

# DELTA STATE UNIVERSITY

## PRESIDENT'S CABINET

### *Minutes*

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**Meeting date: January 23, 2024**

**Members in attendance:** Dr. Dan Ennis, Dr. Edwin Craft, Mr. David Gladden, Dr. Leslie Griffin, Dr. Christopher Jurgenson, Mr. Mike Kinnison, Dr. Eddie Lovin, Ms. Holly Ray, Dr. Michelle Roberts, Ms. Haley Rooks, Ms. Ashley Tanksley, and Mr. Larry Wakefield (recorder – Ms. Claire Cole)

**Members not in attendance:** None

**Guests:** None

**Call to Order:** A regular meeting of the President's Cabinet was held in the President's Conference Room on January 23, 2024. The meeting convened at 1:30 p.m. with Dr. Ennis presiding.

#### **APPROVAL OF THE MINUTES**

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 January 8, 2024.

#### **GENERAL OVERVIEW**

- Dr. Ennis gave an overview of the activities and events from last week. Dr. Ennis and Mr. Kinnison attended the NCAA Convention. The Spring semester began on Tuesday, January 16. The Gulf South Conference Board of Directors had their quarterly meeting, and the Institutional Executive Officers had their monthly meeting. Dr. Ennis attended a legislative reception sponsored by Mississippi Public Universities. The Board of Trustees of the Institutions of Higher Learning held their monthly meeting.
- Dr. Craft and Mr. Wakefield gave an update on Facilities Management projects. Dr. Craft shared with Cabinet members issues stemming from the icy weather last week. A leak was detected in Caylor-White/Walters Hall, and the contractor will begin work this week. A pipe burst by the McCool Stadium, and Lawler-Harkins Hall has low water temperature. Mr. Wakefield advised employees to be cautious walking around campus due to remaining slick spots. The final report on the roof damage is almost complete. The School of Nursing project will begin again soon, and classes will be moved to Caylor-White/Walters Hall, beginning in April, until sometime next academic year.
- Ms. Rooks gave an update on student activities. The Student Government Association held its first meeting of the semester last night. Cabinet members are planning several events including an interest meeting for Student Government Association and Week of Action for Black History Month.
- Mr. Kinnison gave an update on Athletics. The men's and women's basketball teams competed against Christian Brothers University and Union University over the weekend, and they host Valdosta State University and University of West Florida on Thursday and Saturday, respectively. The swimming and diving teams compete at Millsaps College on Saturday. Spring sports begin in one week.
- Dr. Ennis shared with Cabinet members some of the meetings and events planned for this week. Dr. Ennis will visit with baseball and softball teams this week. Dr. Ennis and Dr. Roberts will travel to

Jackson, MS for legislative visits on Thursday. On Your Feet! The Story of Emilio and Gloria Estefan will take place at the BPAC on Thursday evening. Alumni Affairs will host an alumni night at the Memphis Grizzlies' game on Friday night.

**CABINET TOPIC**

None

**BUSINESS** .....

**Action**

**Vacant Position Justifications..... Cabinet members**

Dr. Ennis informed Cabinet members a differential of positions submitted and those provided by Human Resources needs to be conducted. Dr. Roberts will reach out to vice presidents and direct reports to ensure all vacant position justification forms were submitted.

**Academic Calendar revisions ..... Dr. Griffin**

Dr. Griffin brought the revised 2023-24 Academic Calendar to Cabinet for approval. The academic calendar was revised due to the university being closed for icy weather. The last day to register for Spring 2024 was changed to January 24, and no late registration fees will be assessed prior to January 24. Also, January 26 will be the last day to add and/or register for classes for Spring 2024; the last day a course can be changed from credit to audit; and, the last day to pay for registration and avoid being removed from all classes.

**Motion:** Moved by Dr. Griffin to approve the revised Academic Calendar for 2023-24 and seconded by Dr. Jurgenson. The motion was approved.

**Year-End Spending Cutoff Date ..... Mr. Wakefield**

Mr. Wakefield presented to Cabinet members the draft year-end spending cutoff memo and suggested date. To increase cash reserves by June 30 and to address unbudgeted expenses, the university will implement the expenditure cut-off deadlines listed below. Cutoff procedures are being implemented earlier than in the past. These procedures affect all funds: general E&G (fund 10), designated (108 funds), auxiliary, and restricted.

All requisitions received after March 1, 2024, must be approved by the respective Vice-President. All departments should start clearing outstanding encumbrances in "all funds", contacting vendors for missing invoices, and forwarding all documents to Accounts Payable as soon as possible. Effective March 1, 2024, procurement cards will be suspended until July 1, 2024. Travel requests for the remainder of FY24 must be approved by the respective Vice President, followed by review by the Interim Vice President for Finance and Administration. Only required travel will be approved. Departments needing special exemptions to the cut-off dates for requisition, P-Card, or Travel Card dates to accommodate approved travel, summer camps, or grants must present the request to their respective Dean, Vice President, or direct report to the President. If approved, they will then forward the request to the Accounting Department.

**Motion:** Moved by Mr. Wakefield to approve the year-end cutoff date and draft memo and seconded by Dr. Lovin. The motion was approved.

**Discussion**

**Town Hall ..... Dr. Ennis**

The next Town Hall meeting is scheduled for Tuesday, January 30 at 3:00 p.m. in Jacob Conference Center in Ewing Hall. Dr. Ennis will provide a mid-year budget update, and he is working with Dr. Roberts and Mr. Wakefield on the figures to present and his PowerPoint presentation. Cabinet members requested an update on the SACS COC reaccreditation process, as well. In preparation for the Town Hall meeting, Dr. Ennis is going to send a campus update; and, he would like to share personnel changes at the director-level and above in the update. By end of day Wednesday, send to Ms. Cole any personnel changes to be included in the update.

**Hiring Requests ..... Dr. Griffin**

In following the hiring guidance set forth by Dr. Ennis, Cabinet Members presented their requests for review. After review by Cabinet members, Dr. Griffin and Mr. Wakefield will meet with Dr. Ennis and provide additional context as to the need for the given position or positions prior to Dr. Ennis granting or denying hiring approval.

**Academic Affairs requests**

Dr. Griffin requested to hire two Assistant Chief Flight Instructors. Due to the increased number of Commercial Aviation students, these positions are crucial for the continuance of the program. Both positions are funded through 108 funds.

**Recruitment Update/Overview ..... Ms. Tanksley**

Ms. Tanksley provided an update on recruitment efforts. Enrollment for Spring 2024 is down six undergraduate students and up 70 graduate students from this time last year. For Fall 2024, undergraduate freshmen admissions is 753, and undergraduate transfer admissions is 37. The Office of Admissions has several recruitment activities planned for the Spring semester including a Transfer Day, Admit Social, and the Presidential Tour.

**Budget Update ..... Mr. Wakefield**

Mr. Wakefield shared the planned budget versus actual for auxiliary funds for Fall 2023. The revenue from the auxiliary funds has increased by 6% from this time last year, and the expenses to auxiliary funds has decreased by 9% from this time last year. Mr. Wakefield is hopeful to have a positive year in auxiliary funds this year.

**INFORMATIONAL/CALENDAR ITEMS:**

- On Your Feet! The Store of Emilio and Gloria Estefan, January 25, 7:30 p.m., BPAC
- Town Hall Meeting, January 30, 3:00 p.m., Jacob Conference Room
- Investiture Ceremony, February 24, 10:30 a.m., BPAC

**NEXT MEETING:**

- Next Cabinet Meeting – Monday, February 5, 2024 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

**Adjournment:** The meeting adjourned at 2:55 p.m.