

11/2/07 Administrative Council Meeting Minutes

In attendance: Dr. Sheila Adams, Angie Atkins, Lucy Betcher, Dr. Gary Bouse, Marty Brock, Roger Busby, Nick Cordingly for Chris Holland, Nicole Dilg, Dr. Pat Donat, Dr. Jim Fitzgerald, Carol Frazier, Melanie Freeman, Gail Gunter, Dave Haffly, Robin Holliman, Dr. Joyce Hunt, Chris Jenkins for Anika Perkins, Dr. Sandra Jordan, Dr. Claudia Limbert, Cay Lollar, Carla Lowery, Dan Miller, Irene Miller, Nora Miller, Tonya Moak, Dr. Tom Richardson, Mary Margaret Roberts, Calvin Sellers, Rhonda Thomas, Dr. Bucky Wesley, and Sam Wise

Absent: Dr. Suzanne Bean, Becky Cade, Dr. Eric Daffron, Cassie Derden, Debra George, Andrea Holcombe, Dr. Hal Jenkins, Larry Jones, Dr. Dorothy Kerzel, Dr. Barbara Moore, Dr. Bridget Pieschel, Perry Sansing, Wahnee Sherman, Amy Swingle, and Cathy Young

Dr. Claudia Limbert called the meeting to order. She thanked everyone in the room who either attended or helped organize the MUW 20/20 group session on Monday. She was very pleased with the support from the community. The facilitators are putting a report together and she will share more information with the campus at a meeting very soon.

The minutes from October 2007 were approved with two minor changes.

Academic Affairs Update - Dr. Sandra Jordan stated that the deans are working with their colleges to develop new recruiting events that will occur in place of W Days. The Chairs Council will meet next week to discuss faculty motivation. Dr. Renae Duncan of Murray State University made a presentation last week on "Dealing with Troubled Students" that was well attended. This presentation, which included a panel discussion by several campus representatives, will be followed up with protocols for the campus. The workshops held by Academic Support Services this semester have gone well. Carol Frazier said that student referrals by faculty members will help with future attendance at the workshops. Dr. Tom Velek will make a presentation about the Holocaust next week in conjunction with him being named MUW's Humanities Teacher of the Year. Dr. Tom Richardson said that in addition to Dr. Velek receiving \$500 for the honor, he is required to give a public lecture. A choral event will follow his lecture. Several people from campus will attend a Carol Twig workshop in Jackson next week. She anticipates the IHL Board will approve MUW's request for two new degree programs – a bachelor of science in interdisciplinary studies and a master of fine arts -- at its meeting this month. The Faculty Senate is considering the post tenure review policy and is reviewing the faculty exit survey. Several new task forces are being created to meet a few times on some important issues – retention, internationalizing the campus, and undergraduate research.

Dr. Limbert wanted to share with the group that she received an email from a community college counselor who had many wonderful things to say about a recent visit to campus with prospective students.

Finance and Administration Update - Ms. Nora Miller reported that MUW's budget picture is not getting better. If the trend with the Educational Enhancement sales tax collections continues, MUW will not be able to break even for the year, even with holding vacant positions open. With cool temperatures forecast for next week, she and others are looking at when to crank up the

boilers for heat which cost the university over \$3,000 per day for natural gas. She asked that everyone watch budgets and utility consumption. December 6 is the bid date for the completion of the Fine Arts project, and a December 13 bid date is anticipated for Poindexter Hall. Next week she will review the construction documents for the mechanical renovations to Painter Hall. The plan is to have that project go to bid in mid-February so that the contractor can place the orders for the elevator and HVAC equipment. Everything needs to be onsite so that construction can begin the day after spring classes are over and be finished by July 31 so the building will be ready for fall classes to begin. Resources Management has sent notices about pre-audits of inventoried equipment. The state auditors will be here the week of December 3 to do a 100% audit of all equipment. She asked for cooperation with this process.

Institutional Advancement Update - Dr. Bouse announced that Alumni Relations and Student Services are working together on recruitment. When Ina Gordy died, the university received about \$2 million for the honors endowment with approximately a half million dollars in residuals expected. The residuals came in recently at about another \$2 million. The Foundation may be making another big announcement next week. Jean Norton's surgery went well yesterday, and Anika Perkins brought home her second baby this week who had been in a Jackson hospital following her premature birth.

Student Services Update - Dr. Bucky Wesley informed the group that the Enrollment Management Plan will be brought before the President's Cabinet and then sent out to the campus soon. Student Services is working with alumni on recruitment. They are doing a training program that will begin in Columbus on November 8 with several others scheduled throughout the state to prepare alumni to help with recruitment. The search continues for a director of community living. Marty Hatton met with the Student Recruitment Material Committee to look at recruitment materials and to begin creating a profile of current successful students.

Human Resources and Police Department Update - Chief Calvin Sellers reported on the weather alert notification sirens, which he says are controlled by the Lowndes County Emergency Management Service. The sirens go off all over Lowndes County when EMS is notified by officials in Jackson to do so. There is some confusion on when people can return to their normal activities following a weather warning. He said they plan to place MUW police cars in several strategic locations on campus and run the cars sirens for 30 seconds. Dr. Joyce Hunt and Dr. Sheila Adams reported that Reneau Hall and Martin Hall do not have large enough safe places to accommodate the usually large numbers of students in these buildings. Chief Sellers said he would have the EMS officials check these buildings again. Dr. Hunt also asked what to do if an adult refuses to stay in the building during a weather warning. Chief Sellers said you cannot make an adult stay. He added that text messaging also will be used to let the campus know the emergency is over.

Staff Council Update - Robin Holliman said the Staff Council is working with the university on student recruitment and retention. The group also is sponsoring a food drive for three families for Thanksgiving. The collection boxes are located throughout campus.

SGA Update - Nicole Dilg stated that SGA is working with Sodexo Food Services on the cafeteria menus. They also started a new program in which food ambassadors taste test foods

each day and give the foods a score of 1-5. The Coffee Shop redecoration is complete with many organizations using it now. A grand opening will be held soon. The commuter lounge has been repainted and computers have been installed. SGA would like to see wireless internet on campus and is prioritizing what areas of campus should have this feature. The Bachelor Bid went well with over \$500 raised for charity.

Roger Busby added that the grand opening for the coffee shop will be held November 13 at 3:30 p.m. He also asked that any organizations doing a food drive to let him know. He would like to combine them all in an effort to help Sodexo beat the Guinness Book of World Records for canned foods collected.

Sam Wise said that they will be lighting the smaller boilers in the next few days to test for leaks before lighting the larger ones.

Irene Miller mentioned that a shuttle will be provided from campus to Carrier Lodge from 10 a.m. to 6 p.m. next Tuesday for election day.