

DELTA STATE UNIVERSITY
PRESIDENT'S CABINET
Minutes

Meeting date: November 12, 2018

Members in attendance: President William LaForge, Dr. Vernell Bennett, Dr. Severine Groh, Mr. Charlie King, Mr. Ronnie Mayers, Dr. Charles McAdams, Dr. Billy Moore, Mr. Rick Munroe, Dr. Christy Riddle, Dr. Michelle Roberts, and Mr. Jamie Rutledge (recorder – Ms. Claire Cole)

Members not in attendance: None

Guests: Dr. Rolando Herts, Director, Delta Center for Culture and Learning
Mr. Keith Johnson, Graduate Assistant, Delta Center for Culture and Learning
Mr. Mike Kinnison, Head Baseball Coach

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on November 12, 2018. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Mr. Rutledge and seconded by Mr. King, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on November 5, 2018.

GENERAL OVERVIEW

- President LaForge welcomed Mr. Mike Kinnison to Cabinet and congratulated him on being named Delta State's new Athletic Director. Mr. Kinnison stated he looks forward to working with Cabinet Members in his new role.
- President LaForge gave an overview of the activities and events from last week. President LaForge hosted faculty, staff, and student forums last week. Cabinet members suggested promoting and advertising the forums more as a way to increase attendance. The Cleveland Music Foundation Board held its Annual Business Meeting last Thursday. President LaForge participated in a podcast with Alexander Haas CEO David King, and spoke about Delta State's experience in using their services. On Thursday evening, the BPAC hosted a performance of Jersey Boys. Prior to the performance, President LaForge hosted a dinner for Dr. and Mrs. Jimmy Hays and others in the newly renovated Zeigel Hall. On Friday, the Alumni Association Board met for its fall meeting. Delta State held two ribbon cuttings last week for Zeigel Hall and Statesmen Boulevard. Mr. Rutledge stated both ribbon cuttings went very well and were well attended. The Athletics Department hosted a retirement celebration for Mr. Mayers last Friday. As part of his celebration, President LaForge announced the Aquatics Center will be named the Ronald G. Mayers Aquatics Center in his honor, pending IHL Board approval. President and Mrs. LaForge helped host a scholarship fundraiser in honor of Senator Thad Cochran at Ole Miss's Law School on Sunday.
- President LaForge requested a recap on Homecoming activities. Mr. King stated Homecoming week was very successful for the students and most events were well attended. He plans to create a "wish

list” for next year’s Student Government Association as way to communicate what should happen throughout the week. Mr. King explained to Cabinet Members the Student Senate voted to change the names of Mr. and Miss Green and White to Mr. and Miss DSU. Miss DSU will also hold the title of Homecoming Queen. Mr. Munroe stated the alumni events were greatly enjoyed by those who attended. The Alumni Awards Gala and Class of 1968 social were very well attended and the alumni were very engaged. Dr. Bennett stated she would like to reprise the Homecoming Committee next year in order to make sure all areas involved in Homecoming are on the same page. Mr. Mayers stated the Homecoming pep rally with Athletics’ new sponsor, Wendy’s, had a great turnout.

- Mr. Mayers gave an update on Athletics. The football team topped off a great Homecoming week with a win over Mississippi College. The men’s and women’s basketball teams played well and hard in their crossover tournaments. The men’s team will play Fisk University on Thursday evening and Miles College on Saturday. Delta State will host the Spring Board Diving Invite this weekend, and five universities will be in attendance.
- Mr. Rutledge gave an update on facilities projects. Mr. Rutledge thanked those who participated in the ribbon cuttings and helped bring them to fruition. Following the Cabinet meeting, Mr. Rutledge will tour Cabinet Members around the newly renovated Young-Mauldin Cafeteria. The cafeteria is completely furnished, minus the private dining room. The RFP for our food services contract went out and five food service companies have expressed interest in bidding on the contract. Mr. Rutledge expressed to the five companies Delta State has high expectations for our food services with our new state of the art cafeteria and kitchen. After receiving our bond funds, the first project will be Walter Sillers Coliseum’s new roof and HVAC system. The Bureau of Buildings will send out bids in April for this project. Mr. Rutledge spoke with Coach Jim Boone and this will not disturb the basketball season. The next few campus projects will be to move the Student Success Center to Bailey Hall, move the Department of Social Work to their new suite in Kethley Hall, renovate the Odealier J. Morgan Laundry to digital media classrooms, and renovate Hill Apartments.
- President LaForge shared with Cabinet Members some of the meetings and events planned for the week. President LaForge hosted a press conference this morning to announce the new Athletic Director, Mr. Mike Kinnison. On Wednesday, President LaForge will travel to Jackson for the IEO and IHL Board meetings. President LaForge invited Mr. Munroe and Mr. Mayers to attend in order to introduce Mr. Munroe to the Board and to express publicly his gratitude for Mr. Mayers’ 42 years of service to Delta State. The College of Business and Aviation will host their annual Scholarship Recognition ceremony on Thursday at 3:30 p.m. The Washington County Alumni meeting will take place on Thursday evening. The Robert M. Hearin Foundation Annual Beneficiaries meeting is Friday in Jackson. Delta State will be represented by President LaForge, Mr. Munroe, and Ms. Heather Miller. President LaForge reminded Cabinet Members that the Thanksgiving holidays begin Monday, November 19 for faculty and students and Thursday, November 22 for staff.

