

9/3/10 Administrative Council Meeting Minutes

In attendance: Dr. Sheila Adams, Angie Atkins, Dr. Gary Bouse, Allegra Brigham, Kate Brown, Dr. Gloria Bunnell, Phillip Cockrell, James Denney, Cassie Derden, Melanie Freeman, Gail Gunter, Dave Haffly, Jessica Harpole, Dr. Marty Hatton, Andrea Holcombe, Dr. Hal Jenkins, Dr. Sue Jolly-Smith, 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, Mary Margaret Roberts, Perry Sansing, Lindsey Shellnut, Susan Sobley, Sarah Sumners, Dr. Tom Velek, and Leander Williams.

Absent: Lucy Betcher, Roger Busby, Bryant Cook, Johnnie Sue Cooper, Lana Robinson, Dr. Roy Ruby, and Dr. Quiteya Walker.

Ms. Allegra Brigham called the meeting to order.

Minutes -

The minutes from the August 2010 meeting were approved.

President's Update –

Ms. Brigham announced that MUW saw a 4.7% increase in enrollment this fall. The university has 2,592 students enrolled. This is the first time since 2000 that the university has had over 2,500 students. In other good news, the preliminary ACT score is up – a little over 22 – and this is the highest it has been since 2000. Nursing contributed 116 new students this fall, and the V3 College added 55 new students. This means that some departments went down in enrollment. She has talked with Admissions, and they will develop some new initiatives for retention and continued recruitment for the spring and next fall. There are many creative ways to do this. It will take everyone working together.

There will be no official IHL Board meeting this month. There will be a retreat instead. The universities have been asked to provide information for the strategy session.

There was an official announcement recently that IHL first will take up the Jackson State University and Alcorn State University presidential searches before doing the MUW presidential search. The format for the first two searches is on the IHL website, and the same format will be used for the MUW search that is scheduled to start in early 2011.

In other IHL news, the IHL Board tabled the capital projects item at its last meeting. MUW had the number one spot on the list and MUW's library project also was in the top 10.

MUW was recognized by *U.S. News & World Report* again this year. This is due to the hard work by the entire campus.

The university hosted U.S. Congressman Roger Wicker and officials from TVA this past month.

The disaster drill on campus earlier in the week went great. The Police Department and the College of Nursing and Speech-Language Pathology and others worked hard to make this happen. It was a very good exercise for all involved, especially for the nursing students.

Efforts toward alumni reconciliation continues. There have been several alumni meetings lately, including one in Louisville last week and in Starkville this week. She will continue to meet with groups of alumni to move the reconciliation forward.

Zaxby's restaurant is under construction and the management has asked to feature some MUW memorabilia. Dr. Gary Bouse added that as we dine at Zaxby's and other restaurants that feature MUW items, we should thank them for doing this.

She introduced guests to the Administrative Council meeting – Don Zant, director of internal audit at MSU, and Lesia Bryant, also of the Internal Audit Department at MSU. MUW will have shared services with MSU in the area of internal audit.

Remarks by Don Zant

He said that sometimes the first impression of auditors is that they point out everything that is wrong. He said an auditor's job is to help the university and to make it as efficient as possible. The goal is to make sure that all assets are used as efficiently as possible and everything functions as well as possible.

His department will start with the audit of recovery funds. IHL has implemented a fleet management policy, so they will audit that next.

He assured the group that he views his department as being part of the team. They may want to point out possible better ways of doing things, and they value feedback. Procedures discussed or implemented at MSU may be recommended for MUW.

Academic Affairs Update -

Dr. Hal Jenkins also gave a word of thanks to all involved in the enrollment increase.

The Office of Sponsored Programs has confirmation of \$1.17 million in grants since the beginning of FY11.

The Tennessee Williams Tribute will be held this month. Dr. Tom Richardson added that this annual program has many events both in the community and on campus. There will be a theatre performance on campus. Also, Dr. Kim Whitehead will participate in a scholars panel, and Dr. Michael Smith's home will be featured on the Victorian Tour of Homes.

Dr. Sheila Adams thanked Chief Kennedy Meaders and the MUW Police Department for their hard work with the disaster drill. All agencies involved learned from the experience, and the drill gave all the agencies the chance to work together in a practice situation.

Finance & Administration Update -

Nora Miller reported that Jody Kennedy is serving as the interim director in the Sodexo Facilities Management Department.

