration be reduced in order to come in-line with the reductions that other units are being required to meet;
- Summer School Budget: Has been completed; this is a base year and will bring in revenue that will be used over the next two years; Appreciate faculty input in the process of reducing the cost of summer school; Dr. Clayton has appointed a group that will look at summer school compensation for the future using a process that is true to shared governance;
- Serious work ahead related to budget: 2011 Legislative session will probably be a “management” session; remember the lawmakers made a commitment to the support of the tier 1 universities last year but they do know the value of TWU to the State.

Guest: Brenda Floyd/Robert Tuggle

University Budget

- Requested an invitation to return to the Senate to share the TWU Budget Process:

Questions Submitted by Faculty Senate

- What were the recommendations from the audit of Course/Distance Education/Incidental Fees?
TWU was not audited; Reviewing what State auditors found at other universities ...and began looking at use of TWU fees; An example of a change was no longer transferring a \$1 of every course fee charge to the Library since there was a separate Library Fee; the internal review resulted in fee adjustment the fee structures (i.e. increasing Library fee for next year); A second issue that surfaced was related to comingling of funds

with fee money, examples: 1) Health Center fees comingle with actual service fee; 2) Lab fees were comingled with appropriation funds, need to see a direct stream, now departmental M&O budgets have a lab fee account so that the money goes directly to the department and is not comingled with other funding streams;

A third example, lab fees must be used for supplies and materials, not an “activity”, those labs that only had a “activity” and were not providing supplies or materials to the students (i.e. Kinesiology) were recode as courses thus changed in type of fee; Designated tuition more flexible when expending money that Incidental Fees (restricted in how dollars are spent).

- *What is the search firm cost to date for the new position, Associate VP for Enrollment Services? \$40,989.35 has been either spent or encumbered from Chancellor’s Circle Fund.*
- *What was the cost of the ACT Offices move? \$201,642.38 funding from the Higher Education fund reserve; Were outside movers used? Yes, due to the complexity; When do we expect to recoup the costs? Cannot put dollar figure on better customer service. Could that money have been used for summer school? No, Higher Education fund dollars are a separate appropriation and restricted.*
- *What has been budgeted for Decade of Achievement? \$431,000...a portion was from Designated Tuition and over half was from TWU current marketing budget with the purpose to enhance TWU’s image; Could that money have been used for summer school? Yes, part of that money (Designated Tuition).*
- *Is it true that TWU requested Hold Harmless for 2009, a third consecutive biennium? No, FYI 2008-09 TWU asked/received \$10, 533,000, FYI 2010-2011 TWU asked/received \$10 million; FYI 2006-07 None, FYI 2004-05 \$1,233,000 received as a gift from Legislature; Dollar we have not received three consecutive biennium; When Hold Harmless status was granted, was TWU told that it would not be granted in the future? No. THECB committee recommends that the Hold Harmless money be available to level playing field.*
- *What financial planning steps were taken following the Hold Harmless biennium to rectify the budget to meet the expectations of the Legislature? TWU has not fully budgeted in any given year all the money expected to receive, thus a conservation approach; Held Reserves, we knew that there would be a 5 million cut, placed 1 million in Reserves on the table, cut utilities budget by \$1 million per year, cut by managing benefits budget by \$900,000, and a Budget Assumption to decrease the Reserve by \$800,000 per year (\$1.6 million); Was there a discussion to use the Reserves for summer school short fall and logic for why that did not happen? Yes, we have minimally \$5 million cut over the next 3 years, must be done when budget for FYI 2012; What proportion of*

the budget is salaries/benefits? *Approximately. 80%; When hinted that Hold Harmless would not be available in previous years, was not a plan made? Each unit within the University manages the budget for their unit.*

