

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: May 1, 2017

Members in attendance: President William LaForge, Dr. Vernell Bennett, Mr. Keith Fulcher, Dr. Leslie Griffin, Dr. Chris Jurgenson, Dr. Charles McAdams, Ms. Allie Rose Parker, Dr. Michelle Roberts, Ms. Christie Rocconi, and Mr. Jamie Rutledge (Ms. Claire Cole – recorder)

Members not in attendance: Mr. Ronnie Mayers

Guests: Dr. George Beals, President-Elect, Faculty Senate
Ms. Elizabeth Joel, Winning the Race Conference
Dr. Temika Simmons, Chair, Winning the Race Conference

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on May 1, 2017. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Jurgenson, seconded by Ms. Parker, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on April 24, 2017.

GENERAL OVERVIEW

- President LaForge recognized and thanked Dr. Temika Simmons and Ms. Elizabeth Joel for their efforts with the Winning the Race Conference. Ms. Joel stated the conference went very well this year and great contacts were made. Enrollment for the conference increased this year by 300 people making the total guest count 700 people. Dr. Simmons stated it was a wonderful conference, and she is pleased with the outcome. This conference drew more high school students and offered professional development credits through the Delta Area Association for the Improvement of Schools (DAAIS). Dr. Simmons thanked Cabinet Members for their support and participation. President LaForge also recognized Ms. Elizabeth Joel for being featured in the *Cleveland Current's* Top 50 under 50.
- President LaForge announced that this meeting was Ms. Parker's last one to attend as President of the Student Government Association. President LaForge recognized and thanked Ms. Parker for her stellar engagement as a representative of the student body and a great external representative of Delta State University. Cabinet Members thanked Ms. Parker for being a great champion and ambassador for Delta State in everything she does and for her contributions to the Cabinet and to Delta State. Ms. Parker expressed she did not expect to love her job as Student Government Association president as much as she did. She thanked Cabinet Members for making sure the students' voices are heard.
- President LaForge stated the Green and White Athletic Awards ceremony went very well and is a great way to recognize our stellar student-athletes. Mr. Tyler Sullivan and Ms. Melanie Tombers were awarded the Charles S. Kerg Senior Student-Athlete of the Year Awards.
- President LaForge attended the NCAA DII Presidents Council meeting last week in Indianapolis. They

had outstanding conversations on the importance of academics.

- President LaForge asked for feedback from Cabinet Members on the campus forums. He stated he is very appreciative of the support of the Executive Committee and their willingness to serve on the panel and for Cabinet Members attending. Faculty and staff asked great questions. President LaForge thanked Dr. Jurgenson, Ms. Rocconi, and Ms. Parker for leading each of their respective forums.
- President and Mrs. LaForge attended the BPAC performance of Josh Turner last week. He said it was a great final show for the 2016-17 BPAC season.
- President LaForge spoke with Dr. Valmadge Towner, President of Coahoma Community College, last week to discuss the transition of the Coahoma County Higher Education Center. President LaForge believes the transition is moving along well. Delta State is trying to be as cooperative as possible.
- President LaForge hosted a reception last week for International Students who will graduate this semester. This is a special way to say farewell to those who came a long way for their education, and it gives the students a chance to talk about their favorite memories at Delta State.
- In Mr. Mayers absence, President LaForge gave an update on Athletics. The baseball team finished number one in the Gulf South Conference. Delta State is set to host the Gulf South Conference Baseball Tournament this weekend. Currently, Delta State is ranked number one in Division II, and there is a chance for Delta State to host the Regional tournament.
- President LaForge and the Executive Committee attended the Bolivar County Board of Supervisors meeting this morning, and President LaForge presented an update on Delta State to the Board.
- Ms. Parker invited Cabinet Members to attend the Student Government Association Inauguration ceremony tonight at 5:30 p.m. in the Lena Roberts Sillers Chapel. Following the Inauguration, a reception will take place in the Union at 6:00 p.m.
- President LaForge gave an overview of the events for the week. After Cabinet today, President LaForge will meet with State Treasurer Lynn Fitch. He will travel to Jackson on Tuesday with Mr. Fulcher to meet with Donna and Jim Barksdale for a briefing of the Capital Campaign. On Tuesday evening, President LaForge and the Executive Committee will attend the Cleveland Board of Aldermen meeting. On Thursday evening, President LaForge will attend the Friends of Scouting Fundraiser, and he will host a luncheon on Friday for the Cleveland Influencers.
- President LaForge asked Dr. Roberts to remind Cabinet Members of the schedule for the Honorary Degree reception and dinner on Friday evening. The reception and dinner were moved to GRAMMY Museum® Mississippi to allow the DMI AllStars to express their gratitude, through a special program, to Lucy and Paul Janoush for their support. The reception will begin at 5:30 p.m. on the front porch, and the dinner begins at 6:30 p.m. in the lobby. On Saturday, President LaForge will host a luncheon for Trustee Ann Lamar to thank her for serving as our Commencement speaker.
- President LaForge congratulated Ms. Parker on her impending induction into Delta State’s Student Hall of Fame on Friday evening.

