

Administrative Council Minutes
MCG School of Dentistry
September 21, 2004

1. The council approved the minutes of September 7, 2004. Upon IT Division's completion of the development of a secure web site for the School of Dentistry faculty, minutes will be posted on the web site. In addition, official minutes of Faculty Meetings and all School of Dentistry standing committees will be posted, with the exception of the minutes of the Promotion & Tenure Committee and the Student Academic Review Committee. When minutes are posted, a notification will be sent via email to faculty.
2. Rosters were compiled from the list of faculty volunteering to serve on the School of Dentistry Strategic Planning Subcommittees. These rosters were distributed at the council meeting and chairs were asked to advise faculty who may not have been present at the faculty meeting, on September 15, 2004, that the opportunity still remains for them to sign up. Chairs should submit additional names for addition to the rosters to Brenda Padgett as soon as possible. Dr. Schuster expressed concern that there were few clinical faculty who volunteered to serve on the Research Subcommittee. Dr. Drisko agreed and asked chairs to encourage clinical faculty to volunteer for this subcommittee.

Dr. Drisko plans to ask the following faculty to serve as Strategic Planning Subcommittee chairs. After their confirmation, a completed roster inclusive of subcommittee charges will be compiled and distributed. Recommendations and ideas received from these subcommittees will be sent back to the school standing committees.

Subcommittee:

Faculty Development
Public Relations
Development & Alumni Relations
Educational Program & Curriculum
Revenue Enhancement
Research
Faculty Assembly

Chair:

Dr. Charlie Weston
Dr. Travis Smith
Dr. George Hall
Dr. Brad Hall
Dr. Robert Comer
Dr. Keith Volkmann
Dr. Mike Shroud

3. Draft guidelines regarding School of Dentistry faculty travel were distributed. Foreign travel requests are to be received in the dean's office no later than 30 working days prior to departure. Domestic travel requests are to be received in the dean's office no later than 10 working days prior to departure. Council members were asked to review the draft guidelines and be prepared for discussion/approval at the next Administrative Council meeting. Brenda Padgett was tasked with inquiring if dental residents are required to submit Outside Professional Activity forms when attending professional meetings, etc.

In answer to Dr. Lapp's question, Dr. Drisko stated that the normal policy for off campus travel for presentations, etc., is 1 day for travel to destination, 1 day for the presentation, and 1 day for return travel. Exceptions to this policy should be reviewed and discussed with the department chair, and appropriate documentation ensured, prior to submission to the Dean.

Annual leave should also be submitted in accordance with the guidelines as much as possible; however, more leniencies will be given to reasonable requests for annual time. Associate Deans and Chairs are to submit all annual leave requests directly to the dean. Departmental faculty are to submit their annual leave requests to their respective department chair.

4. The FY05 School Committees (Standing Committees) are still being reviewed and some changes remain to be made. Dr. Drisko will reduce the number of members on some of the committee rosters. The document should be ready for distribution in the next few weeks.

5. Dr. Drisko attended the President's Cabinet Retreat on Friday, September 9th. A report from the retreat is forthcoming.

6. Dr. Drisko stated that, to date, the governor has not backed off on his request to retract money from the Board of Regents. The president and the provost are diligently working to identify dollars in central administration to absorb the bulk of the FY05 cuts. However, it presently remains that budget cuts are inevitable for FY06 as well, and work needs to begin on identifying resources for these cuts.

On a positive note, Mr. Darrell Gentry confirmed Dr. Drisko's statement that we are on track for a 20% increase in the dental foundation. Revenues generated have risen due to increased activity and implementation of the fee increase. The discount policy has been improved to provide better oversight of fee discounts. Dr. Drisko asked the chairs to request observations and ideas from students and staff which could possibly assist to rid wasteful spending.

7. Dr. Drisko recently held a meeting with all program directors and challenged them to identify areas to assist in offsetting their program expenses, as well as increasing their program revenues. To date, she has received positive feedback from the directors and hopes this can be an opportunity to assist in overcoming the sizable budget cut for next year.
8. Dr. Drisko recognized Mr. Bryan Adams for providing justification to resolve the issue that the School of Dentistry has no current debt for the Early Retirement Program. This resolution exempted the school from a payment of approximately \$168,000.
9. Dr. Drisko, Dr. Carole Hanes and Dr. Brad Potter received invitations for induction into the Hinman Dental Society. Dr. Drisko and Dr. Hanes were inducted on September 20th in Atlanta. Dr. Potter was unable to make this meeting as he was attending acting as silent observer at an accreditation site visit.
10. Dr. Drisko and Mr. Crail met with the Hinman Trustees and they are considering establishing an endowed chair for the MCG School of Dentistry.
11. Dr. Drisko stated that the accreditation document is being edited and should go to press within the next couple of days.
12. Discussion was held on organizing a process in the school which provides names, addresses and phone numbers of vendors and other individuals who visit the school having contact with faculty, residents and students. The purpose is to provide Mr. Dale Crail with a contact data resource to capitalize on fund raising. Dr. Drisko appointed Dr. Caughman, Mr. Gentry and Mr. Crail to meet and submit a proposal which would provide a process.
13. Dr. Barenie reminded the council that any individual(s) invited by students should receive prior approval from the office of Dr. Carole Hanes, Associate Dean for Students, Admissions & Alumni.
14. Mr. Crail announced that there will be an MCG Reception at Peabody Hotel, on October 1st, at 5:30 PM in Orlando at ADA Meeting.
15. Dr. Phil Hanes announced that Dr. Charvette Evans Monroe is looking for a dentist to work in her office during her having to be out for a while.
16. Dr. Barenie reminded the council of the need to have CPR records updated for all, including Oral Surgery Residents and part time faculty.
17. All employees should complete Right To Know Training if they have not done so already.
18. Dr. Carole Hanes reminded the council of the meetings for summer course directors and students scheduled for next week.