- Use of Reserve funds: *University Reserves (1.6 million in both reserves) are used to assist with unexpected cuts; Must keep some Reserves but cannot “live” out of the those fund balances.*
- Should Hold Harmless money have been looked at as a one-time event, why were we not cutting all along? *Able to handle the Hold Harmless piece currently but difficulty is the decreased appropriations (economy driven) and increases in cost have impacted the budget. Difficult to make budget cut when we did not need to.*
- Summer was budgeted for less than 50% of the actual cost (\$4.7-4.9 million with a \$10 million income); Administrators are budgeted over 12 months and faculty are budgeted over 9 months, yet are only paid half the actual cost; Summer school seems actually very efficiently. *No Actually, the Operations/Instructions are no longer separate funds rather combined and 53% formula budgeted are expended by academic side of the house.*
- Why are administrative costs such a large percentage of the budget when compared with other Texas universities? *Reasons include: 1) Four campus and one appropriation with need for duplication of services (i.e. IT/Public Safety); 2) Universities code things differently for example insurance (i.e. property, liability, auto, retiree) are coded under one account, when fact might be coded under another budget (i.e. property insurance in Facilities Management Budget); 3) Only four independent institutions in Texas, most are in systems now. The systems offices receive a systems appropriation and house the Chancellor, legal counsel, architect, etc. So those universities to not show those administrative expenses but may pay a fee into the system’s office. 4) Organization structure: TWU centralized rather than de-centralized (i.e. IT); Current year have cut vacant positions/utilities now need to look people; Administrative reductions will identified and made.*
- Is it just positions, or will there be administrative salary reductions? *Cannot say yes or no. All areas need be reviewed.*
- What is the faculty salary average related to CUPA? *As of last Spring when faculty received the marketing raises, that brought all faculty to least 10% of CUPA median (Calculated by Academic Affairs). One of the concerns of the Faculty Senate is administrator salaries were found to be over 100% of the median their comparison group and 130% median using CUPA administrative salary (K. Webb). Currently, we are completing the Staff salary survey and Ms. McDuff is completing the faculty survey using CUPA. Will the CUPA data be included? Yes, where there is comparable CUPA administrator data. CUPA was developed for faculty (rank/discipline) but for*

<p><i>staff/administrators only title available.</i></p> <ul style="list-style-type: none"> • How are we categorized as faculty for CUPA by discipline or courses we teach? SIP code, title (K. Clayton) , M. McDuff stated how your job is search for thus hired (K. Biggerstaff) • Helpful to know what overhead is in the administrative budget. When it comes to reductions, administrative cuts should be comparable to faculty reductions in Summer . Would not like to see a security guard laid off in Houston as was done several years ago. <i>That is not being discussed since safety/security is important.</i> • Will you support formal faculty participation in the budget? <i>Absolutely, will support some level of faculty participation.</i> • Are we asking for an increase in tuition? <i>Yes, you will see signs posted for the public hearings; \$10 increase keeps us in line with 3.9% recommended increase limit.</i> 	
<p>Opening Remarks – Speaker Larry Petterborg</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Information Brochure for beginning semester student questions (handout) • Proclamation: Dr. James Stiles <i>The TWU Faculty Senate does formally thank Dr. James Stiles for his 23 years of service to the Texas Woman’s University. Dr. Stiles has most recently served as Registrar of the University and will retire from this position in March, 2010. Jim Stiles is considered a most able and honorable leader by his peers and will be missed by the TWU family</i> (Emergency Item) – Objections? None • <u>Statement:</u> <i>“The recent decrease in formula funding coupled with the potential additional reductions in State support has forced TWU to respond to some very serious financial challenges. As a result, many faculty members are understandably concerned about our future. It is not true however that the TWU Faculty Senate is actively considering a “No Confidence” vote for Dr. Stuart. The Senate is however pursuing measures to engage the Board of Regents and the University administration regarding the expansion of faculty’s role in helping to maintain academic quality in the face of declining budgets.”</i> • Exigency Policy –Dr. Webb is leading the taskforce and produced a draft 	<p><u>Outcome:</u></p> <p>Motion Passed Unanimously</p>
<p>Report from Speaker Pro Tem – Kerry Webb</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • No report 	<p><u>Outcome:</u></p>
<p>Report from Secretary – Brenda K. Binder</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • No report 	<p><u>Outcome:</u></p>
<p>Report from Liaison to the Texas Council of Faculty Senates—O. Jayne Bowman</p>	<p><u>Outcome:</u></p>

<p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Next meeting in February 2010; • Information distributed from Chronicle of Higher Education 	
Standing Committee Reports	
<p><u>Academic Freedom & Responsibility</u>—Ron Fannin</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • No report 	<u>Outcome:</u>
<p><u>Academic Standards</u>—Jeff Robb</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • No report 	<u>Outcome:</u>
<p><u>Administrator Evaluations</u>—Sherry Carter</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Over 200 faculty participated; results (except for personal comments) posted on Faculty Senate Blackboard (Discussion Board); Highest response rate for Dr. Stuart (114) • VP Financial Affairs – Evaluation needs to be developed; HR evaluations have been recommended 	<u>Outcome:</u>
<p><u>Budget and Planning</u>—Kyle Biggerstaff</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • New taskforce for Summer compensation beginning in 2011; Report due 2/26/2010; Task includes the strengths/weakness of various models of summer compensation; • K. Webb would like to affirm the collaborative approach that Dr. Clayton has taken related to University financial challenges 	<u>Outcome:</u>
<p><u>Committee Selection Committee</u>—O. Jayne Bowman</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Item under New Business 	<u>Outcome:</u>
<p><u>Constitution and Bylaws</u>—Roger Shipley</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Senate Term Limit Recommendations: 1) Three 2 year terms; 2) Speaker - no term limits; 3) Two at Large Senators (1 year);. 	<u>Outcome:</u> Explore options and consider
<p><u>Elections</u>—James Espinoza</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • No report 	<u>Outcome:</u>
<p><u>Faculty Handbook</u> – Linda Ladd</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Met this morning but did not have a quorum. 	<u>Outcome:</u>
Reports from University Committee Representatives	
<p><u>Curriculum</u> - Eula Oliphant</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • New classes added/modified/some deleted • 10 classes to be considered next Friday (1/29/2010) 	<u>Outcome:</u>

