

## **8/6/10 Administrative Council Meeting Minutes**

**In attendance:** Dr. Sheila Adams, Angie Atkins, Dr. Gary Bouse, Allegra Brigham, Roger Busby, James Denney, Cassie Derden, Gail Gunter, Dave Haffly, Jessica Harpole, Dr. Marty Hatton, Andrea Holcombe, Dr. Hal Jenkins, Larry Jones, Mary Jo Kirkpatrick, Cay Lollar, Dr. Bill Mayfield, Kennedy Meaders, Dan Miller, Nora Miller, Brandon Newsome, Sirena Parker, Anika Perkins, Dr. Tom Richardson, Lana Robinson, Perry Sansing, Lindsey Shelnut, Susan Sobley, Sarah Sumners, Dr. Quiteya Walker, and Sam Wise.

**Absent:** Lucy Betcher, Kate Brown, Dr. Gloria Bunnell, Phillip Cockrell, Bryant Cook, Johnnie Sue Cooper, Melanie Freeman, Dr. Sue Jolly-Smith, Dr. Bridget Pieschel, Mary Margaret Roberts, Dr. Roy Ruby, Dr. Tom Velek and Leander Williams.

Ms. Allegra Brigham called the meeting to order.

### **Minutes** -

The minutes from the July 2010 meeting were approved.

### **President's Update** –

Ms. Brigham said that Administrative Council member Kate Brown's home was destroyed by a fire earlier in the week. She asked the membership to remember her and her family during this time.

Ms. Brigham also welcomed three new Administrative Council members: Mary Jo Kirkpatrick who replaces Dr. Mark Bean as the chair of the Council of Chairs, Lindsey Shelnut who replaces Suzanne Ries as the interim executive director of campus recreation, and Susan Sobley who replaces Tonya Moak as the interim director of university accounting.

She also said she appreciates the warm welcome she has received since arriving on campus. She is impressed with all the people she has met, with the facilities, and with the can-do attitude. The spirit of cooperation is great.

Ms. Brigham spoke to the Lowndes County alumni on July 22. This launched an all-out effort to bring all alumni together into one association. This is critical to the long-term success of the university. To unify the alumni of this university would send a powerful message to all constituents, including the Legislative Budget Committee that meets in September. It also would help with institutional advancement efforts. When she has asked people on campus what their major concerns are, the overwhelming answer is the need to unify the alumni. Some people – both employees and alumni – don't know which side to choose. Also, the university needs to have the best possible presidential candidates. Any potential candidate will do a quick Google search and find out about the alumni split. The split has hurt all involved. It has damaged the reputation of the university, and it has caused hurt feelings on both sides. This situation needs to be fully discussed again and then put behind us where we can move forward. A rigorous schedule of meetings with

alumni around the state has been planned to try to restore relationships. It also is important to work closely with those on campus to develop positive, healthy relationships with all constituents.

In meetings around campus, she has heard two other main concerns – getting the website updated and getting out more positive news. Because of the budget situation, there are small staffs in web and PR. She believes in the team concept. The university's goals can be achieved by working together.

Ms. Brigham spoke at the opening convocation for MSMS yesterday. They have 273 students, which is the largest in 12 years or so. MSMS plans for several of its graduates to come back to speak to its students, and some of these speakers also could benefit MUW.

The university is beginning the search process to find a permanent, full-time vice president for student services. The position description is being reviewed, and a search committee will be formed soon. The goal is to have this position filled by January 2011.

She has received word that the MUW presidential search has been delayed. IHL currently has three presidential searches to complete. It appears IHL will do the Jackson State University and the Alcorn State University searches simultaneously and then do the MUW search.

Ms. Brigham has not finished visiting various offices around campus.

She commended Chief Kennedy Meaders and his staff for organizing the National Night Out on Crime event that was held on campus recently.

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

Dr. Hal Jenkins reminded the group that today is the last day of the second summer term.

He thanked Dr. Bill Mayfield and others who have been working hard to get the V3 College ready for this fall. The goal is to have 50 students for the first year. Currently there 51 students enrolled. Now, there is a push to have 56 students.

IHL has created a group that includes IHL and other educational stakeholders to discuss how the groups can work more closely together. There is a push to have more community college graduates transfer to the 4-year institutions. MUW is already doing this. In 2007, MUW's enrollment included 20.7 percent community college transfers. This percent rose to 22.8 in 2008 and rose again in 2009 to 24.7. The relationships between the community colleges and the 4-year institutions have not been good in the past. Now that is not the case. There are 15 community colleges in the state. MUW has formal agreements with six of them that they will work with MUW to send their students here for the bachelor of technology program. MUW has verbal agreements with six more of the community colleges. The potential for networking is great because of these agreements.

MUW will participate in an emergency preparedness drill simulating a tornado on September 1. This will take place around Cochran Hall. Participating will include campus and local police, Baptist Hospital, and nursing students. There may even be a helicopter to land on one of the softball fields.

**Finance & Administration Update -**

Nora Miller reported that IHL submitted the system FY 2012 budget request to the Legislative Budget Office this past Monday. The request asked that the ARRA stimulus funds be replaced with state general funds and on top of that a 2% increase in state appropriated dollars. For MUW, that would mean the state would have to come up with \$1.8 million to make up for the ARRA funds and then an additional \$300,000. Based on the current economic outlook, this is not a very realistic request. IHL's projections are that MUW will lose the \$1.8 million and then some.

