ADMINISTRATIVE AND PLANNING COUNCIL
April 20, 1998
2:00 p.m.

Members Present: Reneau, Rea, Thomas, Hall, Mayhall, Dauzat, Reagan, Jacobs, Benedict, Oakes, Ford, Huth, McConathy.

Members Absent: Emery, Drewett.

Others Present: Simms, Rasbury.

President Reneau welcomed Mr. Kevan Simms, President-elect of the SGA, to the meeting.

The Administrative and Planning Council minutes of March 16, 1998, were approved as submitted on a Rea/Jacobs motion/second and unanimous vote.

President Reneau reminded the Council that minority hiring is a top priority of the administration. He commended Mr. Thomas on the procedures and initiatives he has developed toward this goal in his capacity as Affirmative Action Officer. He commended the College of Administration and Business, the College of Liberal Arts and the College of Applied and Natural Sciences on their recent faculty hires. He also commended Athletics on their recent hire of a minority head volleyball coach and their probable future hire of a minority assistant’s men’s basketball coach. He expressed concern to the College of Education and the College of Engineering and Science regarding their absence of minority hires. Mr. Thomas reminded the Council that a progress report is due in October 1998 to the Department of Labor and we have been informed that the emphasis on progress will be on faculty hires.

The following items were distributed for perusal by the Council prior to discussion:

- Financial Planning Task Force (FPTF) meeting minutes, April 8, 1998 and attachments (copy attached)
- Strategic Plan implementation progress (copy attached)

Following perusal, President Reneau presented a summary of the minutes. He reminded the Council that the priorities they set for development of the 1997-98 budget were the following Key Strategic Directions from the 1997-2001 Strategic Plan:

- Recruiting, Retention, Graduation Rates
- Technology
- Research

He summarized the expenditures from all sources (operating budget, private funds, Student Technology Fee, revenue budget) during this year toward those three KSD’s, as follows:

- Recruiting, retention, graduation rates $355,558
- Integrating advanced technology $1,369,045
- Infrastructure to encourage and support support research efforts $273,744
President Reneau summarized comments and actions of the Task Force regarding each Key Strategic Direction. He discussed Dr. McConathy’s alternate suggestion to the report regarding the Faculty Development Program. Dr. McConathy is advertising for a Director of Continuing Education and suggested that the Faculty Development program be folded into the job description for that program. Professional development falls under the rubric of continuing education, and the expertise that the successful candidate will bring to the position will enhance the quality and scope of professional development activities for on-and off-campus clients. She further proposed that the $70,000 requested for salaries be applied to the Director of Continuing Education’s salary and to clerical and student worker support for the position. The $48,000 (non-recurring) would be applied to furniture/equipment for professional development and continuing education activities. The Task Force endorsed the concept of including professional development under continuing education.

President Reneau indicated that the Financial Planning Task Force meeting was an active and lengthy meeting involving much discussion. He indicated to the Council that he wanted free discussion with any comments, suggestions for changes, or disagreements encouraged.

Discussion ensued regarding the TOPS scholarship program and the positive effect it should have on recruiting students. Requirements regarding the scholarships were discussed.

Several items were discussed which take first priority in budgeting. They are fixed costs such as utilities, insurance, phone, unfunded mandates (i.e. classified pay raises, national guard tuition waivers), accreditation, and library costs. In addition, the FPTF recommended the addition of promotions and personnel raises.

A Hall/Reagan motion/second to accept: (1) the FPTF report as presented, (2) the recommendations listed in the paragraph above, and (3) then to give priority funding when monies are available to the following KSD’s for 1998-99 received unanimous approval:

- Recruiting, retention, graduation rates
- Integrating advanced technology
- Infrastructure to encourage and support research efforts
- Faculty/staff/administrator development

President Reneau indicated that he would be requesting an update of projected five-year enrollment and graduation information for doctoral programs to be presented at the next APC meeting.

President Reneau indicated that the MS in Wellness Management has been reviewed by a review team of the Board of Regents. The PhD in Engineering, the PhD in Dietetics and Human Nutrition Services, and the MS in Engineering Management will be reviewed prior to June 30, 1998.
President Reneau announced that he planned to commit to administrative raises equivalent to an average of 5% effective June 1, 1998.

President Reneau indicated that we had added so much in the area of technology, we have so many different groups working in the area and so many different functioning committees, he is considering appointing a Director of Technology to maximize efficiency. Several members of the Council express their support of such an appointment. Dean Benedict said we had invested millions of dollars into a technology infrastructure and the administration should develop a plan for coordination. This would also be advantageous to faculty in that many times it is unclear where to go for assistance in matters related to technology.

President Reneau commended Mr. Jason Mayhall, SGA President, on his service to the Council and the students at Tech and presented him with a certificate of appreciation.

President Reneau polled the Council members for any announcements/comments they wished to make.

Ms. Sue Huth said that one of the big projects of the University Senate this year was post tenure review. An excellent committee is working on that issue and will continue their work into next year. She expressed appreciation to the Council for their support of a Faculty Development Center. She felt the Center would be instrumental in the post tenure review process. She also indicated that faculty were interested in learning new things and new technology; however, many times they do not know where to go for this assistance. She said the Senate was proud of the increased salary rates and the smaller class sizes. She indicated that the Senate was looking forward to President Reneau’s address to them scheduled for May 11th.

Dean Dauzat indicated receipt of a very positive NCATE report with no weaknesses cited and thanked everyone for their support. She also announced that our first three education doctoral degrees would be conferred in May from the Louisiana Education Consortium.

Vice President Hall commended the students on their support and maintenance of the Student Technology Fee. He also commended Mr. Mayhall on his superb job as SGA president this year. He announced that housing applications are up by 30% over this time last year.

Dean Ford announced that freshman applications are up approximately 10% over this time last year. She also mentioned the Tech After Five Program which is actually a continuation of what we have done in the past but is now more structured and will be more widely advertised. Beginning this fall, we are offering a slate of classes from freshman level to masters level in the evenings. Mrs. Margaret Faust will coordinate this program.
Mr. Oakes commended the women’s basketball team for finishing second in the nation this year.

Mr. Hilburn announced that Dr. Reginald Owen, holder of the F. Jay Taylor Endowed Chair, will be installed at a dinner Friday, May 1, 1998.

President Reneau congratulated Dean Barry Benedict on his recent selection as Vice President for Academic Affairs at Rose-Hulman Institute and expressed appreciation to him for the fine work at Tech.

Dean Benedict announced that on May 4, 1998, a representative from Pittsburgh Plate and Glass out of Lake Charles will be on campus to present a seminar on Basic Quality Training. They will train 20 people in the College of Engineering and Science to be facilitators. Any interested party is invited to attend.

Dean Jacobs announced that the spring musical, Bye Bye Birdie, will run Wednesday through Saturday.

Mr. Mayhall announced that the SGA is initiating a memorial scholarship. We have lost several faculty and students this year and the SGA thought this would be most fitting. Donations are expected to come from various areas such as organizations, colleges, friends, and family. The scholarship will be awarded each quarter. He also reminded the Council of the SGA’s community service project scheduled for May 2, 1998. At this time they have 60 job requests and between 300-400 volunteers. He told the Council members that he had found the administration to be very open and easy to work with and that he had enjoyed the opportunity to interface with the Council.

Mr. Simms told the Council that he looked forward to working with the Council.

Meeting adjourned, 2:55 p.m.