

## **6/3/11 Administrative Council Meeting Minutes**

**In attendance:** Dr. Sheila Adams, Dewey Blansett, Allegra Brigham, Kate Brown, Lesia Bryant, Dr. Gloria Bunnell, Dr. Butch Caston, James Denney, Cassie Derden, Melanie Freeman, Gail Gunter, Dave Haffly, Jessica Harpole, Dr. Marty Hatton, Dr. Sue Jolly-Smith, Dr. Scott Tollison for Mary Jo Kirkpatrick, Dr. Bill Mayfield, Kennedy Meaders, Dr. Jennifer Miles, Dan Miller, Anika Perkins, Tammy Prather, Mary Margaret Roberts, Perry Sansing, Lindsey Shellnut, and Susan Sobley.

**Absent:** Angie Atkins, Menuka Ban, Lucy Betcher, Dr. Gary Bouse, Roger Busby, Phillip Cockrell, Bryant Cook, Johnnie Sue Wijewardane, Larry Jones, Nora Miller, Sirena Parker, Dr. Tom Richardson, Lana Robinson, Andrea Stevens, Sarah Sumners, Kimberly Taylor-Gathings, Dr. Tom Velek, and Carlos Williams.

Ms. Allegra Brigham called the meeting to order.

### **Minutes** -

Following a motion by Mary Margaret Roberts and a second by Dr. Bill Mayfield, the minutes from the May 2011 meeting were approved.

### **President's Report** –

Ms. Brigham said she distributed a Clarion Ledger newspaper article about the IHL funding formula at last month's Administrative Council meeting. Since then, she attended an IHL President's meeting where they were given a confidential notebook on possible funding formulas. Enrollment will be prominent in the funding formula. The larger schools are pushing for this. MUW says the mission of the university should be considered. It is very important that MUW continue to work on recruitment and retention. Time spent on recruitment is paying off because the numbers for the fall look good. However, our freshmen numbers are going down and our part-time and non-traditional student numbers are going up. MUW needs to continue to work together to retain and graduate more students.

She commended the campus for earning a national service award. She hopes that the campus will continue to work on community service.

Dr. Hank Bounds, IHL Commissioner, was in Columbus recently to speak. He spoke about the MUW presidential search process and mentioned an incorrect date in the timeline. November is when there should be an announcement of the new president with that person hopefully taking office in January.

Her granddaughter is here for Culinary Kids Camp and is having a great time.

She recognized Lesia Bryant who introduced Melanie Honeycutt, an auditor in her office.

She also recognized Mary Margaret Roberts who noted that the alumni merger process is moving along. The affiliated group approved documents at Homecoming and has since

had a full membership vote. The other group also has approved the documents and is currently in the process of doing a membership vote. She soon will be meeting with the Alumni Association's new co-presidents Andrea Overby and Emily Myers. July 8-9 is the first meeting of the new Alumni Association. A consultant will be working with the new board to help develop plans. In other alumni news, Ms. Roberts said they will be participating in three alumni gatherings in June: New York (June 11-12), Washington (June 18-19), and Atlanta (June 24-25).

Ms. Brigham added that they have had a positive response from alumni in these areas for the upcoming alumni gatherings. They also have some donor visits planned in these areas.

### **Campus Perspectives from the New Vice Presidents –**

Dr. Jennifer Miles said she was honored to be selected as the Vice President for Student Services. She appreciates the faith that has been put in her. Since she arrived on campus, she has met with many individuals to learn what we are doing and how we can work together. She feels the most important thing we can do is make sure our students leave here well-educated and prepared for their futures.

Dr. Butch Caston retired from Delta State University prior to be selected as the Interim Provost and Vice President for Academic Affairs. In his position at Delta State, he had the opportunity to work with many individuals from MUW. He has a great deal of respect for MUW and is very excited to have this new opportunity. He appreciates the warm reception he has received. He is committed to working together with the campus community. There are many external things we cannot control, but there is one significant thing we can control and that is the environment on campus. It is important to create a climate that benefits all and to celebrate others' successes.

### **Academic Affairs Update -**

Dr. Caston called on the Deans to report items from their areas:

Dr. Sheila Adams noted nursing has been maxed out in all of its programs, except the RN to BSN program had room to grow. It doubled last summer, and it has doubled again this summer with more than 200 students now in that program.

Dr. Bill Mayfield announced that many departments have been helping with the migration of V3 into Banner. These departments are ITS, Financial Aid, Registrar, University Accounting, and Admissions. The migration should be complete by July 1.

Dr. Sue Jolly-Smith reported that the College of Education and Human Sciences took food to the teachers in Smithville. Smithville was impacted by the recent storms. She and Dr. Marty Hatton have met with the superintendent of the Amory Schools about dual enrollment and have found that approximately 30 students are interested in taking English composition and college algebra. She and Ms. Brigham met with representatives of Blue Mountain College and the presidents have signed an agreement for the education leadership graduate program.

Dr. Marty Hatton said he will attend a SACS training conference in July to prepare for MUW's Quality Enhancement Plan. The QEP has to be initiated prior to starting the next 10-year review. His intention is to start the discussion with retention.

Dr. Adams added that because of changes in nursing education a doctor of nursing practice degree is required. A proposal has been sent to IHL.

**Finance & Administration Update -**

In the absence of Nora Miller, Dewey Blansett reported that the Poindexter renovation project is 45% complete with June 9, 2012, as the projected date of completion, the drainage and street repair project is 52% complete and should be finished by July 14, and the Jones and Kincannon Halls fire suppression project is 15% complete and they hope it will be done in time for the fall semester. He also said that an electrical line blew out recently between Hooper and Reneau.

Susan Sobley added that budget proposals for FY 12 will be sent to IHL today.

**Student Services Update –**

Dr. Miles said she was thrilled to learn that MUW was one of only about 100 schools to be named to the 2010 Presidential Higher Education Community Service Honor Roll with Distinction. MUW logged about 137,000 community service hours in 2009-10.

Move In Day for the summer is May 28.

She commended the Admissions Office for their hard work. Applications and acceptances are up. Also, the numbers are up for all four orientation sessions to be held this summer.

**Institutional Advancement Update -**

In the absence of Dr. Gary Bouse, Anika Perkins noted that the web migration is 100% complete and the proxy process is 96% complete.

The Development Office is sending an email blast and mailing letters. The Scholarship Donor Dinner is scheduled for November 10.

Notice was recently received that Hearin will again support the Welty Series and Culinary Arts.

The summer issue of Visions will be distributed soon, and the fall edition will be out in September.

The Higher Education Day at the Capitol is set for February 28.

**Police Department/Human Resources Update -**

Melanie Freeman said her department has been one of the first to be audited since Lesia Bryant has been named Director of Internal Audit for both MSU and MUW. She asked Ms. Bryant to explain a finding other offices should be aware of. Ms. Bryant said many offices are using old Human Resources forms that ask for social security numbers. No social security numbers should be put on forms. Only student or employee ID numbers should be used.

**Faculty Senate Update** -

Dr. Gloria Bunnell said Faculty Senate selected officers for 2011-12. She will continue as President. Marty Brock will serve as Vice President, and Secretary will be Dr. Royal Toy.

She asked if people making nominations for the MUW Presidential Search Advisory Committee would receive confirmation emails. She said those who made nominations prior to the delay in the search received confirmation emails. Ms. Freeman asked if nominations prior to the delay would still be considered. Ms. Brigham said she would check with IHL about both of these matters and send an email to the Administrative Council with the response.

**Staff Council Update** -

No report.

**SGA Update** -

No report.