

# DELTA STATE UNIVERSITY

## PRESIDENT'S CABINET

### *Minutes*

---

**Meeting date: January 13, 2020**

**Members in attendance:** President William LaForge, Dr. Vernell Bennett, Mr. Mike Kinnison, Dr. Charles McAdams, Dr. Beverly Moon, Mr. Rick Munroe, Mr. Cetin Oguz, Mr. Jamie Rutledge, and Ms. Elizabeth Swindle (recorder – Ms. Claire Cole)

**Members not in attendance:** Ms. Tricia Killebrew and Dr. Michelle Roberts

**Guests:** None

**Call to Order:** A regular meeting of the President's Cabinet was held in the President's Conference Room on January 13, 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 December 9, 2019.

#### **GENERAL OVERVIEW**

- President LaForge gave an overview of the activities and events from the past few weeks. President LaForge attended the Cleveland-Bolivar County Chamber of Commerce Open House and the Administrative Staff Council's Holiday Staff Breakfast. The Executive Committee met with the Delta State Foundation Board's Executive Committee to discuss the results of the Foundation audit. President LaForge hosted an appreciation luncheon for the Office of Admissions, and he participated in a conference call with the GSC Executive Committee to discuss a new media plan and membership.
- Mr. Munroe shared with Cabinet members the results of the forensic audit on the Delta State Foundation's finances. Mr. Munroe stated all the finances are in order and no findings were found. The auditors gave the Foundation two recommendations on their cash handling procedures and internal controls, and Mr. Munroe plans to hire a firm to create new internal controls for the Foundation.
- Mr. Kinnison gave an update on Athletics. Basketball is reaching midseason. The women's team is entering midseason with a 13-1 record, and the men's team has a 7-8 record. Both basketball teams compete here Thursday and Saturday versus Union University and Christian Brothers University, respectively. The swimming and diving teams hosted Henderson State University and Louisiana State University over the weekend, and they will travel to Emory University this weekend. The next Coaches Club Luncheon is Tuesday at noon at the Country Club, and spring sports Meet the Statesmen is Saturday at noon in the Dorgan Center. Mr. Kinnison informed Cabinet members of the departure of his Senior Executive Associate Athletic Director. With his position vacated, Mr. Kinnison has redefined the position to a Coordinator of Media Relations. Other duties will be divided among current staff members.
- Mr. Rutledge gave an update on Facilities Management projects. The roofing projects with Sillers Coliseum, Facilities Management Building, and Holcombe-Norwood Hall are on target. The roof on

Sillers Coliseum has a few minor setbacks due to weather and change orders. The roofing projects for Holcombe-Norwood Hall and the Facilities Management Building are 95% and 50% finished, respectively. Next week, an architect will be chosen for the Robert E. Smith School of Nursing addition project. One of the next projects will use \$1.5 million of bond funds to update roofing on the dormitories. Upon IHL approval, we can begin advertising for the project. Also, some renovation work will be done to the dormitories, and we are working with the Bureau of Buildings to assign an architect. The HVAC project for the Ronald Mayers Aquatics Center should be advertised next week, and architects for the \$1.5 million bond funded elevator and \$1.2 million HVAC projects should be chosen next week. Mr. Rutledge was very complimentary on the hard work displayed by Facilities Management staff in working to restore power to campus after the storms over the weekend. The one remaining boiler in Bailey Hall quit working, and it will take several weeks to get one built and installed.

- President LaForge shared with Cabinet Members some of the meetings and events planned for the week. On Tuesday, President LaForge will host his first Faculty and Staff luncheon of the semester and meet with the Major Foundations Task Force. President LaForge, Dr. Bennett, Mr. Rutledge, and a few others will host a Greek Town Hall Tuesday evening at 6:00 p.m. in Jobe Hall to address questions about housing and reiterate the university’s support of the Greek system. The IHL Board will meet Thursday, and the Institutional Executive Officers will meet a day prior on Wednesday. The BPAC performance of The Simon and Garfunkel Story is Wednesday evening, and President and Mrs. LaForge plan to attend the Community Foundation of Northwest Mississippi’s Annual Crystal Ball Gala on Saturday.

**CABINET TOPIC**

None

**BUSINESS**

**Action**

**Faculty Annual Evaluation policy (revised – first reading) .....Dr. McAdams**

On the recommendation of Academic Council, Dr. McAdams brought the revised Faculty Annual Evaluation policy to Cabinet for a first reading. The revisions to the policy were recommendations from the Faculty Senate, and the revisions related to the appeals process. A faculty member, serving on the Faculty Annual Evaluation Appeals Committee, will be a ranked faculty member with at least four years of service to the university. Dr. Moon suggested adding the Faculty Merit Pay policy as a related document.

**Motion:** Moved by Dr. McAdams to approve the revised Faculty Annual Evaluation policy and seconded by Ms. Swindle. The motion was approved.