CABINET TOPIC

Delta Center for Culture and LearningDr. McAdams

Dr. McAdams introduced Dr. Rolando Herts to present to Cabinet members an overview of the Delta Center for Culture and Learning. Dr. Herts, along with his Graduate Assistant, Mr. Keith Johnson, distributed to Cabinet members information on the Delta Center and their various projects. Dr. Herts shared with Cabinet members a PowerPoint presentation on the mission, background, and projects of the Delta Center. The mission of The Delta Center is to promote greater understanding of Mississippi Delta culture and history and its significance to the world through education, partnerships, and community engagement. The Delta Center is an interdisciplinary program that focuses on the humanities and social sciences as they relate to the Delta. The Delta Center advances Delta State University’s participation in

promoting and celebrating the unique heritage of the Delta while also addressing the longstanding social, economic, and cultural challenges that inhibit regional advancement. The Delta Center has fulfilled this role since its inception and continues to do so by: serving as management entity for the Mississippi Delta National Heritage Area, a cultural heritage and economic development partnership between the people of the Mississippi Delta and the National Park Service; housing the International Delta Blues Project, which comprises the International Conference on the Blues, a Blues Studies program, and a Blues Leadership Incubator promoting economic development and entrepreneurship related to Blues tourism and the creative economy; hosting “The Most Southern Place on Earth: Music, Culture and History of the Mississippi Delta,” a Landmarks of American History and Culture workshop funded by the National Endowment for the Humanities which brings K-12 educators to the Delta for a week-long educational and cultural immersion experience; and, working throughout the Delta region and nationally with cultural, educational and tourism organizations, local, state and federal agencies to provide information, expertise, and experiential learning and partnership development opportunities. One of the Delta Center’s current projects in partnership with the Mississippi Delta National Heritage Area and the National Park Services is placing highway markers throughout the Mississippi Delta National Heritage Area at the area’s entryways. Highway markers can currently be seen in Coahoma County, Humphreys County, Tunica County, and Warren County. The Mississippi Delta National Heritage Area hosts a grant program that issues medium-sized grants to organizations and individuals who do projects around five themes: 1)The River and The Land; 2) The Blues; 3) Freedom; 4) Creativity Beyond Cotton; and, 5) Diverse Communities. Several Delta State projects and departments have been a recipient of this grant including the Delta State Archives, the BPAC, and the International Conference on the Blues. The Mississippi Delta National Heritage Area and The Delta Center worked collaboratively with Ms. Alysia Burton Steele and her publisher to identify additional stops for her book tour of “Delta Jewels” to include municipalities written about in her book, thus creating the Delta Jewels Oral History Partnership. The Delta Center and the Mississippi Delta National Heritage Area received the 2016 National Park Service Centennial Award for creating the Delta Jewels Oral History Partnership. One of their latest projects will be to secure funding for the Mississippi Delta Cultural Heritage Center as part of the Centennial Campaign. Dr. Herts plans to begin work on the Infrastructure and Capacity Building Challenge Grant offered by the National Endowment for the Humanities to help locate seed funding.

BUSINESS

Action

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. Bennett and Dr. McAdams brought to Cabinet positions for consideration. The positions presented do not impact the salary savings identified previously to address the budget shortfall.

Student Affairs Requests

Dr. Bennett presented to Cabinet Members the request to search for and hire a Recruiter for the Office of Enrollment Management and an Administrative Assistant for the Police Department.

