

7/9/10 Administrative Council Meeting Minutes

In attendance: Dr. Sheila Adams, Dr. Mark Bean, Dr. Gary Bouse, Allegra Brigham, Dr. Gloria Bunnell, James Denney, Cassie Derden, Melanie Freeman, Gail Gunter, Dave Haffly, Jessica Harpole, Dr. Marty Hatton, Larry Jones, Dr. Bill Mayfield, Kennedy Meaders, Dan Miller, Nora Miller, Anika Perkins, Dr. Bridget Pieschel, Tammy Prather for Cay Lollar, Dr. Tom Richardson, Suzanne Ries, Mary Margaret Roberts, Susan Sobley for Tonya Moak, Dr. Quiteya Walker, Leander Williams, and Sam Wise.

Absent: Lana Allen, Angie Atkins, Lucy Betcher, Kate Brown, Roger Busby, Phillip Cockrell, Bryant Cook, Johnnie Sue Cooper, Andrea Holcombe, Robin Holliman, Dr. Hal Jenkins, Dr. Sue Jolly-Smith, Brandon Newsome, Sirena Parker, Dr. Roy Ruby, Perry Sansing, and Dr. Tom Velek.

Ms. Allegra Brigham called the meeting to order.

Minutes -

The minutes from the May 2010 meeting were approved.

President's Update –

Ms. Brigham said that she is delighted to be serving as Interim President of MUW. She thanked everyone who has been so helpful during her first week on the job.

She doesn't plan to be a placeholder interim. The university needs to move forward. By working together, the university can become more efficient and find more opportunities to lead to a brighter future. MUW is a jewel in the community that so many do not appreciate, but MUW needs to be a leader in this community. Dr. Hank Bounds, IHL Commissioner, has assured her that he is committed to all eight universities in the state. She has had the opportunity to speak with many of the IHL Board members, and they feel the same way. With that said, the future is in the hands of this university. Some of the immediate needs are to attack enrollment with a sense of urgency (The MUW Enrollment Management Plan goal is to have 400 additional students each year for four years.), to streamline processes (All offices need to share resources, to find ways to be more efficient and to find ways to be more productive.), and to work with all alumni to support the university. She stressed that all MUW constituents need to work together to solve issues and to promote successes. She asked that she be posted on good things going on around campus. All universities in Mississippi are seeing tough times, but MUW is feeling it more because it is smaller. We have to believe we can. We have to get busy and be a success story.

Finance & Administration Update -

Nora Miller reported that the process of closing out FY 2010 will take the next few weeks. From a preliminary look, the enrollment increase of the 1st summer session should put the university in pretty good shape to close out the year. The FY 2011 budget will go to the Print Shop and to Public Affairs for print and CD-Rom copies next week and then will be distributed. The Comptroller's office is in the process of inputting the budget data

in Banner, so by next week budget unit managers should be able to access and monitor current budget usage. The general fund budget for FY 2011 is \$27.7 million, a reduction of \$1.4 million from the beginning FY 2010 budget. Most of that reduction is from de-funding positions. Four positions were eliminated; the rest of the de-funded positions were vacant. Other than the positions, most of the operating budgets carried forward at the reduced FY 2010 budget. MUW's state appropriations have been reduced by \$2 million from the original FY 2010 budget or about \$600,000 less than what MUW will actually receive for FY 2010.

The joint MSU/MUW working groups provided a lot of discussion and analysis of various opportunities for shared services. As the work progressed and cost data was obtained for implementing additional software components, the scope of the project veered off in a different direction. With estimated implementation costs upwards of \$1 million and projected net annual savings of approximately \$150,000, the focus will be on areas providing immediate cost savings/cost avoidance.

In the report to the Commissioner, the following areas were identified for shared services:

- MUW will implement MSU's on-line job posting system.
- MSU will provide consulting services to assist MUW with 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 review of staffing and business processes to identify areas for cost savings and efficiencies.
- Contractual agreements will be reviewed for possible consolidation.

An update to the Board is expected at the August meeting.

MUW will be able to continue with the 5th year of the PC Replacement plan. Those scheduled for replacement this year include the Business offices and labs in Reneau and the offices in Welty. ITS is working to get the best models and pricing. The order will be placed soon, but it will take a while to configure the PCs and do the actual replacement.

