

Minutes
Department Heads Meeting
August 3, 2006

Dr. Tice handed out the updated Housing and Residence Life Occupancy Report Brian Kuster commented on the report. He indicated that the number of new applicants are up, however the numbers are declining a little for returning students as there are lots of options available out there for upperclassmen. Howard indicated he would like to see a study done on why so many are moving to apartments.

Tara Redmon spoke to the group regarding MASTER Plan. This year's MASTER Plan program will be held August 20-24. The program is continuing to grow each year. Faculty and staff are invited to participate in the MASTER Plan Event on August 23. This is an important event where MASTER Plan participants can start making connections with, not only other students, but with faculty and staff on campus. Tara would like to invite everyone from this group to come down and mingle with these students on Wednesday, the 23rd.

Other dates to remember: August 18 – all day training for faculty/staff. Also, President's meeting is August 17 at 8:00 a.m. August 30 – Welcome Back Program and August 29 - Freshman Assembly.

Dr. Tice handed out copies of the Discretionary Spending Policy so everyone can review this policy which has been in effect for some time. Dr. Tice also distributed the "Policy for Use of Vehicles Insured by the University" for everyone's review. Some discussion pursued relative to these policies.

Discussion was held relative to the House Bill 3/Criminal Background Checks on New Hires. Dr. Tice indicated that this is a state law and we must do background checks on all new employees and students.

Dr. Tice handed out a document entitled "Elements of Accountability for Public Universities and Colleges." Dr. Tice asked everyone to bring this information to the next department heads meeting for discussion.

Department Heads Announcements and Information:

Charley Pride – He asked that you contact Amanda Phillips regarding DLI, with the deadline being the first week of school. Also, he gave an update on Greek Village, with five groups being committed to the new Greek Village. The SAE's have their home under construction—hopefully all homes will be completed within two years.

C.J. Woods – in the process of preparing for MASTER Plan; AIMS Program is being renewed. The Assistant Director search is underway.

Mike Wallace – Twenty three (23) exterior cameras are being installed on campus. Police Department building is being remodeled so exterior doors are closed after hours.

Brad Wheeler -- Closing books for 2005-06, so let him know if you have anything open.

Shawna Cawthorn – indicated that they had pre-sold 100 appliances (refrigerators and microwaves). Textbook deliveries are now available for Elizabethtown and Owensboro campuses.

Dining Services – several renovation projects going on; DUC's Starbucks is being converted to a Java City; new ice cream shop will be open this Fall.

Libby Greaney - Ready to roll!

Doug Ault – lots of projects underway. Phase III of Ped Mall should be completed by November 19; finishing up utility work on South Lawn and Avenue of Champions; the sodding on South Lawn will be completed soon. New Publications building and Health Services Building will soon be underway. On August 11, will begin the selection process for a consulting firm for Tate Page.

Gary Meszaros – Aramark's Dining/Catering Services has grown from 3.7 M to 11.2 M. Discussed the importance of the security of buildings and mentioned that a firm (AEGIS) is working on this.

Marshall Gray – noted that they are working on the full-service copy center on campus (DUC first floor) and it should be up and running this fall. A student organization (SIFE) has been working on this project and will be helping run it.

Sherry Blanton – TopNet is now available for use in purchasing Dining Dollars, Big Red Dollars, etc. Mentioned the fact that their Card Server has been moved to MMTH and everything seems to be running smoothly.

Tom Riley - Talked about the steam plant and the process of rebuilding it from bottom up. Discussed the increase of 17 percent in cost for TVA power. Some cut-back on power is being done. Repairs being made on steam lines.

Mark Williams – Getting ready for MASTER Plan – talked about the Band using some of the intramural fields. Preston Center closed for maintenance August 14-18.

Jennifer Tougas – Permit sales underway. Should be moving into new building real soon.

Becky Bennett – Carol White is retiring but will continue working on a part-time basis. Will begin the search process for her position soon. Will have a tent set up for Student Success Center during MASTER Plan—very busy working on this and also with DLI.

Donna Gregory - Asked if everyone received her email regarding deadline dates for Strategic Plan/Assessment. If not, let her know.

Brian Kuster - Finished up the roofing on Gilbert Hall – have added additional lighting at Pearce Ford and Keen Hall areas – working on carbon dioxide detectors. Busy with MASTER Plan with participants moving in on August 19 and 20.

Peggy Haas – been busy creating a larger living/learning community. Working with Ben Ellis in putting together a reception for the Bemis Lawrence Family. Also, continuing to work on the Charles E. Keown Plaza (selling bricks).

Howard Bailey - mentioned that the Plaza name change (to Charles E. Keown) was made official with the Board of Regents approval. He indicated that the Development Office has selected an individual to work with the Student Affairs and Campus Services and Honors Programs. Her name is Julie Childress. She will be working with donors that can give \$10,000 or more. We need to do everything we can to provide Julie with contacts.

Howard also noted that everyone who works with students needs to emphasize to them the possible dangers that prevail from too much information on FaceBook. There is a student that is being stalked on campus because of information displayed on FaceBook. ABC News had a program on FaceBook and Tara Redmon was quoted in this report.

Scott Taylor – noted that he has been busy working with so many of the department heads and thanked everyone for all their help. There will be a new Cell Phone Store on campus. \$70,000 has been made to date on the Compass Plaza. Working with Brian Kuster on the Dynmatic Institute—hope to have 800 participants in the next 3 years. Scott asked each department head to come up with one or two companies/businesses that they buy from, spend money on – and forward the name of the company and phone number to him.

Elizabeth Mohan – been busy working with MASTER Plan this year; have also been working with Student Success Center regarding testing stress. Have been working with various departments regarding eating disorders. A new staff member has been added: Eric Manly.