

5/3/19 Administrative Council Meeting Minutes

In attendance: Nick Adams, Angie Atkins, Dr. Mark Bean, Dr. Marty Brock, Claudia McDavis for Dr. David Brooking, Aaron Brooks, Sirena Cantrell, Ashley Chisolm, Karen Clay, Mark Ellard, Rodney Godfrey, Dave Haffly, Glen Halbert, Dr. Amber Handy, Jessica Harpole, Dr. Marty Hatton, Melinda Lowe, Carla Lowery, Dr. Tammie McCoy, Jennifer Moore, Dr. Jenny Miles, Nora Miller, Andrew Money maker, Shelley Moss, Maddy Norgard, Nicole Patrick, Anika Perkins, Amanda Powers, Ginger Smith, Rich Sobolewski, Andrea Stevens, Dr. Scott Tollison, Jason Trufant, Randy Vibrock, Dr. Kim Whitehead, Ken Widner, and Brandy Williams

President Nora Miller called the meeting to order.

Minutes -

Following a motion by Dr. Tammie McCoy and a second by Anika Perkins, the minutes from the April 2019 meeting were approved.

University Update –

President Miller said IHL is still waiting on clarification from the Legislative Budget Office about the raises that have been appropriated by the Legislature. She also mentioned that budget sheets have been turned in from the departments and now the work to build next year's budget begins. She also mentioned that she has held several more listening sessions, and she appreciates the input. She has attended several alumni gatherings since the last Administrative Council meeting, and she looks forward to attending the Mississippi picnics in Washington, D.C., and Atlanta in June. She announced that the university will have a special graduation ceremony on Friday, May 10 for the eight graduating softball seniors because they will miss the commencement ceremonies on Saturday, May 11. The team is expected to compete in the USCAA National Championship in Pennsylvania during that time.

Facilities/Construction Update –

Mark Ellard provided the following information:

- The Turner Hall renovation is nearing completion and furniture and equipment will go in soon.
- The Shattuck Hall repairs will be a \$120,000 project that will start after commencement and is expected to take 150 days to complete. The temporary entrance for Shattuck will be at the rear of the building.
- Architects are working on plans for the Puckett House repairs.
- Work will begin May 6 on the boiler replacement for three residence halls totaling \$530,000.
- May 16 is the bid day for the Taylor and Keirn demolition project.
- The bids last week for the electrical loop project came in over bid.
- Future projects include the new Culinary Arts building, which will go where Taylor and Keirn halls are now, and the baseball field, which will be done in three phases and will be built behind Pohl Building.

- The university received \$534,000 in R&R funds. This money will be used for fume hoods in Parkinson, repairs to the pool in Pohl Building, parking and other upgrades.
- Year-end inspections on May 2 for several buildings, including the new facilities management building, went well.

Mr. Ellard also mentioned that there has been some confusion about the university's 8% tuition increase. He said there will be no separate technology fee because it has been rolled into tuition. Without the fee rolled in, tuition increased 3.3%.

Diversity Training and Flex Schedule Updates –

Karen Clay said the April 15 diversity training session went well, so the university is bringing the speaker back to do an additional session on June 10 on attracting diverse candidates for searches. The speaker also will do special sessions for Athletics and the MUW Police Department.

Ms. Clay reported that she and Anika Perkins will serve as co-directors for diversity.

She also noted that flex schedules are due to Human Resources today (May 3). Once all of the schedules have been received, a master calendar will be produced so offices will know if other offices are not available to assist students on Fridays during the summer.

Housing and Residence Life Update –

Andrew Moneymaker reminded the group that the Late Night Breakfast is scheduled for May 6. He said his staff has met with students to go over the residence hall checkout procedures. Mr. Moneymaker reporting on the many camps scheduled for this summer, including seven camps planned for June.

Orientation Update –

In the absence of Dr. David Brooking, Claudia McDavis reported that the first orientation sessions on April 24 and 25 went well. She said there are 33 transfer students and 35 freshmen signed up for the June 17 and 18 sessions, 12 transfer students and 15 freshmen signed up for the July 15 and 16 sessions, and seven students signed up for the August 1 session.

Faculty Senate Update –

Ashley Chisolm said President Miller had a listening session at the last Faculty Senate meeting on April 12. Officers were elected during meeting. They are Ashley Chisolm, president; Steven McCorkle, vice president; and Ian Childers, secretary. She also noted that Fund A has been depleted.

Staff Council Update –

Nick Adams announced that he and Megan Smith, Staff Council Vice President, are leaving the university this summer. Staff Council is looking for additional members and will hold elections for new officers soon. He also noted that the Staff Appreciation Luncheon is set for May 22.

SGA Update –

Maddie Norgard, who was attending her last Administrative Council meeting, introduced the new SGA President, John Jacob Miller. Other SGA officers for 2019-20 are Lydia Holland, vice president; Michael O'Brien, program and activities director; and Arpana Upadhyay, officer for external affairs.

Other Updates –

Carla Lowery said the Title III grant will fund the addition of Degree Works, which she hopes will be fully implemented in Fall 2020. She also reported that the university is changing vendors to Regroup for W Alert.

Rodney Godfrey asked for clarification about using flex time over a 2-week period, and Ms. Clay answered that exempt employees must use flex time within a Sunday to Saturday work week, but non-exempt employees can use comp time outside of the one week. Mr. Godfrey also noted that work has begun on the Office 365 email migration with the plan to hopefully have faculty members' email migration completed before their contracts end on May 17. He said he will send an email update soon.

Amanda Powers said the student seminar and archives rooms in the Library have been completed, and she said the university will start a 5-week summer scholars program starting this summer.

Nicole Patrick said Allen Harrison has been hired as the scholarship coordinator in Financial Aid. This is a re-purposed position.

On behalf of Dr. Brooking, Shelley Moss reminded the group that three candidates for the provost position will be on campus next week. Each will have an open session at 1:30 p.m. The sessions will be live streamed, and Dr. Amber Handy said those interested should contact her for the link.

Jennifer Moore reported that Justin Elsmore has been hired as the new research analyst in the Office of Institutional Research and Assessment.

Policies –

Following a motion by Dr. Tammie McCoy and second by Carla Lowery, the Administrative Council voted to recommend President Miller approve editorial changes for PS 3508 (Undergraduate Curriculum Council).

Following a motion by Dr. Marty Hatton and a second by Dr. Jenny Miles, the Administrative Council voted to recommend President Miller approved recommended changes to PS 1203 (Definition of a Credit Hour) and PS 1305 (Procedures for Conferring Emeritus Rank on Retiring Faculty).

Following a motion by Dr. Mark Bean and a second by Dr. Marty Hatton, the Administrative Council voted to recommend President Miller approve recommended changes to New Policy (Undergraduate Research Advisory Committee).