

THE UNIVERSITY OF WYOMING
FINANCIAL CRISIS ADVISORY COMMITTEE
MINUTES OF THE COMMITTEE
Monday, September 12, 2016

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**Monday, September 12, 2016
1:00 - 3:00 p.m.
Coe Library 506; University of Wyoming Campus**

AGENDA

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| Call to Order | 1 |
| Roll Call and Approval of Minutes..... | 1 |
| Public Session | |
| I. Report on Budget Reduction Target – General Counsel – Interim General Counsel Tara Evans | 4 |
| II. Report on Budget Reduction Target – Governmental and Community Affairs – Vice President Chris Boswell..... | 4 |
| III. Report on Budget Reduction Target – Information Technology – Vice President Robert Aylward..... | 4 |
| IV. Public Comment..... | 4 |
| Adjournment | 4 |

Call to Order

Chair Steve Bieber called the meeting to order at 1:04 p.m.

Roll Call and Approval of Minutes

Committee members present included: University President Laurie Nichols, Vice President for Administration Bill Mai, Dean of the College of Law Klint Alexander, Dean of the Outreach School Susan Frye, Dr. Frederic Sterbenz, Dr. Robert Sprague, Dr. Donal O'Toole, Dr. R. McGreggor Cawley, Committee Chair Steve Bieber, Ms. Molly Marcusse, Mr. Kevin Colman, Ms. Rachel Stevens, and Mr. Joel Defebaugh.

Public Session

Committee Chair Bieber noted that meeting minutes from September 9, 2016 and September 12, 2016 would be approved on September 19, 2016. He added that the next meetings would be filled by division target reports. Committee Chair Bieber explained that these presentations were not finalized but were to provide suggestions to the FCAC and President Nichols as both move forward on the Financial Crisis Plan. He added that these reports would be general and at the end of each meeting the committee would enter into Executive Session to further discuss any additional matters regarding these division plans. Committee Chair Bieber reminded the committee to attend the President's Convocation on Thursday, September 15, 2016 and that there would be no meeting on Friday, September 16, 2016 due to the Board of Trustees Meeting.

Report on Budget Reduction Target – General Counsel – Interim General Counsel Tara Evans

Interim General Counsel Tara Evans introduced herself to the committee noting that she had just recently been promoted from Deputy General Counsel to Interim General Counsel following the retirement of Rick Miller. Interim General Counsel Evans explained that her target reduction was \$215,000 thousand for the Office of General Counsel, the Employment Practices Office, and the Risk and Safety Office. Interim General Counsel explained her reduction plan which included \$125,000 thousand in savings from the Risk and Safety Office budget. These funds had been acquired in previous years to fund personnel and equipment upgrades for the Risk and Safety Office. She noted that these funds had not been utilized as originally planned and all equipment upgrades has already taken place without the use of these funds. Interim General Counsel Evans explained an additional amount of reduction that would be realized through the remainder of Rick Miller's salary following his retirement.

Members of the FCAC asked for additional information about the funds that were acquired to upgrade equipment and what equipment these funds were intended to upgrade. Interim General Counsel Evans explained that this equipment included the AED machines that were located in every building on campus. She added that all of this equipment was up to date and remained in compliance with all federal and state laws. Interim General Counsel Evans explained that these funds also were acquired to hire additional positions in the Risk and Safety Office to assist with their numerous efforts to remain in compliance with health and safety regulations for different labs across campus specifically those in the sciences. Interim General Counsel Evans noted that she would continue to look for efficiencies in her division to find funds for additional equipment upgrades that would take place in the future. She added that all members of her staff had been made aware of her reduction planning and was in agreement with the current plan. A member of

the FCAC asked if there were any reserve funds that would be utilized by the Risk and Safety Office if there were any issues that presented themselves in the multiple labs across campus. Interim General Counsel Evans explained that there was a reserve in place that would be used if any unexpected situations presented themselves. She noted a high priority that was placed on complying with federal and state laws to keep students, staff, and faculty using these labs safe noting that this would not be compromised due to budget reductions.

Committee Chair Bieber noted that the proposal seemed to offer these funds as an opportunity to allow more time to better understand the unit before other reductions could be made. Interim General Counsel Evans explained that there would be a lot that could be done within her division to streamline their processes, however there would need to be a deeper analysis before this information could be provided with absolute certainty. The members of the committee further discussed the reduction of salary dollars from Rick Miller's salary and how those dollars would be utilized moving forward when a new General Counsel would be hired.

Report on Budget Reduction Target – Governmental and Community Affairs – Vice President Chris Boswell

Vice President Chris Boswell introduced himself to the FCAC. He explained that the target reduction for Governmental and Community Affairs was \$100,000 thousand. Vice President Boswell explained the make-up of his department which included the offices of Institutional Communication and Institutional Marketing. He explained that his division has already seen savings in its budget through two employee departures that took place before the budget reductions had been announced, noting that these positions had been high level positions within his division and neither had been filled. Vice President Boswell noted that these two positions had been combined and responsibilities had been reallocated to Chad Baldwin, the Associate Vice President for Communication and Marketing. He added that the staff in these departments, along with Associate Vice President Baldwin had great sense and had been incredibly helpful with all new responsibilities. Vice President Boswell noted this his office was located within the President's Office, and members of the President's Office staff supported his office as well. He added that this also included the Special Advisor to the President for External Relations.

