

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: July 18, 2022

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

Members not in attendance: Dr. Andy Novobilski

Guests: None

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on July 18, 2022. 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. Habis, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on July 11, 2022.

GENERAL OVERVIEW

- Dr. Caston gave an overview of the activities and events from last week. The Cleveland-Bolivar County Chamber of Commerce Board of Directors met for their monthly meeting last week. Dr. Caston was interviewed by *Mississippi Today* and *Delta Business Journal*. The Junior ROTC Air Force Academy Graduation occurred. A Louisiana alumni chapter hosted a social in Alexandria over the weekend.
- Mr. Kinnison gave an update on Athletics. The Athletics department has a few camps remaining. Approximately 90 football players have reported for voluntary strength and conditioning training. Athletics department staff completed a departmental review recently to determine best practices for the upcoming academic year. One of the largest issues for the department is personnel turnover.
- Mr. Rutledge gave an update on Facilities Management projects. A substantial completion certificate was issued for the campus-wide roofing project. A few minor items need to be fixed for the project to be fully completed. The roofs completed are on Cain-Tatum Hall, Fugler-Hammett Hall, Ward Hall, Scott Hall, and Morgan Laundry. A purchase order was given for the repair of the roof for Whitfield Hall. Insurance funds will cover expenses for this project. The School of Nursing expansion and renovation project has had three change orders within the first month. Mr. Rutledge has initiated projects for the BPAC, Court of Governors, and Foundation Hall with the Bureau of Buildings. The Mississippi Department of Archives and History has to give approval for the Court of Governors project prior to the start. The walk through for the Mississippi Department of Transportation sidewalk project is this week. Mr. Rutledge will provide plans to Cabinet soon.
- Dr. Caston shared with Cabinet members some of the meetings and events planned for this week. Dr. Caston and American Association of Colleges and Universities President Mildred Garcia have a phone call scheduled for Tuesday to discuss his presidential transition.

CABINET TOPIC

None

BUSINESS

Action

Increased Fee for Flight Hours (ratify June 2022 email vote) Mr. Rutledge

Mr. Rutledge brought to Cabinet for ratification the increased fee for flight hours. He reminded Cabinet members of the email vote on June 27, 2022 to increase the Commercial Aviation’s fee for flight hours by \$15 per flight hour. The increase helps cover rising fuel costs. The motion was approved with one-member voting “no” and two members not voting.

Motion: Moved by Mr. Rutledge to ratify the June 27, 2022 email vote to increase the fee for flight hours and seconded by Dr. Lovin. The motion was approved.

Wage and Salary Administration – Non-Faculty policy (revised – final reading) Mr. Rutledge

Mr. Rutledge brought to Cabinet the revised Wage and Salary Administration – Non-Faculty policy for a final reading. An edit was made to the Job Reclassification section about salary adjustments. The recommendation was to delete the sentence that stated that if a job remains in the same salary grade after being evaluated, then no salary adjustment would be made. Also, a sentence was added stating the Finance Department must verify funds are available, and the University President shall approve the salary increase. As suggested by Cabinet members after the first reading, an edit was made to the fourth sentence under Job Reclassification to include “higher salary within the salary grade range” to prevent confusion.

Motion: Moved by Mr. Rutledge to approve the revised Wage and Salary Administration – Non-Faculty policy for a final reading and seconded by Dr. Lovin. The motion was approved with one vote of no.

Discussion

Cabinet Advance..... Dr. Roberts

Dr. Roberts provided an update on the upcoming Cabinet Advance. The date for Cabinet Advance is Tuesday, August 2 beginning at 8:00 a.m. in the President’s Dining Room in Young-Mauldin Cafeteria. The agenda will be finalized this week; however, the main topic will be enrollment.

Institutional Effectiveness and Planning update Dr. Roberts

Dr. Novobilski and other Delta State representatives are attending the 2022 Institute on Quality Enhancement and Accreditation this week, and their focus will be ways to enhance the university’s new Quality Enhancement Plan.

Budget Status Update..... Mr. Rutledge

Mr. Rutledge gave an update on the FY22 budget status. The Finance Department has been adjusting the FY22 budget based on Governmental Accounting Board Standards (GASB), and it should be completed today. A final report to the Mississippi Legislative Budget Office is due this week. The FY23 budgets will be available to view in Banner by end of day Wednesday.

Enrollment Update/Overview.....Dr. Lovin

Dr. Lovin provided an enrollment update. Currently, 590 new undergraduate students are in the registration process. Also, 80 students are completing their Fall course schedules, and 80 students are completing a virtual Takin’ Care Business program. The Office of Admissions is communicating with students, new and returning, who don’t have their Fall courses scheduled yet. A number of students registered for Fall 2022 are students who left Delta State and are returning. The first campaign with EAB launched today for Fall 2023 potential students and their parents.

Additional Information

- None

INFORMATIONAL/CALENDAR ITEMS:

- JumpStart Picnic, July 26
- Cabinet Advance, August 2, President’s Dining Room, Young-Mauldin Cafeteria
- Takin’ Care of Business Day, August 3 and 9
- Mathews-Sanders Sculpture Garden Welcome Dinner, August 4
- Student Move-in Day, August 10, 10:00 a.m. – 4:00 p.m.
- Convocation, August 11, 3:00 p.m., BPAC
- Convocation Lunch, August 12, 12:00 noon, Nowell Union, Second Floor Lobbies

NEXT MEETING:

- Next Cabinet Meeting – Monday, July 25, 2022 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 2:17 pm