

5/5/17 Administrative Council Meeting Minutes

In attendance: Dr. Sheila Adams, LeAnn Alexander, Angie Atkins, Dr. Jim Borsig, Dr. David Brooking, Sirena Cantrell, Karen Clay, Lee Crouse, Lynn Dobbs, Melanie Freeman, Wesley Garrett, Maridith Geuder, Rodney Godfrey, Dave Haffly, Dr. Marty Hatton, Jody Kennedy, Melinda Lowe, Carla Lowery, Dr. Jennifer Miles, Nora Miller, Andrew MoneyMaker, Iika McCarter for Shelley Moss, Megan Smith for Nicole Patrick, Danny Patton, Anika Perkins, Amanda Powers, Dr. Tom Richardson, Rita Robinson, Ginger Smith, Susan Soblely, Dr. Scott Tollison, Jason Trufant, Dr. Kim Whitehead, Ken Widner, and Tyler Wheat.

Dr. Jim Borsig called the meeting to order.

Minutes -

Following a motion by Carla Lowery and a second by Melanie Freeman, the minutes from the April 2017 meeting were approved.

Budget Presentation –

Nora Miller made a budget presentation similar to the one presented at the IHL Board at its April 2017 meeting. She noted that the IHL Board passed the financial sustainability policy and that financial sustainability will be a part of each institutional executive officer's yearly evaluation. The presentation showed that IHL has been cut over \$100 million (13.8%) in state appropriations since the start of FY 16 (\$2.6 million/14.8% for MUW). It also showed that the appropriations per student for the IHL system has gone down about \$2,000 while annual headcount has gone up about 15,000 students from FY 09 to FY 18. The system has also experienced a reduction in the Education Enhancement Funds, and the Capital Expense Funds - \$11 million for the system and \$375,879 for MUW – was completely removed.

Ms. Miller showed charts about the tuition increase that showed Mississippi's tuition rates are still lower than neighboring states and that IHL is more dependent on tuition than appropriations. Although MUW's approved tuition increase (9% or \$550) is the highest in the IHL system, the university still has the second lowest tuition. The tuition increase will not fully offset the budget cuts, but it will help.

The university's budget priorities are sustainable business model, degree completion, 21st century university, advancement excellence, and regional stewardship. Ms. Miller mentioned that the revenue projections include adding a convenience fee for using credit cards, increasing facility fees to market value and to cover costs, and closely looking at auxiliary and designated funds. She talked about built-in costs, starting this year's budget process with a zero-based budget, and the budget timeline. She also emphasized that this will be an ongoing process and that it takes everyone to make a financially sustainable university by looking for efficiencies and ways to eliminate unnecessary costs, reorganizing and consolidating functions, scaling services and maximizing revenue.

Recruitment and Retention Update –

Carla Lowery reported that as of May 4, 2017, the university had 1,210 students registered for the fall semester compared to 1,103 this time last year. She said all of the academic colleges have seen an increase – College of Arts & Sciences 8.68%, Business and Professional Studies 15%, Education and Human Sciences 2.3%, and Nursing and Speech-Language Pathology 15.6%. She also noted that there are many programs with less than 10 students registered so far. Ms. Lowery said the full report will go out to deans and the President’s Cabinet members later today.

Dr. Jenny Miles said Admissions has seen a 27% increase in registered students compared to this time last year. She also noted that there has been an increase in sign-ups for orientation, intent to enroll forms and campus visits. She said acceptance rates are flat.

Dr. David Brooking said the university had a Fall 2016 enrollment of 2,722 and graduated 805 students during the academic year. He said 978 returning students have registered for Fall 2017 classes so far and another 300 students are needed to meet the goal. Dr. Brooking said his department’s recruit-back process will officially begin July 1, but it is important for faculty to encourage students to register before they leave for summer break. Ms. Miller added that students registering earlier for classes helps with projected enrollment and therefore the budget process.

University Update –

Dr. Borsig said the topics of recruitment and retention will be discussed regularly at Administrative Council because it is everyone’s job to assist in these areas. He also emphasized the importance of students registering early for the Fall 2017 semester. Beginning next year, he said the deans will be responsible for projecting retention numbers in their colleges.

Dr. Borsig said he has received questions about what the other universities are planning to do to handle the budget cuts. He said other postsecondary institutions are discussing layoffs, reduction in administrative levels, and reduction in contract months for faculty. He said he has also received questions about IHL not allocating the athletic start-up money. Dr. Borsig said he is still confident in the decision to bring back athletics and that he will continue to have conversations with IHL about this allocation.

He noted that the IHL Board will continue to focus on low-enrolled programs. He feels the university has done a very good job in program review over the past two years, and he emphasized that the university cannot continue to allocate resources in programs where students used to be instead of programs where students are enrolling today.

Dr. Borsig also said the university will continue to hold open positions and will defer costs during the first quarter of the new fiscal year. The university will bring in a consultant from Ruffalo Noel-Levitz to review and refresh the scholarship model. The current model was created when IHL was using the funding formula based on performance outcomes.

He also announced that the MUW Foundation approved the capital campaign concept, so he expects the university will enter into the pre-campaign phase this summer.

Dr. Borsig concluded his university update by saying he remains confident in the university's position, and he said employees should expect to see more change going forward.

Faculty Senate Update –

Lee Crouse said Faculty Senate will not meet again until the fall semester when it will work on amending the Faculty Senate constitution.

Staff Council Update –

Tyler Wheat announced that the Staff Appreciation Luncheon is set for May 19 at 11:30 a.m. in the Hogarth W Room.

SGA Update –

No update.

Policies –

Following a motion by Amanda Powers and second by Carla Lowery, the Administrative Council recommended that the President approve changes to PS 1309 (Course Syllabi).

Following a motion by Amanda Powers and second by Carla Lowery, the Administrative Council recommended that the President approve changes to PS 3503 (Institutional Review Board).

Dr. Richardson announced that there are other policies in the process, but these policies need legal review before being brought back to Administrative Council.