

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: June 20, 2022

Members in attendance: President William LaForge, Dr. Joshua Armstrong, Ms. Caroline Fletcher, Dr. Leslie Griffin, Ms. Lucia Chacon Habis, Mr. Mike Kinnison, Dr. Eddie Lovin, Mr. Rick Munroe (by phone), Dr. Andy Novobilski, Dr. Michelle Roberts, and Mr. Jamie Rutledge (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 June 20, 2022. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Novobilski and seconded by Dr. Lovin, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on June 6, 2022.

GENERAL OVERVIEW

- Cabinet members participated in a moment of silence to honor the memory of Dr. Karen Fosheim.
- On behalf of Cabinet members, President LaForge wished Ms. Habis a belated happy birthday.
- President LaForge announced Delta State was granted more than \$1 million in grant funds from the Robert M. Hearin Support Foundation for the Rising Scholars program and First Year Seminar. These grant funds will greatly help the university's recruiting and retention efforts.
- President LaForge gave an overview of the activities and events from the last two weeks. The Cleveland-Bolivar County Chamber of Commerce Board of Directors held their monthly meeting. President LaForge met with the Mississippi Delta National Heritage Area to discuss strategic planning. President LaForge visited with Delta State alumnus and former SGA President Will Young. The Foundation hosted recently a Visioning event in Hernando for Athletics. A celebration of life mass was held for Delta State's oldest graduate Jutta Karnstedt Ferretti. President and Mrs. LaForge attended the Mississippi Institute of Arts and Letters Annual Banquet. University Advancement held an event to honor Delta State's first president James W. Broom. All past presidents of Delta State were represented at the event. The final Takin' Care of Business Day is June 28, and 57 students are signed up thus far. The IHL Board of Trustees met last week. During the meeting, they approved Mr. Munroe as the university's legislative liaison, as well as the university's rehired retirees. The Delta Council held their annual meeting at Delta State. President LaForge thanked Mr. Rutledge and his staff for their hard work in execution of the event.
- Mr. Rutledge gave an update on Facilities Management projects. The Robert E. Smith School of Nursing addition and renovation project remains at a standstill. The renovations to the parking lot should begin soon. The Mississippi Department of Transportation sidewalk project should begin the second week of July. The Bureau of Buildings may have to hire a new contractor to finish the campus-wide roofing

project. The next round of roofs being repaired are Jobe Hall, Whitfield Hall, Broom Hall, and Kent Wyatt Hall. The Annual Legislative Facilities Tour with Bureau of Building representatives, legislators, and other State agencies is scheduled for Tuesday at 12:30 p.m. in the President’s Dining Room in Young-Mauldin Cafeteria. Mr. Rutledge will provide guests with lunch and a presentation on how the university utilizes bond funds to enhance our capital infrastructure.

- Mr. Kinnison gave an update on Athletics. The Athletics Department is conducting a full year-end review. Several camps will take place over the next few weeks in basketball, baseball, and football.
- President LaForge shared with Cabinet members some of the meetings and events planned for this week. President LaForge and Dr. Lovin are scheduled to meet with representatives from the Baptist Student Union to see how they can help enhance engagement on campus. President LaForge and Ms. Lori Spencer plan to visit a potential donor in Batesville on Wednesday. The Greater Jackson Alumni meeting will take place on Thursday night at the Children’s Museum in Jackson. Also, a closing reception for the 2019-2022 class of sculptures at the Mathews-Sanders Sculpture Garden takes place at Delta Arts Alliance on Thursday evening. The next Cabinet meeting is scheduled for Monday, July 11.

CABINET TOPIC

None

BUSINESS

Action

Summer Work Schedule – Revision Mr. Rutledge

Mr. Rutledge recommended a change to the summer work schedule in order to accommodate the return of students to campus and conflicts during Convocation week. The summer work schedule will now end of Thursday, August 4, and regular hours will resume on Monday, August 8.

Motion: Moved by Mr. Rutledge to revise the summer work schedule and seconded by Dr. Lovin. The motion was approved.

Discussion

Personnel Updates Cabinet members

Cabinet members shared personnel updates in their respective areas. Ms. Cayce Friesenhan has resigned from Graduate Admissions, and she accepted a position to work at the Cleveland-Bolivar County Chamber of Commerce. Assistant Professor of Counselor Education Natasha Barnes has resigned. Dr. Barnes was also the chair of the Winning the Race Conference. The Athletics Department has hired new assistant coaches for football, and they have several open positions including Head Tennis Coach; Head Softball Coach; Strength and Conditioning Coach; Academic Advisor; and, Assistant Coordinator of Media Relations. The Office of Admissions has hired Ms. Abbie Wesson to be a Recruiter and Ms. Jalen Burns to be the Admissions Concierge. Ms. Karaline Tullos has resigned as a Recruiter. The Director of Admissions position has been posted, and Dr. Lovin will begin the search. Mr. Munroe plans to post the Director of Alumni Affairs and Radio Station Manager positions next week. Mr. Rutledge is working with IHL staff to find a new Internal Auditor for the university.

