

Administrative Council Minutes
MCG School of Dentistry
January 13, 2004

Present: Drisko, DeLeon, Caughman, Guinn, Weller, Myers, Crail, Adair, Sisk, Lapp, Ivanhoe, Barenie, P Hanes, Griffin, Potter, Woodall, Schuster

1. Dr. Potter distributed a memorandum addressed to the President's Cabinet from Mr. James Harris, Director of Supply Administration, regarding P-Card Use and Responsibilities. The guidelines will be re-issued via email to all users in the near future. Dr. Schuster questioned the use of the P-card regarding equipment repairs totaling over \$1000. Mr. Woodall will investigate the issue and advise the council at the next meeting.
2. Dr. Potter advised the council that the predoctoral self study draft is currently being reviewed by the Associate Deans. The document will be forwarded electronically to Department Chairs in two to three weeks, along with instructions on how revisions are to be tracked in Word. A mock site visit will be conducted on May 26 – 27, 2004. The consultants will be Dr. Henry Fields, Dr. Bill Dodge and Dr. Cecile Feldman.

Dr. Drisko urged department chairs not currently on schedule with any accreditation deadline to contact Dr. Potter or Dr. Barenie immediately.

3. Mr. Crail gave an update on fund raising. The December books remain open and a total figure has not been released for the year. He hopes to have that figure at the next Administrative Council meeting. A fund raising committee has been established consisting of Dr. Emile Fisher, Dr. David Owings, Dr. George McMaster, Dr. Ty Ivey and the President of Brassler Company (Mr. Waters). Mr. Crail has received a verbal commitment from AFTCO for \$100,000, a commitment of \$10,000 from Dr. Mike Carr, Class of 1978, and \$10,000 from Dr. Mike Pruett to establish a general practice residency fund. Mr. Crail thanked those who have submitted donor information leads to him.

Dr. Drisko made an appeal for all faculty to be encouraged to contribute, and stated that those in leadership should be especially active in contributing. She stated that there are numerous ways to give and that Mr. Crail could answer questions pertaining to that issue.

Dr. Drisko presented a check from the Hinman Dental Society in the amount of \$30,000. She met with the Hinman Board of Trustees on January 12, 2004 and will report to them in June as to how the money will be used. One possibility for use is to establish a Hinman Fellowship, another is for faculty enhancement. Dr. Drisko will advise the Hinman Board of Trustees in June as to how the money will be expended. She also stressed the importance of giving more visibility to the contributions made by the Hinman Dental Society.

4. Dr. Drisko made a presentation to the Georgia Dental Association House of Delegates on Sunday, January 11, 2004. She desires to establish strong relationships with organized dentistry. On Monday, January 12, 2004 she was invited by the GDA to attend a meeting with Governor Purdue as he signed a proclamation for Georgia Dental Day. Nine-hundred dental kits were distributed at the Capital Building.
5. Dr. Caughman distributed Patient Satisfaction Survey results to each department chair. Overall, the School of Dentistry scored well with a low of 3.6 on 4.0 scale. Another survey will be conducted in April. This will provide two surveys for accreditation. Dr. Drisko requested Dr. Caughman to make the results known to all faculty, staff, residents and students and requested Chairs to advise their respective departments of their results.

Dr. Drisko thanked Dr. Caughman for coordinating this effort, as an outside consultant would have charged \$5000. However, Dr. Caughman made arrangements with Ms. Carol Ferrang, from Strategic Support, to provide this service and the only charge the school incurred was for printing services.

6. Dr. Barenie distributed information on the senior class "incomplete" grades. He encouraged faculty to be proactive with competencies and to put forth extra effort to help eliminate incompletes in order to allow as many on-time graduations as possible.

Dr. Drisko suggested assigning a faculty member to each student with an incomplete as an accountability factor which could possibly assist with this issue. She also suggested the possibility of restarting the faculty advisor system to continue past the freshman year. Ms. Kara Griffin suggested a progress report be issued, if not already in place.

Dr. Drisko asked Dr. Caughman to follow up to ensure students are informed of their incompletes and that faculty are assigned to ensure students expedite eliminating incompletes. In addition, this item will be on the agenda for the next Administrative Council meeting.

7. Dr. Drisko distributed and discussed the Institutional Key Initiatives for the six month period of January 2004 – July 2004.
8. Dr. Drisko requested that Dr. Travis Smith be invited to the next Administrative Council meeting.
9. Dr. Drisko is in the final stages of developing the Strategic Plan for the School of Dentistry and intends to have it distributed at the weekly deans' meeting this Thursday, January 15, 2004. President Rahn has requested that each dean prepare their Strategic Plan for the next five years with budgets attached.
10. Dr. Drisko requested that the issue of a Public Health Institute be placed on the agenda for the next Administrative Council meeting. We currently have an opportunity to enhance the research faculty; one applicant, who recently received a dentist-scientist award, will begin interviewing on January 14, 2004. Another candidate, Orthodontist-PhD, has also expressed interest in applying.

Dr. Drisko and Dr. Schuster have been coordinating this effort with IMAGG and Drs. Jack and Bob Yu.

11. Mr. Woodall is currently reviewing records to develop a financial report. He expects completion of this project within the next two to three weeks.
12. Dr. Drisko stated that the next report on facilities assessment will be reviewed on January 22, 2004.
13. Dr. Drisko advised the council of breaking news on the budget. All replacements and new hires must be approved by a cabinet member. She stated that the school must identify more ways to increase efficiency while at the same time offsetting losses.
14. Ms. Kara Griffin announced that an ADEA chapter is being developed for students expressing an interest in academics. The freshman class has voted to join GADPAC.
15. Dr. Adair stated that no word has been received from the Richmond County Board of Education as to whether Gracewood Elementary School students will be allowed to participate in "Give Kids A Smile Day".
16. Dr. Schuster announced that Dr. Stephen Hsu has been invited to participate in the Georgia Department of Industry, Trade and Tourism/Office of Science and Technology Media Symposium on the Georgia Cancer Initiative.
17. Dr. Drisko has received an invitation to make a presentation on the MCG School of Dentistry to Speaker of the House, Mr. Terrie Coleman. That meeting is currently scheduled for January 23, 2004 in Atlanta at the Capital Building.