CABINET TOPIC

None

BUSINESS

Action

Hiring RequestsDr. McAdams

In response to the Cabinet’s decision that only those vacant positions deemed essential to university operations will be filled, and that requests to fill these essential positions be considered on a case-by-case

basis by the Cabinet, Dr. McAdams brought to Cabinet several positions for consideration. The positions presented do not impact the salary savings identified previously to offset the mid-year budget cuts.

Academic Affairs Staff Requests

The Delta Area Association for Improvement of Schools (DAAIS) requests to search and hire a Secretary. DAAIS reimburses Delta State for this position. International Student Services requests to search and hire for FY17 an Assistant Advisor due to a resignation. The Office of Academic Affairs requests to search and hire an Administrative Secretary for FY18 due to the person transferring positions.

Motion: Moved by Dr. McAdams to approve the searching and hiring of positions for the Delta Area Association for the Improvement of Schools, International Student Services, and the Office of Academic Affairs and seconded by Dr. Jurgenson. **The motion was approved.**

Emeritus Status-Faculty (first reading) Dr. McAdams

Dr. McAdams brought to Cabinet for a first reading the Emeritus Status – Faculty policy on the approval of Academic Council. The dates have been adjusted to accommodate IHL’s request to send the recommendations to them earlier.

Motion: Moved by Dr. McAdams to approve the Emeritus Status – Faculty policy for a first reading and seconded by Ms. Parker. **The motion was approved.**

Key Handling Policy for Students (final reading) Dr. Jurgenson

Dr. Jurgenson brought to Cabinet the Key Handling Policy for Students for a final reading. A department head will be held responsible for proper returning of keys to the Key Shop upon the key holder’s cessation of enrollment at Delta State University; termination of assignment requiring key holder to have the assigned key(s); and/or, change of assignment that makes it unnecessary for the key holder to have the assigned key(s). If a student fails to return a key, their transcript will be withheld.

Motion: Moved by Dr. Jurgenson to approve the Key Handling Policy for Students for a final reading and seconded by Dr. Bennett. **The motion was approved.**

Degree Completion Compensation – Non-Faculty policy (final reading) Mr. Rutledge

Mr. Rutledge brought to Cabinet the Degree Completion Compensation – Non-Faculty policy for a final reading. In an attempt to award employees for personal and professional development, full-time employees may be compensated for the completion and awarding of specific degrees or professional certifications while employed at Delta State. If a degree and/or certification is obtained prior to employment, compensation is not awarded. Requests to compensate an employee needs to be submitted to Human Resources by June 1 with an Employment Action Form in order to be applied to an employee’s salary for the next fiscal year. Dr. Roberts asked Mr. Rutledge to clarify the second paragraph under Procedures and Responsibilities concerning retroactive pay. Dr. Griffin suggested adding a period to after “the degree was awarded” to alleviate any confusion. Mr. Rutledge stated he would email the revised policy to Cabinet Members.

Motion: Moved by Mr. Rutledge to approve the Degree Completion Compensation – Non-Faculty policy for a final reading and seconded by Dr. Jurgenson. **The motion was approved.**

Access to University Information Technology Resources Policy (first reading)..... Mr. Rutledge

Mr. Rutledge brought to Cabinet the Access to University Information Technology Resources Policy for a

first reading. Delta State University provides access to university owned technology resources for the purposes of learning, service, and research and to those whose use is consistent with the mission and purpose of the university. Employees are not allowed to delete, copy, or in any way destroy important university documents, without manager approval, prior to departure from the university or transfer to another department. Employees that delete important documents will be subject to disciplinary actions. The policy also states an employee is not allowed to retain copies of university owned data or materials without express written permission from the reporting vice president, the vice president over the data in question, and the chief information officer. Dr. Jurgenson asked Mr. Rutledge to expand on the timeframe for keeping documents for review. Mr. Rutledge stated he would check with the Chief Information Officer and the committee responsible for the policy, and he will report his findings to the Cabinet.

