Administrative and Planning Council  
October 16, 2001  
1:00 p.m.

Members Present: Reneau, Rea, Hall, King, Drewett, Thomas, Jacobs, McConathy, Reagan, Ford, Johnson, Guice, Hilburn, Kilpatrick, Oakes, LaBorde (for Dauzat), Pumphrey (for Baxter).

Members Absent: Dauzat, Baxter

Welcome

President Reneau welcomed Council members and Mr. Norm Pumphrey, Vice Chair of the University Senate, and Dr. Connie LaBorde to the meeting.

Minutes

The September 17, 2001, minutes of the Administrative and Planning Council were approved as submitted on a Jacobs/Rea motion/second and unanimous vote.

Enrollment

President Reneau discussed undergraduate and graduate enrollment figures for Fall 2001-02. He asked each of the Deans and Vice President Rea to carefully study the statistics and determine the adequacy of meeting undergraduate student demand.

Strategic Plan, Fiscal Year 2001-2002 to 2005-2006

The proposed Strategic Plan was discussed in detail at the September meeting of this Council. Changes were suggested which have now been incorporated into the plan. Changes suggested by the Strategic Planning Committee and the Tier Committees. The draft of the Strategic Plan was posted on the Web and a hard copy placed in the document sections of Prescott Library inviting comments/suggestions from stakeholders.

A copy of the list of comments/suggestions was distributed and discussed (copy attached). Several of these comments/suggestions have been incorporated into the final copy of the Strategic Plan which was distributed for final approval (copy attached).

A Rea/Reagan motion/second to grant final approval at the University level of the Strategic Plan received unanimous approval.

Budget Planning Schedule and Management Cycle

Changes were made in the current budget planning schedule to better reflect actual time
lines for operating budget planning, assessment planning, legislative budget planning and capital outlay budget planning (copy attached). The management cycle charge showing the flow of the budgeting process was also revised and distributed for discussion (copy attached). Both documents were discussed and approved on a Jacobs/Hall motion/second and unanimous approval.

**Advising**

President Reneau reiterated the fact that only faculty should be advising our students. He emphasized the importance of building a student/faculty mentor relationship. He also stated that secretaries were not empowered to advise and should not be doing so. A committee was appointed to review our procedures and make recommendations to the Council. The committee will be chaired by Vice President Rea and Dean Ford and Mr. Kilpatrick will serve as members.

**New Retirement Legislation**

President Reneau summarized new retirement legislation that could affect higher education retirees. He stated that University of Louisiana System Office personnel and legal counsel are reviewing the laws for higher education applicability. He asked that each Council member review the laws before the next APC meeting when discussion will continue.

**Appointment Request Forms, Overload Forms**

President Reneau reminded Council members that all forms must be completed prior to the effective date of the appointment. If, on rare occasions this is not possible, an explanation of the reason should accompany the forms.

**Sexual Harassment Training**

President Reneau emphasized the importance of continuing sexual harassment training for all employees. This is particularly important for new employees. Training tapes are available in the CIDTL on the 10th floor of the Library. The tapes can be viewed there or can be checked out for viewing in various departments/colleges. President Reneau asked each Dean to make sure that all employees had proper training.

Copies of the current policy are in the *Faculty and Staff Handbook*. Copies were distributed along with the appropriate forms to complete should a complaint be received.
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Comments

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

Adjournment

Meeting adjourned, 2:11 p.m.