

## **10/7/11 Administrative Council Meeting Minutes**

**In attendance:** Dr. Brian Anderson, Angie Atkins, Dewey Blansett, Kate Brown, Melanie Honeycutt for Lesia Bryant, Dr. Gloria Bunnell, Dr. E.E. Caston, James Denney, Cassie Derden, Melanie Freeman, Gail Gunter, Dave Haffly, Jessica Harpole, Dr. Marty Hatton, Dr. Sue Jolly-Smith, Larry Jones, Carla Lowery, Kennedy Meaders, Dr. Jennifer Miles, Dan Miller, Nora Miller, Sirena Parker, Tammy Prather, Mary Margaret Roberts, Perry Sansing, Lindsey Shelnut, Susan Sobley, Andrea Stevens, Kimberly Taylor-Gathings, and Dr. Tom Velek.

**Absent:** Dr. Sheila Adams, Menuka Ban, Lucy Betcher, Allegra Brigham, Dr. Marty Brock, Roger Busby, Dr. Phillip Cockrell, Bryant Cook, Anika Perkins, Dr. Tom Richardson, Lana Robinson, and Leander Williams.

In the absence of Allegra Brigham, Dr. E.E. Caston called the meeting to order.

### **Minutes** -

Following a motion by Mary Margaret Roberts and a second by Melanie Freeman, the minutes from the September 2011 meeting were approved.

### **External Affairs Updates** –

Ms. Roberts introduced Lyndsay Cumberland, the new assistant director of alumni relations. Ms. Cumberland is a 2007 MUW graduate, and her husband also is a MUW graduate. Alumni meetings recently have been held in Meridian and Starkville, and meetings in the Delta and Little Rock, Arkansas, are coming up. Also coming up is the Alumni Board meeting and joint luncheon with the Foundation Board on October 21.

Andrea Stevens thanked everyone for participating in the faculty/staff campaign. 117 faculty and staff members have given compared to 42 prior to the campaign. There are 11 offices with 100% participation. The Development Office is preparing for the Welty Gala on October 21, featuring speaker Sebastian Junger. The office welcomed new staff member Angela Crossley Ferraez as director of major gifts and planned giving. She is a 1979 MUW graduate.

On behalf of Anika Perkins, Ms. Freeman reported that Public Affairs is developing a new online newsletter. Once a month, the newsletter will introduce new faculty and staff.

### **Academic Affairs Update** -

Dr. Caston called on the deans and others in Academic Affairs to give reports from their areas:

Dr. Sue Jolly-Smith said the College of Education and Human Sciences had a cookout for new students as part of its retention plan. It was well-attended. The Department of Health and Kinesiology has finished its screenings. The College continues to prepare for the NCATE reaccreditation. The Link Education Committee visited campus this week and

took an extensive tour of campus. Preparations are being made for the Columbus Educators to be on campus soon.

Dr. Caston announced that Dr. William Stewart is serving as the interim dean of the School of Professional Studies. He has previously held administrative positions at the University of North Alabama and Delta State University. Dr. Bill Mayfield will serve on the faculty as professor of management.

James Denney reported that the university has received seven new grant awards since July totaling \$705,000. He is waiting on approval to start two news grants: \$47,000 for voice sirens on campus and \$30,000 for delivery of nursing's DNP education. Since he began assisting the Development Office with putting proposals together, they have developed six proposals that are currently being presented to donors.

Kate Brown said the Center for Creative Learning has merged with Continuing Education. The goal is to quickly grow that area in a large way.

Dr. Marty Hatton noted that work is continuing to organize the Faculty Advising Corps, and training will take place in the spring. Work also continues on the IHL Diversity Plan. Names of those asked to serve on this committee will be announced soon.

Dr. Tom Velek announced two speakers for the Honors College. Dr. Terry Eguaoje will be on campus next week to discuss his book, "My Real Coming to America Story." General Russell Honore will be the featured speaker for Black History Month in February. Dr. Velek is pleased that Honors College students again have been asked to meet with the Welty Gala speaker and to attend the event. Study abroad trips were made this summer to Spain and Scotland. The 2012 Honors College trip will be to Belgium.

Tammy Prather added that pre-advising for Spring 2012 is coming up.

