

**College of Education and Human Services
Administrative Cabinet Meeting
October 11, 2017 · 8:30 AM**

Members Present: David Whaley, Robert Lyons, Jacqueline Hansen, Barbara Washington, Paul Lucko, Susana Bloomdahl, Jennifer Earls, Alesa Walker, Tami Dandeneau, Kimberly Hanberry Shelton, Paige Rogers (recorder)

Members Absent: Melanie Brooks and Kem Cothran

Dean's Office and Event Update

Ms. Hanberry Shelton reminded Cabinet members that spring textbook orders are due to her today (October 11). Department administrative assistants are aware of this deadline and are in communication with Ms. Hanberry Shelton.

Ms. Dandeneau shared a draft of the new COEHS Flower/Donation Policy with the Cabinet. A motion was made and passed to formally adopt this policy.

Dr. Lyons provided an update regarding the Homecoming Breakfast, set to occur on October 28. Our selected Outstanding Alumna will not be able to attend this event; however, we will continue to honor her. We will also recognize the inaugural cohort of the Ed.D program and will have Coy Samons, superintendent of the Murray Independent School District, speak on behalf of the MISD Foundation, which recently established a Murray State scholarship in honor of Bob and Gayle Rogers.

Update from Council of Deans' Meeting

Dr. Whaley shared with the Cabinet various updates from the Council of Deans' meeting held on October 10.

Administrative Review Process

Dr. Whaley shared a draft of the University's new Administrative Review Process. This document was dispersed at the Council of Deans' meeting. All units will be responsible for completing and submitting this document by November 10.

Budget Updates

University updates to spending allowances were discussed. Topics included discretionary spending, travel requests, job audits, new positions, and searches currently underway.

Summer Office Hours

At the University level, summer office hours will no longer be from 7:30 AM to 4 PM but will instead be from 8 AM to 4:30 PM, as they are throughout the academic year. Flex time may be permitted on a weekly basis throughout the summer period as well. If

chairs/directors would like to consider the summer flex time option for their respective departments/units, Dr. Whaley asked that they first speak with him so that an appropriate plan of action may be put into place.

Departmental Updates

- **CLHS:** Dr. Lucko shared that the move into the new CRJ suite in Carr Health is nearly complete and provided an update on other building renovations. An accreditation visit for the social work program will take place on November 1.
- **ELC:** Dr. Bloomdahl announced that she and Dr. Melissa Chapman recently participated in the Teacher Education Council of State Colleges and Universities (TECSCU) Conference in Philadelphia. Dr. Brian Bourke will soon be hosting a YouTube Live video to promote the PSE program.
- **KATE:** Dr. Earls shared that there will be a “Breakfast and Learn” taking place next week. A Student Spooktacular Tech Training is scheduled for October 31.

Future Meetings

November 16

December 14

January 10

February 14

March 14

April 11

May 9

Other Important Dates

October 11: Pet Therapy

October 19: COEHS Scholarship and Service Recognition Banquet

October 28: COEHS Homecoming Breakfast

November 10: Teacher Career Fair

Operational Norms for Administrative Cabinet

1. *Participants will engage as equals, without hierarchy, while honoring individual differences and styles.*
2. *Confidentiality will be observed on all matters unless there is group agreement first.*
3. *Meetings will be focused and members will come prepared to all meetings.*
4. *Meetings will start on time and finish on time, unless agreed upon.*
5. *Members will be present at all times, both mentally and physically.*
6. *The group will encourage information sharing and questioning from its members.*
7. *Civil and respectful discourse is recognized as essential to a comprehensive discussion and decision-making process.*
8. *There will be time for reflection or wait time.*
9. *There will be a written record of all decisions.*

10. We will make decisions by consensus and have an alternative ready if necessary.
11. All participants will take responsibility for both individual and group adherence to these norms.

COEHS Mission Statement

The mission of the College of Education and Human Services is the preparation of leaders for successful careers who positively impact communities as advocates and practitioners through student-centered, authentic, and engaging academic programs.

COEHS Vision Statement

Our College will be recognized for producing graduates who foster excellence in their communities.

COEHS Core Values

Accountability	Responsibility	Transparency
Respect, Empathy, and Compassion	Collaboration	Diversity and Inclusion
Integrity	Strategic	Research-Driven

Meeting adjourned at 10 AM.

Minutes respectfully submitted by: Ms. Paige Rogers