

## **2/6/09 Administrative Council Meeting Minutes**

**In attendance:** Dr. Sheila Adams, Dr. Brian Anderson, Marty Brock, Bryant Cook, Dr. Eric Daffron, James Denney, Cassie Derden, Carol Frazier, Melanie Freeman, Gail Gunter, Dr. Joyce Hunt, Dr. Hal Jenkins, Dr. Dorothy Kerzel, Dr. Claudia Limbert, Cay Lollar, Carla Lowery, Dan Miller, Dr. Barbara Moore, Sirena Parker, Lamar Peacock, Anika Perkins, Dr. Tom Richardson, Mary Margaret Roberts, Perry Sansing, Elbert Spruill, Amy Swingle, Dr. Tom Velek, Dr. Bucky Wesley, Sam Wise, and Cathy Young

**Absent:** Lana Allen, Angie Atkins, Kristen Barnes, Lucy Betcher, Dr. Gary Bouse, Kate Brown, Roger Busby, Dave Haffly, Andrea Holcombe, Robin Holliman, Larry Jones, Dr. Sandra Jordan, Scott McKenzie, Nora Miller, Tonya Moak, Brandon Newsome, Dr. Bridget Pieschel, Dr. Wahnee Sherman, Rhonda Thomas and Eileen Van Der Weele

Dr. Eric Daffron, serving in place of Dr. Sandra Jordan for the policy review portion of the meeting, welcomed the members.

### **Policies** -

PS 1310 (Faculty Development Monies), PS 1312 (Post Tenure Review), and PS 3502 (Student Scholastic Appeals Committee) were accepted into the review process.

It was noted that transmittal forms should be sent to the membership so members can see who is the originator for the policies.

### **Minutes** -

The minutes from December 2008 were approved.

### **University Update** -

Dr. Claudia Limbert said that she has been in Jackson a great deal lately speaking before House and Senate committees about the 10% budget cuts and the need for bonds for projects. The project Dr. Limbert spoke to legislators about was the need for sprinklers in the dorms. Perry Sansing, Dr. Limbert and other representatives from the IHL institutions have weekly conference calls with Jim Borsig of IHL who works with the legislature.

She reported that she formed the Resources Task Force and recently charged them with their duties. Nora Miller is the chair of this committee. At the end of the committee's first meeting, they proposed to Dr. Limbert that she suggest to IHL that more conference calls be held instead of traveling to Jackson for meetings as a way of saving both money and time. Dr. Limbert said she did propose this to the other university presidents and the idea was well-received. She hopes teleconferencing will be used whenever possible. An Administrative Council member asked about video conferencing. Marty Brock responded that MUW's video conference equipment is old and that the university should consider either upgrading the equipment or partnering with

MSU. She is on the Resources Task Force, and she feels they will look at this issue.

Dr. Limbert also reported that the Provost/VPAA Search Committee has been formed and she formally charged them this week with their duties. She asked Dr. Joyce Hunt, chair of the search committee, to give a report. Dr. Hunt said that the ad for the position was approved and will appear in the next two issues of *The Chronicle of Higher Education* and will appear in the March edition of *Women in Higher Education*. The ad already has been posted online at The Chronicle, Women in Higher Education, HigherEd.com and the MUW website. The search committee has divided the duties into four task forces due to the timeline. The plan is to accept applications through March 31 with the search committee members reviewing the applications as they come in. She hopes to do on-campus interviews as early in May as possible and have a new person hired in early June. She will send an email to the campus next week to give an update and to encourage everyone to recommend potential candidates for the position.

To update the committee on the naming process, Dr. Limbert said that the Cirlot Agency is market testing the three names recommended by the Naming Committee. They are doing a public online survey, focus groups with high school students, and an email survey to prospective students. The Cirlot Agency is gathering a great deal of information for the university. She hopes this part of the process will be complete by mid-March.

#### **Academic Affairs Update -**

Dr. Daffron said that Winner Wu from China was on campus in January. The university identified six universities in China that it wanted to work with. The university currently has memorandum of agreements with five of the universities. It was decided not to pursue one of the five because it was not a good fit. The hope is partner with the China universities, particularly in the area of business. One possibility is to have students began their course work in China, transfer to MUW to take a few semesters of classes and return to China to complete the degree. Another option is to begin course work in China, finish the degree at MUW, and then return to China to pursue another baccalaureate degree.

He also spoke about the Early Alert System in which Academic Affairs has partnered with Student Services. The system for reporting both academic and behavioral concerns is in place. Dr. Bucky Wesley added that 270 reports have been filed since the system has been in place.

Dr. Daffron announced that SACS is now requiring institutions to make 5-year interim reports. MUW will be required to do this in 2009. An outside committee will view the report and recommend if MUW should be monitored. The first year for interim reports was 2008. Of those participating, 75% are now being monitored due mostly to not being able to document university processes and procedures with ample evidence.

#### **Finance and Administration Update -**

In the absence of Ms. Miller, Sam Wise reported that improvements are being made to Shattuck Hall now that the Art and Design Departments has moved to its newly renovated building. The

upgrades include expanding the space for the Culinary Arts Institute and moving the Women's Center for Entrepreneurship to Shattuck.

### **Institutional Advancement Update -**

In the absence of Dr. Gary Bouse, Mary Margaret Roberts noted that Public Affairs is working on Visions, which should be out in April. The Development Office recently published the Foundation Annual Report. Alumni Relations is making plans for Homecoming, which is scheduled for April 17-19, and an alumni event will be held next week in Atlanta. She reminded the committee that the Alumni Relations office sends emails to all alumni that have email addresses in the system, and she encouraged members to send her information to include in the emails.

### **Student Services Update -**

Dr. Wesley announced that MUW is hosting its second Scholars' Day today with 51 students expected. Fifty five students participated in the fall Scholars' Day. This is compared to a total of 68 students in 2007-2008. Admissions inquires and applications are up too. Spring enrollment was up 3.94% compared to Spring 2008.

He also reported on the new Web Content Management System. A meeting will be held next week with departments who are the heaviest users of MUW's website.

Dr. Wesley said his department is working on a service contract with Willowbrook which can provide counseling services cheaper than what MUW can provide.

Events coming up in Dr. Wesley's area are Room Draw for residence halls and Community Service Days, including an Alternative Break Weekend.

### **Police Department/Human Resources Update -**

Perry Sansing announced that three candidates will be on campus next week to interview for the police chief position, and he hopes that the interview sessions will be well-attended.

### **Faculty Senate Update -**

Cathy Young reported that Faculty Senate is hoping to make revisions to PS 1000 in an effort to strengthening the review process.

### **Staff Council Update -**

Elbert Spruill mentioned that Staff Council is very appreciative of all those who participated in the Christmas toy drive in partnership with the Salvation Army. Participation was good.

### **SGA Update -** No report.