FY23 Organizational Chart Dr Roberts

Dr. Roberts shared with Cabinet Members the draft FY23 organizational chart. She asked Cabinet Members to review the organizational chart and to send changes — including new hires, new positions, new titles, or

any reorganization in the upcoming fiscal year — to Ms. Cole by June 28. The revised organizational chart will be presented to Cabinet one final time before being made final on July 1.

FY22 Budget Status Update..... Mr. Rutledge

Mr. Rutledge gave an update on the FY22 budget status. Purchasing has ceased for the fiscal year, and payroll will be released on June 30. In planning for the FY22 budget, the university created a list of additional priorities (totaling \$2.4 million) to be funded if monies were available; however, the university had to make internal adjustments to the budget to account for the decline in enrollment. By not spending the funds, Delta State should meet end-of-year projections for the university's cash position.

FY23 Budget Plans Update Mr. Rutledge

Mr. Rutledge stated that the Annual Operating Budget and FY24 funding priorities were approved at the June IHL Board of Trustees meeting last week. Upon the Board of Trustees' approval, Mr. Rutledge gave Human Resources approval to mail out contracts and work agreements for FY23. Beginning on July 1, Mr. Rutledge and his staff will finalize the process of closing out the FY22 budget and opening the FY23 budget. Upon opening the FY23, it may take a few days for funds to become available for use.

Enrollment Update/Overview Dr. Lovin

Dr. Lovin provided an enrollment update. Currently, the university has 494 new students committed to coming to Delta State for Fall 2022 and 55 additional new students are needed to meet his goal of 551 new undergraduate students for Fall 2022. The Student Success Center has been reaching out to returning students to encourage them to register for their Fall courses as the university needs 240 returning students in order to meet budgetary goals. Graduate enrollment continues to exceed all marks, thanks to the work of the Graduate Admissions office.

Cabinet members discussed ways to assist enrollment management:

- Ask advisors to reach out to advisees to encourage their registration for Fall 2022.
 - o If the student is not registered, why are they waiting? How can the university assist in the process?
 - If a student has a hold on their account preventing them from registering for courses, can the hold be lifted?
 - o Ask deans and chairs to encourage advisors to reach out to their advisees.
- Provide more detailed reports on Foundation scholarships to the Provost (current funds versus endowment funds)
- Schedule a meeting for all parties involved in international student recruitment
 - o Ensure all involved parties are aware of deadlines for paperwork.
 - o Continually reach out to international students to check-in
 - o Provide scholarship funds to international students for unexpected, additional fees
 - Is the university providing the information needed with regards to international student tuition and fees on the university website?
 - Currently, the website only provides tuition, room and board, and meal plans
 - International students can pay up to an additional \$1,500 not listed under tuition and fees
 - o Allow several entrance exams for international students?
 - The university requires the TOEFL test for entrance.

Institutional Effectiveness and Planning update Dr. Novobilski

Dr. Novobilski announced additional information is needed by SACSCOC with regards to the monitoring report filed in April 2022. A follow up monitoring report with an audit is to be filed in April 2023. Dr. Beverly Moon, the university's SACSCOC liaison, will contact the university's SACSCOC representative to discuss. The Quality Enhancement Plan Committee provided the draft Quality Enhancement Plan to the Executive Committee and is awaiting initial feedback. The grant funds from the Robert M. Hearin Support Foundation will greatly aid in funding a portion of the Quality Enhancement Plan. The Department of Music will undergo their accreditation process this year.

Additional Information

- The Department of Commercial Aviation had a booth at the Midsouth Air Show over the weekend for recruiting. The booth showcased the new Cirrus Aircrafts the department will receive in the near future. A combined marketing effort between Cirrus Aircrafts and Delta State's Communication and Marketing Department may occur in the future to help recruiting for the university's Commercial Aviation Department.
- Dr. Novobilski announced the Hanover grant funds are available beginning today. The grant is \$213,000 for science education.

INFORMATIONAL/CALENDAR ITEMS:

- Mathews-Sanders Sculpture Garden Closing Reception, June 23, 6:00 p.m., Delta Arts Alliance
- Student Affairs' "Takin' Care of Business Day," June 28
- Summer Session II begins, June 28
- Fourth of July Holiday, July 4
- Cabinet Advance, August 1-2, President's Home

NEXT MEETING:

- Next Cabinet Meeting – Monday, July 18, 2022 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 3:12 pm