

### **3/6/09 Administrative Council Meeting Minutes**

**In attendance:** Dr. Sheila Adams, Lana Allen, Lucy Betcher, Marty Brock, Dr. Michael Burger for Dr. Dorothy Kerzel, Roger Busby, Bryant Cook, Dr. Eric Daffron, James Denney, Carol Frazier, Gail Gunter, Dave Haffly, Dr. Joyce Hunt, Larry Jones, Dr. Sandra Jordan, Dr. Claudia Limbert, Carla Lowery, Scott McKenzie, Dan Miller, Nora Miller, Tonya Moak, Dr. Barbara Moore, Sirena Parker, Lamar Peacock, Anika Perkins, Dr. Bridget Pieschel, Tammy Prather for Cay Lollar, Dr. Tom Richardson, Dr. Wahnee Sherman, Elbert Spruill for Robin Holliman, Amy Swingle, Rhonda Thomas, Dr. Bucky Wesley, Sam Wise, and Cathy Young

**Absent:** Dr. Brian Anderson, Angie Atkins, Kristen Barnes, Dr. Gary Bouse, Kate Brown, Cassie Derden, Melanie Freeman, Andrea Holcombe, Dr. Hal Jenkins, Brandon Newsome, Mary Margaret Roberts, Perry Sansing, Eileen Van Der Weele, and Dr. Tom Velek

Dr. Claudia Limbert called the meeting to order.

#### **Minutes** -

The minutes from February 2009 were approved.

#### **University Update** -

Dr. Claudia Limbert said that the Naming Committee will meet on March 24. At this meeting, the Cirlot Agency will present its findings. The Committee and Dr. Limbert will hear the report for the first time. Then the Cirlot Agency will present their findings to the Leadership Committee that will also have received any other documentation from the Naming Committee.

She called on Dr. Joyce Hunt, chair of the Provost Search Committee, to give a report. Dr. Hunt said that applications for the position can be submitted until the end of the month. Lots of good information about the search is available on the university's website. Also, WebCT has been set up for the committee. She plans for on-campus interviews to take place the last week faculty are on campus this semester.

Dr. Limbert asked everyone to be extremely careful about their use of utilities in the university's effort to conserve during these tight budget times. She also asked that everyone be sure to lock office and building doors when they are unoccupied because the university may not be able to replace things that are stolen or repair things that are damaged by vandals. Also, students should not be left in buildings alone due to safety issues. The campus police department should be called if any unusual activity is seen.

At the IHL IEO meeting, they discussed the characteristics desired in the next commissioner. She was asked to serve on the Search Advisory Committee. Some on this committee will be asked to serve on the Board's Search Committee.

Many 125<sup>th</sup> anniversary events coming up, including the birthday cake celebration on Thursday,

March 12.

The campus will be closed for spring break. Not only will this save on utilities, but it also is a way to thank employees for their hard work, especially in a year in which there will be no raises.

### **Academic Affairs Update -**

Dr. Sandra Jordan announced that the tenure and promotion process is going on.

IHL's chief academic officers are reviewing new degree proposals. MUW sent three proposals forward. The bachelor's degree in public safety administration is designed for fire chiefs to move forward in their leadership careers. Police chiefs may be able to join this program later. The program will be done mostly online. The other two programs are a master's in public history and a bachelor's in technology.

There are many opportunities for growth at MUW, including adding more master's degrees. The master of fine arts in physical theatre had been put on hold for a short while to iron out some details, but it is scheduled to be offered beginning this summer. Academic Affairs also is working on a master's in creative writing.

James Denney and the faculty are working on many grants, including an ACE/Wal-Mart Success for Veterans Award Grant.

The university is currently searching for a dean for the School of Professional Studies which will include the College of Business and Legal Studies and the Culinary Arts Institute.

Applications are up this year for Governor's School. Thanks to Sodexo working with the university to keep costs down for the participants.

