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September 2013 Minutes

USM Council of Chairs

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**Council of Chair
Meeting Minutes
September 24, 2013
Dean's Conference Room, CoST**

Members Present: Thelma Roberson (Chair), Allen McBride for Chuck Tardy, Eric Tribunella, Stacy Reischman Fletcher, David Duhon, Mike Wittman, Tom O'Brien, Bonnie Harbaugh, Susan Hart, Steve Cloud, Joe Olmi (Secretary), Melanie Gilmore, Tisha Zelner (Chair-Elect), Bill Powell (non-voting member), Khin M. Maung, Tim Rehner, Sabine Heinhorst, Monty Graham

Members Absent: Wayne Kelly, Ray Newman

Guests Present: Bill Powell, Doug Vinzant, Denis Wiesenburg

1. September 24, 2013 meeting of CoC called to order at 3:06 p.m.
2. Guest Speaker: Dr. Doug Vinzant
 - a. Topics of discussion
 - i. Dr. Vinzant presented information regarding major sources of revenue and pointed out that less money will be coming from the state in support of USM.
 - ii. The two big revenues sources are tuition/fees/net of scholarships and state appropriations, 27% and 26% respectively of our total sources (categories) of revenue. Up until the last two years, state appropriations have been higher than tuition/fees/net of scholarship categories.
 - iii. The IHL new funding formula will result in less money from state appropriations; at present it is being held at the same level as previously allocated. Formula implementation is looming.
 - iv. A multi-year plan is needed to direct our efforts with regard to funding. He offered a preliminary budget with targets for increasing income in FY 2015. His three basic strategies: cut programs/eliminate positions; adopt comprehensive enrollment growth strategy (recruitment/retention); combine enrollment growth and efficiency/reallocation processes. He favored the third option and offered additional elements that would help address the budget shortfall. Various council members wished to provide additional input; Dr. Vinzant requested that he come back at a later time to hear those suggestions.
3. Agenda approved by those in attendance.
4. Minutes from August 27th Retreat Meeting were approved with the addition of members absent/present.
5. Chair's Report
 - a. Academic leadership council met and it was noted that if you need additional hard drive space let David Sliman know. There was additional discussion regarding the need for clarification.
 - b. Questions were posed with regard to the Hiring Toolkit and the inconsistencies between it and HR/EEOC regulations.
 - c. Dr. Roberson opened the floor for discussion regarding the September 9 dual campus meeting chaired by Dr. Bennett to address the vision of the University as related to the Coast and Hattiesburg. The committees established from that meeting are currently working on tasks that will be addressed at subsequent meetings of that body.

- d. Space planning committees; all are on hold except the Ad Hoc Space Planning Committee; Stacy Reischman-Fletcher is on that committee from the Faculty Senate, but there is not a representative on that committee from the CoC. The recommendation was to ask for representation on that body; that recommendation was moved and approved.
6. Chair-Elect Report
 - a. Ms. Zelner reported that seven new members joined the CoC; membership rotation has been adjusted to insure that all colleges are appropriately represented.
 - b. Drop Box folder invitations have been sent to all CoC members.
 - c. The CoC is temporarily using Aquila as its web site as we do not currently have a web site; Geoff Locicero would like for us to use Info Center for the development of our web site. We do not have a web presence and solicited from members someone who would assist us in developing and managing a web site; Bill Powell volunteered to help with getting a student to assist us with this task.
7. New Business
 - a. The resolution commending iTech and particularly Karen Reidenbach passed unanimously with one minor edit.
 - b. Dr. Roberson was charged with developing and forwarding a supportive response to the Provost regarding his newly developed and disseminated T/P guidelines. The approved action of the CoC was to request an invite to be part of the Provost's committee that will be looking at revising T/P procedures during this academic year.
 - c. Priorities: (Committee Chairs Selected)
 - i. Budget Committee Chair selected: David Duhon
 - ii. Chair Compensation/Faculty Salaries: Tom O'Brien and Tim Rehner
 - iii. GC Relations: Sabine Heinhorst (Point Person, not Chair)
8. Meeting was adjourned at 5:04 p.m.

Resolution:

Council of Chairs Resolution: iTech

August 27, 2013

WHEREAS, Chairs of departments across the University have requested to be able to systematically contact their undergraduate and graduate majors with reference to department activities, and iTech has realized the importance of academic departments being able to communicate with their undergraduate and graduate majors on a frequent basis; and

WHEREAS, Karen Reidenbach has been active in spearheading, in collaboration with her colleagues at iTech, the effort to design within SOAR and efficient mechanism for department chairs and their designees to communicate with their undergraduate and graduate students:

RESOLVED, that the Council of Chairs appreciates and applauds the efforts of Karen and her iTech colleagues for designing a means by which chairs and their designees can effectively and efficiently communicate via email through SOAR with all department undergraduate and graduate majors; and

RESOLVED, that the ability to contact students in an effective and efficient manner will assist departments across the University of Southern Mississippi in addressing student retention and graduation efforts.