

Associate Deans Council Meeting
November 10, 2010
Minutes

Present: Peter L. Ryan (chair), Iva Ballard (for Elton Moore), Mark Binkley, Phil Bonfanti, Tim Chamblee, Robert Cooper, Diane Daniels, Louis Dawkins, Robert Green, Paul Grimes, Mitzy Johnson, Rick Kaminski, Dinetta Karriem, Cassandra Latimer (for Scott Maynard), David Lewis, Harry Llull, Patricia Matthes, Linda Morse, Bill Person, Mike Rackley, Walter Taylor, Butch Stokes, Nathan Upchurch, Robert West, Susan Brooks, and Ann Ray.

Guest: Don Buffum and Sharon Carr.

Dr. Ryan called the meeting to order at 1:30 p.m. in 611 Allen Hall.

1. Consideration of the minutes:

David Lewis made a motion to approve the minutes as written from the October 27, 2010 meeting. Butch Stokes seconded the motion. The minutes were approved.

2. Announcements:

- Peter Ryan thanked all that had participated in the Maroon Edition. Linda Morse announced the winners and honorable mention students and stated that this year's success was a tremendous progress forward from last year. There are four (4) new books being considered that will be chosen by the president.
- Linda Morse mentioned the Habitat for Humanities house dedication held on November 9 and acknowledged that its building would not have been possible without the significant much appreciated help of all involved.
- Linda Morse also acknowledged those who had helped with the Lamia Afghan Foundation and extended thanks for the donations for the 600 back packs that will be sent to Afghanistan.
- Peter Ryan introduced the new Administrative Assistants and new Business Manager in the Office of the Provost.
- Peter Ryan mentioned the position of Dr. Gary Jackson as upcoming Director of Extension Services beginning in January 1, 2011.
- Linda Morse announced the upcoming Brown Bag session for textbook policy that will be held in the Grisham Room.
- Mark Binkley announced the AOCE Lunch-n-Learn series, Student Support Involved in Distance Learning, with lunch served on November 11.

3. Chairs Report:

- Dr. Ryan opened the discussion regarding the accommodations for visitor parking on the university campus.
 - i. Suggestion of the possibility of requesting designated locations across campus that could make a difference in recruiting good candidates to the university. Identifying areas around the buildings could be a welcome gesture by eliminating the inconvenience of having to obtain a parking pass from another building.

- ii. The university plans of building a new parking deck will probably not be a solution for all areas of visitor parking at the university.
- iii. Suggestions were made to plan ahead with appropriate procedure for obtaining a pass, a web version registration with a print out parking pass by authorized personnel, and/or color coded spots to acknowledge designated visitor parking.
- iv. The visitor parking needs to have some solution for good customer service with few problems surfacing such as service or student abuse.

4. Demonstration on Faculty Verification form by Mike Rackley:

- The web-based faculty verification form is being established to respond to SACS accreditation for verification of faculty qualifications.
 - i. This exercise will update incomplete or inaccurate faculty data in Banner such that the University is SACS compliant.
 - ii. The work is in progress to solicit the necessary information from all existing faculty and level 3 teaching assistants (TA3). This information will be captured in the future as new faculty and teaching assistants are hired.
 - iii. To get to the form, log in to the Banner system. All faculty and teaching assistants will be asked to input their current academic title, college, and academic department to provide teaching disciplines and educational background with all degrees earned. The form will presently require printing with department head and dean approval signatures to be forwarded to Human Resources along with all official transcripts provided (as requested by the Provost).
 - iv. The university will absorb all cost of obtaining the required transcripts from other universities for faculty and TA3 assistants already on staff. Human Resources will contact employees for release of transcripts (per institution).
 - v. Goal is to collect all degree information for research, extension, and clinical faculty and TA3 to prevent inappropriate teaching of courses for accreditation purposes.

5. AOP's:

13.08 Travel by Faculty and Staff:

- Don Buffum, Director of Procurement and Contracts, and Sharon Carr, Travel Manager, were present with handouts of the MSU Procurement Card Program User's Guide and the Travel Services Manual for reference to questions or comments.
 - i. The procurement card cannot be used by MSU employees for travel purposes while the employee is in travel status.
 - ii. The procurement card can be used to pay for early registration. The card may be used to pay hotel charges for MSU students during school sanctioned trips, but not faculty or graduate students on stipend.
- After discussion, the document was tabled. Don Buffum and Sharon Carr will provide the committee with suggested revisions that reflect the current operating procedures. Any comments or questions can be forwarded to Don Buffum.

xx.xx Faculty Annual Review

- After discussion, the document was approved with six (6) minor edits. The accompanying form was approved with five (5) minor edits. Both will be forwarded to the Deans Council for consideration.

6. Other Items.

- No announcement has been made of any plans of the university closing to determine if the council will meet next on Wednesday, November 23 before Thanksgiving.