<p><u>Faculty Evaluation & Development</u> – Gerald Goodman</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Has not met 	<p><u>Outcome:</u></p>
<p><u>Graduate Council</u> – Chad Smith</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Meeting February 2010 	<p><u>Outcome:</u></p>
<p><u>Undergraduate Council</u> – Kimberly Booker</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Meeting Monday (01/25/2010) 	<p><u>Outcome:</u></p>
<p>Unfinished Business Resolution Concerning Smoking Policy (C. Smith) <u>Motion:</u> Accept amended Resolution Concerning Smoking Policy (Bowman/Second Shipley)</p> <p>WHEREAS Texas Woman’s University is known for providing supportive and challenging educational experiences for students in a healthy, safe, and nurturing environment while completing programs of study designed to fill important occupational needs for the state of Texas;</p> <p>And WHEREAS the health and wellness of the students, faculty, and staff of Texas Woman’s University should be a major consideration in the development of safe and healthy learning environments for the University and its operations;</p> <p>And WHEREAS the damaging effects of second-hand smoke, also known as ‘<i>environmental tobacco smoke</i>’, is classified universally by agencies of the U.S. government including the Occupational Safety and Health Administration (OSHA) as a “known human carcinogen,” or cancer-causing agent;</p> <p>And WHEREAS according to the American Cancer Society, second-hand smoke is responsible for 3,400 deaths annually from lung cancer in non-smoking adults;</p> <p>And WHEREAS according to the American Nonsmokers’ Rights Foundation, at least 381 campuses of institutions of higher education in the U.S. have 100% smoke-free campuses. Eight of which are within the state of Texas;</p> <p>And WHEREAS there are no safe levels of second-hand smoke exposure, and the Surgeon General of the United States has indicated that the only way to remove exposure to second-hand smoke is through the creation of smoke-free workplaces;</p> <p>And WHEREAS the Centers for Disease Control (CDC) has developed a comprehensive plan for institutions planning and implementing tobacco-free campus initiatives;</p> <p>And WHEREAS TWU faculty, staff, and students are consistently exposed to repeated occurrences of second-hand smoke as they leave and enter university classroom buildings;</p>	<p><u>Outcome:</u></p> <p>Motion Passed (1 abstention)</p> <p>Senate will forward amended Resolution to Board of Regents</p>

<p>And WHEREAS the current TWU Board of Regents' policy (see below) regarding smoking on campus only prohibits smoking inside buildings and parking areas, and by omission permits smoking and tobacco use by individuals in all other areas on campus;</p> <p>Therefore be it RESOLVED that the TWU Faculty Senate urges that the TWU Board of Regents amend its smoking policy in order for Texas Woman's University to become a tobacco-free campus. The Senate further resolves that such a policy's provision address all of the issues attended to within the planning and implementation documents created by the Center for Disease Control.</p> <p>Current Regents Policy: "Effective January 1, 1993, the buildings and parking facilities located at Texas Woman's University in Denton, Dallas, and Houston shall be designated "smoke-free." Private residence hall rooms and designated outdoor smoking areas are exempt from this policy. https://www.twu.edu/regents/e.html"</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • <i>Add: "Whereas related to cardiovascular" with information from the American Heart Association similar to paragraph 4</i> <p><i>Outside Employment Policy (L. Ladd)</i></p> <ul style="list-style-type: none"> • First reading of Outside Employment Policy generated a large number of comments thus Open Forums are suggested to discuss the Senate Ad Hoc Outside Employment Policy and the University generated Outside Employment Policy: Forums to be scheduled before and after Spring break with the appropriate resources to answer questions about the documents; • Suggestions including sending to a Faculty Senate Committee to combine versions or appoint Ad Hoc Taskforce. 	<p>Move to Executive Meeting Committee agenda to determine how to develop a combined version.</p>
<p>New Business Confirmation of Member of the Research Support Committee for the Remainder of the 2009-2010 Academic Year (OJ Bowman)</p> <p><u>Motion:</u> As Chair of the Committee Selection Committee, I move that the Faculty Senate confirm Dr. Janine Golden, Library Science, as a member of the Research Support Committee for the 2009-2010 academic year.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Name randomly selected from list of existing faculty interested. 	<p>Motion Passed</p>

