

## **5/6/22 Administrative Council Meeting Minutes**

**Participated in Zoom meeting:** Dr. Brian Anderson, Mea Ashley, Dr. Marty Brock, Dr. David Brooking, Aaron Brooks, Karen Clay, Jennifer Claybrook, Mark Ellard, Rodney Godfrey, Ashley Hammack, Dr. Marty Hatton, Erinn Holloway, Jody Kennedy, Dr. Brandy Larmon, Carla Lowery, Shannon Lucius, Dr. Hunter Manasco, Penny Mansell, Iika McCarter, Dr. Tammie McCoy, President Nora Miller, Jennifer Moore, Andrew MoneyMaker, Nicole Patrick, Mackenzie Pearce, Anika Perkins, Amanda Clay Powers, Laura Quinn, Susan Sobley, Andrea Stevens, Dr. Scott Tollison, Randy Vibrock, Dr. Deb Wells, Dr. Kim Whitehead, and Ken Widner

President Nora Miller called the meeting to order.

### **Minutes** -

Following a motion by Carla Lowery and a second by Dr. Marty Hatton, the minutes from the March 2022 meeting were approved.

### **University Update** –

President Miller noted this will be the last Administrative Council meeting for the academic year. She is pleased the university has had some in-person events this semester, including the three commencement ceremonies set for this weekend.

With the increase in state appropriations for FY 23, President Miller said the university will be able to give salary increases with emphasis put on salary compression for faculty and longevity for staff. After identifying built-in costs, then we will know what will be available for salary increases. The budget is due to IHL June 1. She also noted the university will receive \$2.5 million for repair and renovation projects and \$2.5 million for nursing expansion. The university requested \$18 million for the nursing expansion, so planning will need to be done and then request additional funds. President Miller reported the IHL Board approved changes to IHL's tenure policy, including allowing the Institutional Executive Officers to grant tenure rather than it requiring IHL approval.

### **Strategic Plan Pillar Discussion-Financial Sustainability** –

The Administrative Council has discussed a pillar of the university's new Strategic Plan each month. This month the group discussed the final pillar, Financial Sustainability. Mark Ellard, CFO and Vice President for Administration, and Amanda Clay Powers, Dean of Library Services and chair of the Financial Sustainability subcommittee, led the discussion on the three goals under Financial Sustainability, which are:

Goal 1 – Develop a strategic budget model

Goal 2 – Enhance and maintain campus infrastructure and facilities

Goal 3 – Invest in faculty and staff hiring and development

- Mr. Ellard noted that even as appropriations go up, if enrollment goes down, they offset each other. That is why it is so important for all faculty and staff to work together as a team to recruit and retain students. He also said the university will

- tweak the budget process over the next several years with the goal to make the process more electronic.
- Ms. Powers mentioned the committee started off with 21<sup>st</sup> Century University as a pillar, but it was split into two pillars – Academic Excellence and Financial Sustainability. For financial sustainability, she said the subcommittee discussed increasing transparency with the budget process so there will be more feedback and the decision-makers can have all information before them when making budget decisions. The group suggested creating a long-range plan for buildings in addition to developing a strategic budget model. Under the third goal for financial sustainability, Ms. Powers said the subcommittee discussed working on inequities/salary compression, offering more opportunities for training and creating opportunities to grow a more diverse faculty and staff.

#### **Multi-Factor Authentication** –

Ms. Lowery reported that users, including students, will need to set up multi-factor authentication when logging into the portal starting on May 10. This will add a layer of security.

#### **Website Information** –

Anika Perkins announced work will begin this summer to redesign the website. It will change from Joomla, the current content management system used, to Wordpress, which should be more user-friendly. The entire rollout should take about 12 months. The goal is to complete the core recruitment pages by August and the academic departmental pages within 12 months. The core recruitment pages include the homepage, undergraduate and graduate admissions, financial aid, academic majors splash pages, housing and residence life and the registrar. The second phase will include colleges, academic departments and centers. The third phase will involve administrative pages. After all pages have been migrated to the new Wordpress site, the final phase will include shutting down and archiving the Joomla server. Ms. Perkins asked for patience as this will be a massive undertaking for webmaster Rich Sobolewski.

#### **Faculty Senate Update** –

Dr. Hunter Manasco said Faculty Senate has gathered feedback on custodial services and communicated that to President Miller, approved Fund A and Fund B requests and recommended changes to PS 1313 (Criteria and Procedures for Faculty Salary Increases). Faculty Senate also elected officers for 2022-23: Holleen Krogh, President; Nicole Larson Bonaventure, Vice President; and Shana Lenior, Secretary.

#### **Staff Council Update** –

Ashley Hammack said Staff Council put out a feedback survey. The group also is drafting a policy for staff to go hand in hand with PS 1313, and they plan to launch affinity groups this summer.

#### **SGA Update** –

Mackenzie Pearce said SGA hopes to appoint a graphic designer and an executive assistant and then do a retreat in the summer.

**Other Updates** –

Ms. Powers said the library's Wellness Committee will sponsor a zoom about the book *Burnout: The Secret to Unlocking the Stress Cycle* by Dr. Emily Nagoski and Amelia Nagoski. It is scheduled for May 25 at noon. She said all are invited, even if they haven't read the book.

Mr. Ellard and Dr. Tollison recognized Dr. Tammie McCoy for her last Administrative Council meeting before her retirement.

Laura Quinn reminded the group that summer flex forms are due to HR today.

**Policies** –

Following a motion by Dr. Manasco and a second by Dr. McCoy, the Administrative Council voted to recommend President Miller approve PS 1313 (Criteria and Procedures for Faculty Salary Increases) with suggested changes.

Following a motion by Ms. Lowery and a second by Dr. Marty Brock, the Administrative Council voted to recommend President Miller approve PS 3535 (MUW Staff Council) with suggested changes.

Following a motion by Ms. Lowery and a second by Nicole Patrick, the Administrative Council voted to recommend President Miller approve PS 3539 (MUW Directors Council) with suggested changes.

Following a motion by Ms. Powers and second by Ms. Lowery, the meeting was adjourned.