

## **9/2/11 Administrative Council Meeting Minutes**

**In attendance:** Dr. Sheila Adams, Dr. Brian Anderson, Menuka Ban, Dewey Blansett, Allegra Brigham, Dr. Marty Brock, Kate Brown, Lesia Bryant, Dr. E.E. Caston, Dr. Phillip Cockrell, James Denney, Cassie Derden, Melanie Freeman, Gail Gunter, Dave Haffly, Jessica Harpole, Dr. Marty Hatton, Dr. Sue Jolly-Smith, Larry Jones, Dr. Jennifer Miles, Dan Miller, Nora Miller, Cathy Mitchell, Tammy Prather, Dr. Tom Richardson, Mary Margaret Roberts, Lindsey Shelnut, Susan Sobley, Andrea Stevens, and Dr. Tom Velek.

**Absent:** Angie Atkins, Lucy Betcher, Dr. Gloria Bunnell, Roger Busby, Bryant Cook, Dr. Bill Mayfield, Kennedy Meaders, Sirena Parker, Anika Perkins, Lana Robinson, Perry Sansing, Kimberly Taylor-Gathings, and Leander Williams.

Ms. Allegra Brigham called the meeting to order.

### **Minutes** -

Following a motion by Mary Margaret Roberts and a second by Phillip Cockrell, the minutes from the July 2011 meeting were approved.

### **President's Report** –

Ms. Brigham thanked everyone for their efforts with recruitment and retention. We need to continue to help our students feel comfortable and want to stay at MUW.

Welcome Week went well. The Chit Chat Luncheon was well attended, and Freshmen Serenade was fun as usual. The Alumni Association again sponsored a faculty luncheon, and the past presidents were asked to participate. There was great participation in the faculty/staff workshops to launch off another academic year. The disaster drill this week went well.

She and others made many donor visits during the last month. A Texas alumna donated 5,000 pounds of artwork and materials to the university. They are identifying a resource group to determine how to accept gifts so that they will be gifts that enhance and add value to the university.

The Welty Symposium is set for October 20-22, and the Welty Gala will be that Friday night, October 21. She encouraged everyone to promote these events.

Another upcoming event is the Columbus-Lowndes Development Link hosting speaker Bill Fruth on our campus September 23. Tickets can be secured by calling the President's Office.

Other September happenings are the IHL Board Retreat September 13-14 and a Culinary Arts Lunch and Learn on September 21. The cuisine will be Italian.

Public Affairs will release the enrollment numbers today.

Ken Kennedy is serving as the interim Vice President for Institutional Advancement. He is working one day a week, providing leadership for the Foundation.

Ms. Brigham called on Mary Margaret Roberts to make an alumni update. She said the Alumni Board will meet October 21, the same day of the Welty Gala. The Foundation Board also will meet that day, so the two boards will have a joint luncheon. There have been alumni events in Columbus and Birmingham recently, and new events are planned for Starkville, Meridian and Cleveland. For an update on the alumni merger, she said the new strategic plan draft is being reviewed by the two co-presidents and the co-past-presidents. The groups chose on their own to make giving, recruitment and promotion the focus of the document. A new assistant director of alumni relations, Lyndsay Cumberland, has been hired.

Ms. Brigham then called on Lesia Bryant to give an internal audit update. She said she will be out of the office until September 15 but can be reached by cell phone. September 30 is the deadline to audit ARRA.

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

Dr. E.E. Caston thanked ITS, Registrar's Office, Admissions and Financial Aid for assisting with the transition of V3 into the university's system. V3 also will transition from the 6-week concept to the university's accelerated program beginning with the spring 2012 semester. This will help with record-keeping.

He called on the deans to give reports from their areas:

Dr. Tom Richardson announced an art exhibit of Tom Nawrocki's 40-year career at MUW. He also said the Welty Symposium has another excellent lineup of speakers with Judith Ortiz Cofer as the keynote speaker.

Dr. Sue Jolly-Smith said the College of Education and Human Sciences has begun the first stage of the NCATE accreditation process. The College also is working on the educational leadership program with commitments by two school districts already.

Dr. Sheila Adams reported on the disaster drill earlier in the week. It went well, and all involved learned a great deal and were able to identify some gaps that need some attention. Also, the College of Nursing and Speech-Language Pathology sent Appendix A for the Doctor of Nursing Program to IHL, and the document will go before MUW's Graduate Council soon. The College received a \$30,000 grant for the nursing consortium. She also is pleased that enrollment at Tupelo campus grew this fall with approximately 285 full-time students, plus about 100 students taking electives.

Dr. Caston called on Dr. Brian Anderson who serves as Chair of the Council of Chairs. He said the group has had its first meeting of semester and is working on the start-up of the new academic year.

Dr. Caston then called on Dr. Marty Hatton who commented on the QEP. This process is well underway and announcements about the process should come out soon. Also, he said all the universities are mandated by IHL to implement a diversity plan. In other news, details are being worked out for a faculty advising core that would work with the Center for Academic Excellence and especially help during the summer orientation sessions.

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

Nora Miller reported that University Accounting is in the final stages of completing the financial statements for the year ended June 30, 2011. This is just in time since the external auditors will be on campus next week to start the audit.

There has been a little activity on a couple of new IHL initiatives that were funded through the legislature. One of these, Sightlines, provides facilities measurement, benchmarking and analysis. They have made a couple of trips to campus so far and have made many data requests. The ultimate goal of this project is to have system-wide documentation of deferred maintenance and to provide IHL with an outside analysis of capital renewal needs to take to the legislature.

