

9/5/08 Administrative Council Meeting Minutes

In attendance: Dr. Brian Anderson, Angie Atkins, Kristen Barnes, Dr. Gary Bouse, Marty Brock, Bryant Cook, Yolanda Cook for Lucy Betcher, Dr. Eric Daffron, James Denney, Cassie Derden, Gail Gunter, Dave Haffly, Dr. Joyce Hunt, Larry Jones, Dr. Sandra Jordan, Dr. Dorothy Kerzel, Dr. Claudia Limbert, Carla Lowery, Dan Miller, Nora Miller, Dr. Barbara Moore, Sirena Parker, Lamar Peacock, Anika Perkins, Tammy Prather for Cay Lollar, Dr. Tom Richardson, Mary Margaret Roberts, Elbert Spruill for Robin Holliman, Amy Swingle, Eileen Van Der Weele, Dr. Tom Velek, Dr. Bucky Wesley, and Cathy Young

Absent: Dr. Sheila Adams, Kate Brown, Roger Busby, Carol Frazier, Melanie Freeman, Andrea Holcombe, Dr. Hal Jenkins, Scott McKenzie, Tonya Moak, Brandon Newsome, Dr. Bridget Pieschel, Perry Sansing, Dr. Wahnee Sherman, Rhonda Thomas, and Sam Wise.

Dr. Claudia Limbert called the meeting to order.

The minutes from July 2008 were approved.

University Update -

Dr. Limbert welcomed the members back for the first meeting of the 2008-2009 academic year. She announced that the 125th Anniversary Committee, co-chaired by Dr. Eric Daffron and Mary Margaret Roberts, meets this afternoon. Also meeting this afternoon is the Naming Committee, which is made up of 30 people with Dr. Sue Jolly serving as the chair. Many people volunteered for this committee. MUW has received support for a name change from the Columbus City Council, the Lowndes County Board of Supervisors, and the Columbus-Lowndes Development Link. The goal of the Naming Committee will not be to discuss whether or not the name should be changed. Instead, the responsibility of the committee will be to come up with a good, marketable name that prospective students will like. The minutes from the committee will be posted on the website, and the media has been invited to attend this open meeting. The committee likely will divide into smaller, working committees and will seek input from the campus.

Academic Affairs Update -

Dr. Sandra Jordan reported on the Academic Affairs initiatives for the academic year, and she noted that many departments on campus have assisted with these projects. She distributed a handout, which follows:

Early Alert Program – a collaborative effort with Student Services to develop a reporting system for use by faculty and staff to help identify students who are developing counter-productive habits (such as missing class), exhibiting at risk behaviors, or whose academic progress (or lack of) is placing them "at risk" for retention and completion.

Turning Point Program – this is a pilot program to offer qualified students an alternative to

suspension. The qualified student is required to work closely with academic support services and advising to build study and time-management skills, select appropriate classes, and enhance knowledge deficits as they continue to take a limited number of classes and make progress toward a degree.

Course Redesign – this is an efficiency, quality, and retention initiative involving the redesign of introductory mathematics to meet the learning needs of students. Mathematics has submitted a plan to IHL for funding of this project.

Accelerated Semesters – this is a retention and recruitment project designed to provide more flexibility in our course schedules by creating "accelerated" or condensed courses that run parallel to our regular semester timeline.

Academic Success Mentors – offered to all first time freshmen and all new transfers, this is a proactive retention program that assigns a coach to each new MUW student. The coach builds a relationship with the student through weekly telephone calls and follow-up emails and provides answers to questions, assists with goal-setting, and helps the student get a good start to college life.

Life Long Learner Application – this is a new application to be used by "non-traditional" and adult learners. It allows those students a less bureaucratically-intense way to enter the University to take non-credit, and a limited number of for-credit classes.

Executive Certificate Programs – currently MUW offers two certificate programs: Applied and Professional Ethics, and Public Administration. Additional certificates are in development. This initiative is an attempt to serve adult learners in our region.

