ADMINISTRATIVE COUNCIL MINUTES

Date: Tuesday, October 9, 2012, 8:30 a.m.

Location: University Center, Ballroom B


1. President’s Items. President Dobbins reviewed the draft agenda for the October 19th Board of Regents meeting. He noted that increase in enrollment for the arts has created a need for a residence hall at the River Campus and also necessitated the need expand academic space at the River Campus. The Board will be asked to approve the feasibility of construction of new academic space and a residence hall and contract for A&E services. The Board will also be asked to approve resolutions declaring intent to reimburse project costs with proceeds of bonds. (This is not authorizing bonds to be sold, but the first step in the process).

Mangels noted that as a result of the recommendations from The University in the Year 2020 Committee, the Board expressed interest using the committee’s recommendations as a platform for revisiting the University’s Strategic Plan. An RFP had been issued, and Dr. William Weary, Fieldstone Consulting, was awarded the bid. Dr. Weary will visit the campus in January and gather input from all campus constituencies in advance of a February retreat.

The President reviewed the follow-up items from the Administrative Council Retreat held during the summer.

The President also noted that the University was working with the City Council concerning scooter safety after the tragic scooter accident that resulted in the loss of life for a Southeast student. They are also working with the City concerning an ordinance to address underage drinking which is an unfortunate and dangerous national trend.

2. Ideas for Better Communication. The President stated Administrative Council is designed to enhance communication — both from the members to the Council and from the members to their constituents. Various ideas were discussed for enhancing communication. Some of the comments were: “Brown Bag” luncheons are good; CTS is pleased with representation and input on the Council; PSC uses a list serve to communicate; “Dear Colleague” letters from the President are good tools, but might consider three a year (beginning of fall semester, end of fall semester, and in the spring) plus a special communication letter as needed -- or do frequent short notes which might be more effective; post Council minutes on the web; use a “new tag” in the Newswire; consider posting the Newswire on Facebook; invitations by email are good; could standardize
communications with a mix of mail and electronic communications so employees don’t miss anything.

Council members were asked to send any other ideas to Diane Sides. The Provost will ask Deans for their input on this topic.

3. **Enrollment by Credits Report.** Holt distributed the “Enrollment by Credits” report (using fall 2011 & fall 2012 fourth week census data). Discussion was held about the duplicative nature of the reporting. Holt indicated he would talk with the Provost and Council of Deans to determine which data would be most helpful. He will also present an “Enrollment by Location” report at the next Council meeting.

4. **Briefing on 2012 Homecoming Activities.** Holland presented a summary of Homecoming events scheduled for the October 15-20. He thanked everyone for their cooperation in scheduling the numerous events. He will provide information to the deans concerning scholarship recipients from their colleges so they can attend the Endowed Scholarship Reception (for donors & recipients) on Friday, October 19.

5. **Unit Items.** Unit items were presented.

The meeting adjourned at 10:00 a.m.