1. **President’s Items:** Provost Eddleman called the meeting to order and reviewed the agenda for the February 28, 2014, Board of Regents meeting. The meeting will be held in Kem Statuary Hall of the Aleen Vogel Wehking Alumni Center, beginning at 10 a.m. Action items will include consideration of room and board rates for FY15; consideration of approval of schedule of major capital projects and maintenance and repair items for FY15; and consideration of approval to proceed with Show Me Center capital projects and budget. The Board will break at noon for a combined lunch with the Foundation Board of Directors, and the meeting will resume in the afternoon with presentations on Career Planning and Placement and Enrollment Management and Retention.

2. **Graduate Assistant Contracts:** Vice Provost McAllister provided members with a draft version of the Graduate Assistant Contract. He outlined changes to the contract which more aptly describe responsibilities and requirements for the position. The new contract will be implemented for Fall 2014. The Vice Provost also reported that Graduate Assistant requests are due in his office no later than March 14th.

3. **Strategic Enrollment Management Follow-up:** Vice President Below distributed retention rate statistics, and a summary of Student Success “Best Practice” Discussion Topics from the Council’s January 31st meeting. She reiterated the top three initiatives chosen by the group, including: a) Intervention when students are “off-track” in their major; b) Communication: Retention Timeline; and c) First-Time Students: Enhance Support. The group then discussed chairs/co-chairs and membership for each action team. The following will be asked to serve:
a) Use data to predict success in majors & courses and notify students who are “off track” in their major.

Address CCA-GPS Recommendations listed on page 2: Clear Progress to Guaranteed Courses, Milestone Courses
Co-chairs: Wayne Bowen and Dave Starrett
Executive Staff Liaison: Debbie Below
Team Members: Kang Bai (IR), Carol Heisserer (Academic Advising), Mark Blaylock (IT), and Allen Gathman (SE Online)

b) Develop an integrated “Retention Timeline,” (to be renamed)

Address CCA Recommendation listed on page 2: Intrusive, On-Time Advising
Co-chairs: Michele Tapp and Chris McGowan
Executive Staff Liaison: Bill Eddleman or Chuck McAllister
Team Members: Amanda Eller (Academic Advising), Theresa Haug-Belvin (UI100), Debbie Lii-DeStifano (Faculty Senate), Sarah Niswonger (SFS), Ryan Heslinga (Registrar’s Office)

c) Increase support for first-generation and low-income students.
Co-chairs: Trent Ball and Karen Walker
Executive Staff Liaison: Kathy Mangels
Team Members: Morris Jenkins (Dean’s Council), Advancement Officer, Teresa Haney (Admissions Office), Valdis Zalite (Student Support Services)

The group decided to ask teams to bring forward draft action plans to Administrative Council at its April 8, 2014, meeting. Dr. Below indicated that if any members felt their constituency would benefit from hearing the SEM presentation, let her know.

4. Unit Items: Among the various unit items reported, Archie Sprengel reported the ITC funding deadline has been extended to Thursday, February 13th. Student Government President Dorris reported the annual Dinner with the Deans will be held March 24th. Allen Gathman reported that software changes and updates during Spring Break week would have effects on protected directories, and any with those issues should be consulting with him. Rhonda Weller-Stilson thanked Facilities Management for excellent ice removal at the River Campus during the recent storms. Rogers-Adkinson reported on the COE’s first education convocation and progress on the RFP for leased devices. McGowan complimented the Department of Math for their outstanding work on curriculum for the corequisite courses. He also announced that the Provost had offered for Southeast to host a Math Summit for all the public four-year Missouri institutions. Below reported that degree maps are progressing and department chairs and deans have been asked to review and make edits. Tapp reported on the progress of this year’s career Fair with a goal of 100 employers. The event has been moved to the Student Rec Center. Starrett reported the hiring of a new assistant director of Kent Library.

Provost Eddleman wrapped up the meeting with several announcements, including the Heri Satisfaction Survey for faculty which will be distributed in March. The next Administrative Council meeting is scheduled for Tuesday, February 25th, and due to scheduling conflicts will need
to be held in the UC Redhawks Room.

Submitted by,

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