Development of New Undergraduate Programs – This includes the development of new programs like General Studies intended to extend our educational mission to audiences that are not well-served through our current programs. For example, the General Studies program targets "non-completers," that is, individuals in our region who began a degree program, but did not complete their baccalaureate.

Collegiate Events Based Recruiting Activities – for the second year each college designs a high quality "event" that showcases the university's academic quality. Students and their teachers are invited to campus to participate in the event. A good experience on our campus through a meaningful learning event is an excellent recruiting tool.

New Graduate Programs – The colleges are in the process of identifying areas where we may expand graduate programs (including consortia programs) to meet the needs of shifting demographics.

Global e-College – this is the marketing name we are assigning to MUW's conscious decision to aggressively enter the on-line delivery arena. The focus of this initiative is to place more programs and high-demand classes on-line to reach new populations and increase completers.

Dual Credit-Dual Enrollment Initiatives – MUW has long enjoyed a MOU with schools in the county, but this year we are ramping up our efforts to provide dual credit/dual enrollment options to the city schools and to offer more courses at convenient times or online to serve high school honors students.

Engaged Learning – MUW's faculty are responding to the learning modalities of our student body through the use of more engaged learning pedagogies, including service learning, problem-based learning, and undergraduate research techniques; and through the use of new technologies that place the student at the center of the learning experience (instead of a passive "receiver" of information).

Other Initiatives:

Regional Stewardship and Service – This includes many initiatives undertaken as partnerships with our community by both our congressionally-funded centers, and academic programs are working to enhance workforce development, create more opportunities through entrepreneurship, explore our past through oral history, improve the quality of life through the arts, and improve engagement and quality of our schools.

Follow up on White Papers: Academic Technology, Academic Honesty, Internationalizing the Campus/Curriculum, and Undergraduate Research

Quality Enhancement Through Assessment of Student Learning Assessment.

Enhancement of Funding Opportunities Through Grants and Contracts.

Finance and Administration Update -

Nora Miller announced that the FY 2008 budget was closed with revenues exceeding expenses by about \$120,000 due to efforts in holding the budget line, summer enrollment being up, and the state catching up a little bit in sales tax shortfall. Sales tax receipts were still short about \$80,000. While a \$120,000 "profit" sounds good, it means MUW had an operating margin of .00174. The "recommended" margin is between 2% and 4%, which would mean a "profit" of \$1.4 - \$2.8 million. The FY 09 E & G budget is approximately \$29.2 million. This includes the first hit from rebalancing - a reduction of \$136,283 in base funding. The budget was based on level enrollment, which is what is expected this fall, so no enrollment based changes seem to be necessary. The Educational Enhancement appropriations (the 1 cent sales tax) will be monitored. MUW was appropriated \$2,055,897 in these funds with monthly allocations based on actual sales tax receipts. July receipts were \$30,000 short of what they should have been. The August amount should be available in the next few days.

Fine Arts, which will be known as Art and Design, is nearing completion. A few situations have come along on this project: finding sub-standard soil in the parking lot area and dealing with proprietary controls and competing elevator companies. The soil is being dug out and replaced by an additional 8 inches of the existing soil. The contractor and the elevator companies are working

to solve the other problem. It still looks like the project is on track for an October completion with classes being held in the renovated facility Spring 2009.

Some HVAC control issues in Painter Hall are being addressed. Over the summer, the interior was painted, interior renovations have been made to add some office space, and some blinds were replaced. Next week the carpet in McDevitt Hall will be replaced. Additional work to be completed includes exterior paint for Callaway Hall, adding new heat pumps for Stovall House and taking it off of the steam tunnel, and repairing some termite damage in Whitfield.

Pryor & Morrow, the architects for the Poindexter project, met last month with folks at the Bureau to reach some conclusions so that the final construction documents could be completed and a bid date could be established. The Bureau is hiring commissioning agents to provide "value engineering" throughout the planning and construction phases of projects. Based on this value engineering, the Bureau is recommending some changes, such as the north wing will not be replaced with structural steel and some plaster walls will be patched rather than replaced with furred walls. Some of these changes are in conflict with the programming that was originally done with Vic Evans several years ago. These changes may help to make the project more affordable, but it engineers out some of the values wanted. Discussions will continue.

