

12/7/18 Administrative Council Meeting Minutes

In attendance: Nick Adams, Dr. Brian Anderson, Dr. Mark Bean, Dr. Marty Brock, Dr. David Brooking, Sirena Cantrell, Ashley Chisolm, Shawn Dickey, Lynn Dobbs, Rodney Godfrey, Dave Haffly, Glen Halbert, Jessica Harpole, Dr. Marty Hatton, Greg Hunley, Jody Kennedy, Melinda Lowe, Carla Lowery, Dr. Tammie McCoy, Jennifer Moore, Dr. Jenny Miles, Nora Miller, Andrew Moneymaker, Shelley Moss, Nicole Patrick, Anika Perkins, Amanda Powers, Rita Robinson, Ginger Smith, Andrea Stevens, Dr. Scott Tollison, Jason Trufant, Randy Vibrock, Dr. Kim Whitehead, and Ken Widner.

President Nora Miller called the meeting to order.

Minutes -

Following a motion by Dr. Marty Hatton and a second by Carla Lowery, the minutes from the November 2018 meeting were approved with one correction.

University Update –

President Miller thanked everyone for what has been accomplished this semester.

She said the Legislative Budget Recommendation (LBR) was released this week which will be the starting point for the 2019 Legislative session. Very little information is known about the LBR other than a \$1.5 million decrease was recommended for the entire IHL system. There is a large amount in the proposed budget for the entire state that has not been designated so IHL is hopeful some of that will be used to fund the increase in the employer's share of PERS. She noted that it will be a very active session since 2019 is an election year for the state.

President Miller said raises and morale are high on her "to-do" list. Although she said she can't do anything about raises at this time, she would like there to be a discussion about possibly having a summer work schedule to help with morale. President Miller told the group about Delta State University's summer schedule the last two summers which includes most offices and buildings being closed on Fridays, people being required to work four 10-hour days or take personal leave on Fridays, and consolidating the buildings used during the summer as a cost savings. Although she is interested in cost savings, she isn't interested in that model because she feels it sends the wrong message to students, the business community, and the legislature for the university to not be open for business on Fridays and to not be able to process most basic functions. She also thinks mandating 10-hour days is not the way to improve morale since some people might have difficulties fitting into that schedule. She said all offices don't have to be open on Friday, and others might be able to have coverage Monday through Friday with some employees taking Monday as their off day and others taking Friday so that more people can have the opportunity for 3-day weekends. If the university decides to go with a different summer schedule, she said this decision needs to be made by mid-January so classes, camps, orientations and other events can be scheduled. She asked the Administrative Council members to talk with their departments about how this might work for each office, such as what functions are essential, who in each office would like to work a flex schedule for

the summer, and how the basic functions could be covered with that person being out one day a week. She also noted that it will be more complicated for supervisors to keep track of leave.

Follow Up Discussion on NACUBO Presentation Topic: Mission –

President Miller said she would like for Administrative Council to discuss one of the four topics from the October 5th NACUBO presentation each month. This month's topic was structure. Administrative Council members were given the following two handouts with the agenda packet: "The NACUBO Economic Models Project Journey: Structure Questions" and a photocopy of the suggestions about structure made by two tables at the October 5th NACUBO presentation.

Portal Update –

Ms. Lowery announced that the new portal, called W Connect, will be launched December 18. It will be linked to the mobile app and will feature a Facebook-like news feed. All students will get important announcements and alerts, and then they can choose other interest categories. She asked the Administrative Council members to think about how their offices can use the new portal.

Faculty Senate Update –

Ashley Chisolm reported that Fund B for faculty development has been depleted, but there is some money left in Fund A. She said a Faculty Senate committee is looking at PS 1310 (Faculty Development Monies), and the next Faculty Senate meeting is February 8.

Staff Council Update –

Nick Adams noted the Staff Recognition Luncheon and Meeting is set for December 13, and he said the Salvation Army toy drive opened up to entire campus has been successful so far. He thanked Athletics for helping with the toy drive by asking those who attend the basketball games on December 8 to bring a toy for admission to the game.

SGA Update –

No update.

Policies –

Following a motion by Dr. Tammie McCoy and second by Dr. Marty Hatton, the Administrative Council voted to recommend President Miller approve the editorial changes to PS 3508 (Undergraduate Curriculum Council), PS 3515 (Academic Council), and PS 3525 (Graduate Council).

Other Updates –

Ms. Lowery mentioned that the rest of the new VOIP phones will be installed on December 11.

Rodney Godfrey said he will send an email to all VPN users because a new client will need to be installed on December 19.

Amanda Powers announced access to journals will be shut down briefly after the semester is over to change to a new proxy server.