The university is going forward plans for the Global E-College. With the right person heading this project, the university has great opportunities for growth without investing a lot of money.

IHL recently passed a new regulation regarding ACT scores. In the past, IHL required the university to offer remedial courses for students who scored a 16 or lower on the ACT. Now the universities can choose 19 or below as the ACT score cutoff for requiring remedial courses. Carol Frazier said the university would need to look at the number and how it will affect the students and the course taught. She said there is not much change between an ACT score of 16 and 18, but that the biggest jump is at 19.

Dr. Jordan announced that the university has signed a contract with a company to help put the bulletin online. By having the bulletin online, it will save the university money and the document will be easier to use because it will be word-searchable.

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

Ms. Nora Miller reported on the budget outlook for the remainder of FY 09 and FY 10. The State Stabilization Fund is \$484 million with 81.8%, or \$395.9 million, required to be used to restore FY 09, FY 10, or FY 11 elementary, secondary and post-secondary education. Any remaining funds go to Title I. The remaining 18.2% is to be spent at the governor's discretion within education. The Governor has 45 days (April 3) from enactment to accept the stimulus package. If he refuses, the state legislature can accept it if they are in session. The end of the session should be April 4, but the legislative session may be extended to incorporate stimulus funds. If funds are allocated for FY 09, it may not be until the very end of the fiscal year. Funds are to be made available within 120 days of enactment (June 17). Since these funds cannot be counted on yet, the university will need to continue with FY 09 cuts. If stabilization funds are provided for FY 09, FY 10, and/or FY 11, it is possible the IHL Board will allocate funds to the universities using the rebalancing. There may be opportunities for competitive grants, and the university needs to have "shovel-ready" projects ready to be proposed.

The Resource Planning Taskforce has had four meetings to date. With the cooperation of all the budget unit managers, the taskforce believes the FY 09 budget reductions have been addressed by limiting budgets to those items identified by the budget managers as absolutely necessary to sustain operations. This is going to require some close monitoring of individual budgets and some discipline. They are now working in subcommittees. The Calendar Subcommittee, chaired by Dr. Sheila Adams, will identify ways that the university can make more efficient use of university resources through scheduling of classes, events, etc. The Sustainability Subcommittee, chaired by Sam Wise, will identify ways that we can conserve resources and maximize revenues to sustain current activities. The Technology Subcommittee, chaired by Larry Jones, will identify ways to make better use of technology in administrative and academic processes and ways to enhance procurement of technology. They will look for ways to leverage IT dollars by working with other IHL institutions, install new technology to streamline processes, and design strategic plan for technology. The Administrative Review Subcommittee, chaired by Dr. Bucky Wesley, will evaluate administrative processes and functions to identify and maximize efficiencies in fulfillment of the mission. Marty Brock has created a class climate survey that can be used to submit suggestions for cost savings, creating efficiencies, maximizing revenues, etc. A link to that survey was sent to the fac/staff listserves, and a link will be added to that from the budget process webpage.

Ms. Miller then called on Sam Wise to speak about utility consumption and energy management. He provided a handout with the following information:

#### Becoming more Sustainable at MUW

Listed below are some steps which Facilities Management has undertaken to help off-set the increasing costs of Utilities for Mississippi University for Women.

- Changed set points for air handler and chill start time to spread out our peak demand charge from Columbus Light and Water.
- Evening and night set backs on building boilers not associated with the steam tunnel. Adjusting temps from 140 degree water to 115 degree, starting as early as 3 pm in some

locations. "Martin Chiller Plant and Pohl/Stark Rec"

- Reduction of hot water set points on domestic hot water boilers from 130 degrees to 110 degree. Prime application would be our resident halls.
- Tuning off air handlers that are running in less occupied space; such as upstairs Hogarth Center and the Student Center.
- We have started to lessen fluorescent lighting by removing 50% of wattage, such as in the Cafeteria and less occupied hallways; keeping safety in mind.
- Reduce 50% exterior flood lighting where we can, again, keeping safety in mind. Some areas of campus need to remain highly visible.
- Changed out our old transformers in our S. Substation with new re-closure units. Will help "clean" our power factor as well as protect against "single phasing", move in of summer 2006, "prime example"...
- We need to begin the practice of turning off office computers at the end of each day.

