The University of Southern Mississippi

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Council of Chairs   University Committees & Organizations

11-1-2010

November 2010 Minutes

USM Council of Chairs

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Attendance: B. Bateman, A. Branton, C. Campbell, S. Dixon, D. Duhon, L. Fonder-Solano, S. Hughes, M. Miles, J. Norton, K. Nugent, K. Reidenbach, K. Yadrick

1.0 Call to Order: 12:15PM
2.0 Approval of agenda: Approved.
3.0 Approval of minutes: Approved.

4.0 COMMITTEE REPORTS FROM COC REPRESENTATIVES

4.1 **Provost Council/RCM meeting**—Chris Campbell reporting.
Discussed the RCM presentation given by Dean Van Hermann which explained the major principles of RCM budgeting. In the RCM model, the formula for budget allocations to departments is tied to student credit hours and academic major. However, allocations will still need additional support. The RCM budget will be a more transparent budget process than current budget pattern and will provide data as evidence for greater support.   RCM will be implement by 2012/2013. First step may be in determining the vision or mission of the university.

4.2 **Chair Development Committee**—Kathy Yadrick reporting.
Announced several schedule of several programs

4.3 **Faculty Handbook Committee**—Bob Bateman reporting.
Faculty Handbook is a university 'stand-alone' committee that reports to the president. This year the committee will create bylaws and establish scheduled meetings. A new committee member is needed and by unanimous vote, Michael Miles was selected to represent Council of Chairs.

4.4   **Strategic Enrollment & Planning Council**—Chris Campbell reporting.
No report.

4.5   **Space Utilization and Allocation Review Committee**—Kathy Yadrick reporting.
 The committee has established guidelines that are now available on the university website. Campus space belongs to the University and not to individuals or departments. The RCM budget model may impact space utilization but not known at this time.

5.0   OLD BUSINESS

5.1   **Access to IR data** – Bob Bateman
Expressed need to improve access to institutional research information and SOAR queries containing understandable titles and explanations, and a tagged listing for chairs.
Response from K. Reidenbach, 11/05/2010:
Chairs,

In yesterday's CoC meeting I was asked to find out if there's a way to add a description to some the queries in SOAR (those that are helpful and routinely used by chairs and department heads).

I've learned that "yes" there is a way to add a description.

The functional users in registrar's office, financial aid, IR, HR, admissions, etc. are the owners/architects of the queries. They are heavily involved in the SOAR upgrade that is to be complete later this month. Then there will be a time of de-bugging (hopefully not much of that) and catch up.

I'm suggesting that you guys put together a list of the most popular, most helpful queries that I can forward to the appropriate folks to get the descriptions added.

5.2 **Chairs listserv**: Everyone is asked to submit the names and email addresses of all chairs so that a listserv may be created. Concern was expressed about who would actually monitor and maintain the listserv. Also made a recommendation that Campus Hub be utilized to post CoC minutes and related documents from CoC. Will train C. Campbell and A. Branton in using the Campus Hub for the committee.

6.0 NEW BUSINESS

6.1 **Representative to Faculty Handbook Committee:** By unanimous vote, Michael Miles was selected to represent Council of Chairs on the Faculty Handbook committee.

6.2 **Webinar** on "Evaluating Employees to Retain Talent": If interested K. Yadrick will see if the Provost will support.

Other LEC workshops scheduled for November
1. Helping Stressed/Distressed Employees: Communication Skills for Supervisors (1 for Gulf Coast is still available)

2. Religious and Political Expression in the Workplace, November 16, 2010

3. When Employees Retire or Resign: How to Proceed, November 19, 2010

6.3 **SAS software:** K. Yadrick expressed interest in purchase of SAS, a statistical software, used by College of Health. Broader interest in the software would justify its purchase.

6.4 **Student Fees discussion:** M. Miles introduced a short discussion about student concerns regarding the portion of student fees that support athletic activities. SGA is considering the issue at this time and may request support from CoC and FS at which time CoC will discuss in more depth.

7.0 Announcements/Reminders

7.1 **Next meeting**: Dec. 2 -- President Saunders will attend

8.0 Adjourn: 1:50PM