

## **7/8/11 Administrative Council Meeting Minutes**

**In attendance:** Dr. Sheila Adams, Dewey Blansett, Dr. Gary Bouse, Allegra Brigham, Lesia Bryant, Dr. Gloria Bunnell, Dr. Butch Caston, James Denney, Cassie Derden, Melanie Freeman, Jessica Harpole, Dr. Marty Hatton, Dr. Mark Bean for Dr. Sue Jolly-Smith, Larry Jones, Dr. Rita Hinton for Mary Jo Kirkpatrick, Kennedy Meaders, Dr. Jennifer Miles, Dan Miller, Nora Miller, Sirena Parker, Anika Perkins, Tammy Prather, Dr. Tom Richardson, Perry Sansing, Lindsey Shellnut, and Andrea Stevens.

**Absent:** Angie Atkins, Menuka Ban, Lucy Betcher, Kate Brown, Roger Busby, Phillip Cockrell, Bryant Cook, Dr. Johnnie Sue Wijewardane, Gail Gunter, Dave Haffly, Dr. Bill Mayfield, Mary Margaret Roberts, Lana Robinson, Susan Soblely, Sarah Sumners, Kimberly Taylor-Gathings, Dr. Tom Velek, and Carlos Williams.

Ms. Allegra Brigham called the meeting to order.

### **Minutes** -

Following a motion by Dr. Gloria Bunnell and a second by Dr. Sheila Adams, the minutes from the June 2011 meeting were approved.

### **President's Report** –

Ms. Brigham said she would like to make the Administrative Council meetings more participatory, so beginning with today's meeting she added focus topics to the agenda. Today's topics are pre-registration/orientation and recruitment/retention. Recruitment/retention needs to be a major focus because it will be a benchmark in future IHL funding formulas. Administrative Council members are welcome to submit focus topic ideas for future meeting agendas.

She said the two alumni associations are coming together as a unified association this weekend with a retreat today and the first joint board meeting tomorrow. Dr. Lee Patoulett with 35 years of alumni-related experience is serving as a consultant. Dr. Bettye Coward, President of Blue Mountain College and a MUW alumna, is the speaker at today's lunch during the retreat.

This is Dr. Gary Bouse's last Administrative Council meeting as he is leaving the university to take another position. She thanked him for his service. Andrea Stevens will continue to lead the Development Office. Ken Kennedy, a retired accountant and MUW Foundation Board member emeritus, will lead the Foundation on a part-time basis until a new university president is hired. Anika Perkins, Director of Public Affairs, will report to the President, and Bryant Cook, Webmaster, will report to Dr. Jennifer Miles, Vice President for Student Affairs.

Ms. Brigham reported on behalf of Mary Margaret Roberts that the picnics in New York, Washington, and Atlanta were all successful. They also had other meetings while in these locations, including several donor visits. Chef Erich Ogle attended two of the picnics and prepared treats.

Ms. Brigham called on Dr. Bouse who said he has taken a position with the Delta State University Foundation and will begin work August 1. He said he and his wife enjoyed their time at MUW.

#### **Academic Affairs Update -**

Dr. Caston thanked Dr. Jennifer Miles, Dr. Marty Hatton, Tammy Prather, and Cassie Derden for the success with the recent orientation sessions.

He said MUW's online programs will have over 500 students this fall. In addition to the V3 College, MUW offers many online courses and many courses with online components. Online is evolving, but it is not bigger than the institution. It needs to be monitored and be a concept that works within the administrative structure already in place. Each academic college is unique. V3 is a strategy of the School of Professional Studies. Larry Jones added that the online applications for V3 went live this week. They will do a last test next week, but he does not anticipate any problems.

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

Nora Miller reported that MUW's Education and General (E & G) budget for the year that began July 1 is \$29.5 million. Of the IHL universities, MUW has the 3rd highest percentage growth from the FY 2011 budget (UM 10.04%, MSU 8.68%, MUW 6.28%). For the first time, MUW's E & G budget is more dependent upon tuition (48.29%) than state appropriations (46.69%).

Support from the "Rock the W" campaign provided \$325,000 to support institutional scholarships in the coming year. This one-time budgetary relief allows funding for the presidential search process, to prepare for accreditation visits, to update the website design, to expand communications and alumni engagement opportunities, and to implement some much needed technology.

She would like to have technology be a future focus topic for an Administrative Council meeting. It's important to know what the campus community needs and everyone to be aware of the infrastructure and support needed to maintain technology. This year will include the implementation of some things that will provide virtualization for the servers, including a robust backup and disaster recovery solution, and a bandwidth management solution to prioritize, monitor, and troubleshoot internet traffic. ITS has already begun the implementation of the campus portal, which is partially grant funded.

Jody Kennedy sent an email to campus announcing the milling and overlay of campus streets will begin on Monday. They will be going throughout campus and moving quickly. To avoid delays and mess, try to limit vehicular traffic and do not park on the streets. With the exception of the area around Hogarth cafeteria, if the weather holds, the work should be done quickly. There are still a few drainage issues to deal with around Hogarth.

Poindexter is moving along at about 50% complete.

The fire suppression project for Jones and Kincannon will be complete by early August. It is also funded from state general obligation bonds at \$600,000.

The legislature provided \$250,000 for preplanning the renovation of Shattuck Hall to allow for expansion of the Culinary Arts Institute. The Bureau of Buildings is expected to issue a request for proposals from architecture firms in the next few months. The planned programming for this project is to add a demonstration kitchen and restaurant, bakery, and additional storage, classroom, and office space.