Motion: Moved by Dr. Bennett to approve the searching and hiring of a Recruiter for the Office of Enrollment Management and an Administrative Assistant for the Police Department and seconded by Mr. Rutledge. **The motion was approved.**

Academic Affairs Requests

Dr. McAdams presented to Cabinet members the request to search for and hire a Flight Instructor for the Department of Commercial Aviation. Flight Instructors are paid from flight instruction fees, not Fund 10. Dr. McAdams requested of Cabinet Members permission to continue hiring Flight Instructors as the need arises. He will report to Cabinet any positions filled.

Motion: Moved by Dr. McAdams to approve the searching and hiring of a Flight Instructor and the ability to hire additional Flight Instructors as the need arises for the Department of Commercial Aviation and seconded by Mr. Rutledge. **The motion was approved.**

Appendix 8: New Program Proposal – MFA in Integrated Visual Arts.....Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams brought to Cabinet for approval Appendix 8: New Degree Proposal Approval for a Master of Fine Arts degree in Integrated Visual Arts. The Master of Fine Arts degree in Integrated Visual Arts program would be a 60-credit Low Residency/High Residency hybrid where students would matriculate as a cohort. Students enrolled in the program would select two primary disciplines to explore for their thesis project, but would be encouraged to experiment with even more. Fields of study may include ceramics, painting, sculpture, woodworking, crafts, printmaking, photography, graphic design, and digital media arts. All students would be required to take four new technology courses, acting as one of their concentration areas, which is meant to help them integrate technology in the pursuit of traditional artistic practices and to fulfill the interdisciplinary portion of the degree. This will be a three-year intensive program that will fill a gap in academic offerings in the Southeast, cater to non-traditional students, and build on the strengths and diversity of DSU’s art department faculty to empower and challenge students to develop their work and engage with the community. The program would offer both a low-residency track for non-traditional students interested in pursuing a graduate degree without having to take a leave of absence from their jobs and/or families, and a traditional full-time track. Both low residency and campus-based students would gather as a cohort for summer and winter intensives as well as online courses during spring and fall semesters. Currently, there are only two options in the state of Mississippi to pursue a MFA in studio art. There is a need in the state for additional opportunities, especially in the Delta Region. The two options are the University of Mississippi and Mississippi College. Both of these existing programs are residency programs. In order to run the program, \$18,600 would be needed in startup costs for the year 2020-21 to supplement costs associated with bringing in visiting artists during summer and winter intensives for the first year and pay mentors. By year three, an additional faculty member would need to be hired, as well. All other costs should be paid for by tuition.

Motion: Moved by Dr. McAdams to approve IHL’s Appendix 8: New Program Proposal – MFA in Integrated Visual Arts and seconded by Dr. Groh. **The motion was approved.**

Professional Dress Code and Personal Appearance policy (revised – final reading) Mr. Rutledge

Mr. Rutledge presented to Cabinet Members the revised Professional Dress Code and Personal Appearance policy for a final reading. The policy went to Staff Council, prior to this reading, for clarification and feedback. Dr. Riddle brought to Cabinet a recommendation from the Administrative Staff Council not to move forward with the policy as currently worded. The Administrative Staff Council would like to create a sub-committee to work with Human Resources to create a new draft of the policy that includes the addition of employee accountability; supervisor authority/responsibility; how Staff Council can assist Human Resources in ensuring employees follow the dress code policy; and, a review of dress code policies at other IHL institutions. Dr. Riddle shared with Cabinet members the components of the policy not supported by the Administrative Staff Council. President LaForge asked Mr. Rutledge and Dr.

Riddle to work together, along with the sub-committee, on the suggested changes, and to bring the revised policy back to Cabinet when ready.

Motion: Moved by Dr. Riddle to postpone consideration of the Professional Dress Code and Personal Appearance Policy for further evaluation and seconded by Dr. Bennett. **The motion was approved.**

Four-Day Work Week Request for Summer 2019 Mr. Rutledge

Mr. Rutledge brought to Cabinet the request to implement the four-day work week for Summer 2019. Over the past two summers, \$386,000 of savings have been realized as a result of the four-day workweek. The four-day workweek will begin on May 13 and end on August 9. The hours will be 7:00 a.m. – 5:30 p.m. with a 30 minute lunch. Mr. Rutledge stated an employee will be hired to work on Fridays from 8:00 a.m. to 5:00 p.m. to ensure the university is open five days a week. At the discretion of the Vice Presidents, an office may choose to resume an 8:00 a.m. to 5:00 p.m. workweek, starting the week of August 5, if needed, in order to prepare for the fall semester.