In the coming days, weeks and months, we will be implementing and planning for the following:

- Water reduction meters for all of our cooling towers, which will save 50% of our water consumption from local utility provider.
- We will be going under a two year utility contract with our local gas provider for a savings of \$23,000 annual savings.
- Continually adding enhanced components of our Energy Management Program. For example, we have added new variable speed drives for Painter Hall, new electronic sensors for Parkinson Hall, new control valves for Martin Chiller and Pohl/Stark Chiller plants...
- Implementation of lighting motion sensors to offices, classrooms, restrooms and hallways. This will dramatically help us in our Kilowatt savings initiative.
- We are working with the Bureau of Buildings and IHL to bring our steam tunnel off line. This is our most critical item for utility "gas" savings. We are looking at all opportunities to make this happen ASAP. By replacing the steam tunnel with high efficiency package boilers, we could save an estimated \$200,000.00 per year in utility charges.

Common sense approach:

- We all need to be proactive in turning off lights when we find un-occupied space, leaving classrooms, restrooms and office space.
- We need to make sure refrigerators are set to "5" or lower, so to reduce power draws. If office refrigerators are not being used, un- plug them and be sure to crack the door so not to mildew.
- Turn down thermostats, "where applicable" in winter to 70 degrees and summer to 75 or 76 degrees.

We are rolling out our new recycling program, details to follow. I will be asking for volunteers for building coordinators who will help in each of our buildings with recycling issues, to aid in our energy management program, and to help maintain building security with doors and entry ways being more secured.

### **Institutional Advancement Update -**

In the absence of Dr. Gary Bouse, Anika Perkins noted that Mary Margaret Roberts is attending an annual meeting of all alumni directors. Homecoming is set for April 17-19, and the schedule is online.

In connection with the 125<sup>th</sup> anniversary, the Development Office is asking for \$125 donations.

The next issue of Visions will be out in April.

### **Student Services Update -**

Dr. Wesley said that applications are up 17% and acceptances are up 14%.

The recent room draw event netted 100 more students for Fall 2009 than the university had for Fall 2008.

The university now has a contact with Willowbrook to receive assistance with students needing counseling services.

Dr. Wesley's office is currently working on updating the Student Handbook.

McDevitt Scholars Day is set for March 27. Applications for this event are up.

The content management process for the MUW website is 35% complete. A demo for webmaster Bryant Cook is scheduled soon. Ms. Brock is working on the educational component of this project.

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

No report.

### **Faculty Senate Update -**

Cathy Young announced that invitations have been sent for the faculty and staff 125<sup>th</sup> anniversary party scheduled for the evening of March 12. The party is hosted by the MUW Faculty Senate, and it is sponsored by Sodexo.

### **Staff Council Update -**

Elbert Spruill mentioned that Staff Council is continuing work on its new employee orientation project.

### **SGA Update -**

No report.

**Other news -**

Dr. Jordan recognized Dr. Adams who mentioned that 14 MUW nursing graduates were nominated for Nightingale Awards, and three were chosen.

Dr. Wesley said SGA recently held a student focus group session concerning the name change. This session went well. SGA also is sponsoring a fundraising event after spring break to benefit the United Way. Kristen Barnes and Brandon Newsome were re-elected SGA president and vice president, respectively.

In other Student Services news, Dr. Wesley reported that Dr. Wahnee Sherman has accepted a job elsewhere and will be leaving MUW in April.

Mr. Denney announced that a grant writing workshop will be held March 27.

**Policies -**

PS 3301 was accepted into the review process.