

## **11/7/25 Administrative Council Meeting Minutes**

**Participated:** President Nora Miller, Brian Anderson, Brandie Branch, Marty Brock, David Brooking, Melissa Buxton, Trish Caston, Kristi DiClemente, Josh Dohmen, Asia Duren, Hope Durst, Kara Gipson, Rodney Godfrey, Glen Halbert, Jessica Harpole, Marty Hatton, Erinn Holloway, Jessi Jobe, Jody Kennedy, Brandy Larmon, Carla Lowery, Shannon Lucius, Penny Mansell, Matthew Miles, Clear Moore, Jennifer Moore, Chad Murphy, Nicole Patrick, Anika Perkins, Hillary Richardson, Laura Quinn, Tina Horton, Melissa Smith, Susan Soble, Randy Vibrock, Kim Whitehead, Ethan Wilkins, Neila Llewellyn

President Miller called the meeting to order.

### **Minutes -**

Following a motion from Carla Lowery and a second by Trish Caston the October 2025 meeting minutes were approved, as amended.

### **University Update –**

President Nora Miller gave a congratulatory update on the increase of enrollment.

President Miller updated the council on IHL revised Funding Formula for FY 26-27. The PIE Council will lead this effort.

President Miller gave a legislative update on sessions beginning in January 2026.

President Miller informed the council of the Strategic Plan Process. Dr Brian Anderson provided details on the process.

President Miller informed the members of the following events:

- Fall Commencement Ceremony will take place December 12, 2025 at 11 a.m.
- Donor's Scholarship Luncheon at 11 a.m. on today November 7.
- The Faculty Holiday Reception is December 2<sup>nd</sup>
- Staff Recognition and Meeting December 17<sup>th</sup>.

President Miller thanked everyone for closely watching their budgets and continue to monitor and make wise decisions.

### **Academic Calendar-**

Dr. Kim Whitehead presented and asked the Administrative Council to approve the 3524 Multi-year Calendars in which the Academic Council approved.

The question was asked for a motion. Dr. Clear Moore motioned and Mr. Andrew Moneymaker seconded.

### **Emergency Call Center-**

Jess Harpole reminded the council of the center and help is needed. Dr. Clear Moore is leading the team and they are working on plans for communications.

### **Faculty Senate Update –**

Dr. Chad Murphy reported the Faculty Senate has Fund A has \$1,700 remaining, and Fund B has \$4,203.

### **Staff Council Update-**

Tina Horton, Vice President of Staff Council, updated the council of the 2025 Thanksgiving Basket Drive and partnering with Student Life to complete 35 baskets.

Tina Horton thanked everyone who participated in the Halloween Costume Contest. The department winner was Paw Patrol courtesy of Campus Rec. Callie Tolman won the individual costume.

Tina informed the council that Ms. Chelle Shaw is no longer President and Staff Council is seeking a replacement.

Staff Council plans to work with the Salvation Army for the Annual Christmas Toy Drive

President Miller reminded everyone about the OWL's Pantry.

### **SGA Update –**

Ethan Wilkins reported SGA members are listening to the voice of the students.

Ethan Wilkins reported the President Council meeting will take place on Wednesday.

Ethan reports looking into the different vendors, addressing cost for graduation stoles for the spring commencement ceremony.

President Miller and the council congratulated Ethan on being accepted into UAB to further his education.

### **ADA Website Compliance-**

Anika Perkins reported Melissa Smith, Sheila Morgan Clear Moore and Neila Llewellyn are on the ADA Compliance Committee.

The ADA website and page will evolve as information becomes available.

Dr. Melissa Smith gave information for the KCTL ADA training from 2-3p.m.

Anika reported the university has an April 2026 deadline.

### **Other Updates-**

Dr. David Brookings reported the following events:

- The 1<sup>st</sup> Campus Connections Event was held at EMCC
- The 2nd Culinary Arts Day was November 6<sup>th</sup>
- Thursday is the Interview Day for Preview Day which is held on Nov. 14th-15<sup>th</sup>

Dr. Brookings reported the Alumni and Development Candidate will have an in-person presentation at 3p.m. on Monday. The second candidate will be on campus November 20th-21<sup>st</sup>.

The admissions department has 2 counselor positions open.

Laura Quinn reported January 1, 2026 the Paid Parental Leave will go into effect. Please see Mrs. Quinn for more information.

President Miller reported the Foundation Scholarship Luncheon and Board Meeting is today November 7.

President Miller reported Arts Under the Oaks and MSMS International Event is November 15<sup>th</sup>.

### **Policies –**

The following policies will need to enter into the 60-Day Review Process and the Administrative Council voted as followed:

- Accessibility Committee
- Disability Accommodations Appeals and Grievances Committee

Dr. Kim Whitehead asked are there any questions about the policies.

Hearing no questions about the two policies,

Dr. Whitehead gave a motion to enter the two policies into the six 60-day review process.

Carla Lowery on the motion and second by Andrew Moneymaker.

The Administrative Council voted to Approve to enter into the 60-day Review Process.

Dr. Whitehead gave a motion to adjourn the meeting.

Carla Lowery motion to adjourn the meeting, Melissa Smith second.

Dr. Kim Whitehead asked all in favor anyone opposed signify verbally

*Meeting adjourned.*

