

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: February 17, 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: Ms. Sarah Catherine Snellgrove, Student Government Association
Mr. Will Young, Student Government Association

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on February 17, 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 10, 2020.

GENERAL OVERVIEW

- Ms. Swindle introduced Student Government Association Vice President Miss Sarah Catherine Snellgrove and Student Government Association Secretary Mr. William Young. Ms. Snellgrove and Mr. Young are very excited about their positions and this semester.
- President LaForge gave an overview of the activities and events from last week. President LaForge spoke with the Executive Editor of the Clarion Ledger Ms. Mary Irby-Jones to discuss the photo associated with Jackson State University story printed last week. Following his conversation with the Executive Editor, a retraction of the photo was printed the next day. A positive stemming from President LaForge's conversation was the opportunity to schedule an Editorial Board visit to discuss the paper printing more stories about Delta State. President LaForge and Dr. Bennett called Ms. June Dempsey, mother of Mr. Dylan Dempsey, to express the university's condolences on the death of her son. He continued his campus outreach with a visit to the Institutional Research and Planning Department and a residence hall visit to Cain-Tatum Hall/Fugler-Hammett Hall. President LaForge and Mr. Rutledge had a phone call with the golf course developer to discuss progress. Mr. Rutledge stated the feasibility study was to be completed this month, but they have encountered some hurdles. Mr. Rutledge, the golf course developer, and IHL staff will have a conference call tomorrow to discuss the next steps. Dr. Temika Simmons met with President LaForge and provided him with an update on the upcoming Winning the Race Conference. Mississippi University for Women President Nora Miller spoke to the Cleveland Rotary Club, and she visited with President LaForge afterwards. Mr. Charles Lindsey of Matthews Cutrer and Lindsay, P.A. met with President LaForge to discuss our budget plans. The Cleveland Music Foundation Board met last week, and Mr. Phil Hardin, Executive Director of the Phil

Hardin Foundation, visited campus to discuss a project the Foundation is supporting. President and Mrs. LaForge attended the Planetarium's "Night Under the Stars" fundraiser for the Delta State chapter of the American Chemical Society. The International Faculty and Staff Association held a Valentine's Brunch for the international students over the weekend. President LaForge attended and welcomed members at the Kappa Sigma fraternity's Founder's Day banquet.

- Mr. Kinnison gave an update on Athletics. The women's basketball team went 2-0 against University of West Florida and Valdosta State University last week, and the men's basketball team went 1-1 with a win against University of West Florida and a loss to Valdosta State University. Both teams will travel to Mississippi College on Thursday and Auburn University – Montgomery on Saturday. The softball team went 0-3 and the baseball team 1-2 against University of Alabama-Huntsville over the weekend. The baseball team hosts Mississippi Valley State University on Wednesday, and both baseball and softball teams host Christian Brothers University this weekend. The women's tennis team went 0-2 last week against University of Louisiana at Monroe and Jackson State University, and the men's tennis team won against Jackson State University. Both teams compete against Alcorn State University today. The men's tennis team will host University of New Orleans on Thursday, and the women's tennis team travels to Ouachita Baptist University this weekend. The swimming and diving teams host the NSISC Championships beginning on Wednesday. Delta State alumnae Ms. Debbie Brock will be inducted into the 2020 Class of the Women's Basketball Hall of Fame.
- Mr. Rutledge gave an update on Facilities Management projects. The Walter Sillers Coliseum roofing and HVAC projects are progressing. The roofing project for the Holcombe-Norwood Hall and Facilities Management Building is behind schedule, and the architect has to start paying liquidated damages. Mr. Rutledge met with the Bureau of Buildings to discuss the Mayers 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. The Mayers Aquatics Center HVAC project bid was advertised last week and will be awarded in mid-March. Mr. Rutledge is hopeful work can begin in April. The roofing project for the residence halls was advertised last week and will be awarded in mid-March. The work on the roofs will begin during the summer months. As an alternate bid, Scott Hall and Ward Hall may be added to this roofing project. The elevator project was advertised for \$1.5 million, and Mr. Rutledge believes this will cover all elevators on campus; however, the bid lists 75% of the elevators and an alternate bid lists the other 25% to keep from re-bidding. Mr. Stan Wagnon was chosen as the architect for the dorm renovation project, and he will meet with university representatives tomorrow to discuss their needs. Mr. Rutledge stated the recent storm damage was split into two packages. The first package includes repair to lighting, the press box, and roofing—all of which requires an architect. All other damages do not require an architect. The President's home is on schedule, and it should be finished by the end of the summer.
- President LaForge shared with Cabinet Members some of the meetings and events planned for the week. Miss Delta State University Tori Ross met with President LaForge this morning to share her platform and express her gratitude for support. President LaForge met with the Council for Accreditation of Counseling and Related Educational Programs (CACREP) accreditation team for the Division of Counselor Education and Psychology. Tomorrow, President LaForge and Mr. Munroe will meet with Mr. Tom Gresham, Mr. Walt Gresham, and Mr. Bill McPherson about funding opportunities. Dr. David Abney arrives tomorrow for the International Business Symposium. While he is here he will visit with President LaForge. The International Business Symposium begins Tuesday evening at 6:00 p.m. in Jobe Hall. The Institutional Executive Officers and IHL Board meet this week on Wednesday and Thursday, respectively. On Thursday, President LaForge will attend a luncheon honoring Dr. Clyde Muse and his legacy. On Friday, President LaForge and Mr. Rutledge will meet with Ms. Killebrew, Mr. Oguz, Chief Jeffrey Johns, and Dr. Jon Westfall to discuss the budget process. The Cleveland Junior