Vice President Boswell explained that in the past the Governmental and Community Affairs division handled budget reductions very similarly in the past. He noted that it was the goal of these reductions to not affect the student experience and work to produce the same quality of work. A member of the FCAC asked how publications across campus were produced and what collaboration was done to be the most efficient. Vice President Boswell stated that this process was on the list of ideas that he had planned to propose. He explained that there are many individuals across campus that produce publications for their specific department, which are produced at a very high quality. Vice President Boswell explained that this was a discussion that was taking place with the Huron Consulting Group about the value so many people working to produce these different publications. He explained that this was a conversation that had been taking place for a while, those involved wondered if the final entity, upon consolidation, would have the talent and wherewithal to produce the multitude of publications for the numerous departments across campus.

Vice President Boswell noted that there needed to be further collaboration between the departments of campus especially in regards to the social media movement. He noted that many people across campus possessed strengths in the social media movement and those talents should be utilized and put to the universities advantage. Vice President Boswell explained that social media has become a remarkable opportunity for the university to reach more current and prospective students. He added that this medium offered all kinds of possibilities to attract students to UW through a popular and far less expensive medium than traditional recruitment mediums.

Vice President Boswell noted his role within Governmental and Community Affairs. He explained that a primary aspect of his position involved interactions with the members of the Wyoming Legislature. Vice President Boswell stated that this involved bringing UW's message to the legislature and bringing the legislature's message to UW, adding that these messages had gotten more detailed and specific in recent years. He explained the original nature of the Block Grant and how that had evolved over the years.

A member of the FCAC asked what if any services would be lost out of the offices institutional communications and marketing based on the proposed reductions. Vice President Boswell noted that perhaps volume of materials would be affected, there would be changes made to the UWYO magazine that was currently published, however it was stated that continuing to reach the people in the state of Wyoming was an important task that needed to continue. Members of the FCAC commented on the quality of the UWYO Magazine and that they had been happy to receive this publication. A member of the FCAC suggested an electronic component to the UWYO Magazine specifically for the campus community. It was also suggested to integrate specific efforts with the College of Business Marketing Department to create a senior project component that could benefit both senior level students and the Institutional Communication and Marketing offices.

Members of the FCAC discussed the interactions that happened between different colleges and departments and the members of the Wyoming Legislature. Vice President Boswell stated that the practices of the past did not have to be the practices moving forward. He explained that he hoped that when these individuals were contacted by members of the Wyoming Legislature they would offer answers based on knowledge in their specific area and allow for connections to be made across campus with the Legislature. Vice President Boswell noted that people should feel free to contact him following the interactions to provide an awareness. The committee further discussed the efforts being taken towards new marketing strategies and studies that had been conducted to test these strategies effectiveness. It was noted that some of these mediums were easier to track than others. Vice President Boswell noted that social media offered more opportunities for this type of study to be conducted.

Report on Budget Reduction Target – Information Technology – Vice President Robert Aylward

Vice President Robert Aylward introduced himself to the FCAC. He began his presentation by explaining that the Information Technology division was a support services division. Vice President Aylward stated that all equipment that was serviced by IT was on a replacement schedule based on normal usage, noting that most products purchased by IT were not a one-time purchase. He explained that the current IT budget had fallen short of these needs and upgrade had already been delayed, adding that no upgrade that had been delayed were of harm to the University. Vice

President Aylward noted that his division target was \$1 million, stated that these cuts would be made through support dollars and personnel reductions. He explained that moving forward IT would begin to prioritize the support that was provided to most effectively utilize their time.

A member of the FCAC asked how the services provided by IT had been received around campus. Vice President Aylward explained that recent surveys stated that the computer labs that were provided for students across campus were ranked highly amount student satisfaction. It was noted that these labs were a strength that UW possessed that not all universities were able to provide.

A member of the FCAC asked how the IT division was integrated into the implementation of the new fiscal system with the Huron Consulting Group. Vice President Aylward explained that the software contract that had been executed through the Huron Consulting Group had also gone through IT as they were the division in charge of the software contract. Members of the FCAC asked if there had been any work to receive cooperate sponsorship to offset any of the budget reductions to the IT division. Vice President Aylward explained that UW was always interested in this approach but had not been able to acquire any. It was noted that UW had a current contract with Dell for a small margin of sale and these profits helped to sustain PC repair.

Members of the FCAC asked if UW had ever considered a program to promote employees to bring their own device to be used in the work place, it was noted that this allowed employees to utilize which ever products they wanted at a lower cost to the University. Vice President Aylward explained that this had been promoted and for those who had followed this idea had been supported by IT. He explained that this could provide savings if the departments were not subsidizing these devices, but the savings would not be directly to IT.

A member of the FCAC asked if it was difficult to attract and retain employees in the IT sector. Vice President Aylward explained that it had been difficult to attract and retain employees in the IT sector, adding that once some employees had gained entry level experience they had left UW for different jobs around the country. A member of the FCAC asked about the redundancies of software purchases and how that could be monitored better in the future to provide additional savings. Interim General Counsel Evans explained that there was a process that was followed in an effort to reduce duplicating purchases.

Public Comment

Staff Senate Chair Mark Gunnerson asked for clarification regarding how sick leave and insurance coverage had been changed and which groups of the campus community these changes affected. He additionally asked if these changes allowed for any further savings or if it would strictly be considered a loss of benefits.

Vice President for Administration Bill Mai explained that the change that had taken place was strictly a change regarding the early retirement incentive that had been offered. He explained that the change in the university regulation was put into effect on July 1, 2016 and that benefits had not been taken away from those who had earned them during their time at UW.

Adjournment

At 2:41 p.m. the Committee entered into Executive Session. Following Executive Sessions Dr. Cawley moved that the committee adjourn the meeting. Mr. Defebaugh seconded. The committee adjourned at 3:00 p.m.