

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: February 10, 2020

Members in attendance: President William LaForge, Dr. Vernell Bennett, Ms. Tricia Killebrew, Mr. Mike Kinnison, Dr. Charles McAdams, Dr. Beverly Moon, Mr. Rick Munroe, Mr. Cetin Oguz, Dr. Michelle Roberts, Mr. Jamie Rutledge, and Ms. Elizabeth Swindle (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 February 10, 2020. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Ms. Swindle and seconded by Mr. Rutledge, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on February 4, 2020.

GENERAL OVERVIEW

- Mr. Rutledge introduced Cabinet members to Interim Comptroller Dr. Tonia Walker. She gave Cabinet members an overview of her accounting career and expressed she loves what she does. Mr. Rutledge stated we are happy to have her here to help us.
- Dr. Bennett informed Cabinet members a Delta State student, Mr. Dylan Dempsey, passed away over the weekend. Counselors are available for students in his department today.
- President LaForge announced Dr. William Bynum, Jackson State University President, resigned Monday morning.
- President LaForge gave an overview of the activities and events from last weeks. The Finding Neverland performance at the BPAC was wonderful. President LaForge greatly enjoyed his visit to the "Meet the Beatles" class at the DMI. President LaForge announced Delta State submitted two pre-proposals to the Robert M. Hearin Foundation. The two pre-proposals are for scholarships and the TFA Graduate Fellowship program. President LaForge continued his campus outreach last week with residence hall visits to Foundation Hall and Lawler-Harkins Hall, and he hosted a Faculty and Staff luncheon. President LaForge met with Deputy Superintendent of the Cleveland School District Ms. Teresa McCarty, and he attended the Cleveland Central High School Baseball First Pitch Banquet as the guest of Mr. and Mrs. Steven Craddock.
- Mr. Kinnison gave an update on Athletics. On the road last week, the men's basketball team went 0-2 and the women's basketball team went 1-1 against Christian Brothers University and Union University. Both teams will compete at home this week against University of West Florida on Thursday and Valdosta State University on Saturday. Three weeks remain in the regular season for basketball. The men and women's tennis teams competed against the University of Southern Mississippi over the

weekend. The men's team was victorious, and Coach Kinnison stated they are strong competitors this season. The baseball team swept Lynn University over the weekend, and they will compete against University of Alabama-Huntsville this weekend in Alabama. The softball team went 2-2 in the Harding University Tournament, and they will compete against the University of Alabama-Huntsville this weekend. The football team Football spring training begins on March 17, and the annual Green and White Game occurs April 18.

- Mr. Rutledge gave an update on Facilities Management projects. The Walter-Sillers roofing project needs good weather for finalization, and their HVAC project is 95% complete. The roofing project for the Holcombe-Norwood Hall had an \$8,000 change order, but it was approved. The Facilities Management Building roofing project is moving very slow. Mr. Rutledge is meeting with the Bureau of Buildings tomorrow to discuss the Aquatics Center HVAC project, the residence halls roofing project, campus wide HVAC project, campus elevator project, and the residence halls renovations project in order to get all projects ready for bid. Mr. Rutledge would like to begin work on several of these projects during the summer months.
- President LaForge shared with Cabinet Members some of the meetings and events planned for the week. President LaForge continues his campus outreach with a departmental visit to Institutional Planning and Research on Tuesday and residence hall visit to Cain-Tatum Hall and Fugler-Hammett Hall on Wednesday. President LaForge and Mr. Rutledge have a conference call on Tuesday with the golf course developer to receive an update on the development. On Wednesday, President LaForge will meet with Dr. Temika Simmons to get an update on the upcoming Winning the Race Conference. Dr. Nora Miller, Mississippi University for Women President, will be the guest speaker for the Cleveland Rotary Club on Wednesday, and she will visit with President LaForge. The Board of Directors for the Cleveland Music Foundation meets on Thursday. President LaForge will meet with Mr. Lloyd Gray, Executive Director of the Phil Hardin Foundation, on Friday.
- Dr. McAdams announced the Office of Institutional Research and Planning is undergoing changes. Ms. Emily Dabney will step back as the Director to focus all of her time as being the Registrar. Ms. Chrisa Mansell will become the new Director. In addition, the office name will change to the Office of Institutional Research Effectiveness and Planning. All changes will be effective March 1.

CABINET TOPIC

None

BUSINESS

Action

Academic Standing policy (revised – final reading)Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams brought the revised Academic Standing policy to Cabinet for a first reading. Students on academic probation are limited to enroll for a maximum of 15 hours in the regular semester. Enrollment beyond 15 hours must be approved by the student's advisor, chair, and dean. The student will be expected to use the resources of the University for assistance in returning to Good Academic Standing.