The other project, Ad Astra, has a scheduling component that combines academic and event activities for improved space utilization. The analytic component provides information about students' course needs so that we can make evidence-based decisions to increase retention and graduation. This product will touch a lot of areas on campus, and we are anxious to see what kind of analytical information we will be able to take advantage of.

IHL is taking another look at the funding formula and at how performance and productivity can be measured and rewarded. We expect to hear more and more focus on this, which is why today's focus topic on recruitment and retention is so important.

The operating budgets for this year will be distributed next week.

Ms. Miller called on Dewey Blansett to give a physical plant update. He said there is a scheduled shutdown on south campus today. The fire alarm in the cafeteria yesterday was caused by a power outage. For an update on the street repair/drainage project, he said Hogarth Dining Center was built on top of man holes. That's why holes were dug in Hogarth. This is affecting the project. He hopes to have the floor fixed by the end of October.

#### **Student Services Update** –

Dr. Jennifer Miles apologized for the website being down last week, and she thanked everyone for their patience. There will be a Faculty Resource Team meeting next week to discuss things like the website.

Dr. Miles called on people within Student Affairs to give reports:

Dr. Phillip Cockrell thanked everyone for helping with Welcome Week. Pink for the Cure to promote breast cancer awareness will be during October. There will be many events, and Nursing will play a big part. A campus facility workshop has been held and a make-up session is next week. Fraternity rush was held this week, and rush for social clubs is next week. A special event called Saluting our Heroes is set for September 8. Also, many MUW students will attend a leadership conference in October at Auburn University.

Lindsey Shelnut said there is an initiative to bring more high school students to campus through the Recreation Center. Swim Columbus is using the pool, and Heritage Academy is using the volleyball court. Also, MUW will partner with the Red Cross for a dance event on September 26.

Jessica Harpole announced the 2012 orientation dates: Transfer I is June 1, Freshmen I is June 4, Transfer II is July 13 and Freshmen II is July 16.

Dan Miller noted that Financial Aid has had a high volume of students -- about 550 -- come through in the last couple of weeks. Almost all awards have been made, and disbursement day is September 7. The "no shows" reports have come in. Also, Financial Aid is closing out the summer. Pell grants, which have been available the last two summers, will not be available for summer 2012.

Cassie Derden feels very good about enrollment for the fall and appreciates the teamwork that was involved with recruitment and retention. If any departments are hosting high school events, she asked that Admissions be notified so they can give out recruitment materials. Admissions is now fully staffed. The Admissions counselors will attend 69 college fairs this month. She would like to schedule individual meetings with each dean like she did last year to discuss ways to continue to work together on recruitment and retention.

#### **Institutional Advancement Update** -

Andrea Stevens thanked all who participated in the faculty/staff campaign. The Nursing Department particularly showed great participation. A free tote bag will be given to anyone who makes a donation of \$25 or more, and a free breakfast to all departments that have 100% participation.

Sebastian Junger, a best-selling author and contributor to Vanity Fair and ABC News, will be the speaker for the Welty Gala on October 21.

The Telefund callers will start calling again next week.

September 16 is date of the President's Circle Dinner at the President's Home, and the Scholarship Donor Dinner will be held November 10.

There have been many donor visits in the past few months and many more are planned. She asked to be notified of what is needed in departments. This information can be used in conversations with potential donors.

**Police Department/Human Resources Update -**

In the absence of Perry Sansing, Melanie Freeman said the retirement fair was a success. She hopes it will be offered each fall.

**Faculty Senate Update -**

Dr. Marty Brock said Faculty Senate had its first meeting last Friday to start off the new academic year.

**Staff Council Update -**

Cathy Mitchell said Sarah Sumners, President of Staff Council, has left the university for a new position. Elections for new officers will be held soon.

**SGA Update –**

In the absence of Leander Williams, Menuka Ban said SGA is working on several initiatives.

**Other –**

Dr. Jolly-Smith, who serves on the Campus Advisory Committee for the presidential search, gave an update. The committee appreciated the participation in the recent listening sessions. The committee will begin reviewing applications soon. The applications process is still open.

**Focus Topics (Recruitment/Retention) –**

Dr. Miles noted that recruitment and retention were hot topics in the faculty and staff teamwork sessions led by Dr. Erdman August 11-12. She identified major themes. They were:

- Advertising and marketing – need to be more aggressive
- Communicating with high schools, community colleges and the community – create more partnerships and have more effective communication
- Faculty and staff – give specific ways faculty and staff can help
- Events and activities – bring more students to campus
- Engaging residential students and commuter students – how to engage all students
- Technology – add smart classrooms and increase web presence

Melanie Freeman said better communication is needed between offices. Sometimes changes are made in one office that will affect how student issues are handled in another office.

Dr. Adams noted that nursing faculty attend many nursing fairs and conferences around the state and set up MUW exhibits to help recruit students.

Dan Miller said at a previous university at which he worked a van of representatives from each academic program, a financial aid staffer and an admissions staffer would visit community colleges twice a semester.

Tammy Prather added that the Registrar's Office has taken groups to community colleges in the past.

Dr. Caston suggested Dr. Miles create a 1-page concept plan for visiting community colleges that could be discussed. Ms. Brigham asked members to please let Dr. Miles know of suggestions.

**Policies** –

Following a motion by Dan Miller and a second by James Denney, the Administrative Council voted to accept PS 1307 (Part-time Faculty and Faculty Overloads), PS 1309 (Course Syllabi), PS 3102 (Smoking/Use of Tobacco), PS 6901 (Printing Services), New (Sustainability Committee), and New (Sustainability) into the review process.