Motion: Moved by Mr. Rutledge to approve the Access to University Information Technology Resources policy for a first reading and seconded by Dr. Jurgenson. **The motion was approved.**

Employee Separation/Transfer Clearance Policy (first reading)..... Mr. Rutledge

Mr. Rutledge brought to Cabinet the Employee Separation/Termination Clearance policy for a first reading. This policy states the terminating/transfer program is designed to ensure the safeguarding and retrieval of university assets and resources when an employee separates from Delta State University and/or transfers within the Delta State University campus. An employee has to be notified of the sensitive nature of files and instructed that the files are the property of the university and they may not have the ability or right to duplicate, copy, or delete those files prior to their separation or transfer.

Motion: Moved by Mr. Rutledge to approve the Employee Separation/Transfer Clearance Policy for a first reading and seconded by Ms. Parker. **The motion was approved.**

Discussion

Commencement plansDr. McAdams

Dr. McAdams reminded Cabinet Members that Spring Commencement is Saturday, May 6 at 10:00 a.m. and 2:00 p.m. at the Bologna Performing Arts Center. He reported that 368 students are walking on Saturday — 177 students are walking at 10:00 a.m. and 191 students are walking at 2:00 p.m. At the 10:00 a.m. ceremony, graduate degrees and undergraduate Robert E. Smith School of Nursing Students and College of Business and Aviation students will walk. At the 2:00 p.m. ceremony, College of Arts and Sciences students and College of Education and Human Sciences students will walk. The H. L. Nowell Outstanding Staff Award, the S. E. Kossman Outstanding Faculty Member Award, Emeritus status, and honorary degrees will be given throughout the day. The number of students walking has increased from last year. A challenge identified in the move of commencement ceremonies to the Bologna Performing Arts Center is the smaller capacity for guests than Walter Sillers Coliseum — students are not given as many tickets for their friends and family to attend. Students are scheduled to pick up their tickets on Wednesday, and they will be asked to give back any tickets they do not need. Those tickets will be put into

a reserve and reissued to students later in the week. The commencement ceremonies will be dedicated to Registrar Emeritus Mr. James Donald Cooper, and a moment of silence will be provided at each ceremony. A new page has been added to the program outlining proper etiquette for a ceremony of this nature. President LaForge reminded Cabinet Members that a small reception would begin at 9:00 a.m. in the Green Room for members of the Platform Party.

Aramark update Mr. Rutledge

Mr. Rutledge informed Cabinet Members that Aramark has not been fulfilling part of their contractual obligations to the university. As part of Delta State’s contract with Aramark, they are to spend \$30,000 on equipment each year. Aramark agreed to help fund new equipment for the cafeteria’s move to the Union. When Aramark did not provide the money as agreed, Mr. Rutledge requested equipment receipts for the last five years. Delta State’s Aramark Manager resigned, and the Catering Manager has assumed the responsibility until Aramark Regional fills the position next Wednesday.

Legislative update..... Dr. Roberts

Dr. Roberts informed Cabinet Members that Governor Bryant has called a special session for the Mississippi Legislature in June. The agenda will include the budget for the Office of the Attorney General and the Department of Transportation. It is not clear if a bond bill will be on the agenda. Commissioner Boyce asked the Institutional Executive Officers to trim their bond requests, if possible. If the bond bill doesn’t get put on the special session agenda, Delta State will not receive funding for the President’s home or the campus project funding for roofing repairs and ADA compliance. Dr. Roberts also referenced the Legislative Facilities Tour, which is scheduled for June 19.

Other Discussion

- Dr. Jurgenson introduced Dr. George Beals. Dr. Beals is an Associate Professor in Counselor Education and Psychology and is the President-elect of Faculty Senate. Dr. Jurgenson informed Cabinet Members that Dr. Beals would shadow him in Cabinet for the next few weeks.
- President LaForge informed Cabinet Members that any hiring requests that come up before the next Cabinet meeting would be acted upon by the Executive Committee.

INFORMATIONAL/CALENDAR ITEMS:

- Reception/Dinner for Honorary Degree Recipients, May 5, 5:30 pm, GRAMMY Museum® Mississippi
- Student Hall of Fame Banquet, May 5, 7:30 pm, Second Floor, East Lobby of the Union
- Spring Commencement, May 6, 10 am and 2:00 pm, BPAC
- Wayne Blansett Staff Development Day, May 18

NEXT MEETING:

- Next Cabinet Meeting – Monday, May 22 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

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