

### **3/1/19 Administrative Council Meeting Minutes**

**In attendance:** Megan Smith for Nick Adams, Dr. Brian Anderson, Dr. David Brooking, Aaron Brooks, Sirena Cantrell, Ashley Chisolm, Karen Clay, Lynn Dobbs, Mark Ellard, Rodney Godfrey, Dave Haffly, Glen Halbert, Dr. Amber Handy, Jessica Harpole, Dr. Marty Hatton, Greg Hunley, Jody Kennedy, Melinda Lowe, Carla Lowery, Dr. Tammie McCoy, Jennifer Moore, Dr. Jenny Miles, Andrew Moneymaker, Shelley Moss, Nicole Patrick, Anika Perkins, Amanda Powers, Ginger Smith, Susan Sobley, Rich Sobolewski, Andrea Stevens, Dr. Scott Tollison, Jason Trufant, Randy Vibrock, Tyler Wheat, Dr. Kim Whitehead, Ken Widner, and Brandy Williams

In the absence of President Nora Miller, Dr. Scott Tollison called the meeting to order.

#### **Minutes** -

Following a motion by Jason Trufant and a second by Amanda Powers, the minutes from the January 2019 meeting were approved.

#### **Follow Up NACUBO Presentation Topic: Resource** –

The Administrative Council members split into groups to discuss eight sections of questions under the NACUBO presentation topic, resource. The headings were productivity and effectiveness, capital, analytics, human talent, alternative financial strategies, planning and budgeting, research and scholarship, and thinking forward. The purpose of this exercise was to explore ways the university can more effectively use its resources. Some of the points made during the reports from the groups were:

- Students want top-notch facilities at a low tuition rate so this can be a challenge.
- It would be great to find ways to talk with students to find out why they chose not to attend The W.
- Competitive salaries are needed to make The W more attractive to potential faculty and staff.
- The W needs to find ways to encourage students to attend classes their first year.
- Professional development and attending after work events can be challenging.
- The W has made good progress in technology, but not all systems talk with each other.
- The W does a good job using descriptive analytics, but does it use predictive analytics?
- It was suggested that technology could be used to assist with professional development.
- Identify resources that offices have that could be shared with other offices.
- Look for additional external opportunities to increase funding.
- Look at the moving crew situation again.
- One group pointed out that the university's key revenue is tuition and the biggest expense is salaries. This group also said the university's budget process supports change, and they said the university should continue to examine if we are doing the most with what we have.
- It will be helpful when a new grants director is hired to assist the university with finding potential grants.

- The university is spread thin in both resources and people.
- The university could bring in additional revenue through outside programs and workshops.
- The university needs an academic master plan.
- Has the university considered moving from the long-based committee process to a shorter planning strategy to move projects along?

#### **Athletics Update –**

Mr. Trufant said the women's basketball team has been seeded second in the USCAA National Championship Tournament that will be held next week in Pennsylvania, and the athletics town hall meeting will be held March 21 at 3 p.m. in Rent Auditorium. He announced that new sports for next year will be indoor and outdoor track and field for men and women and women's golf. He also announced that he received a call from NCAA last week that the university has been accepted for provisional membership to start in September 2019.

#### **Faculty/Staff Satisfaction Surveys –**

Carla Lowery reported that the results of the surveys are on the website. She asked the Administrative Council membership to review the surveys and talk about it with their departments. She said 43% of staff participated, while 59% of faculty participated. Common themes in the results of the surveys were that there is dissatisfaction in salary levels, communication, campus safety, lighting and parking. She noted that positive themes in the results were the Police Department, athletics, education and landscaping.

#### **Faculty Senate Update –**

Ashley Chisolm reported that there is some money left in Fund A for faculty development, and she said the next Faculty Senate meeting is today, March 1.

#### **Staff Council Update –**

In the absence of Nick Adams, Megan Smith noted that Staff Council's next meeting is March 6. She also said Staff Council is still taking nominations for the next Owl Star Award. She said Staff Council is recognizing an office each month, and it recognized IT in February.

#### **SGA Update –**

In the absence of Maddie Norgard, Sirena Cantrell said the student activity fee vote will close today. She also said SGA would take donations for tornado victims through today.

#### **Other Updates –**

Carla Lowery reported that the university's numbers will be ported for the new VOIP phones on March 21.

Jennifer Moore said the new fact book has been posted on the website.

Dr. David Brooking mentioned that he sent an email on February 28 about the Provost/VPAA search and that the plan is to conclude the search by the end of the semester.

Amanda Powers said Women's History Month calendars will be distributed on campus soon.

Dr. Tollison reminded the group that the university's first research symposium will be held March 22.

**Policies** –

Following a motion by Rich Sobolewski and second by Carla Lowery, the Administrative Council voted to accept PS 1203 (Definition of a Credit Hour) into the policy review process.

Following a motion by Carla Lowery and a second by Dr. Tammie McCoy, the Administrative Council voted to accept New Policy (Undergraduate Research Advisory Committee) into the review process.

Karen Clay reported that she has met with all of the review bodies about the new policy Employee Political Activity Policy. She said she wanted to withdraw the version of this policy currently in the review process and enter a new version based on the feedback she received from the review bodies at the next Administrative Council meeting.

Following a motion by Dr. Jennifer Miles and second by Rich Sobolewski, the Administrative Council voted to recommend President Miller approve PS 7401 (Records Retention).