Regarding the shared services with MSU, last month Ms. Miller reported that the results of the joint work on shared services are that

- MUW will implement MSU's on-line job posting system.
- MSU will provide consulting services to assist with MUW's conversion to all electronic salary payments, effective January 2011.
- MSU will provide internal audit services for MUW. Ms. Miller will meet with both the MSU and the IHL internal audit directors next week to discuss the terms of this arrangement.
- MSU will assist MUW in the review of staffing and business processes to identify areas for cost savings and efficiencies.

With MSU's retirement incentive program, they lost about 300 employees, and in their HR office alone, they lost 100 years experience. They are busy reviewing their own staffing levels and business processes in light of this reduction, so they will not be able to assist MUW with such a review at this time.

- Contractual agreements will be reviewed for possible consolidation.

The Efficiencies Committee of the IHL Board is meeting on Monday to discuss the work that has been done on energy management and to get an update on the other Board efficiency initiatives, including shared services, and they will be discussing next steps for the Board committee.

This week Bureau of Buildings has received the okay from the Public Procurement Review Board to release the contract documents for Poindexter. Then they will issue a notice to proceed and activity will start.

There is an August 26<sup>th</sup> bid date for the storm drainage and street repair project. Total bond funding available for this project is \$1.6 million.

Tonya Moak's last day was last Friday. A search committee is reviewing applicants for that position, which has been renamed from comptroller to director of university

accounting. Susan Sibley is serving as interim in that position and is doing a good job of making sure there is money in the bank to pay the bills which, at this time of year, is always a little lean until tuition payments start to roll in.

Also, Sam Wise will be relocating with Sodexo to another account in Ohio where he will be closer to his family. Sam has been an excellent partner for us and he will be missed very much. Sodexo is committed to finding someone with Sam's administrative and communication skills and with a similar commitment to our campus.

**Student Services Update –**

In the absence of Dr. Roy Ruby, Cassie Derden said that the acceptance rate for the fall is up about 2%. The August 4<sup>th</sup> report of enrollment indicates that the university is down by 48 students, but this count does not include students registered with the V3 College yet or the MSMS dual enrollment. Tupelo Nursing also is still registering students.

The Admissions Office welcomed new admissions counselor Meagan Charlton.

Also, the Admissions Office created a new Facebook page for the class of 2014. The students have been busy communicating with each other.

Housing for the fall is almost full. There is an increase in men. Move In Day is August 15. There will be many community people on campus to help.

The new Counseling Center on 11<sup>th</sup> Street will open soon.

The new handicap ramp behind Callaway Hall is almost complete.

Financial Aid is continuing to work with students on filing for financial assistance. The office also is working to fill two vacant positions.

Jessica Harpole reported on Welcome Week activities. She passed out a schedule for the activities. It will be a busy week to keep the students engaged.

**Institutional Advancement Update -**

Dr. Gary Bouse explained the process of migrating the MUW website pages over to the new content management system. The university contracted with Mainline to install and configure the web content system and to migrate a few sites from the old web server to the new server. The rest of the migration had to be done in-house. This is a long process. The original schedule was to be finished with the migration process by June 2011.

At the beginning of the process, there were over 4,000 pages of content on the old system. 71% of the pages that need to be migrated have been successfully completed. He has asked webmaster Bryant Cook to both increase communication about the process and to try to shorten the timeline. Bryant is putting together a new schedule on the migration process. It will be distributed on Monday. There was an attack on the MUW site in

February that resulted in a loss of work. The university is looking at increasing security through the purchase of additional software dedicated to protecting the website.

The fall edition of Visions will be out in October. Work has already started on the next issue.

Sarah Perry in the Office of Public Affairs will be leaving the university later in the month.

Anika Perkins spoke about a new page on the website for cultural events. It will give a general description of the offerings with a link to individual pages.

Actress Marlee Matlin will be the speaker for the Welty Gala on October 14.

The Scholarship Donor Dinner will be held October 26.

Trish Hughes has gone from part-time researcher in the Development Office to fill the director of annual giving position.

The College of Nursing's BSN Program has received notice of continued support from the North Mississippi Medical Center.

**Police Department/Human Resources Update**

Chief Meaders reported that Juvante Burkes is leaving the MUW Police Department to take a position with the Columbus School District.

The National Night Out on Crime event held on campus went well. He appreciates the help received from various offices.

**Faculty Senate Update** -

No Report

**Staff Council Update** -

No report.

**SGA Update** -

Brandon Newsome said that the SGA Chit Chat Luncheon is set for Monday, August 16 at noon in the Hogarth Cafeteria. This will be a good opportunity for new students to connect with faculty and staff members.

**Other** -

Dr. Sheila Adams reported that Eva Black will be the new Health Center coordinator.

James Denney said that the university has applied for \$6.7 million in grants since July 1. The largest proposal is for Advanced Nursing Education expansion in the amount of \$6.1 million.

Ms. Miller announced that four new listserves will be deployed on Monday. Two are mandatory – [official-employees@lists.muw.edu](mailto:official-employees@lists.muw.edu) and [official-students@lists.muw.edu](mailto:official-students@lists.muw.edu) – and two are voluntary – [announcements-employees@lists.muw.edu](mailto:announcements-employees@lists.muw.edu) and [announcements-students@lists.muw.edu](mailto:announcements-students@lists.muw.edu).