

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

**Participated:** President Nora Miller, Brian Anderson, Marty Brock, David Brooking, Aaron Brooks, Trish Caston, Kristi DiClemente, Buddy Foster, Kara Gipson, Rodney Godfrey, Glen Halbert, Marty Hatton, Erinn Holloway, Jessi Jobe, Brandy Larmon, Carla Lowery, Shannon Lucius, Penny Mansell, Matthew Miles, Clear Moore, Jennifer Moore, Chad Murphy, Nicole Patrick, Anika Perkins, Hillary Richardson, Laura Quinn, Susan Sobley, Tina Horton, Melissa Smith, Susan Sobley, Elise Wilson, Kim Whitehead, Kelly Woodford

President Miller called the meeting to order.

### **Minutes -**

Following a motion, The Administrative Council approved the November 2025 meeting minutes.

### **University Update –**

Closing in on the Semester with Graduation to take place on next Friday Dec. 12 at 11a.m.

The Legislative sessions will start on January 6<sup>th</sup>. In preparations of the upcoming session, committee meetings will be held December 10-11, 2025 in Jackson, MS for the Senate Universities and Colleges Committee.

The Senate Public Health & Welfare Committee will meet on January 7, 2026.

NCHEMS and MUW will have a meeting on next week.

### **Faculty Senate Update –**

Dr. Chad Murphy reported Faculty Senate has completely exhausted. \$0 in Fund A and Fund B has \$4,075.30.

### **SGA Update –**

Dean Matthew Miles reported for Ethan Wilkins. They found a vendor for the Student Organization Stole who is willing to work with them. They will get quotes on the prices. addressing cost for graduation stoles for the spring commencement ceremony.

SGA will host or open their meetings to get student input in February for the student portion of the Strategic plan.

### **.Other Updates-**

Rodney Godfrey gave an update of an Identity Management upgrade taking place on December 16<sup>th</sup>. A few outages may occur; this is a wireless connection upgrade.

Dr. Scott Tollison reminded members about getting the Cyber Security Training completed by December 17<sup>th</sup> or you will lose access.

Carla Lowery then addressed the process of not completing the training and President Cabinet will get the names and send an email to those who have not completed the training.

Dr. Matthew Miles updated the council of MUW's Christmas Parade Float winning 1<sup>st</sup> place and thanked Mr. Andrew Moneymaker and those who worked diligently to build the float.

### **Policies –**

The following policies will need to enter into the 60-Day Review Process

The Administrative Council voted as followed:

Dr. Brian Anderson reviewed the policy with the members concerning

- PS 3538 Planning and Institutional Effectiveness (PIE) Council

A motion was taken with Dr. David Brooking 1<sup>st</sup> and Dean Kelly Woodford 2<sup>nd</sup>. The Administrative Council approve to enter PS 3238 into the 60Day Review Process.

### *End of Review Process*

- PS 6704 MUW Employee Drug and Alcohol Policy

Dr. Tollison motion to recommend approval PS 6704 as revised with Dr. Marty Hatton 1<sup>st</sup> and Dr. Melissa Smith 2<sup>nd</sup>.

- PS 1203 Definition of a Credit Hour

Dr. Tollison motion to recommend approval PS 1203 as revised with Dr. Chad Murphy 1<sup>st</sup> and Dean Matthew Miles 2<sup>nd</sup>.

- PS 3502 Student Scholastic Appeal Committee
- PS 3523 Academic Grievances
- PS 3534 Academic Standards Board

Dr. Tollison motion to recommend for approval PS 3502, PS 3523, PS 3534 as revised with Kelly Woodford 1<sup>st</sup> and Dr. Marty Hatton 2<sup>nd</sup>.

- PS 3516 Honors College

Dr. Tollison motion to recommend approval PS 3516 as revised with Dr. Marty Hatton 1<sup>st</sup> and Dr. Melissa Smith 2<sup>nd</sup>.

- PS 7201 Textbook Adoption

Dr. Tollison motion to recommend approval PS 1203 as revised with Dr. Brian Anderson 1<sup>st</sup> and Kelly Woodford 2<sup>nd</sup>.

**Staff Council Update-**

Dr. Scott Tollison read Tina Horton, Vice President of Staff Council updates due to audio issues.

The OWL's Quarterly and Yearly Award will be announced during the Staff Recognition Luncheon and Meeting.

Staff Council is accepting toys from the campus for Salvation Army in the Annual Christmas Toy Drive until December 17<sup>th</sup>.

Anika Perkins updated the council of the Town & Tower Service Award Luncheon on December 18, 2025 at 11:30.

MUW is partnering with MSMS, the public library and other entities to celebrate American 250. Please see Dr. Kristi DiClemente if you or your organization want to participate.

Dr. Tollison motion and 1<sup>st</sup> to adjourn the meeting and Dr. Marty Hatton 2<sup>nd</sup>.

*Meeting adjourned.*