

## **7/6/18 Administrative Council Meeting Minutes**

**In attendance:** Nick Adams, Dr. Brian Anderson, Dr. David Brooking, Ashley Chisolm, Karen Clay, Lynn Dobbs, Dave Haffly, Glen Halbert, Mea Ashley for Jessica Harpole, Greg Hunley, Melinda Lowe, Carla Lowery, Dr. Tammie McCoy, Dr. Jennifer Miles, President Nora Miller, Nicole Patrick, Rita Robinson, Susan Soblely, Andrea Stevens, Dr. Scott Tollison, Jason Trufant, Randy Vibrock, Ken Widner, and Brandy Williams.

President Nora Miller called the meeting to order.

### **Minutes** -

Following a motion by Dave Haffly and a second by Carla Lowery, the minutes from the June 2018 meeting were approved with one correction.

### **University Update** –

President Miller reviewed the presentation she plans to make for the annual R&R visit on July 12. In addition to a campus overview, the presentation includes the university's top priority projects for bond request: \$14,909,000 for a new culinary arts building, \$300,000 for Old Pohl Gym renovation pre-planning, \$2,554,000 for general R&R/deferred maintenance, and \$300,000 for Hogarth Center renovation pre-planning.

She explained that she has delegated many of her duties as Senior Vice President for Administration and Chief Financial Officer. Human Resources will report to Karen Clay. Susan Soblely will serve as Director of University Accounting and Interim Chief Financial Officer and will review and have authority to sign all contracts and agreements related to university business, will sign all personnel action forms as CFO, will approve job postings and hiring proposals, and will have Banner approval authority for all the budget units that were assigned to the VPFA except for those related to operations and maintenance of facilities and the plant fund units. Dave Haffly will serve as Director of Plymouth Bluff and Campus Operations and will negotiate with industry representatives on costs and materials for building construction/renovation, food services, facilities management and other contracted services, will review and sign all requests for IHL or Bureau of Buildings projects, and will have Banner approval authority for all budget units related to operations and maintenance of facilities. Angela Jones will continue to serve as Coordinator of Finance and Administration functions and will facilitate the operation of these processes.

As the university started to prepare for the FY 2019 budget, President Miller said options were explored to improve efficiency and reduce costs, including having Mail Services serve as central receiving for the campus. She informed the movers in Resources Management in February that the university would assess the work orders for set-ups, deliveries and moving to determine the appropriate level of staffing and whether the university would be better served by outsourcing this function. The review informed the decision to outsource events set-ups and minor moves to Sodexo Food Services, and the movers were given a 30-day notice. Most of the events requiring set-ups include food services, so this will complement the services already being provided. There will be an

hourly charge for set-ups, which will shift the cost to the using departments. Major moves will require additional help in the form of temporary services. This change will be effective August 1, 2018. She said she would like for Mr. Haffly, Alan Johnson and Angie Atkins to work with representatives from Student Affairs, the Library, MSMS, Athletics, and Alumni and Development to work out the logistics on how this can best work.

President Miller said she is appreciative to all who participated in the 11 listening sessions held so far. Other sessions will be scheduled in August and September to give more faculty the opportunity to participate. Based on these sessions, she said she has identified priorities for the next few months of the transition.

1. Improving employee morale
  - a. Continue to seek input from Staff Council, Directors' Council, Faculty Senate and small groups for ways to improve employee morale within available resources
  - b. Have the ice cream social on July 12 and the appreciation luncheon in August
  - c. Do a survey to identify opportunities for professional development sessions and encourage participation
  - d. Work with Athletics to have Faculty/Staff Family Day/Night for one event per sport
  
2. Improve communications and build relationships
  - a. Move "News to Know" emails from Friday afternoon to earlier in the week, include headlines from different articles to encourage clicks, and feature a different office with pictures and brief narrative of what each office does. Provide links to Administrative Council minutes. At meetings, remind people what information should be shared and what kind of feedback is sought.
  - b. The old phone system will change to new VOIP handsets.
  - c. Form a taskforce of various campus calendar administrators and seek a way for calendars to tie together or identify a calendar application that will adequately address major concerns from all areas. Motivate event organizers to post events in advance.
  - d. Hold regularly scheduled sessions (brown bag lunch and learns, or coffee and donuts?) to give updates on major initiatives such as campus safety and emergency preparedness, campus facilities master plan, information technology updates, academic curriculum updates, and providing accommodations, etc.
  - e. Make the rounds of editorial boards, alumni groups, civic groups, etc.
  
3. Foster a sense of responsibility for our financial sustainability – as identified by IHL Board
  - a. Provide summary of FY 2019 budget requests vs. FY 2019 approved budget to individual budget managers and do an overview of the university budget at Administrative Council and as requested

- b. NACUBO Economic Model Project is scheduled for presentation to Administrative Council, Financial Sustainability Taskforce and academic department chairs on October 5.
4. Identify ways to improve recruitment, retention and completion
  - a. Continue work with Strategic Enrollment Planning Council to develop plan
  - b. Build working relationship with Interim Provost and Vice President for Academic Affairs to identify academic priorities

President Miller said she would like for the Administrative Council meetings to be more interactive, such as have presentations by a different area each month.

She concluded her university updated by mentioning the items to share with departments:

- She will send an email regarding transition of responsibilities, but she said to feel free to share.
- Share info about moves and set-ups and encourage feedback about logistics (no charge for room usage with standard set-up, what set-ups can be handled by students, temps, etc.)
- Short Term Transition priorities: 1. Morale, 2. Communications and building relationships, 3. Financial Sustainability, and 4. Recruitment, Retention & Completion

Susan Soblely added that University Accounting would like to do some Banner and travel training sessions for new hires. She asked that the Administrative Council members let her know when would be a good time to do this, particularly for new faculty.

#### **New Phone System Update –**

Carla Lowery announced that the university has contract with CSpire to change the current phone system to Voice Over IP. CSpire representatives will be on campus soon to begin the set-up. The university will get all new handsets that aren't cordless and have no dial tone. Other features of the new phones are voice mail, forwarding to cellphones, and general after hours or holiday messaging to all phones. She said she will send an email to office managers asking them to review the list of phone numbers for their offices and to decide how they would like the numbers to roll. Ms. Soblely asked that the reports sent to the office managers include a column for office managers to check if phone lines are being charged to the correct budget. Ms. Soblely also asked if some offices could have cordless phones, and Ms. Lowery said this can be done at a higher cost per phone. Ms. Lowery explained that employees will have both phones for a while with the plan to fully switch over to the new phone system at Thanksgiving. The university will need to decide what to do with the old phone sets. She said the university also will need to review which buildings have generators to operate the network when the power is out, and she said there will be expectations for employees who use voice mail to check it or to forward calls when away from the office for a period of time.

#### **Faculty Senate Update –**

Ashley Chisolm reported that both the President and the Provost approved the amendments to the Faculty Senate constitution.

**Staff Council Update** –

Nick Adams said Staff Council elected Megan Smith as the new vice president. Also, he reminded the group about the Ice Cream Social on July 12.

**SGA Update** –

No report.

**Other Updates** –

Ms. Lowery mentioned that SACS recently approved eight new policies. She said the one that affects all employees is the Institutional Obligations policy. She said she will send out more information about this policy. Also, she noted that the university would need to have a policy on substantive change.

Ms. Clay introduced Greg Hunley, the new Director of Human Resources.

**Policies** –

Following a motion by Karen Clay and a second by Dr. David Brooking, the Administrative Council voted to accept New Policy (Substantive Change Policy) into the review process.