

**- APPROVED -**  
**Minutes**  
**University Council**  
**Gold Room – Bibb Graves Hall**  
**March 7, 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 Sarah Latham, College of Nursing and Health Sciences  
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  
Dean William Carr, College of Graduate Studies and Continuing Education  
Dr. Louise Clark, Associate Dean, College of Commerce and Business Administration

**Old Business:**

Minutes of the January 18, 2012 meeting were approved as submitted.

Dr. Rebecca Turner discussed two new faculty ranks using recommendations from Faculty Senate to establish a category for promotion of exemplary, long-time Instructors to Distinguished Lecturer and a category for promotion of exemplary faculty holding the rank of Professor to Distinguished Professor. Recommendations were approved by University Council.

The following Policies were discussed:

- IV:03:05 Meals/Refreshments (Non-Travel Status) was approved as amended.  
Meal Request Form was approved.
- I:02:02 Job Classification and Pay Plan was approved as revised.
- I:02:07 Procedures for Employment was tabled.
- I:03:02 Tuition Assistance Policy was approved as revised.

Student Employment Program was tabled.  
Student Handbook – Noise Policy is under review.

Dr. Rebecca Turner discussed the Annual Administrative Professionals Conference on May 9, 2012.

**New Business:**

SGA President Bryant Whaley announced that SGA elections and a End of the Year Blowout event would be on April 5. Also, SGA will offer the ice skating again this year on March 16 at TMB Auditorium. Finally, over 300 students participated in Higher Education Day in Montgomery on March 1.

Dr. Teresa Gardner announced the next Faculty Senate meeting is March 12. Dr. Charles Lewis and Mr. Vinson Houston have been invited to speak. Also, Faculty Senate submitted a recommendation to change “good academic standing” requirements to a cumulative GPA of 2.0. Dr. Rebecca Turner suggested that Enrollment Management Committee review this recommendation.

Dr. Tim King discussed the Applied and Accepted Final Count handout from Admissions. A Sallie Mae representative met with JSU staff from Financial Aid and the Bursar’s Office regarding tuition insurance.

**Announcements:**

Dr. Tim King announced that Student Affairs Directors will be out-of- town next week, Monday through Wednesday to attend a conference.

Mr. Tony Bennett announced that travel forms will be processed by Internal Audit. Receipts are required for meals listed on Out-of-state Travel. Receipts do not have to be turned in with travel form but should be retained for one year by the employee traveling. Actual cost of meals should be listed on the travel form. The receipt needs to be an itemized receipt and not a credit card receipt. Dr. Rebecca Turner suggested that all departments review the Travel Policy.

Dr. Earl Wade thanked everyone for the participation in the SACS visit.

Dr. William Fielding announced that the Legislature is trying to give a level budget for the 2012-2013 year.

Ms. Sue Walker will be speaking at Friends of the Library on March 15 at 7:00 p.m. on the 11<sup>th</sup> floor Library.

Dr. Frank King announced Blackboard shells for Summer and Fall are available for instructors.

Dr. Rebecca Turner recommended that offices remain open to 6:00 p.m. on August 27 for Open Registration. Ms. Kelly Osterbind suggested that the extended hours be published and promoted.

Dr. Rebecca Turner announced that Summer Commencement would remain on August 10.

Meeting was adjourned.