

## **11/5/10 Administrative Council Meeting Minutes**

**In attendance:** Dr. Sheila Adams, Dewey Blansett, Allegra Brigham, Kate Brown, Dr. Gloria Bunnell, Roger Busby, 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, Jody Kennedy, Dr. Bill Mayfield, Dr. Tammie McCoy for Mary Jo Kirkpatrick, Kennedy Meaders, Nora Miller, Sirena Parker, Anika Perkins, Tammy Prather, Dr. Tom Richardson, Mary Margaret Roberts, Perry Sansing, Lindsey Shellnut, Sarah Sumners, Dr. Quiteya Walker, and Leander Williams.

**Absent:** Angie Atkins, Lucy Betcher, Dr. Gary Bouse, Bryant Cook, Johnnie Sue Cooper, Dan Miller, Brandon Newsome, Lana Robinson, Dr. Roy Ruby, Susan Soble, and Dr. Tom Velek.

Ms. Allegra Brigham called the meeting to order.

### **Minutes** -

The minutes from the October 2010 meeting were approved.

### **President's Report** –

Ms. Brigham reported that she has met with the faculty in the College of Education and Human Sciences and the College of Arts and Sciences. There was good discussion, including about students who transfer from community colleges. Strategies are being developed to both help the students and to help the university with graduation and retention rates. MUW has a significant number of community college transfer students, so there needs to be success in this area.

The Town and Tower Day of Service will be held today. There is a laundry list of things to do, including cleaning out the Dem School building. The university in turn will help with the Sweep up Columbus event in the spring.

She continues to meet with alumni, and she is seeing progress in that many alumni want there to be a unified alumni group. This has not happened yet, but she is optimistic it will happen.

Ms. Brigham also continues to speak to civic groups in the area. She wants people to get more involved with their hometown university.

She asked that faculty, staff, and students please come to her with issues so that she can help resolve them.

The Celebrate Educators Day will be held November 17 from 2-4 p.m. in Rent Auditorium. MUW is partnering with the Columbus-Lowndes Development Link for this project.

### **Internal Audit Report –**

Lesia Bryant of MSU's Internal Audit Office introduced Melissa Honeycutt, also of MSU's Internal Audit Office.

Ms. Bryant announced that MSU has a new online internal audit hot line called Ethics Point. MUW was able to piggyback with MSU on the purchase of this program. Ethics Line is a reporting tool that will assist the university family in working together to address fraud, abuse, misconduct, and other violations.

MSU has finished MUW's first audit and is now working on the fleet audit.

### **Academic Affairs Update -**

Dr. Hal Jenkins announced that the Office of Sponsored Programs has received just over \$1 million in new grant money since the new fiscal year began. There are more grant monies that should be awarded soon. He encouraged new people to get involved in the grant process.

There are many upcoming events in the Academic Affairs area:

- Mississippi Political Science Association Annual Conference, November 5-6
- Empty Bowls, November 6, 11 a.m.-2 p.m., front lawn of the Shops at Brickerton
- Art in Autumn Auction, November 6, 6-9 p.m., Eugenia Summer Art Gallery
- International Series on "The Sari Soldiers," November 9, 7-9 p.m., Martin Hall, Room 220
- Senior Exhibitions, November 10-December 10, 10 a.m.-4 p.m., Eugenia Summer Art Gallery. The reception will be held November 12, 5:30-7 p.m.

### **Scholarships for Spouses of MUW Employees –**

Dr. Marty Hatton said a question came up recently in a Council of Chairs meeting about scholarships for spouses of employees. He said there is a rule that if a spouse receives 50% off tuition that they cannot get additional MUW scholarships. Melanie Freeman said this is a university rule – not an IHL rule – that came from the Scholarship Committee. It is now in the Employee Handbook. Ms. Brigham asked that Nora Miller, Dr. Roy Ruby and Perry Sansing get a few people together to examine this rule and make it clear.

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

Nora Miller introduced Dewey Blansett, the new Director of Facilities Management with Sodexo.

