

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: April 3, 2023

Members in attendance: Dr. E. E. Caston, Dr. Joshua Armstrong, Dr. Caroline Fletcher (via phone), Dr. Leslie Griffin, Ms. Lucia Chacon Habis, Mr. Mike Kinnison, Dr. Eddie Lovin, Dr. Michelle Roberts, and Mr. Larry Wakefield (recorder – Ms. Claire Cole)

Members not in attendance: Mr. Rick Munroe and Dr. Andy Novobilski

Guests: Dr. Edwin Craft, Associate Vice President for Finance and Administration
Dr. Christopher Jurgenson, President-Elect, Faculty Senate
Ms. Holly Ray, Chair-Elect, Administrative Staff Council
Ms. Haley Rooks, President-Elect, Student Government Association
Dr. Josie Welsh, Associate Provost

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on April 3, 2023. The meeting convened at 1:30 p.m. with Dr. Caston presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Lovin and seconded by Ms. Ray, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on March 20, 2023.

On motion by Dr. Lovin and seconded by Dr. Griffin, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on March 30, 2023.

GENERAL OVERVIEW

- Dr. Caston gave an overview of the activities and events from the last couple of weeks. The IHL Board of Trustees met for their monthly meeting, and they approved Delta State's request to award two honorary doctorate degrees at the May Commencement ceremony. Comedian John Crist performed at the BPAC. Dr. Caston and Dr. Novobilski visited with Erasmus+ Professor Pawel Kras. The Capital Campaign Steering Committee met for their quarterly meeting; and, Dr. Caston reported the committee is energized and the Campaign is on the threshold of pushing toward the final goal of \$50 million. Currently, the Campaign has raised approximately \$40 million.
- Ms. Chacon gave an overview of Student Government Association activities. Students participated in the Student Legislative Day at the Mississippi Capitol a few weeks ago. The Student Government Association hosted the Most Beautiful Pageant, and Ms. Allie Parkinson was crowned Most Beautiful. The Big Green Event is scheduled for April 15, and the event won a Keep Mississippi Beautiful Award. Ms. Chacon invited Cabinet members to attend the Student Government Association Inauguration Dinner on April 27 and the Graduation Celebration for International Students on May 3.
- Mr. Kinnison provided an update on Athletics. The Athletics Hall of Fame Induction was held over the weekend. The football team has their last practice and scrimmage for the semester on Thursday at

6:00 p.m. National Student Athlete Day is Thursday, and the Athletics Department will host a dinner for student-athletes in the Dorgan Center. The baseball team hosts Southern Arkansas University tomorrow and Shorter University this weekend. The softball team travels to University of West Alabama tomorrow and Northeast Community College this weekend to compete against Shorter University. The golf team is at the University of West Florida for a match today and tomorrow. The men's and women's tennis teams finished their seasons this weekend against Lee University.

- Mr. Wakefield shared an update on Facilities projects. The roofs on Caylor-White/Walters Hall, Jobe Hall, Bailey Hall, and Kent Wyatt Hall are being repaired. New bricks are being installed on the front of Wright Art Center. Several buildings around campus are being pressure washed. Foundation Hall will be the only residence hall open this summer. Dr. Craft is working with deans and chairs on their needs for the summer to determine which buildings will be open or closed this summer. Mr. Wakefield shared more buildings will be closed this summer than in the past.
- Dr. Caston shared with Cabinet members some of the meetings and events planned for this week. Today began Pre-Registration week. The Gulf South Conference Board of Directors meet on Tuesday. A performance of R.E.S.P.E.C.T. occurs at the BPAC on Tuesday. The university will be closed on Friday in observance of Good Friday.

CABINET TOPIC

None

BUSINESS

Action

2023-24 Holiday Schedule..... Mr. Wakefield

Mr. Wakefield presented to Cabinet members the recommended 2023-24 Holiday Schedule prepared by the Office of Human Resources. The proposed holiday schedule is compliant with IHL's policy of 15 paid holidays. The holidays include: two days for Independence Day, Labor Day, two days for Thanksgiving, seven days for winter holidays, Martin Luther King, Jr. Day, a spring holiday, and Memorial Day.

Motion: Moved by Mr. Wakefield to approve the 2023-24 Holiday Schedule and seconded by Dr. Lovin. The motion was approved.

