

THE UNIVERSITY OF WYOMING
FINANCIAL CRISIS ADVISORY COMMITTEE
MINUTES OF THE COMMITTEE
Friday, July 15, 2016

**THE UNIVERSITY OF WYOMING
FINANCIAL CRISIS ADVISORY COMMITTEE
MINUTES OF THE COMMITTEE**

**Friday, July 15, 2016
12:00-2:00 p.m.
Coe Library 506; University of Wyoming Campus**

AGENDA

Call to Order	1
Roll Call and Approval of Minutes.....	1
Public Session	
I. Approval of the minutes from Tuesday’s meeting	1
II. FCAC website (<i>added during the meeting</i>)	1
III. Update from the Trustees’ Wednesday meeting.....	1
IV. Program assessment – New report deadlines.....	1
V. Program assessment – Guidelines for reduction.....	2
VI. Program assessment – Reporting the impacts of reduction	3
VII. Date of a possible university-wide town meeting.....	3
VIII. Future agenda items	3
Adjournment	3
Attachments	4

Call to Order

Chair Steve Bieber called the meeting to order at 12:03 p.m.

Roll Call and Approval of Minutes

Committee members present included: Vice President for Administration Bill Mai (via conference phone), Dean of the College of Law Klint Alexander, Dean of Outreach Susan Frye, Dr. Robert Sprague, Dr. Frederic Sterbenz, Dr. Robert Cawley, Chair Steve Bieber, Ms. Molly Marcusse, Mr. Kevin Colman, Ms. Rachel Stevens. UW President Laurie Nichols, incoming Provost Kate Miller, Vice President for Academic Affairs David Jones, Dr. Donal O'Toole, and Mr. Joel Defebaugh were not present. Associate Vice President for Academic Affairs Ann Alexander attend on Vice President Jones' behalf. Several members were present in the gallery.

Dr. Cawley moved to approve the minutes from July 12, 2016, as presented. Dean Klint Alexander seconded. All committee members were in favor; the motion passed unanimously.

Public Session

Approval of the minutes from Tuesday's meeting

Chair Bieber noted that the committee had approved the minutes from Tuesday's meeting. He explained that the committee had approved a revised timeline on Tuesday's meeting and that the timeline needed slight revisions in order to allow the Board of Trustees time to review the plan before voting on it during their November meeting. Chair Bieber shared a handout with the committee with the revised timeline [see attachment A]. He noted that this new timeline would need to be approved by the committee. Dr. Cawley moved to accept the new timeline. Dean Alexander seconded. There was brief discussion on the changes, then the committee unanimously voted to approve the new timeline.

FCAC Website (*added during the meeting*)

Chair Bieber shared the new FCAC website with the committee. Laura Shevling from the President's Office explained the website. The committee noted the website should be shared with a news release and posted on the faculty and staff list serves. The committee also noted to add a link to the UW President email address for people to submit comments to, as well as place a link to the new timeline.

Update from the Trustees' Wednesday meeting

Chair Bieber shared an update on the Board of Trustees meeting on Wednesday, July 13. He noted that the Board did approve the new timeline, and endorsed the notion of asking for \$15 million in cuts rather than \$10 million.

Chair Bieber also proposed that the FCAC begin each of their meetings with time for gallery members to provide comments. There was discussion on the amount of time to be allotted, and the committee agreed to offer the first 15 minutes.

Program assessment – New report deadlines

Chair Bieber next discussed the new reporting deadlines from the three different groups based on the updated timeline. He noted that he moved the Student Affairs to group II, in order to allow them more time to review the proposed cost savings ideas from Huron Consulting Group. There

was further discussion on the reporting deadlines for each group. There was discussion of the amount of flexibility created by the budget reductions and if one group could not cut the required amount. It was noted that the final numbers would be determined by President Nichols, as the committee's role was only to make recommendations to the President. There was discussion on if there was enough time allotted in the timeline to review large divisions, such as Administration, as well as enough time to allow for adjustments to the plan if the committee did not agree with the plans produced. The committee discussed when the program reviews would be done within academic affairs and how that would affect the decision making process. There was also discussion of the committee's role, and how the committee's role was to contribute input as the President developed the plan, as well as synthesize and share the comments provided by the campus vetting process to the President.

Program assessment – Guidelines for reduction

Chair Bieber then initiated a conversation on the guidelines for reduction principles document. He noted these had been distributed at the last meeting, and were based on the original principles from President Nichols. He noted that other committee members had provide some additional input in the guidelines. He had the committee for comments on the guidelines.