**Faculty Merit Pay policy (revised – first reading) .....Dr. McAdams**

On the recommendation of Academic Council, Dr. McAdams brought the revised Faculty Merit Pay policy to Cabinet for a first reading. The revisions to the policy were recommendations from the Faculty Senate. Revisions included: definition of benchmark; a rating of “meets expectation” is the benchmark; and, faculty have the right to appeal their rating in their evaluation as per the appeal process described in the Faculty Annual Evaluation policy. Dr. Moon suggested adding the Faculty Annual Evaluation policy to the related documents.

**Motion:** Moved by Dr. McAdams to approve the revised Faculty Merit Pay policy and seconded by Ms.

Swindle. The motion was approved.

**IHL Appendix 9a – Rename Social Science Education .....Dr. McAdams**

Dr. McAdams brought to Cabinet IHL Appendix 9a: Modifications to Existing Degree Program Proposal form to change the name of the Social Science Education program to Social Studies Education program. The program trains future secondary teachers in Social Studies. The curriculum consists of courses in Education to go along with content-area courses in History, Geography, Political Science, and Sociology. The request to change the program name is necessary to remain in compliance with Council for the Accreditation of Educator Preparation (CAEP) standards. Per CAEP, the program name must align with the Mississippi Department of Education’s licensure program names, which is “Social Studies” and not “Social Science.”

**Motion:** Moved by Dr. McAdams to approve IHL Appendix 9a and seconded by Mr. Rutledge. 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 and Mr. Munroe 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 Staff Request**

Dr. McAdams presented to Cabinet members the request to search for and hire a Library Assistant II. The position was vacated due to a transfer within the department.

**Motion:** Moved by Dr. McAdams to approve the searching and hiring of a Library Assistant II and seconded by Ms. Swindle. The motion was approved.

**University Advancement**

Mr. Munroe presented to Cabinet members the request to hire a Chief Financial Officer for the Delta State Foundation. Also, Mr. Munroe would like to transfer the Director of Annual Fund to the Alumni Director. This person will take on the responsibilities of both positions.

**Motion:** Moved by Mr. Munroe to approve the searching and hiring of a Chief Financial Officer for the Delta State Foundation and a transfer of responsibilities for the Annual Fund Director and seconded by Mr. Rutledge. The motion was approved.

Motion: Moved by Dr. McAdams to ratify and affirm the following actions taken by the Executive Committee members via e-mail since the last Cabinet meeting on December 9, 2019 and seconded by Mr. Rutledge. The motion was approved.

- December 16, 2019 – Request from Mr. Mike Kinnison for approval to search for and hire a Coordinator of Media Relations.
- December 18, 2019 – Request from Dr. McAdams for approval to search for and hire a Graduate Recruiter for the Office of Graduate and Continuing Studies and Research.
- January 2, 2020 – Request from Dr. McAdams for approval to search for and hire a Visiting Assistant Professor in the Division of Languages and Literature.

**Discussion**

**Budget update ..... Mr. Rutledge**

President LaForge asked Mr. Rutledge to give Cabinet members an update on budget related items. It is imperative to keep our eyes on the “budget to actual” numbers to make sure we are meeting our monthly marks. Mr. Rutledge shared with Cabinet members: Mr. Charles Lindsay of Matthew, Cutrer, and Lindsay, P.A. and one of his staff members have reviewed our bank reconciliations and our budgets, and they believe our plan will work. Two things we should continue to do is the “budget to actual” report and the cash flow projections. Even though the budget plan will work, we have a fine line that we cannot cross if we want to meet our days of cash at the close of the fiscal year. Mr. Lindsay recommended an expense tightening to begin immediately, and the university to only spend money on absolutely necessary items. A necessary item will be something that helps the university further its mission. All expenses will be approved by the appropriate vice president, and then it will be given to Accounting for final review. Mr. Rutledge stated to stay on track, he and his staff are looking at numbers weekly. The university is on the cusp of the budget planning process, and for the first time, Mr. Rutledge plans to bring the revenue into the budget discussions this year.

**Additional information**

- Dr. McAdams announced Mr. Mike Smith will be the Interim Chair for the Division of Languages and Literature.
- Mr. Rutledge announced the Interim Comptroller is Dr. Tonia Walker.
- Dr. Moon announced current graduate enrollment is, first day of the semester, is up one student from the final number for spring 2019, census date.

**INFORMATIONAL/CALENDAR ITEMS:**

- Martin Luther King event, January 15, 3:00 p.m., Jobe Auditorium
- The Simon and Garfunkel Story, January 15, 7:30 p.m., BPAC
- Martin Luther King Holiday, January 20

**NEXT MEETING:**

- Next Cabinet Meeting – Monday, January 27 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

**Adjournment:** The meeting adjourned at 3:00 p.m.