Auxiliary hosts its annual Charity Ball on Friday evening. Dr. Wayne Blansett and Ms. Becky Nowell will be honored.

CABINET TOPIC

None

BUSINESS

Action

Academic Records Retention policy (revised – first reading).....Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams brought the revised Academic Records Retention policy to Cabinet for a first reading. The IHL Board requested each university review their records retention policies and to provide an updated version to the IHL Board Office. Dr. McAdams requested Ms. Emily Dabney review the Academic Records Retention policy to see how well the university complies with the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Student Records Management. This organization provides a national standard that all universities should strive to achieve. Revisions were made to the Records Retention Requirements under Procedures and Responsibilities including: updates to the minimum requirement to retain records; the addition of notification letters for academic probation, suspension, or dismissal to the chart; and, updates to the official depository. Dr. Moon suggested adding student appeals or grievances to the list of required records to retain, and Dr. McAdams stated the repository should be Academic Affairs.

Motion: Moved by Dr. McAdams to approve the revised Academic Records Retention policy, with the additions noted, for a first reading and seconded by Mr. Rutledge. The motion was approved.

Motion: Moved by Dr. McAdams to approve the waiving of the final reading of the Academic Records Retention policy and seconded by Mr. Rutledge. The motion was approved.

Performance/Evaluation – Non-Faculty policy (revised – final reading)..... Mr. Rutledge

Mr. Rutledge brought to Cabinet the Performance/Evaluation – Non-Faculty policy to Cabinet for a final reading. The policy was revised to reflect current practices in the performance/evaluation of at-will employees. Mr. Rutledge met with the Administrative Staff Council Executive Committee to discuss the policy, and he has made editorial changes suggested by Cabinet members.

Motion: Moved by Dr. McAdams to approve the revised Performance/Evaluation – Non-Faculty policy for a final reading and seconded by Dr. Moon. The motion was approved.

Moving Expense Reimbursement policy (revised – first reading) Mr. Rutledge

Mr. Rutledge requested to remove the Moving Expense Reimbursement policy from the agenda. He will bring the policy for a first reading at the next Cabinet meeting.

Records and Retention policy (revised – first reading)..... Mr. Rutledge

Mr. Rutledge brought to Cabinet the Records and Retention policy for a first reading. The IHL Board requested each university review their records retention policies and to provide an updated version to the IHL Board Office. The number of years required for records retention for employee files was changed to four years as it is a federal requirement. The policy was updated to show how disposal of paper records after transfer to other media will occur. Dr. Moon suggested revising the title to read Records and

Retention – Employee in order to make clearer the responsible party. Also, Dr. Moon suggested adding to the “Disposal of Paper Records after Transfer to Other Media” section that Human Resources will retain and shred the records. Cabinet members questioned the record retention requirements of student records and financial records. Dr. Bennett and Mr. Rutledge stated they would look into this matter.

Motion: Moved by Mr. Rutledge to approve the revised Records and Retention policy, with the additions noted, for a first reading and seconded by Dr. McAdams. The motion was approved.

Motion: Moved by Mr. Rutledge to approve the waiving of the final reading of the Records and Retention policy and seconded by Dr. McAdams. 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 Dietetics, Assistant Professor of Nursing and Simulation Educator, and an Assistant Professor of Nursing. Each position is open due to a resignation.