Other state funded projects in the planning stage include:

- Energy Conservation \$1.1 million
- Roofing \$420,000 (Carrier Chapel, Orr Chapel, Welty, and Mary Wilson)
- ADA and Life Safety \$360,000 (Accessible doors and ramps for Shattuck, Art and Design, Hogarth Dining, Hogarth Student Center, and MSMS Performing Arts)
- Fant Library Expansion and Renovation \$5,000,000 (She is working with the Bureau of Buildings to possibly shift other available funds to allow for this first phase to make the most impact on the appearance and functionality of this building.)

MUW will host key legislators on campus July 26 to present MUW's capital requests for next year's session. The top 5 projects for next year will be continued fire suppression and life safety, Phase II of library construction, Phase I of Shattuck, more paving of streets and parking lots, and pre-planning the renovation of Demonstration School.

Ms. Brigham added that from Ms. Miller's report, it is easy to see that a focus on recruitment and retention is important to MUW's future budget situation.

Dan Miller noted that MUW has received \$900,000 in summer Pell grant funds the last two summers compared to \$200,000 two years ago. This will be cut in the future.

### **Student Services Update** –

Dr. Jennifer Miles announced that Student Services now will be called Student Affairs to follow the trend of other universities.

She is excited about web development being a part of her department. She looks forward to everyone working together to make this a recruitment tool.

Cassie Derden reported that Admissions is still hard at work on recruitment for the fall semester. The W Reps will be back on campus next week to begin making contacts. Her office is thinking about putting information tables in each academic college building and near the Office of University Accounting on registration day. They also are preparing a check sheet for students.

### **Institutional Advancement Update** -

Andrea Stevens noted that the MUW Foundation just finished another fiscal year. She is very thankful to all who contributed to the MUW Foundation. Out of more than 300 faculty and staff members, 59 gave during FY 11. Soon there will be an announcement about the faculty and staff campaign planned for this year.

Three or four seniors who served as telefund callers will need to be replaced.

The Welty Gala is planned for October 21, which will coincide with the Welty Symposium this year. Also, the Foundation and Alumni Boards will meet that same weekend.

**Police Department/Human Resources Update -**

Perry Sansing said in the last month or so there have been several employment issues and he appreciates Human Resources handling these with sensitivity.

Kennedy Meaders announced a disaster drill will be held on campus August 29 at 8 a.m. A chemical spill will be in Cochran, and an active shooter will be in Hogarth. MUW Police and Nursing, along with city and county emergency responders will be involved.

The ID Office will be associated with the Police Department so that IDs and decals can be handled together.

**Faculty Senate Update -**

No report.

**Staff Council Update -**

No report.

**SGA Update –**

No report.

**Other –**

Anika Perkins encouraged members to send information for press releases as soon as possible. It is important to increase MUW's presence in the media. She also reminded them about putting all events on the university calendar on the website. The summer edition of Visions is out, and the fall edition will be out in September.

Dr. Tom Richardson noted that he and Dr. Tom Velek took students to Edinburgh for a literature study abroad experience this summer. One student working on a project about writer Ian Rankin was able to meet and interview him. Dr. Kendall Dunkelburg and Dr. Brian Anderson went to Belgium. Peppy Bidy is doing workshops this summer in Berlin. This fall MUW will graduate its first class of students participating in the MFA in Italy. Dr. Dorothy Kerzel is stepping down as chair of the Department of Science and Mathematics, and Dr. Dionne Fortenberry will serve as the new chair with Dr. Bonnie Oppenheimer taking on some additional duties.

Dr. Sheila Adams said Dr. Patsy Smyth is returning to her faculty role, and Dr. Johnny Sue Wijewardane will take over as chair of graduate nursing. The Tupelo Nursing Program appreciates ITS getting Banner for them.

James Denney said the university did not receive approximately \$800,000 in new earmarks for FY 2011, but it did receive the following grants: Center for Creative Learning - two awards totaling \$761,989.37, Science and Mathematics - five awards totaling \$432,602, Heath and Kinesiology - two awards totaling \$62,517, Literature, Language and Philosophy - one award for \$2,148, Nursing - two awards totaling \$114,466, and Women's Research - two awards totaling \$4,687. Also, the Center for Creative Entrepreneurship has received funding for the next years in the amount of \$452,145.76.

Dr. Marty Hatton announced that SACS approved the Master of Science in Global Commerce Program for this fall. He serves on an IHL diversity committee and all universities will be charged with developing diversity plans this fall. He plans to discuss diversity and QEP at MUW's Assessment Day, which is August 12. He feels MUW's QEP should be tied to retention.

Sirena Parker said Move In Day is August 13 and volunteers are needed.

Jessica Harpole passed out a Welcome Week Schedule.

**Focus Topics (Pre-registration/Orientation and Recruitment/Retention) –**

Dr. Miles noted that the orientation sessions went well this summer, but Admissions is still actively recruiting students, so there needs to be a plan in place to take care of these new students. Points discussed were to get these students an advisor to help move them through the process, to be sensitive to their needs, and to have a checklist for them.

Tammy Prather said students who are caught in the system needing to drop but cannot because of a hold on their accounts should be sent to her office to do a paper drop form.

The group talked about a faculty advising corp. This was in place in the past, but was done away with for budgetary reasons. The corp would need to be active between orientation and the beginning of fall. Maybe it could be a modified version of what was done in the past.

Dr. Mark Bean asked that data on students not registered be resent. Cassie Derden said she has reports of applicants and admittees that she sends the departments and said she has found it helpful when Nursing sends a list back with students who have visited with Nursing but may not have been through Admissions yet.

Dr. Caston asked that the members think about establishing an enrollment goal for next year.