

3/6/20 Administrative Council Meeting Minutes

In attendance: Dr. Brian Anderson, Angie Atkins, Dr. David Brooking, Aaron Brooks, Ashley Chisolm, Karen Clay, Lynn Dobbs, Mark Ellard, Rodney Godfrey, Jessica Harpole, Dr. Marty Hatton, Erinn Holloway, Melinda Lowe, Carla Lowery, Penny Mansell, Dr. Tammie McCoy, Dr. Jenny Miles, John Jacob Miller, Nora Miller, Jennifer Moore, Andrew Money maker, Nicole Patrick, Anika Perkins, Amanda Powers, Laura Quinn, Susan Sobley, 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. Tammie McCoy and a second by Karen Clay, the minutes from the February 2020 meeting were approved.

University Update –

President Miller updated the group by saying she had spoken to five more Rotary Clubs for a total of 11 so far in 2020. She said she starts each Rotary Club presentation by asking for a show of hands from those who attended The W or had a relative who attended The W, and she said she usually gets a 15-20% show of hands. She also noted that many are surprised to learn that The W's average student age is 24.6 and that The W now has men's sports. She said she also gets a reaction about the university's recognition for its students graduating with the least amount of debt for southern regional institutions. She noted that she has started putting in a plug for the new program concentrations in non-profit management and non-profit advocacy.

She reported that she has attended several local or state events recently where the speakers have talked about the importance of workforce training. She said this is also being pushed across the nation, so the university needs to continue to speak out about the need for higher education.

She said diversity educators were recognized at the February IHL Board meeting, and The W's honoree was Penny Mansell. Following the Board meeting, President Miller said she, Dr. Scott Tollison and Mark Ellard attended a luncheon honoring Dr. Clyde Muse on his upcoming retirement after 42 years as President of Hinds Community College. He has 68 years in PERS (without counting leave time), and she said they also learned that he invented tee ball.

President Miller gave a legislative update by noting that the first legislative session deadline has passed and the number of bills IHL has been tracking has been cut from 326 to 53. She said appropriations bills and bond bills will start to be introduced later this month, but it will be the end of April before those bills will be settled so there is no word yet on next year's budget.

She told the group that she has held two faculty listening sessions so far and some of the discussions were about the need to help new employees understand policies, to know who to call when they have questions and to have procedures explicitly explained.

As the university has prepared for the SACS 5th year report, President Miller noted that there has been an opportunity to update webpages to make sure there is consistency and up-to-date information. She said it is always good to try and look at the university's webpages with fresh eyes and to think about what viewers are using the page for, what information they are likely looking for, and do the pages provide them with what they need.

She noted one webpage that is likely to get a lot of hits after spring break is www.muw.edu/disease. She said the university is continuing to monitor CDC updates and to develop plans and procedures due to the coronavirus. She said a campus request will go out soon to request dates and destinations for anyone with international travel plans over the next few months. She also said those who travel to a level 3 country will be asked to self-quarantine afterwards for the time period recommended by CDC which is currently 14 days. A statewide call with the State Department of Health is scheduled for later today, and she said updates will be provided as needed.

President Miller asked Carla Lowery who serves as the university's incident commander to give a report on yesterday's emergency table top exercise. Ms. Lowery said the exercise was about a shooting off campus on the Saturday of Homecoming with the suspect coming near campus. She said the purpose of the exercise was to think about how to handle this situation when most employees and building managers would be off work. Ms. Lowery said the group decided the best way to handle this is to encourage the usage of the W Alert guest system. She said a guest W Alert has been set up for Homecoming attendees that will provide Homecoming updates and W Alerts if necessary.

President Miller called on Penny Mansell to give a Child and Parent Development Center (CPDC) update. Ms. Mansell said the CPDC, which was established in 1929, was running in the red with low attendance and low curriculum just a few years ago. She said they found mentors around the state who suggested finding outside funding for teacher training and new furniture and equipment. Now the CPDC is out of the red, has a total of 47 students and a wait list, and teachers who are required to receive professional development. She said 63% of their families are low income and 30% of the students are on IEPs. The students currently receive assistance from Music Therapy and Speech-Language Pathology. In addition, Ms. Mansell said the CPDC had its first student teacher through the Early Childhood Degree Program, has 15 interns and has received over 7,000 volunteer hours. For the future, she noted that the CPDC would like to find additional university programs to partner with.

Faculty Senate Update –

Ashley Chisolm said the next Faculty Senate meeting is set for March 20, and she reported that there is about \$51 left in Fund A and \$1,055 left in Fund B.

Staff Council Update –

No report.

SGA Update –

John Jacob Miller said SGA elections will be held near Homecoming and the name change poll is scheduled for the week after Homecoming. He noted that SGA Week is coming up and that an email will go out soon asking faculty and staff for nominations for Mr. and Miss MUW. Mr. Miller also mentioned that there has been some student confusion about the attendance policy. He recommended that professors be asked to discuss the attendance policy in their classes and to be clearer about it in the syllabus. He feels that the confusion causes anxiety for some students, but more clarity could clear up the problem.

Other Updates –

Dr. Tammie McCoy noted 120 students attended Navigating Nursing and Health Sciences last month. President Miller also mentioned the recent Phi Beta Lambda conference and the Music by Women festival that is happening this weekend. Ms. Lowery added that it would be good to use the W Alert guest system for these types of events. She said she would send information about the W Alert guest system to the Administrative Council membership.

Jennifer Moore mentioned that the Great Colleges to Work For survey will go out next week.

Laura Quinn reminded the group that employee evaluations are due in PeopleAdmin by March 17.

Policies –

Following a motion by Karen Clay and a second by Dr. Marty Hatton, the Administrative Council voted to accept PS 3535 (Staff Council) into the review process.

Following a motion by Dr. Tammie McCoy and second by Dr. David Brooking, the Administrative Council voted to recommend President Miller approve the suggested changes to PS 3523 (Academic Grievances Committee).