ADMINISTRATIVE COUNCIL MINUTES

Date: Tuesday, July 8, 2014, 8:30 a.m.

Location: University Center Ballroom B


Guests: Randy Carter, Assistant Dean, Office of Student Conduct

1. President’s Items: President Dobbins called the meeting to order. New members were introduced, including Diane Wood, chair of Faculty Senate, and Alissa McFerron, representing Professional Staff Council. The president briefly summarized his Dear Colleague letter regarding Governor Nixon’s withholdings and the Board’s actions in securing the 4 percent withholding. The president also outlined the Board’s direction to him to update the policies and procedures regarding performance appraisals of the chairs to include appraisal of their administrative duties.

2. Responsible Action Protocol: Dr. Below asked members to refer to the draft Responsible Action Protocols as student conduct procedures are brought before members of Administrative Council. The draft procedures are a process for holding students accountable for reporting of students with possible substance issues (e.g. impaired due to alcohol or drugs). These procedures have been written, reviewed and edited by the Alcohol and Substance Abuse Committee. Dr. Randy Carter outlined the need for the protocol and gave examples from other universities.

   A general discussion involved the naming of the protocol/procedures and the group decided it should be referred to as “Responsible Intervention and Good Samaritan Guidelines.” These guidelines will be published in a student conduct handbook and shared with students in a variety of educational settings. Several minor changes were suggested and the group discussed several ways to distribute the information.

3. Unit Items: Among the various unit items reported:

   Harper/McFerron reported that CTS and Professional Staff Council will co-sponsor a blood drive July 16th, and they requested that all participate.

   Meyer outlined ongoing construction/renovation projects, including the power plant and the Brandt staircase, which will still be undergoing renovation when the semester begins. Instructions to faculty, staff, and students on how to bypass that area will be distributed. The River Campus Academic and Residence Center is on target for completion by July 15.

   Alnutt invited the campus to a meet and greet for the new softball coach.

   Weller-Stilson thanked all who contributed to a very successful River Campus Summer Arts Festival and the president commended all for the six of eight sell-out performances of “Nunsense.”
Rogers-Adkinson reported that Connie Hebert has resigned as director of the Autism Center and a search will be conducted. President Dobbins commended Rogers-Adkinson for her outstanding representation of the COPHE presidents and education deans at the DESE meetings concerning new teacher regulations.

McDougall commended the Admissions staff for their assistance in scheduling a prospective student lunch in the College of Business for next Friday. The president also commended Admissions for an outstanding Summer Scholars event.

Ahmed reported that approximately 200 new international students will be attending Southeast this fall.

Below gave a strong enrollment report.

The Administrative Council annual retreat is scheduled for Tuesday, August 12, 2014, in the University Center Ballroom.

Submitted by,
Diane O. Sides
Associate to the President and
Assistant Secretary to the Board of Regents