Administrative and Planning Council
September 16, 2003
1:00 p.m.

Members Present: Reneau, Rea, Thomas, Drewett, King, McConathy, Jacobs, Ford, Reagan, Oakes, Simmons, Porter, Dauzat, Napper, Liberatos, Hilburn

Members Absent: Stegall

Minutes

The Administrative and Planning Council minutes of May 13, 2003, were approved as submitted on a Reagan/McConathy motion/second and unanimous vote.

The Administrative Council minutes of July 23, 2003, of the results of a poll vote were ratified on a Dauzat/Rea motion/second and unanimous vote.

Enrollment

Enrollment totaled 11,975 students, a record enrollment for undergraduate and graduate students and for the University as a whole.

Budget, Capital Outlay

President Reneau and Jerry Drewett presented a five-year Capital Outlay Plan. Present construction, planned construction, planned renovations, the energy efficient lighting project, self-generated projects, and planned land acquisitions were discussed. Input was requested. The five-year capital outlay plan was approved as submitted on a Rea/Jacobs motion/second and unanimous vote.

Performance Planning Document

Copies of the President's Evaluation Performance Planning Document for 2003-04 were distributed and discussed.

College of Applied and Natural Sciences Strategic Plan

The College of Applied and Natural Sciences (ANS) recently completed their five-year strategic plan (2003-2008). The Strategic Planning Committee reviewed the plan and determined that it was congruent with the Mission Statement for Tech. The ANS Strategic Plan was approved as submitted on a Jacobs/Dauzat motion/second and unanimous vote.

Records Management Program

The University is required by State Statute to have a Records Management Program to
ensure that vital records are identified and maintained. To ensure compliance with the State Statute, a Records Management Program has been appointed and will be gathering information within the next few weeks.

**Leave Records**

Dr. Reneau emphasized the importance of training for non-classified employees regarding the taking of sick, annual and compensatory leave. In a memo dated August 25, 2003, he directed each division to conduct training sessions for all 9-month non-classified employees on the specific leave policies, accurate completion of time sheets, and appropriate utilization of annual, sick and compensatory time. Also, he reminded the persons signing time sheets as supervisors of their responsibility to make sure the time sheets are accurate.

**Doctoral Graduates**

Dr. Reneau emphasized the importance of graduating at least 30 doctoral students for the next two years. We graduated 36 students this year and if we do so three years in a row we will attain Doctoral II SREB status.

**October Board of Supervisors Meeting**

The Board of Supervisors will meet on our campus in October. Committee meetings will be held at Tech on Thursday, October 25, with the Board meeting to be held at Grambling on Friday, October 26. A Governor’s Forum for the gubernatorial candidates in the runoff is scheduled at Tech on Thursday evening from 5:30-6:30 p.m. A dinner will be held in Dr. Reneau’s home following the forum.

**Comments**

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

**Adjournment**

Meeting adjourned, 2:10 p.m.