

**Academic Assembly**  
January 7, 2013  
2:05 – 3:35pm, STCN 130

**MINUTES**

Present: David Arnesen, Brenda Broussard, Mason Bryan, Carol Wolfe Clay, Karen Cowgill, Isiaah Crawford, Tito Cruz, Lynn Deeken, Bill Ehmann, Terry Foster, Christian Halliburton, Sonora Jha, William Kangas, Chuck Lawrence, Kristi Lee, Michael Matriotti, Erik Olsen, Roshanak Roshandel, Rob Rutherford, Chris Stipe, John Strait, Jeremy Stringer, Carmela Villa

*Minutes taken by Rosa Hughes*

- I. Review of 11-26-12 Minutes
  - A. Correction: V. C. 1. “The university leadership has asked all divisions of the university to put forward a five percent reduction scenario; no area of the university is exempt from engaging in this process.”
  - B. Approved with the above correction with no abstentions
- II. Appoint STM Representative to Program Review Committee
  - A. STM requested to have a representative on the committee and nominated Tito Cruz
  - B. Approved with no abstentions
- III. Financial Conflict of Interest Policy (*Nalini Iyer*)
  - A. Policy draft
    1. NIH implemented new regulations and requires compliance
    2. Written for externally sponsored programs awarded to the institution (does not apply to a Fulbright because it is awarded to faculty member, not the institution)
    3. More than \$5,000 of funding (set by Public Health Services) requires automatic review of the form and mitigation, if necessary
  - B. Intellectual property
    1. SU does not have a policy governing intellectual property
    2. A faculty member who develops their own product and looks to profit from it financially is not a concern at this time, but if it does become an issue then we will form a committee to review the situation
    3. Intellectual property policy should reflect changes in first-to file-instead of first-to-discover laws
  - C. Conflict of interest
    1. No process for handling a complaint within the compliance policy
      - a. Don’t expect significant conflict of interest mitigation, these are mostly for large medical research universities
      - b. If faculty is doing consulting work for private business in their capacity as a citizen and not a faculty member of SU, there is no conflict of interest
    2. Need to establish a conflict of interest committee to handle more complicated cases
      - a. Keep the process for the committee development separate from the policy
      - b. Issues would be handled on a case-by-case basis by the committee
      - c. The financial conflict of interest policy and process should be defined in the new version of the faculty handbook following established faculty based governance review process (e.g. Faculty Grievance Committee)

- D. AcA will approve the policy as written with a requirement that when the implementing procedures for the conflict of interest committee and the dispute/grievance resolution process are drafted, they be presented to AcA to review
  - 1. Approved with no abstentions
- IV. Budget Advisory Committee Updates (*Connie Kanter*)
  - A. VP of Finance oversees Finance (Jim Adolphson - retiring) and Facilities (Rob Schwartz)
    - 1. Ask questions and get a thorough history
    - 2. Give options and information needed to make decisions
  - B. Recent observations
    - 1. Need to focus on developing customer service skills, especially in the Controller's office
    - 2. Focused on operating budget, primary fiscal management tool; haven't spent as much time and attention on analysis new programs after they have been funded
    - 3. The biggest facilities challenge is space
  - C. Operating revenues
    - 1. Increasing over the last five years, highly dependent on tuition and fees
    - 2. Lacking the cushion and safety net of institutions that are not as tuition-dependent
    - 3. Our financial aid cost has gone up about \$16M over the past five years
    - 4. In some areas, total operating expenditures are growing faster than revenue
    - 5. Faculty salaries, staff salaries, and benefits account for about 70% of the operating budget (very typical of any university)
    - 6. Endowment funds dropped in 2009 and have been growing steadily since then based on investment returns
  - D. Looking ahead
    - 1. Strategic financial and infrastructure plan will be integrated with the Strategic Planning Council recommendations for a more holistic approach (dollars, space and IT capabilities)
    - 2. Current searches for AVP Finance and Ombudsperson
    - 3. FY14 budget
      - a. Money going into capital reserves is far less than depreciation (\$6-7M vs. 13M depreciation) but we are attempting to increase the transfer to capital reserves by \$2m each year to get closer to the depreciation amount
      - b. 5% budget reduction across university
      - c. Budget advisory committee is re-convened after a two-year hiatus
- V. MDIV Chaplaincy Specialization (Mark Markuly and Sharon Callahan)
  - A. STM has an existing MDIV degree with multiple overlays and this "specialization" is another overlay
  - B. Degree seeks to address the needs of spiritual leaders who are not seeking ordination within a specific denomination
  - C. Market demand estimate seems cautious
    - 1. The projection of ten students a year is very conservative
    - 2. It is a program that will recruit from across the U.S.
    - 3. Erring on the side of caution so as not to anticipate funds that don't appear
  - D. Approved with two typo corrections
- VI. NWCCU Year Three Report (*Bob Dullea*)
  - A. New 7 year schedule
    - 1. Strategic priorities in year one
    - 2. Capacity to meet strategic priorities in year three
    - 3. Demonstrate that priorities were met in year seven

- B. The year three report is very straightforward and follows the recommendations without adding anything extra
- C. Main areas that we are not fully compliant have to do with the non-codification of processes and procedures in a way that is consistent with the new NWCCU standards
- D. AcA is listed in the governance area of the report a significant number of times, although not as policy generators
- E. Although we were originally expecting an in-person visit from accreditors this spring, the visit will now be remote/virtual; without an in-person visit, our roadmaps of complex university functionings may be complicated for the accreditors to understand