Neel Shaffer is finalizing plans and cost estimates for storm drainage and street repair.

The legislative R & R visit finally happened at the end of July. MUW's presentation and tour focused on continuation funding for fire suppression projects, funding and activity on Poindexter, construction funding for the library renovation and expansion, and preplanning for the renovations in Shattuck that would allow Culinary Arts to expand, providing additional classroom space and a teaching laboratory/restaurant. Some of the legislators who came on that visit were new to the R & R tour, so this provided a good opportunity to show off the campus and to demonstrate the needs here.

In the next month or so, some may be asked to participate in a couple of projects. One is the preparation of the Hazard Mitigation Plan and the other will be the development of a Sustainability Committee. Broad-based representation is needed on the Sustainability Committee so many will be aware of how habits impact the environment and the utility bill. Electricity rates are going up 20% effective in October, so she encouraged the members to help conserve energy.

Luke Cooper began this week as a PC/Network technician working in Systems and Networks. Cheryl Hubbard from the Comptroller's office is leaving to take another job.

She reminded the group to not answer emails asking for sensitive information like passwords. ITS will never ask for password information in an email.

Student Services Update -

Dr. Bucky Wesley said Student Life is in the midst of recruitment with 91 students participating in rush.

The number of students living on campus is up with approximately 30 spots available. Overall enrollment figures appear to be about level for this fall. Numbers are up in new freshmen, but down some in transfers, which seems to be the trend in the state.

"No shows" need to be reported to Financial Aid so these students can be contacted and helped.

Work continues on the website, including plans for a new look on the homepage and making updates to other pages.

Admissions is trying new ways to reach students such as creating a Facebook page for Admissions and putting the MUW recruiting video on You Tube.

The Behavioral Intervention Team, which includes a group of people who examine student issues, has a good plan in place. It will only work in a reporting culture. He encouraged members to make reports because the goal is to stop issues before they become problems.

Institutional Advancement Update -

Dr. Gary Bouse reported the Welty Gala is set for September 25 with Christine Todd Whitten, a former 2-term governor of New Jersey, as the speaker. The event is hosted by the MUW Foundation to raise money for the Welty Chair. The Foundation Board of Directors will meet the same day.

The 125th Anniversary Committee meets this afternoon, and he serves as the support President's Cabinet member for it.

The Communication Committee, which he also serves as the support person for, holds its second meeting September 16. A subcommittee is working on a survey. He asked those who receive the survey to please participate. The survey will serve as a way to more deeply access where there are communication issues.

He has three new staff members in the Division of Institutional Advancement – Nick Adams, graphic design specialist in Public Affairs; Lisa Gooden, assistant director of Alumni Relations; and Stacy Eastman, research assistant in Development.

Police Department/Human Resources Update -

No report.

Faculty Senate Update -

Ms. Cathy Young mentioned that the Faculty Senate had its first meeting of the new academic year last Friday. The group is beginning policy reviews.

Staff Council Update -

Elbert Spruill reported that the Staff Council will have its first meeting of the new academic year next week.

SGA Update -

Kristen Barnes said SGA has welcomed several new senators.

Bachelor Bid is coming soon.

The Food Ambassador Program has been expanded. A spice rack and fresh deli station have been added, and the diabetic station will be back soon.

SGA will make suggestions on some minor renovations of the Hogarth W Room.

She will attend a conference in Jackson with other SGA presidents about the presidential candidates including college student issues in their platforms. SGA is working with the College Republicans and College Democrats to encourage voter turnout for the presidential election.

Other -

Dr. Wesley added that he has hired a new administrative assistant in his office. Her name is Tawnyia Sanders.

Mary Margaret Roberts said the Tennessee Williams Tribute is this weekend. Lectures on campus are free and open to the public.

Yolanda Cook announced that the Women's Center for Entrepreneurship will host E-Week 2008 the week of September 8.

Policies -

The Administrative Council accepted two new policies into the review process. One is on the use of university funds for entertainment, light refreshments and meals, and the other concerns the Assessment Committee.