

## **4/5/19 Administrative Council Meeting Minutes**

**In attendance:** Nick Adams, Dr. Brian Anderson, Dr. Mark Bean, Dr. Marty Brock, Dr. David Brooking, Sirena Cantrell, Ashley Chisolm, Karen Clay, Shawn Dickey, Mark Ellard, Rodney Godfrey, Dave Haffly, Glen Halbert, Dr. Amber Handy, Dr. Marty Hatton, Greg Hunley, Jody Kennedy, Dr. Tammie McCoy, Jennifer Moore, Dr. Jenny Miles, Nora Miller, Andrew MoneyMaker, Maddy Norgard, Nicole Patrick, Anika Perkins, Amanda Powers, Rita Robinson, Susan Sobley, Rich Sobolewski, Dr. Scott Tollison, Jason Trufant, Randy Vibrock, Tyler Wheat, Dr. Kim Whitehead, and Brandy Williams

President Nora Miller called the meeting to order.

### **Minutes** -

Following a motion by Karen Clay and a second by Dr. Tammie McCoy, the minutes from the March 2019 meeting were approved.

### **University Update** –

President Miller said the Legislature approved the Phase 1 funding for the Culinary Arts building in the amount of \$6,645,000, covered the employer share of retirement and health insurance increases, and appropriated \$534,143 for capital expenses. She said the Legislature also appropriated some funding for some employees to get a 2% raise. The university requested a 3% salary pool for all employees, but received \$143,000, which would amount to less than a 0.5% increase if applied to all employees. IHL has requested clarification from the Legislative Budget Office on how these amounts were derived, and what, if any, flexibility the institutions will have in distributing. She said if there is any institutional discretion allowed in how the funds will be distributed, the university will work to address lower paid employees. President Miller said she plans to send a campus email once she gets clarification from IHL.

President Miller said she has approved the budget priorities that were recommended by PIE Council, and information should be sent to budget unit managers soon. A campus email will be sent to inform everyone when that has been done, and to encourage budget managers and employees to have discussions about priorities and needs in each unit. She said this can help with planning and communication for units and can help as the university as it builds the FY 2020 budget and the FY 2021 legislative request that will be submitted later this summer.

She announced that she has held four listening sessions so far this semester. She has met with Directors Council, administrative assistants, assistants and office managers and Staff Council. She will meet with Faculty Senate and Council of Chairs, and she will have one open session scheduled to catch anyone else who has not had a chance to participate. She noted that some of the common issues discussed were communication and morale, and she received some good suggestions that she will look into.

President Miller reported that the initial meeting of the committee that is yet-to-be-named took place this week. Their charge is to come up with a better name than the Work-Life Balance Committee and to find ways to help people cope with such imbalance. This ranges from the practical to some fun stuff, too. Karen Clay is chairing the committee.

She announced that the women's basketball team will be recognized for their USCAA Div. I National Championship with a parade on April 8. Offices that normally close at 5:00 p.m. will close at 4:00 p.m. so employees can get off of campus before barricades go up. She said she is encouraging the campus to wear their Owls or W gear or at least dress in blue on Monday.

#### **Faculty Senate Update** –

Ashley Chisolm said the last Faculty Senate meeting for the academic year will be April 12 and President Miller will attend for a listening session. New officers will be elected at the meeting. She also noted that there is very little money left in Fund A.

#### **Staff Council Update** –

Nick Adams announced that the Staff Appreciation Luncheon will be held May 22, and he said an email will go out soon to announce the nomination deadline for the next Owl Star Award.

#### **SGA Update** –

Maddie Norgard noted that SGA elections will be held this month. She also reported that the student activity fee did not pass, but there was good participation in the vote.

#### **Other Updates** –

Susan Sobley said University Accounting will send the budget sheets to budget managers today. If budget managers do not receive the sheets by Monday, she asked that they contact her office. She also asked that they verify all position titles on the sheets and return the sheets electronically by April 30.

Dr. Mark Bean pointed out that this is the last semester of the QEP before submitting the university's SACS 5<sup>th</sup> Year Report.

Dr. David Brooking reminded the group that the first orientation sessions are set for April 24 and 25, and he said preliminary interviews with candidates for the Provost position will be held in the next two weeks with the plan to select a new Provost by the end of the semester.

Jennifer Moore said the last day to participate in the Great Colleges to Work For survey is today.

Rodney Godfrey said the Office 365 email migration will start next week. Most users won't notice any changes, but he said Office 365 will allow a larger inbox and unlimited archiving.

Karen Clay announced there will be a webinar on April 15 for faculty to learn how to attract more diverse search pools when serving on search committees.

Amanda Powers said the university has received a large donation for the Martha Jo Mims digital classroom.

Greg Hunley reminded the group that the annual evaluation process is open in PeopleAdmin.

President Miller thanked everyone for their hard work on another successful Homecoming, and she noted that over 400 people registered for Homecoming this year.

**Policies** –

Following a motion by Rich Sobolewski and second by Dr. Marty Hatton, the Administrative Council voted to accept PS 1305 (Procedures for Conferring Emeritus Rank on Retiring Faculty) into the policy review process for an expedited 30-day review.