

11/6/20 Administrative Council Meeting Minutes

Participated in Zoom meeting: Dr. Brian Anderson, Mea Ashley, Angie Atkins, Alonzo Bouldin, Dr. Marty Brock, Dr. David Brooking, Aaron Brooks, Ashley Chisolm, Karen Clay, Lynn Dobbs, Mark Ellard, Rodney Godfrey, Jessica Harpole, Dr. Marty Hatton, Jody Kennedy, Melinda Lowe, Carla Lowery, Iika McCarter, Dr. Tammie McCoy, Nora Miller, Jennifer Moore, Nicole Patrick, Amanda Clay Powers, Laura Quinn, Dr. Barry Smith, Andrea Stevens, Dr. Scott Tollison, Jason Trufant, Dr. Deb Wells, Dr. Kim Whitehead, and Ken Widner

President Nora Miller called the meeting to order.

Minutes -

Following a motion by Dr. Deb Wells and a second by Dr. Tammie McCoy, the minutes from the October 2020 meeting were approved.

University Update –

President Miller mentioned that positive COVID cases are on the uptick in the U.S., Mississippi, Lowndes County and on campus. After a few really good weeks, several students have reported active cases this week, she said. President Miller encouraged the Administrative Council members to remain vigilant and wear their masks and keep up with all the protocol during these last couple of weeks of the fall semester.

President Miller said she hoped the Administrative Council members had the opportunity to take part in the Diversity, Equity and Inclusion Council's Unity Project. She said she was pleased the rain the week before led to the project being postponed to this week as it worked out to be the perfect antidote to Election Day.

Although President Miller said she knows some people were hoping for the ability to telework for the period from Thanksgiving until January, she said it is important to be present on campus to provide services to our students, our prospective students, alumni, vendors and each other. She reminded the group that the university has a policy that allows for flex-time. This policy outlined in the Employee Relations section of the Employment Handbook addresses flex time plans for units, and it is also available for individuals with prior approval of their supervisor. Each unit manager, with the assistance of direct supervisors when appropriate, should provide the unit flex time plan to the supervising President's Cabinet member for approval. Plans must consider the following:

- Flex time must serve the overall interests of the university. If flex time interferes with those interests, changes will have to be made to the flex time arrangement.
- State law currently requires that each office be open from 8:00 a.m. to 5:00 p.m. Monday through Friday.
- Each full-time employee must work a 40-hour work week, and work weeks cannot be averaged over a two-week period.

President Miller also said the plan should define any limitations that the unit will experience during hours that are not fully staffed, and the plan should specify hours that will not be fully staffed.

President Miller noted that MUW's final census date of November 1 for fall enrollment was reported this week at 2,704, down 107 students or 3.8% from last November's headcount report of 2,811. She said most of this decrease came from dual credit/dual enrolled students, and from the RN to BSN program. Being down in those two areas was expected with online learning for high school students and the work demands that RNs are experiencing during the pandemic. She said she is pleased with where our enrollment is considering all the variables, but retention of current students will be a challenge as it will be a challenge for most colleges and universities. President Miller expressed her thanks to all for meeting the needs of The W's students.

She called on Iika McCarter to give an update on how Admissions is managing student recruitment during the pandemic. Ms. McCarter said the work of the Admissions Office has been challenging during the pandemic, but the office is enthusiastic and optimistic. The goal is to be more personable with student contacts. Pre-COVID, Ms. McCarter said Admissions counselors attended 300 college fairs from mid-August to Thanksgiving. For this fall, she said they have participated in 60 recruitment opportunities – eight college fairs, nine drop-offs at high schools, 26 private visits and 17 virtual visits. She also noted that the new virtual tour is promising, and she encouraged the Administrative Council members to check it out. Ms. McCarter thanked University Relations for their assistance. Ms. McCarter announced many upcoming virtual events, including the presidential scholarship day and a recruitment event today. She asked the Administrative Council members to help spread the word by sharing Admissions' announcements and videos on social media. She also noted that Admissions is not fully staffed because they are down two recruiters.

President Miller also called on Carla Lowery to talk about Degree Works. Ms. Lowery said there are five more blocks left to review before the Degree Works training sessions begin next week. After the training, Ms. Lowery said audits will start with each department so all the information can be verified and updated. She said academic advisors, department chairs and deans will need to help with the process to meet the March 2021 "go-live" goal. Following that, she said the next steps are to have the transfer equivalency and education plans features available. Ms. Lowery said these features will help departments better plan what courses to offer each semester.

Faculty Senate Update –

Ashley Chisolm said the Faculty Senate's next Zoom meeting is set for November 13. She said there is \$5,686 left in Fund A and \$1,620 left in Fund B for faculty development funds. She also noted that Faculty Senate created a sub-committee to review the emeritus status policy.

Staff Council Update –

Alonzo Bouldin reported that Staff Council talked about COVID stress at their last meeting, and he noted that this concern was mentioned in Staff Council's survey that was recently distributed on campus. He said he has talked with President Miller about planning some well-being events. Mr. Bouldin also announced that there will be a month

of giving to start soon that will include the annual Salvation Army toy drive and a canned food drive.

SGA Update –

No report.

Other Reports –

President Miller recognized that this was Lynn Dobbs’s last Administrative Council meeting and thanked her for her many years of dedication to The W. A farewell reception for Ms. Dobbs is set for November 9 from 3-4:30 p.m. in the Welty Atrium.

Amanda Clay Powers asked Administrative Council members to encourage students in financial distress to fill out an application for the Student Emergency Fund. Ms. Powers said she is thankful the university has these funds to offer to students because of the generosity of donors.

Dr. McCoy mentioned that the Campus Health Center is offering free COVID rapid tests.

Dr. Wells thanked the Administrative Council members who participated in the recent collection of items for Safe Haven.

Policies –

Following a motion by Dr. Barry Smith and a second by Carla Lowery, the Administrative Council voted to recommend the President approve editorial changes to PS 1001 (Governing Laws and Policies).