There was discussion on the language of several of the items. The committee modified the language and sentence structure on items I, J, K, and L, so that they were in parallel structure. There was also discussion on the language for K, L, and J, and the committee modified the language so it would read as noted below.

- J. Priority should be given to the elimination, reduction, and consolidation of units/programs that are peripheral to the mission of the University over units/programs central to the mission of the University.
- K. Priority should be given to the elimination, reduction, and consolidation of non-personnel costs instead of personnel costs.
- L. Priority should be given to the elimination, reduction, and consolidation of management costs over delivery of service costs.

The committee also modified the language of item I, so that it read "Priority should be given to the elimination, reduction, and consolidation of excess capacity in programs." There was discussion on what "excess capacity" meant, and the committee noted that they would want to reduce nonessentials in programs before eliminating the whole program.

The committee also modified item C, so the last sentence read "all unit consolidations or eliminations must be fully justified." The committee removed the language "and approved by the VPAA." There was then discussion if the recommendation in item C for units no smaller than 10 people made sense for nonacademic units. Various examples of nonacademic units smaller than 10 were shared. There was also discussion if the 10 employee rule should mean 10 faculty in an academic unit or a total of 10 faculty and staff per unit. There was further discussion on consolidation, and if the recommendation for 10 employees would end up merging some units that logically shouldn't merge together. There was also discussion of which employees were considered administrators, and page 41 in the UW Operating budget was referenced as one guidelines for considering an administrator.

Chair Bieber noted that he would meet with a subcommittee of the committee, consisting of Dr. Cawley and Dean Alexander to finalize the language of these documents. He noted that a final document would be presented to the committee for approval on Tuesday, July 19.

The committee then discussed item H, and noted that the language would now read, "All administrative personnel should be involved in the construction of the area plan within their unit." There was discussion regarding this item and how it would be implemented.

There was also discussion on if item F applied to only academic units and academic administrative appointments or if it included nonacademic administrative appointments as well. It was noted that this was a general principle that applied to academic and nonacademic units.

Program assessment – Reporting the impacts of reduction

Chair Bieber then transitioned the committee to a discussion of the impacts of reductions. The committee noted that further detail should be added to items A and B to differentiate the difference between direct and indirect impacts. The committee discussed what substantial harm would mean to the University in the context of needing to retain certain programs for the sake of others. There was further discussion on what substantial harm meant, and how that related to the UW regulation 6-41 that discussed financial exigency. It was noted that there was one court case regarding this topic and that the court case would be shared with the committee. The committee shared the example of the necessity of keeping the math department as it educated students throughout the university. The committee also discussed the cost per student for different programs, effects on accreditation, instructional capacity, and degree programs vs. service programs. The academic program review guidelines posted online were also shared with the committee. The committee also discussed revenue enhancement possibilities and how units could not simply proposed to raise revenue to cover the projected shortfall.

Date of a possible university-wide town meeting

There was discussion on the need for a town hall meeting. The committee asked Chair Bieber to work with the President to select a date for a town hall meeting the week of July 25, 2016.

Future agenda items

Chair Bieber noted that the next meeting would begin with 15 minutes of comments from the audience and asked that the committee email him any agenda topics they would like.

Adjournment

Dean Klint Alexander moved that the committee adjourn the meeting. Dr. Cawley seconded. The committee adjourned at 2:08 p.m.

Respectfully submitted,



Laura Shevling
Senior Administrative Assistant

Schedule for Preparation of the Financial Crisis Plan

June 16, 2016

1. Thursday, June 16 -- Declaration of financial crisis issued; notice of general University meeting issued; communication to Faculty Senate, Staff Senate, ASUW and Dean's Council to appoint members to the Financial Crisis Advisory Committee (FCAC).
2. Wednesday, June 22 -- General University meeting regarding the financial crisis, 3 P.M., Marian H. Rochelle Gateway Center.
3. Tuesday, June 28 -- First meeting of the FCAC – FCAC elects a chair; briefed as to fiscal situation; overview of process.
4. July-August (September) -- President develops the financial crisis plan in consultation with the FCAC regarding its components.
5. ~~Wednesday, September 7~~ (Monday, October 10) -- President submits draft plan to the FCAC for review and comment.
6. ~~September 8-29~~ (Tuesday, October 11-Friday, October 28) -- FCAC solicits comments from constituencies as desired and assembles comments for the President.
7. ~~Thursday, October 6~~ (Tuesday, November 1) -- FCAC submits comments to the President.
8. ~~Thursday, October 11~~ (Tuesday, November 8) -- President submits draft plan to the Board of Trustees considering FCAC input.
9. ~~October 19~~ (Wednesday, November 16) -- Board of Trustees meeting; board action on the financial crisis plan.