Motion: Moved by Dr. McAdams to approve the revised Academic Standing policy and seconded by Mr. Rutledge. The motion was approved.

Course Enrollment policy (revised – final reading)Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams brought the revised Course Enrollment policy

to Cabinet for a first reading. The Course Enrollment policy didn't adhere to current practice and was not in sync with Banner. An undergraduate academic load is 15 to 19 hours each regular semester. Enrollment beyond 19 hours must be approved by the student's advisor, chair, and dean. The maximum number of hours a student may enroll in a regular semester is 24.

Motion: Moved by Dr. McAdams to approve the revised Course Enrollment policy and seconded by Dr. Moon. The motion was approved.

Search and Hiring Requests..... Cabinet Members

In response to the Cabinet's decision that all requests to search for and fill vacant positions will be considered on a case-by-case basis by the Cabinet, Dr. McAdams brought to Cabinet positions for consideration. The positions presented do not impact the salary savings identified previously to address the budget shortfall for this fiscal year.

Academic Affairs Faculty Request

Dr. McAdams presented the request to search for and hire an Assistant Professor of English Education for Fall 2020. This position will replace a visiting professor.

Academic Affairs Staff Request

Dr. McAdams presented the request to search for and hire a part-time Senior Secretary in Division of Mathematics and Sciences and a Library Assistant II for the Roberts-LaForge Library.

Motion: Moved by Dr. McAdams to approve the searching and hiring of an Assistant Professor of English Education, Senior Secretary in the Division of Mathematics and Sciences, and a Library Assistant II for the Roberts-LaForge Library and seconded by Mr. Rutledge. The motion was approved.

Discussion

Budget Update Mr. Rutledge

Mr. Rutledge gave a budget update to Cabinet members. He stated the requests for the first two phases for FY21 are due to him on February 15. These requests will be for facilities and new and expanded activities. He will email the timeline to Cabinet members this week. Mr. Rutledge added revenues as a new budget phase to this year's timeline. During a Cabinet meeting, Cabinet members will learn how revenues are projected. This discussion will occur after State appropriations are determined. Mr. Rutledge plans to make the budget planning process for FY21 visible to more constituents on campus. He is speaking to Faculty Senate and the Administrative Staff Council on the budget process and our cash flow statements. Mr. Rutledge informed Cabinet members the budget revision plan to capture additional savings is fully in place, and cash for January was \$350,000 more than projected. Mr. Rutledge reminded Cabinet members he used conservative numbers for our revenue projections in our cash flow statements, and the university should see a \$6.8 million cash balance at the end of June. Mr. Charles Lindsey and his staff will be on campus each month to verify our numbers and check our bank reconciliations in order to help us achieve our goal. Another big decision Cabinet members have to make shortly is whether to have a tuition increase for the 2020-2021 academic year.

Cabinet Rotation Schedule..... Dr. Roberts

Dr. Roberts informed Cabinet members Cabinet rotation will begin earlier this year to allow the incoming Faculty Senate President and Administrative Staff Council Chair to be a part of all budget-planning discussions. Shadowing will begin on Monday, March 2.

Personnel Updates Cabinet members

President LaForge asked Cabinet members to share personnel updates from their respective areas. Ms. Swindle announced SGA has two new officers. Mr. Dawson Nicholson is the new Chief of Staff and Governmental Affairs Chair, and Mr. Ian Matthews is the new Student Services Chair. Dr. Moon announced Ms. Frances Varner is the new Graduate Recruiter.

Additional information

- Dr. Moon informed Cabinet members she is finalizing SACSCOC reports, and she may be requesting information from different areas across campus.
- Dr. Bennett announced 19 schools have completed registration for the Statesmen Spotlight and Academic Insight Day on February 28, and the recruiters are in four schools this week getting additional students registered.
- Ms. Swindle had the pleasure of speaking to students attending the Honors Choir weekend; she stated the students were very interested in Delta State. In addition, she stated plans for Student Legislative Day are underway.
- Dr. McAdams announced the second show for the Wiley Planetarium was last weekend. The Delta State chapter of the American Chemical Society is hosting a fundraiser through the Planetarium this weekend for Valentine's Day.

INFORMATIONAL/CALENDAR ITEMS:

- International Business Symposium, February 18-19
- Statesmen Spotlight Day and Academic Insight, February 28
- An Acoustic Evening with Mark Chesnutt and Joe Diffie, March 5, 7:30 p.m., BPAC
- Spring Holidays, March 9-13

NEXT MEETING:

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

Adjournment: The meeting adjourned at 2:52 p.m.