She has been a part of several meetings on construction projects recently:

- Street repairs – this project should begin in December. There will be some road closings in the beginning. Asphalt work cannot be done when the temperatures are low.
- Roofing repairs – this includes Mary Wilson, Carrier Chapel, and Orr Chapel.
- ADA and Lifesaving project – this includes fire suppression.

Also, she has received word that MUW will be allowed to use money from another project for gutter repairs and adjustments in Shattuck.

**Student Services Update** –

In the absence of Dr. Roy Ruby, Cassie Derden noted that the admissions counselors have been traveling a lot lately.

She announced that Admissions has a new administrative assistant, Alexandra Kriegel-Duck.

The Admissions Office is putting together a survey for prospective students on what they are looking for in a college.

Scholars Day is set for November 19. There have been 27 students to register to attend so far, and they have an average of 27 on the ACT.

She has met with department chairs in the College of Arts and Sciences about partnering on some recruitment ideas.

Phillip Cockrell thanked everyone who participated in the recent Job Expo, said October Fest was a success, noted that student leaders recently attended a leadership conference at Auburn University, and announced that interclub rush ends November 15. Also, an arts and crafts night is scheduled for November 16 with students' work being donated to an area nursing home.

Jessica Harpole said Hearin is partnering with Staff Council for the annual Thanksgiving basket project.

Sirena Parker reminded the group that the residence halls do not close during the Thanksgiving and winter breaks.

**Institutional Advancement Update** -

In the absence of Dr. Gary Bouse, Anika Perkins encouraged participation in today's Campus Day of Service.

Joombla training is set for next week.

The recent Donor Dinner was a success with a larger attendance than last year and donors coming from across the state and other states to meet with the students who have received their scholarships.

Public Affairs is putting together a list of all offices that use social media and the links to be put on the website.

There is a PRAM meeting next week.

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

Perry Sansing announced that the Vice President for Student Services Search Committee has met once and will meet again next week. They have received 40-50 applications so far, and the deadline to receive applications is December 1.

The university is in the process of selling Carrier Lodge. There are many state offices that have to be involved in selling state property. There has been a great deal of public interest in this property, and he feels the university can sell it for more than the appraised value because of its location in Columbus. An auction will probably be the best way to sell the property.

Melanie Freeman noted that IHL has required all Mississippi universities to use SABC for the cafeteria plan administrator. An email will go out soon with instructions on how to do changes online. The time for changes is November 8-December 3.

Kennedy Meaders said he is participating in Columbus High School's mentoring program called 20/20/20. It starts November 15.

### **Faculty Senate Update -**

No Report.

### **Staff Council Update -**

Sarah Summers announced that Staff Council recently held elections. She was elected President, and Cathy Mitchell is Vice President. There are 13 members in Staff Council now.

She encouraged people to participate in the Thanksgiving basket project.

The annual Staff Recognition Luncheon and Meeting is set for December 14. Staff Council again will be sponsoring a toy drive to benefit the Salvation Army.

### **SGA Update –**

Leander Williams said \$300 was raised for the American Cancer Society at the recent Bachelor Bid.

SGA is working on constitution changes and is trying to get students more engaged.

### **Other –**

Mary Margaret Roberts reported that there was an alumni event in Tupelo last night, one held in the Delta recently, and one set for the Coast next week. She also said that the Alumni Relations Office is working to revitalize the Student Alumni Ambassadors. In addition, the IHL Alumni Directors meeting will be held at MUW November 17.

Dr. Sheila Adams reported the Student Nurses Association held a Walk for the Cure and raised over \$500 for the St. Jude Children's Hospital and Baptist Hospice Golden Triangle.

Dr. Hal Jenkins added that Tammy Prather was attending her first Administrative Council meeting in her official capacity as Interim Registrar.

**Policies** –

New Policy (Whistleblower), PS 3503 (Institutional Review Board), PS 3534 (Academic Standards Board), PS 3540 (Core Curriculum Committee), and PS 7601 (Sales and Solicitation) were accepted into the review process.