

## **11//24 Administrative Council Meeting Minutes**

**Present:** Dr. Brian Anderson, Brandie Branch, Dr. Marty Brock, Dr. David Brooking, Aaron Brooks, Melissa Buxton, Trish Caston, Karen Clay, Dr. Josh Dohmen, Asia Duren, Rodney Godfrey, Glen Halbert, Erinn Holloway, Jessi Jobe, Jody Kennedy, Dr. Brandy Larmon, Carla Lowery, Shannon Lucius, Penny Mansell, Tequila McCoy, Matthew Miles, Nora Miller, Dr. Clear Moore, Jennifer Moore, Andrew Moneymaker, Dr. Chad Murphy, Nicole Patrick, Anika Perkins, Dr. Irene Pintado, Amanda Clay Powers, Laura Quinn, Susan Sobley, Andrea Stevens, Dr. Scott Tollison, Randy Vibrock, Dr. Deb Wells, Dr. Kim Whitehead, Elise Wilson and Laila Wrenn.

President Nora Miller called the meeting to order.

### **Minutes** -

Following a motion from Dr. Clear Moore and a second by Dr. Deb Wells, the October 2024 meeting minutes were approved.

### **University Update** –

President Miller introduced Brandie Branch, Director of Internal Audit, as a new member of Administrative Council. Ms. Branch will work remotely from the IHL Board Office and will be on campus as needed.

President Miller noted this was a busy week, including signing a 3 + 1 + 1 agreement with East Central Community College for the business programs, a LEAP event in Greenwood, a workforce hearing presentation, the Mississippi Economic Council Hobnob event and signing an agreement with Itawamba Community College that will lead to a bachelor in elementary education.

Lastly, President Miller mentioned some personnel changes in the President's Office. Jill O'Bryant is retiring in December, and Karen Clay is returning to private practice in January. The executive assistant position has been posted, and she hopes to get it filled soon. The university counsel position search will start soon.

### **Faculty Senate Update** –

Dr. Chad Murphy reported there is \$3,000 left in Fund A and \$4,540 left in Fund B. Faculty Senate is reviewing policies that have been accepted into the review process.

### **Staff Council Update** –

Tequila McCoy said Owl Star fourth quarter nominations are due by November 20, budget training for administrative assistants has been set for November 7, and the next staff event will be November 21. She said 18 offices participated in yesterday's costume contest, and the winner will be announced later today.

### **SGA Update** –

Laila Wrenn said SGA would like to have a student activity fee implemented, and they are working on a Project Hoot (Helping Others Out Together) event for the spring.

**Other Updates** –

Carla Lowery mentioned all employees should have received emails this week about the required cyber security training. It is 34 minutes long, and employees have 45 days to complete it.

Dr. David Brooking noted today is IHL census day for enrollment. Admissions was very busy in October traveling all over the state to recruiting events. Also, the Culinary Arts Institute had its Culinary Discovery Day this week with 62 students attending, Tupelo High School is bringing a group of freshmen to campus today for a visit, and the Scholarship Recognition event is next week.

Asia Duren said she will send an email to campus today about sponsoring Thanksgiving baskets.