Discussion

IHL's Introduction of Dr. Daniel Ennis Dr. Roberts

Dr. Roberts announced the Board of Trustees of State Institutions of Higher Learning will introduce Dr. Daniel J. Ennis as the ninth President of Delta State University to the campus community on Thursday at 11:00 a.m. in Jobe Hall. The announcement will be a short program with remarks by President of the Board of Trustees Tom Duff, Chair of the Search Committee Teresa Hubbard, and Dr. Ennis. Dr. Roberts asked Cabinet members to encourage their constituencies to attend this historic event.

Spring 2023 Campus Forum Dr. Roberts

Dr. Roberts announced the Spring 2023 Campus Forum will be held on Thursday, April 27 at 2:00 p.m. in the auditorium of Jobe Hall. Topics to be discussed include: presidential transition; budget status for FY23; legislative session for FY23; Foundation report; budget plans for FY24; current and new campus projects; Office of Admissions and enrollment update; athletics update; and, SACSCOC reaffirmation.

2023 Staff Evaluation Forms and Process Mr. Wakefield

Mr. Wakefield announced Human Resources will email the 2023 Staff Evaluation Forms and guidelines to all supervisors. Changes were not made to the Staff Evaluation Forms this year.

Budget Update Mr. Wakefield

Mr. Wakefield provided an update on the university budget. Mr. Wakefield and his staff are reviewing the budgeted projections for revenue and expenses for March compared to the actual revenue and expenses for March. The university does not know at this time the amount of State appropriations that will be given for FY24.

Recruitment Update/Overview..... Dr. Lovin

Dr. Lovin provided a recruitment update to Cabinet members. Currently, 302 students have pre-registered for Fall 2023. The number of committed students, year-to-date, has surpassed last year's numbers, and the amount of admitted students has surpassed the entirety of admitted students for Fall 2022. On July 5, the new Director of Admissions Ashley Tanksley will begin. Currently, she is the Director of Admissions at Meridian Community College.

Institutional Effectiveness and Planning Dr. Novobilski

In the absence of Dr. Novobilski, Dr. Welsh provided an update on institutional effectiveness and planning. Dr. Josie Welsh provided to Cabinet members several updates on the SACSCOC reaffirmation process:

- During the SACSCOC reaffirmation process, non-compliance areas have emerged.
 - Strides are being made to correct the problems to ensure compliance.
 - One example of noncompliance was Distance Education and the university's curriculum.
 - Policies are being revised to correct the university's noncompliance.
- The next two meetings of the Strategic Plan Steering Committee will focus on the budget's alignment to university goals and reputation and branding.
- Several Administrative Assessment Reports have not been returned. If an Assessment Fellow reaches out to assist in completing an Administrative Assessment Report, please respond to them.
- Dr. Welsh provided Cabinet members with additional data on current Student Achievement goals of six-year graduation rates and retention.

Dr. Josie Welsh provided to Cabinet members several requests with regards to the SACSCOC reaffirmation process:

- Faculty Senate and the Administrative Staff Council requested Dr. Caston share with the campus community a brief overview of the university's institutional accreditation along with a timeline of the university's decennial review.
 - Dr. Caston will send this information to faculty and staff today.
- Dr. Welsh would like to send to Cabinet members the feedback received on the university's Mission Statement.
 - Once approved by Cabinet, Dr. Welsh will send the findings to faculty, staff, and students.
- Dr. Welsh needs assistance in obtaining items from IHL staff. Those items are: Conflict of Interest Forms and Annual Evaluations of the President.
- Job Analysis Questionnaires are being sent to certain employees to provide any necessary revisions to the job description on file in Human Resources.
- After a policy review calendar is created, where would it reside?
 - Dr. Welsh's recommendation: Institutional Research, Effectiveness, and Planning
 - Dr. Craft suggested the contract software could be utilized for policy review.
- Creation of Student Achievement Goals with targets and initiatives to support the goal.

INFORMATIONAL/CALENDAR ITEMS:

- Pre-Registration Week, April 3-7
- R.E.S.P.E.C.T., April 4, 7:30 p.m., BPAC
- IHL's Introduction of Dr. Daniel Ennis, April 6, 11:00 a.m., Auditorium, E.R. Jobe Hall
- Good Friday Holiday, April 7
- Big Green Event, April 15
- Spring 2023 Campus Forum, April 27, 2:00 p.m., Auditorium, E.R. Jobe Hall

NEXT MEETING:

- Next Cabinet Meeting – Monday, April 17, 2023 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 2:49 p.m.