Motion: Moved by Mr. Rutledge to approve the implementation of the Four-Day Work Week for Summer 2019 and seconded by Dr. McAdams. **The motion was approved.**

Discussion

C.A.R.E.S.....Dr. Bennett

Dr. Bennett brought to Cabinet the renovated C.A.R.T. system, which has been changed to C.A.R.E.S. She shared a preview of the landing page for C.A.R.E.S. and explained the different referral areas. The four areas include 1) Campus Counseling, 2) Title IX, 3) Student Development for student conduct, and 4) the S.O.S. Early Alert System within the Student Success Center. Each area will have their own form and the contact information for the person to contact will be on the landing page. Dr. Groh noted that the information for the contact person for S.O.S. Early Alert System is not listed. Dr. Riddle said the S.O.S. Early Alert System is monitored by Mr. Willie Gant, and he can be contacted at sos@deltastate.edu.

U.S., State, and Delta State University Flag Protocols.....Dr. Bennett

Dr. Bennett brought to Cabinet the U.S., State, and Delta State University Flag protocols. Communications and Marketing and the Police Department worked together to identify the protocols. New additions to the protocol include Facilities Management to purchase/fabricate and maintain a display case that will house all flag proclamations on the south side of the flag plaza and in H. L. Nowell Student Union/Roberts-LaForge Library, and those who want to leave mementoes to honor the deceased may do so on the first floor of the H. L. Nowell Student Union/the first floor of the Roberts-LaForge Library. Mementoes will remain on site for the duration of time that the flag is at half-staff. Mementoes will be forwarded to the University's Capps Archives for cataloguing or distributed by the archivist/courtesy committee to representatives of the deceased, if requested. Dr. Roberts shared with Dr. Bennett and Mr. Munroe the email template that had been used in the past by Communications and Marketing to communicate to the campus the reason for lowering the flags. She also suggested including the links to the protocols for the Mississippi State flag and U.S. Flag within the protocols document. Also, she mentioned the old standard was to lower the flag (Delta State flag) on the day of the deceased's service. President LaForge requested Dr. Bennett include in the protocol document the university's ruling to not fly the Mississippi State flag in 2016 and our choice to fly the Mississippi Economic Council's Bicentennial flag. Dr. Bennett will bring the revised protocols to Cabinet at a later date.

Giving Tuesday.....Mr. Munroe

Mr. Munroe shared with Cabinet members that University Advancement will promote heavily their first giving day, Giving Tuesday, on November 27. Emails will be sent to alumni requesting their support.

Additional information

- Mr. Mayers thanked Cabinet members for their participation in his Retirement ceremony.
- Dr. Riddle extended her appreciation to faculty members in their help with pre-registration. The final numbers for pre-registration week will be brought to Cabinet soon.
- Dr. Riddle informed Cabinet Members the International Student Thanksgiving dinner had a wonderful turnout with standing room only. She stated they received great support from the community, as well.
- Dr. Moore informed Cabinet members of the death of former Superintendent of Sunflower County, Mr. Thomas Edwards.
- Dr. Moore informed Cabinet members that Mr. Jim Brown, retired faculty member from the College of Business and Aviation, is in the hospital.
- President LaForge stated that he attended the 30th Anniversary celebration of the Nu Eta Chapter of Kappa Alpha Psi over the weekend. He stated there was a great group of men in attendance.

INFORMATIONAL/CALENDAR ITEMS:

- Thanksgiving Holidays for staff, November 22-23
- Christmas Tree Lighting, November 26, 3:00 p.m., Leroy E. Morganti Atrium
- Rudolph the Red-Nosed Reindeer: The Musical, December 4, 7:30 p.m., BPAC
- Fall Exams, December 3-6
- Fall Commencement, December 7, 10:00 a.m. and 2:00 p.m., BPAC

NEXT MEETING:

- Next Cabinet Meeting – Monday, November 26 at 1:30 p.m.
- Next Cabinet Meeting Topic – Campus Communications (Mr. Munroe)

Adjournment: The meeting adjourned at 3:54 p.m.