

# **Executive Council Meeting**

## **November 8, 2016**

**Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware**

### 1. Strategic Plan Input Process

Information for the Strategic Plan Input Process was emailed to team leaders this week. One of the most important factors in this process is continual input at all levels. Employees serving on teams will need to take information back to their units for lateral communication.

Details, including a list of all team members and a tentative timeline, will be added to the website under “Messages from the Chancellor.” This is also where periodic updates will be posted.

Executive Council members will review all priorities and provide input before the final plan is submitted.

### 2. Enrollment/Retention and Pre-registration Targets

- a) Enrollment – Monthly reports for September and October were distributed and discussed, which included data on new applications received/entered, admits, student contacts, etc. Ideas were discussed to help increase enrollment for pre-freshmen. Guiding questions were also provided for strategic enrollment management.
- b) Pre-Registration – Data was provided and discussed regarding students who are eligible to pre-register for spring 2017. The number of withdrawals was also given, as well as reasons students are withdrawing. The new withdrawal from now requires signatures from both the advisor and dean. The Executive Council approved a refund of tuition and fees for a student needing to withdraw due to medical reasons.
- c) Financial Analysis for Budget Impact – A tuition and fee analysis was provided, and should be discussed with each unit. The worksheet will be revised to include data divided by unit, and will be distributed to the Executive Council next week.

### 3. Summer Hours

Universities within the UA System were surveyed regarding office hours during the summer months. It was found that no universities close all day on Fridays. Vice Chancellors will discuss with their units and determine if certain offices need to be open all day on Fridays.

#### 4. Moving Expenses

Council members were given a spreadsheet detailing moving expenses by unit for fiscal year 2015 and 2016, and were asked to review the current policy to determine if updates are needed.

#### 5. Holiday Leave

A chart with tentative leave for all EC members was provided by email. Vice Chancellors were asked to be aware of when others are on leave and submit all paperwork in a timely manner.