

- APPROVED –
Minutes
University Council
Gold Room – Bibb Graves Hall
March 21, 2012

Present:

Dr. Rebecca Turner, Vice President for Academic and Student Affairs
Dean John Hammett, College of Education and Professional Studies
Dean John-Bauer Graham, Library Services
Dean Bill Fielding, College of Commerce and Business Administration
Dean Earl Wade, College of Arts and Sciences
Dean William Carr, College of Graduate Studies and Continuing Education
Dr. Teresa Gardner, Faculty Senate President
Dr. Frank King, AVP for Distance Education
Dr. Tim King, AVP for Enrollment Management and Student Affairs
Mr. Bryant Whaley, SGA President
Mr. Clint Carlson, Vice President for Administration and Business Affairs
Mr. Vinson Houston, Vice President for Information Technology
Ms. Kelly Osterbind, Registrar
Mr. Tony Bennett, University Auditor
Mr. Greg Bonds, Associate Athletic Director, Internal Affairs
Dr. Joe Delap, Associate Vice President for Academic Affairs
Dr. Charles Lewis, Vice President for University Advancement

Absent:

Mr. Don Killingsworth, Director of Government Relations
Dr. Alicia Simmons, Director, Institutional Research and Assessment
Mr. Tim Garner, Executive Director, Marketing and Communications
Dr. Louise Clark, Associate Dean, College of Commerce and Business Administration
Dean Sarah Latham, College of Nursing and Health Sciences

Old Business:

Minutes of the March 7, 2012 meeting were approved as submitted.

Mr. Clint Carlson asked how to notify the campus community of policy and procedure changes.
Dr. Rebecca Turner suggested a targeted announcement and the JSU Newswire.

New Business:

Mr. Clint Carlson discussed policy updates for IV:06 Travel Policy. Noted changes included adding “the Office of Internal Audit” at the end of 1 D, 2A, 3B and under Evaluation of the Policy. Also, information under 3D Meal Expenses will be included under 3C - Receipts the noted change of “Detailed Receipts are required.”

Mr. Clint Carlson discussed the University Travel Brochure. Noted changes included adding “the Office of Internal Audit” and “Detailed receipts are required for reimbursement; credit card receipts are not adequate documentation.”

Mr. Clint Carlson also discussed additions to the In-state and Out-of-State Travel forms which would include a block for “Pre Paid Items”. Dr. Rebecca Turner suggested that the sum for Auto Miles also be included on the form. Dr. Joe Delap suggested that the revised date at the bottom of the form be updated.

University Council voted to make all above mentioned changes to the Travel Policy and forms and to include a recommended effective date of July 1, 2012.

Mr. Bryant Whaley announced that the SGA Ice skating event on Friday, March 16 had a very diverse group of around 230 students. SGA speeches were Monday, March 19, the debate will be April 2 and the election is April 5. SGA Awards Banquet is April 16.

Dr. Teresa Gardner announced that Faculty Senate was very pleased with discussions with Dr. Charles Lewis and Mr. Vinson Houston at the last Faculty Senate meeting. Mr. Tony Bennett has been invited to speak at the next meeting regarding travel policy changes. Also, Allison Newton, Lynn Gardner and Robin Yarbrough will speak to Faculty Senate regarding grants.

Mr. Vincent Houston discussed replacement of classroom computers.

Announcements:

Dr. Frank King announced that he will have two positions filled by June.

Mr. Vinson Houston announced that there is an issue with CAPP and that JSU is working with Sungard regarding this problem. Wireless is advancing well and scheduled to have most work done by April. There is a limitation for the number of users and a network has to be created for large groups. The Generator Project is on schedule and hope to be completed by June.

Dean John-Bauer Graham announced that the Library will be open to 1:00 a.m. during finals. A group study room has been built on the 4th floor. The room can be checked out by students for group projects at the circulation desk on a first come, first served bases. Several more rooms will be created on other floors in the Library.

Dr. Tim King discussed Student Health Center.

Dr. Bill Fielding announced that he is conducting exit interviews.

Dr. William Carr announced the Graduate Student Recruitment Seminar on April 10 – 11.

Dr. Charles Lewis announced that he will be sending invitations to all University Council members for one time or another regarding fund raising and/or Alumni Affairs events. Dr. Lewis requested that his office be informed of Alumni that are invited to speak at various events or classes on campus. Also, Dr. Lewis announced that the fund raising guidelines are being updated.

Mr. Vinson Houston also discussed a university calendar.

Ms. Kelly Osterbind announced that registration is now open, and in Fall we will begin using the waiting list option on Banner.

Dr. Joe Delap announced that Ms. Arlene Jackson from AASCU was on campus this week to discuss initiatives for our International Partners.

Dr. Rebecca Turner announced that Dr. William Meehan received the formal report from SACS regarding our doctoral program.

Meeting was adjourned.