The Education and Human Sciences Building has been closed the last two weeks as a couple of transformers were replaced and to do some other work necessary to make sure there is a safe power supply to that building. Special thanks go to Dr. Sue Jolly-Smith and all the faculty, staff, students and CPDC parents for dealing with the inconvenience of the past two weeks. West Brothers had an excellent bid on Poindexter, which was within the available bond funding. The Bureau is working on the contract documents. So far the university has not been issued a notice to proceed, but activity in Poindexter should begin in the next month. Final plans for storm drainage and street repairs are being reviewed. The Bureau is expected to approve those plans and set a bid date this fall. Total bond funding available for this project is \$1.6 million. If all the alternates fall within that funding, there should be some black asphalt on campus streets. The campus will be informed of detours and road closings that will be necessary as the actual work

progresses. Other bond funded projects in the works include a roofing project to address immediate needs at Carrier Chapel and Mary Wilson and an energy management project to help with future cost savings. The university will pursue other discretionary funds that the Bureau may have to look at other identified roofing projects.

Academic Affairs Update -

In the absence of Dr. Hal Jenkins, Dr. Marty Hatton gave a “thank you” on behalf of Dr. Sue Jolly-Smith and those housed in the Education and Human Sciences Building for help during the power outage.

As reported from Institutional Research, the summer enrollment numbers look good with unduplicated enrollment being up to 1,297 from 1,135 this time last year.

A grant workshop will be held July 16 at 1:30. For more information, please contact James Denney.

Dr. Quiteya Walker was introduced as the new director of the Center for Academic Excellence.

Student Services Update –

In the absence of Dr. Roy Ruby, Cassie Derden said that acceptance is up a little over 5% for both freshmen and transfers for the fall. The challenge is to get them to register. The Office of Admissions is sending a list to the deans this week that includes all accepted students who have not registered. These are the ones that have been contacted by email, phone and/or Facebook. A contact from their area of interest will help as well.

The university has received 34 international applications with nine of those from China. She feels certain that at least five of those students will attend.

Orientation went well this summer with 138 students attending the freshmen sessions and 23 attending the transfer sessions. There were actually more transfers who registered early because of the Transfer Orientation Day held in the spring. There are 93 transfer students who have registered compared to 75 last year.

Housing applications are up with 684 compared to 651 this time last year. They have assigned 565 rooms as of earlier this week. There is the capacity for 600 rooms. As it gets closer to that 600 mark, some private rooms will be taken away to make room.

Dan Miller added that the university probably saw an increase in summer enrollment numbers because this is the first year students are able to get year-around Pell grants.

Ms. Derden added that Suzanne Ries is leaving the university to accept a job at Florida Gulf Coast University.

Institutional Advancement Update -

Dr. Gary Bouse announced that Kristen Barner has resigned and is moving to Memphis.

The Foundation Board met in June. Dr. Eddie Betcher resigned his position as chair due to other business opportunities. Now he will be the immediate past chair. Joanne Reid will fill the last year of his 2-year term as chair. Renee Flynt will serve as vice chair. A group of new directors has been elected. An email will be sent next week with the list of new directors.

IHL required new agreements with all affiliated entities. The university has submitted to IHL the new agreement with the MUW Foundation. This may be voted on at the IHL Board meeting in August.

The 2nd Scholarship Donor Dinner will be held October 12, and the Welty Gala has been set for October 14. The Welty Symposium will be held the following week.

The next issue of Visions will be mailed in early September.

Police Department/Human Resources Update -

In the absence of Perry Sansing, Melanie Freeman reminded the group about getting corrections to the Campus Directory to her as soon as possible.

Faculty Senate Update -

No Report

Staff Council Update -

No report.

SGA Update -

Leander Williams said that SGA is planning a Chit Chat Luncheon for students to connect with faculty members. More information will be sent soon.

SGA Week is being planned so students can learn more about SGA.

Other -

Mary Margaret Roberts announced that the Lowndes County Chapter of Mississippi's First Alumnae Association will hold its annual business meeting on Thursday, July 22, 11:45 a.m. to 1 p.m., at the Columbus Country Club. All MUW alumni and friends are encouraged to attend. Ms. Brigham will be the speaker.

Ms. Brigham added that unifying all alumni will be important for the university's future, including attracting a new president. She encouraged everyone to attend.

Chief Kennedy Meaders said that the campus will participate in the National Night Out on Crime in mid-August. He is working with the Columbus Police Department. There will be a block party on campus.

Ms. Brigham noted that she will have lunch with former IHL Board member and MUW alumna Ricki Garrett next week. Ms. Garrett as head of the Mississippi Nurses Association is speaking to MUW nursing students.

Policies –

The Administrative Council approved PS 3520 (Financial Aid Committee) and voted to accept new policy (Textbook Adoption) into the review process.