#### **Finance & Administration Update -**

Nora Miller said her area has been working on closing out last year's budget and helping with audits. She said Lesia Bryant with Internal Audit notified her that IHL is requesting an audit at all the institutions on enrollment and student hours.

She attended the Legislative Budget Hearing recently with Ms. Brigham.

Sales tax collections for the state have been short each month.

The Bureau of Buildings is giving the university \$100,000 to help with the energy management project that will go to bid soon. The university also is receiving some discretionary funds to help with roofing. The street repair project is still not complete.

Angie Atkins reported that there is now an online storefront for offices to use for routine printing, and there are others on an approved list of vendors.

Larry Jones said the university chose Blackboard Connect for a new emergency notification system that will use email, texts and calling to send out information. An implementation team is being put together for this project. He said the university also is planning to virtualize the data center by purchasing four large servers and two storage area network (SAN) devices to replace most of the more than 40 standalone servers on campus. It also has been decided to use Microsoft instead of Novell as a portal to a give single entry point to all applications.

### **Student Affairs Update** –

Dr. Jennifer Miles announced presentations by two companies to redesign MUW's website. The goal is to hire one of the companies by the end of fall semester. The redesign could change content management. The purpose of hiring one of these companies is to not just make the website pretty but get it better organized so it can be better managed in the future.

Lindsey Shelnut has been named the director of campus recreation. She has held the role of interim director of campus recreation for more than a year.

Phillip Cockrell is leading the efforts to reach out to commuter students. He organized a focus group and a new commuter student council.

Upcoming events scheduled through the Student Affairs area are October Fest on October 18 and Pink for the Cure on October 19.

Ms. Shelnut reported that the charity dance in raised \$700.

Dan Miller cautioned that some students are retaking courses they have already received federal funds for. They will receive no federal funds the second time they take the course.

Jessica Harpole said the university will be reapplying for the community service award received last year. She will send a campus email soon asking people to report all community service hours. She also noted that Campus Clean Up Day is set for October 12 to get the campus ready for the Welty Gala and Welty Symposium.

Cassie Derden said Admissions counselors will participate in 80 college fairs and private visits this month. Also, a counselors luncheon was held recently in Memphis.

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

Perry Sansing noted that there have been several shootings in Columbus recently and that Chief Kennedy Meaders is looking at ways to keep the campus safe.

Chief Meaders added that he and Mr. Denney are working on a grant to place cameras at all the entry points to campus. He also has added more foot patrol, especially in parking lots. The MUW Police Department has moved to McDevitt Hall.

Ms. Freeman said individual changes to the state health plan can be made this month, and open enrollment for special plans is in November.

**Faculty Senate Update** -

Dr. Gloria Bunnell said Faculty Senate wants to work on there being a systematic plan in place for faculty development. Faculty also will be reviewing the course evaluations document for updating. The group will look at the possibility of turning the December Graduates' Recognition Ceremony into a December graduation ceremony.

**Staff Council Update** -

Ms. Harpole reported that Staff Council has elected new officers. She will serve as president, Shelley McNees is vice president and Cynthia Cunningham is secretary. Staff Council is looking for additional representatives for the group.

**SGA Update** –

No report.

**Presidential Search Update** –

Dr. Jolly-Smith, who serves on the Campus Advisory Committee for the presidential search, gave an update. The process is moving along. The campus committee has reviewed the applications and has cast votes for the top candidates. The Board committee has identified the top candidates and will hold the first round of interviews this month.

**Focus Topic -- Online Programming: Faculty, Staff and Students Needs as Regards Instruction (Teaching and Learning)** –

Dr. Caston said in discussing the new position of coordinator of academic technology support with Larry Jones and others, he feels there is a need to establish a support plan for technology on campus. Maybe four or five people can work together on this.

Dr. Hatton added that SACS requires universities to provide as much support for online students as regular students.

Mr. Jones said he feels there should be a 2-person office with one tech person and one person who can give training on the programs.

Dr. Jolly-Smith said it's important to remember there is a large range of students as far as their technology experience. Some are coming back to college after many years and have weak technology skills. Other students are coming out of high school with advanced skills.

Kate Brown noted that some students are coming to MUW from high schools offering more technology than MUW offers.

Dr. Caston asked the membership to email him with ideas on this subject and if they are interested in serving on a group to draft a technology support plan. He would like there to be a draft for the plan by Thanksgiving.

**Policies** –  
No policies.