The bid opening for the street repair and drainage project was held recently. This project should start in the next month and should take approximately 120 days to complete.

Student Services Update –

In the absence of Dr. Roy Ruby, Cassie Derden said that she is very excited about enrollment being up this fall. She has seen an excitement and a renewed spirit on campus.

Admissions is working on a top prospect list and will send it out this afternoon. She asked everyone to be a part of the process of continuing enrollment increases. It is a win/win when all departments work together.

Sirena Parker announced that Community Living worked with Brand Connections to get freebies for the students. There are many freebies left over for faculty and staff to get also.

Jessica Harpole said that another blood drive is set for September 7. Also the university is partnering with United Way for the Day to Care event.

Dan Miller noted that Financial Aid has added two new employees – Marquita Kirk, financial aid assistant, and Winifred Perdue, financial aid counselor. His department is continuing to work on finishing up financial aid for students, and refund day is next week.

Phillip Cockrell reported fraternity recruitment went well with 27 men participating. This is up from last year. Also, interclub recruitment will take place later this month and the numbers for it also seem to be up.

Institutional Advancement Update -

Dr. Gary Bouse announced that the U.S. Air Force Generation Band will perform on campus next week, and the Tops in Blue performance is set for November 5.

Public Affairs will be updating the campus experts guide soon, and they are looking for story ideas for the next issue of *Visions*.

Lanèe Berry has been hired as the annual giving assistant.

Invitations will go out next week for the Welty Gala, which is set for October 14 with Marlee Matlin as the speaker.

A new web migration chart was sent out in early August. All offices set to be migrated in August have been done. The entire project is about 80% complete. References are being

reviewed on an individual to do wider training, and Dr. Bouse has met with the deans about the colleges' web needs.

Police Department/Human Resources Update -

Perry Sansing also spoke about the disaster drill held earlier this week. Through the drill, it was discovered that MUW's emergency plan needs some revisions. Chief Meaders is working on this. It was impressive that all the local emergency agencies were involved in the drill with MUW as the centerpiece and that MUW students were able to participate.

Melanie Freeman noted that a mini retirement session will be held September 16. She also said that the new employee directories will be available mid to late October.

Faculty Senate Update -

Dr. Gloria Bunnell said Faculty Senate held its first meeting of the year recently, and they were very pleased to have Ms. Brigham join them for the meeting.

She is working with Ms. Miller to find a new home for Faculty Senate since the previous location is now being occupied by Counseling Services.

Staff Council Update -

Sarah Sumners said Staff Council's first meeting of the new year will be held soon. A project they will be working on is the annual Thanksgiving baskets project.

SGA Update -

Leander Williams said that SGA's Textbook Appreciation Week went well with about 80 surveys completed. The Police meet-and-greet event also went well.

On behalf of SGA, Brandon Newsome presented seven certificates of appreciation. The certificates went to Dr. Tom Richardson, Dr. Sheila Adams, Dr. Bill Mayfield, Dr. Sue Jolly-Smith, Dr. Marty Hatton, Dr. Hal Jenkins, and Ms. Allegra Brigham.

Other -

Ms. Brigham announced the other Mississippi universities' fall enrollment increases or decreases:

Alcorn State University +10.4%

Delta State University +7.3%

Jackson State University -1.1%

Mississippi State University +5.6% (19,644 students – highest in the system)

Mississippi Valley State University -12.6%

University of Mississippi and Mississippi Medical Center +6.5%

University of Southern Mississippi +3.2%

The system as a whole has 76,736 students enrollment for a 4.1% increase.

Ms. Brigham also noted an article in the *Commercial Dispatch* this week concerning possible cuts in positions. The article was driven by the announcement that USM is cutting 29 positions. Right now there is no plan for additional cuts of positions at MUW.

To make this happen, there will need to be continued improvements in efficiencies and continued increases in recruitment and retention of students. She believes the university can come through these tough economic times in a positive way. She chooses to be optimistic and to stay focused on the great things going on at MUW.

Dr. Jenkins welcomed new Administrative Council member Kate Brown who is the new director of the Roger Wicker Center for Creative Learning.

Mary Margaret Roberts said the Office of Alumni Relations is continuing to set up alumni events around the state and that faculty and staff are welcomed to attend. The next meetings are in West Point on September 8 at the Ritz and in Jackson on September 14 at the University Club. Also, Carol Newell of the Alumni Relations Office will be retiring in October.