

## 9/7/07 Administrative Council Meeting Minutes

**In attendance:** Angie Atkins, Lucy Betcher, Dr. Gary Bouse, Marty Brock, Roger Busby, Dr. Eric Daffron, Cassie Derden, Dr. Pat Donat, Dr. Jim Fitzgerald, Carol Frazier, Melanie Freeman, Debra George, Gail Gunter, Dave Haffly, Dr. Richard Holden, Robin Holliman, Larry Jones, Dr. Sandra Jordan, Dr. Dorothy Kerzel, Dr. Claudia Limbert, Cay Lollar, Carla Lowery, Nora Miller, Tonya Moak, Dr. Barbara Moore, Anika Perkins, Dr. Glenn Rhyne for Dr. Joyce Hunt, Dr. Tom Richardson, Perry Sansing, Calvin Sellers, Rhonda Thomas, Amy Swingle, Dr. Bucky Wesley, Sam Wise, and Cathy Young.

**Absent:** Dr. Sheila Adams, Dr. Suzanne Bean, Becky Cade, Nicole Dilg, Chris Holland, Dr. Hal Jenkins, Dan Miller, Irene Miller, Dr. Bridget Pieschel, Mary Margaret Roberts, and Wahnee Sherman.

The meeting was called to order by Dr. Claudia Limbert. Since this was the first meeting of the 2007-2008 academic year and there were several new members, Dr. Limbert asked that everyone introduce themselves. She also emphasized the function and purpose of the group is to review policies and to facilitate university-wide communication. She asked that members share information from the meeting with others in their areas.

The minutes from May 2007 were approved.

Each President's Cabinet member gave a report from their area:

Dr. Limbert reported on MUW 20/20: Envisioning Our Future/Fulfilling Our Promise. In addition to celebrating the university's 125th anniversary, MUW also needs to look to the future. Approximately 70 people from campus, the community and the state will participate in an envisioning exercise October 29 that will be lead by two professional facilitators. The attendees will participate in both small and large group discussions to brainstorm ideas. The session is not for strategic planning. It is a chance to share ideas. Then the facilitators will put together a list of recommendations. These recommendations may then be sent to small groups for further examination and action. She will keep the university informed throughout the process.

Dr. Sandra Jordan said that the Academic Council, which has been expanded, recently had a retreat to talk about what makes a successful university. Her goals for this academic year are community building, increased quality, and innovation. New this academic years are Table of Contents, a weekly lunchtime gathering of faculty and staff to fellowship with one another and exchange ideas; and Teaching Circles, conversations amongst faculty members about teaching and learning. Other faculty development opportunities are being explored. A new grant opportunity is in the works for a new teacher institute to partner with K-12 personnel. Academic Affairs is working on Course Redesign which will use technology to increase learning and retaining knowledge. Two new degree programs are awaiting IHL approval: physical theatre and interdisciplinary studies. A Chairs Council of all the department chairs has been created with Dr. Dorothy Kerzel serving as the chair of the group. The purpose of the Chairs Council is to bring colleagues together to learn from each other and explore best practices. Academic Affairs also is working on building the relationship with Columbus Air Force Base. The College of Business is

preparing a MOU to deliver the business curriculum to base personnel and families. Lucy Betcher of the Women's Center for Entrepreneurship will be working with Base personnel on creating business opportunities, and Dr. Jim Fitzgerald has developed a MOU that forms a partnership between the Culinary Arts Institute and the Connelly Cooking Team.

Nora Miller gave an update on the budget. The FY 2007 year closed out basically flat. The FY 2008 budget includes \$1,250,000 more in salaries, wages and fringe benefits thanks to the legislatively funded salary increase. Other increases in the budget are \$240,000 for increased utilities, \$95,000 increased budget for library materials, \$110,000 in funding for the PC Replacement Plan, \$235,000 for insurance, and \$330,000 for scholarships because of the new tuition and out of state rates. The budget also includes a few new positions - a faculty position in education and an assistant registrar's position. One position that was not planned and not included in the budget is the Director of Internal Audit. At the August IHL Board meeting, the Audit Committee recommended that the four institutions without an internal audit function in place take immediate steps to hire an internal auditor, and this recommendation was approved by the Board. Although this position does not come with additional funding attached to it, this position can be very valuable. The FY 2008 budget was built on a two percent growth in student FTE. Actual fall FTE enrollment is down over four percent from last year. This will result in a decrease of about \$450,000 in tuition revenue. On top of that, state sales tax collections are down about \$10 million below the current revenue estimate. Last month she was told to expect a possible reduction of five percent of our sales tax revenue, which is about \$117,000 for MUW. Yesterday she received notice that MUW's share for August has been cut by over \$19,000, which is a 10 percent reduction. Hopefully this will rebound over the next few months, but the university needs to be prepared for a greater cut than five percent. MUW's plan is to hold some unfilled positions, monitor both the university's operations and the state's economy very closely, and work towards increasing enrollment and other revenue opportunities. On a brighter note, she said that in late September there will be presentations by three architecture firms vying for the library expansion and renovation pre-planning project, a bid date for Poindexter should be set soon, and progress is being made with FEMA/MEMA on the Fine Arts Project thanks to Senator Trent Lott's efforts.

Dr. Gary Bouse announced that his office is preparing for the Welty Gala on September 27. The speaker will be Michael Beschloss, a presidential historian. An open house for alumni who also are employees was held this week with a good turnout. The Office of Public Affairs is updating the university's Experts Guide. He asked that anyone with changes or addition to do so by September 21. He also encourage Council members to let Anika know about newsworthy items. Jean Norton, Director of Sponsored Programs, has taken a leave of absence. Although she is coming into the office occasionally, he asked that those with needs in this area to please see him. He is currently advertising for the webmaster position. His office is currently preparing the Foundation's first true annual report that will be out in either November or December of 2007. The Foundation accountant is preparing monthly account statements so these account manager can manage their accounts better.

Dr. Bucky Wesley reported that the tenth day enrollment report came in at 2,380 students, which is down by 1.8 percent from this time last year, and FTE enrollment is down 4.3 percent. He is currently collecting information so he can better assess the situation. He does know that the university is down 51 continuing students, 20 new graduate students, 25 new freshmen students, and nine new transfer students, but is up 53 continuing graduate students. He encouraged all members to step up their efforts to help recruit and retain students. In appreciation of MUW's faculty and staff, the university is giving free memberships to the fitness center. Fifty-five faculty and staff have joined the fitness center since the free membership was announced. Student Affairs had a successful Welcome Week with great participation.

Perry Sansing said the Office of Human Resources hopes to put the Employee Handbook online. The Police Department responded to an incident in Hogarth over the weekend that involved visitors. He and several others are looking at the university's rental policy to try to find a balance between serving the public and protecting the university community. He hopes a new procedure will be in place soon. Chief Calvin Sellers is reviewing the Emergency Preparedness Plan. The Virginia Tech Report is being reviewed to see if any changes need to be made at MUW. There is a misconception that the university's police department should be called first in the case of an emergency. He encouraged members to call 911 first in the case of a true emergency. Training is being planned for faculty and staff.