

8/7/15 Administrative Council Meeting Minutes

In attendance: LeAnn Alexander, Dr. Brian Anderson, Dewey Blansett, Cheryl Bowen, Dr. David Brooking, Sirena Cantrell, Karen Clay, Lee Crouse, James Denney, Lynn Dobbs, Melanie Freeman, Dr. Dionne Fortenberry, Maridith Geuder, Gail Gunter, Dr. Marty Hatton, Quincy Hughes, Jim Jones, Melinda Lowe, Carla Lowery, Lisa McDaniel, Dr. Jennifer Miles, Nora Miller, Andrew Moneymaker, Shelley Moss, Nicole Patrick, Danny Patton, Anika Perkins, Rita Robinson, Andrea Stevens, Dr. Scott Tollison, Dr. Kim Whitehead, Ken Widner and Tyler Wheat.

In the absence of Dr. Jim Borsig, Nora Miller called the meeting to order.

Minutes -

Following a motion by Maridith Geuder and a second by Jim Jones, the minutes from the June 2015 meeting were approved.

University Update –

Ms. Miller reported that the budget was approved by the IHL Board and the budget books should be sent to departments next week.

She also said the disaster drill will be held Thursday, September 3 beginning at 7:00 a.m. It will be an accident involving a train and car on 11th Street South. Messages will be sent to notify the campus about the drill.

Canvas Update –

Carla Lowery reminded the group that the campus chose to use Canvas as our learning management system. Representatives from Canvas will lead a session during the Fall Development Conference, which is set for August 17-18. The university contracted with Canvas for 24/7 support. She said the university will be completely using Canvas in Spring 2016.

Policy Review Process –

Karen Clay said the proposed new policy review process will include the person who initiates a review of a policy to get input from the stakeholders before presenting it to Administrative Council to be accepted into the review process. Then the policy will go through a 30-day open review. The person sponsoring the policy will collect the comments and present it to Administrative Council for a vote. The policy then will go to the President for final approval. She said the committee working on the policy review process had hoped a program like Share Point could be used for making comments during the 30-day open review, but they found out it would not be possible. Ms. Clay plans to bring PS 1000 to Administrative Council at the September meeting to be accepted into the review process.

Move In Day –

Andrew Moneymaker reported that Move In Day is set for Saturday, August 15. He handed out maps showing the temporary one-way street for the day. He said Admissions

staff will be directing students and their families as they enter campus. Students will be given a color-coded sign to put in their windows so staff will know how to direct them to the correct residence hall. RAs will be on the residence hall floors to greet students and provide assistance. He also noted that the elevator in Callaway Hall is still down and that students who will live in Callaway have been notified. The MUW Foundation W Fund is sponsoring snow cones this year. Mr. Moneymaker encouraged all to help with Move In Day.

Blues Week –

Kimone Holtzman gave a report on Blues Week, which is set for Saturday, August 15 through Saturday, August 22. A copy of the schedule was included with the agenda. She noted that new events this year are the Blue Rally and the Success Welcomes in each college. Those interested in attending the events are welcome. She also said posters and t-shirts will be distributed next week.

Faculty Senate Update –

No report.

Staff Council Update –

Tyler Wheat said representatives from Staff Council at each of the universities will meet with IHL representatives on August 19 to discuss shared scholarships for staff who want to take college courses at any IHL institutions.

SGA Update –

Quincy Hughes said SGA has been working with Alan Johnson at Sodexo Food Services to make some improvements such as having more food options at Simply To Go. He also noted that SGA would like to see computer labs added to all the residence halls rather than just a few. He is working on contacting all the SGA presidents at the IHL institutions to ask how they manage the student activity fee.

Other Updates –

Anika Perkins encouraged Administrative Council members to contact University Relations with information for News To Know, the online newsletter that is published every two weeks. She said the university would like to use News To Know rather than the listserves.

Dr. Jennifer Miles announced that Kendall Robertson has been hired as the Assistant Director of Student Activities.