<p><i>New Concerns for Senators</i></p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Composition of the Appeals Committee of the Public Safety Department • Pioneer Circle now re-painted so that now faculty and GA may not park there but no provision has made for change; Chief Erwin's not aware that decision has been made but is his responsibility. • Thank you from E. Oliphant for flowers • G-media has many document duplicates and quality of images 	<p><u>Outcome:</u></p> <p>Will assign to a committee at the Executive Committee Meeting</p> <p>Concern should be referred to Student Records</p>
<p><i>Executive Session Per Texas Govt. Code 55107</i></p> <p>Executive Session Entered at 12 noon</p> <p><u>Motion:</u> To move to an Executive Session (Webb/Second DelloStritto)</p> <p>Executive Session Closed at 12:51 PM</p>	<p><u>Outcome:</u></p> <p>Motion Passed Unanimously</p>
<p><i>Resolution</i></p> <p><u>Motion:</u> To approve the Draft of the Resolution (Gold color) minus the last three bullets (Note: The three bullets have been removed and corrected version below) and send directly to the Board of Regents (Fannin/Second Bowman)</p> <p>Whereas the Texas Woman's University is dedicated to fair and equitable treatment of students, faculty, and staff;</p> <p>Whereas recent changes in the state formula by which funds are generated to support the operation of the Texas Woman's University led to a situation of extreme economic challenge resulting in major changes in the manner by which University programs are operated and classes offered,</p> <p>And, Whereas the University was aware of this change in formula well before the last legislative cycle, but did not plan proactively for the reduction in funds experienced as a result of this change, thereby relying now primarily on greatly reduced course offerings which compromise the quality of the educational experience due to larger class sizes, threaten to reduce both students' ability to efficiently earn their degrees and may adversely affect enrollment by driving students to other campuses for the courses we cannot offer;</p>	<p><u>Outcome:</u></p> <p>Motion Passed Unanimously</p> <p>Will be submitted directly to Board of Regents</p>

And, **Whereas** the Texas Woman’s University is “a notable institution, primarily for women, dedicated to excellence through academic achievement, research and creativity, innovation and collaboration and committed to fiscal accountability,*”

And, **Whereas** the Texas Woman’s University enjoys a reputation for providing supportive and challenging educational experiences for students through programs of study designed to fill important occupational needs for the state of Texas;

And, **Whereas** the scholastic needs of the students of the Texas Woman’s University should be the most important consideration in the development of strategic fiscal and academic plans for the University and its operations;

And, **Whereas** the academic mission of the Texas Woman’s University should be of paramount importance to the conduct of all University affairs,

And, **Whereas** the advancement of the academic purpose of the University and its programs require cohesive leadership from the very highest levels of the institution including proactive and timely fiscal planning,

And, **Whereas** such leadership in financially challenging times requires formal, continuing faculty involvement, and a unified, deliberate set of scholarly objectives,

And, **Whereas** only by experiencing such comprehensive and inclusive leadership from the highest levels of the institution can the Texas Woman’s University hope to move toward a future of actively addressing the needs of the state of Texas and its citizens,

Therefore be it resolved that the Faculty Senate of the Texas Woman’s University urges the Board of Regents of the University to:

- reaffirm the paramount importance of the academic mission of the University in matters of curriculum, instruction and academic program development and support even in times of fiscal crisis;
- establish a proactive, appropriate and inclusive process for academic and fiscal planning including a monthly budget update given to an appropriately appointed Senate committee;
- institute formal faculty representation and participation in decisions related to the provision of the resources, both fiscal and capital, necessary to maintain the academic excellence of the University and its programs.
- establish the CUPA median for administrative salaries for the consideration of administrator compensation in a manner parallel to the use of the CUPA median in developing faculty salary benchmarks.

***Mission of the Texas Woman’s University**

Motion: To amend the motion to delete only the last two

<p>bullets and retain “Implement a system of longevity pay for faculty in a manner similar to that developed for the University’s staff” (Bowman/Second King)</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Bullet not addressed in the body of the Resolution 	<p>Motion to amend failed unanimously</p>
<p>Adjournment</p>	

Meeting adjourned: 1:15 PM

Respectfully submitted: Brenda K. Binder

*Written reports submitted by Committees:

- University Curriculum Committee Minutes