Motion: Moved by Dr. McAdams to approve the searching and hiring of an Assistant Professor of Dietetics, Assistant Professor of Nursing and Simulation Educator, and an Assistant Professor of Nursing and seconded by Mr. Rutledge. The motion was approved.

Discussion

Cabinet Art Award..... Dr. Roberts

The Art Department has begun collecting funds for their annual art awards for students. The Cabinet award is a \$500 cash award that goes to the student with the second-best piece in the student art show. The top prize is the President’s Award, which is a \$1,000 cash award. The art work selected for the Cabinet Award and the President’s Award will be displayed in the President’s Office for one year, and then each piece will become a part of the university’s permanent collection. Dr. Roberts asked Cabinet members to consider donating for the Cabinet award. Mrs. Claire Cole will send to Cabinet Members an email with the link for donations. Also, Cabinet Members may give their donation to Mrs. Cole. The donations are due by Monday, February 24.

Budget Update Mr. Rutledge

Mr. Rutledge gave a budget update to Cabinet members. He stated the requests for the first two phases for FY21 were due to him last week. The Executive Committee will discuss requests for Phase I and II in their weekly meeting on Friday, and Mr. Rutledge will bring the requests to Cabinet on March 4. The Phase I facilities requests require careful attention as these requests can be funded through bond funds or R&R funds. Mr. Rutledge informed Cabinet members Mr. Charles Lindsay of Matthews Cutrer and Lindsay, P.A. was on campus two days last week reviewing our budget revision plan to capture additional savings, verifying our numbers in the cash flow projections, and checking our bank reconciliations. 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. Rutledge informed Cabinet members the university has to return \$300,000 to the federal government for unused Perkins Loan funds. Due to a law change, unused funds have to be sent back to the federal government

instead of the university distributing the money at a later time. With the new Interim Comptroller in place, Mr. Rutledge plans to update the FY21 budget worksheets to fix previous years' errors in the worksheets.

Legislative UpdateMr. Munroe

Mr. Munroe informed Cabinet Members February 12 was the deadline for legislators to request drafting of general bills and constitutional amendments, and today is the deadline for introduction of general bills and constitutional amendments. After this deadline, bills will be assigned to committees for consideration in preparation for the March 3 deadline for action. On Wednesday, the Universities and Colleges Committee Chairmen from both Chambers will speak at the Mississippi Economic Council Legislative Scrambler. A letter was distributed to the chairmen of both Chamber's appropriations committees requesting funding to pay for the deficit in student financial assistance. Mr. Munroe shared information on SB2356 which would allow student-athletes to be paid for the use of their name, image, or likeness, and it prohibits enforcing any rule to the contrary. It also establishes a task force to look at IHL Board Policies, Mississippi Association of Community & Junior Colleges policies, state and federal laws, and NCAA regulations regarding this issue and report their findings to the legislature. On March 18, SGA will host Student Legislative Day at the Capitol. Legislators are invited to attend a come-and-go brunch from 9:00 a.m. – 11:00 a.m.

Additional information

- Dr. Bennett announced more than 1,000 students have registered for Statesmen Spotlight Day. Prospective students will hear performances from our talented students, visit with Greek Life and Student Organizations, meet with faculty, and learn more about their academic program and career of choice.
- Ms. Swindle announced the SGA elections are March 31-April 2, and SGA is finalizing the plans for OkraFest, which will be held on March 27.
- Dr. Moon announced Delta State will host the Region III Mississippi Science Upper Fair on February 26, Lower Fair on March 26, and the State Fair on April 3.
- Dr. Moon informed Cabinet members she is finalizing SACSCOC reports, and she may be requesting information from different areas across campus. She needs all requested information by next Monday, as all reports have to be complete by March 1.
- Ms. Killebrew announced the Administrative Staff Council has received one recommendation for Emeritus status, and they are waiting on an additional recommendation before bringing the names to Cabinet.
- Mr. Oguz informed Cabinet Members Faculty Senate has begun the task of verifying each department/division has the correct number of senators, prior to Faculty Senate elections.
- Mr. Munroe distributed copies of "heat maps", which show the concentration of Delta State alumni in Mississippi and the United States.
- President LaForge displayed the award he received from the NCAA in appreciation of his service on the DII President's Council.

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 24 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 3:04 p.m.