

6/7/13 Administrative Council Meeting Minutes

In attendance: Dr. Sheila Adams, Angie Atkins, Melinda Lowe for Kate Brown, Trish Caston, James Denney, Melanie Freeman, Maridith Geuder, Gail Gunter, Dave Haffly, Jessica Harpole, Dr. Dan Heimmermann, Dr. Sue Jolly-Smith, Nick Wright for Timothy Mbogo, Nora Miller, Shelley Moss, Nicole Patrick, Danny Patton, Anika Perkins, Tammy Prather, Susan Soblely, Kimberly Taylor-Gathings, Dr. Scott Tollison, Dr. Royal Toy, and Ken Widner.

In the absence of Dr. Jim Borsig, Dr. Dan Heimmermann called the meeting to order.

Minutes -

Following a motion by Nora Miller and a second by Dr. Sue Jolly-Smith, the minutes from the May 2013 meeting were approved.

University Update –

Dr. Heimmermann said the IHL Board will hold their monthly meeting on our campus June 19-20. The main item on the agenda will be the approval of the budget.

The Noel Levitz consultant will be on campus next week. Noel Levitz is helping the university devise an enrollment management plan with action steps. This information will be a part of the university's overall strategic plan. The university hopes to formally start the strategic planning process later this summer.

Faculty Senate Update -

Dr. Royal Toy said that Faculty Senate wants to make sure the university follows PS 1000 when accepting policies into the review process.

Staff Council Update -

The new Staff Council president, Trish Caston, said Staff Council has revised its constitution and bylaws and is working on the Staff Member of the Quarter selection.

SGA Update –

No report.

Policies –

On a motion by Dr. Royal Toy and second by Maridith Geuger, the Administrative Council voted to accept PS 1307 (Adjunct Faculty and Faculty Overloads) into the review process and that the suggested changes be recommended to Dr. Borsig for approval. PS 1000 says that policies cannot be accepted into the review process from May to September because most faculty members are out for the summer. However, PS 1000 does allow the President to request that a policy be considered during the summer months for accreditation purposes. Dr. Borsig has made this request in writing.

On a motion by Dr. Royal Toy and a second by Dr. Sue Jolly-Smith, the Administrative Council voted to recommend Dr. Borsig approve editorial changes to PS 3523 (Student Grievance Committee).

Other –

Jessica Harpole announced that Transfer 1 Orientation will be held June 21 and Freshmen 1 Orientation will be June 24. Those who would like to participate should contact her.

Melinda Lowe said that the Center for Creative Learning is excited to have received a grant from Blue Cross Blue Shield.

Dr. Scott Tollison noted that the Global Commerce Program started this week.

Ken Widner said the departmental audit of the Office of Human Resources has been completed.

Tammy Prather stated that the Registrar's Office is working on the new bulletin. Those with changes should let her know.

Nicole Patrick, who has been named Director of Financial Aid, announced that Financial Aid is working on summer awards.

Melanie Freeman said the People Admin training went well. Anyone who missed the training sessions should contact Human Resources for assistance.

Dave Haffly noted that Subway will be open the month of June as a test of how much it is used during the summer.

Angie Atkins announced that the university property audit is complete with no problems. She commended Bridget Otts in Resources Management for her hard work.

Maridith Geuder said Rich Sobolewski is working hard on the website failure.

Dr. Royal Toy reminded the group that Governor's School is taking place on campus this month with 122 students participating.

Shelley McNeese added that Admissions is working on a college fair for the Governor's School students, and Admissions also is preparing for the Noel Levitz visit next week.

Nora Miller said the IHL Board will vote on the budget at the June meeting. MUW's budget request is focused on sustaining growth with the new funding formula.

Dr. Heimmermann noted an advisor will be available from 10-2 daily until fall. He commended Tammy Prather and Dr. Kendall Dunkelburg on their thorough work on the catalog. A limited number of catalogs will be printed, and it will be on the website as a searchable document with section numbers rather than page numbers. A Publications

Committee was formed earlier this year and is doing good work. The university applied for a Title 3 grant for teaching and learning. The university also is in the process of hiring a QEP director. Finally, the university's mission statement needs to be modified due to the new DNP program. Research and scholarly activity and online learning have been added. Campus review of the revised statement will end June 20 so that it can be submitted to the IHL Board for approval at the August meeting. The approval process of the revised statement needs to be completed before the SACS visit.