

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: September 10, 2018

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

Members not in attendance: Dr. Billy Moore

Guests: Mr. Pete Szatmary, Director, Communications and Marketing
Dr. Nerma Moore, Academic Development Officer
Dr. Edwin Craft, Chief Information Officer

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on September 10, 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. Munroe, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on September 4, 2018, with the change on page two to correct the expected completion date for the dining hall from "the middle of the month" to "the middle of October."

GENERAL OVERVIEW

- Mr. Munroe introduced two new employees: Mr. Pete Szatmary, Director, Communications and Marketing, and Dr. Nerma Moore, Academic Development Officer. Cabinet members welcomed them to Delta State.
- Last week, President LaForge attended a grand event at GRAMMY Museum Mississippi for the establishment of the Willie Simmons Society Endowment Fund. It was a great night for the Museum and for Senator Simmons.
- Mr. Mayers gave an update on Athletics. The Golf team opened their season today at the Murray State Invitational. The football team played their first home game on Saturday against Grand Valley State University. Grand Valley has one of the top Division II football teams. Statesman Nation, the Athletics' department's weekly radio show, will take place at No Way Jose tonight at 6:00 p.m. The Football team travels to Melbourne, Florida this weekend to play Florida Tech. Men and Women's Soccer play at University of West Alabama on Sunday. Delta State will host the Mississippi Private School State Swimming championship meet on Wednesday, September 19. This is a good recruiting opportunity as high school students, from across the state, will be in attendance. Statesman Boulevard is finished except for the striping.
- Mr. Rutledge gave an update on Facilities Management projects. Zeigel Hall is completely finished. They received the furniture for the facility last week. They will lay the sod once the weather improves.

The Dining Hall should be complete the middle of October. They have also completed the landscaping for Caylor/White-Walters Hall. Mr. Rutledge reported that they have a chiller down, and so the temperature in some of the buildings is warmer than usual. They will complete the punch list for Statesman Boulevard in the next few weeks.

- This week, President LaForge will attend Mayor Errick Simmons' Blues Reception at Harlow's Casino in honor of the 41st annual Mississippi Delta Blues and Heritage Festival. He will also participate in a lunch meeting with Mr. Jon Peede, Chairman of the National Endowment for the Humanities (NEH), Mr. Vincent Ricardel, Senior Adviser to the Chairman, Dr. Stuart Rockoff, Executive Director of the Mississippi Humanities Council, and Mr. Craig Ray, Executive Director of Visit Mississippi, along with Delta Center staff, regarding a possible infrastructure grant to transform Hugh White Hall into the proposed Mississippi Delta Cultural Heritage Center. This proposed project has been identified as a priority area in Delta State's capital campaign plans.
- Also this week, President LaForge will meet with Ambassador Mike Retzer on Tuesday for a cultivation visit. Ambassador Retzer owns more McDonald's restaurants than anyone else. President LaForge will travel to Jackson later in the week to meet with Ms. Cheryle Sims, with the Gertrude Ford Foundation, to discuss Delta State's Honors Program. Following the meeting, he will have lunch with Mr. Eddie Guillot, who serves on the Cleveland Music Foundation Board and is Vice President with Morgan Stanley in Jackson, to discuss Campaign funding opportunities.
- President LaForge announced that the United Way Campaign Kickoff event is scheduled for September 18 at noon at First Baptist Church. Mr. Mayers offered to represent Delta State at the event.
- President LaForge reminded staff to direct all advancement, fundraising, etc. related items to Mr. Munroe instead of to Mr. Keith Fulcher.

CABINET TOPIC

Technology Update..... Mr. Rutledge

Mr. Rutledge introduced and welcomed Dr. Edwin Craft, Chief Information Officer. Dr. Craft presented a PowerPoint report to the Cabinet on current and future technology projects. The university owns approximately 2,000 computers. More than 300 new computers were installed last year. Each month, DSU saves more than \$5,000 by turning off lab machines. Delta State uses four terabytes per day (doubles every two years). During the month of August, OIT blocked 1,898,608 spam messages. During the 2017 calendar year, OIT saved the university \$928,216 through special contract negotiations, energy savings, and cost avoidance mechanisms. Notable projects last year included: installing more than 200 cameras; deploying Banner 9 with web interface; installing new wireless systems in residence halls; migration to Office 365, which provides more email space and access to Office Suite for students, faculty, and staff for up to five devices; installed new generator for Bailey Hall; new campus alert/text messaging system, RAVE; Campus Rocks! (speakers across campus); created 163 new reports in Argos; and, brought consultants on campus for various departments. OIT employs 15 staff on campus, and they provided a lot of training sessions. In the last 12 months, they resolved more than 5,500 technology cases, in addition to their walk in traffic. Regarding the amount of time it takes to resolve a case, the majority of the technology requests (3,600) are resolved the same day. They have added several layers of security to our system recently, including subscribing to the Cisco umbrella, which provides an added layer of defense. Cabinet recently approved OIT to block spam in 10 categories. Only 8% of messages received by the system are legitimate messages. Approximately 16 million spam messages are blocked each month. Future projects include developing a Banner Data Standards guide, which will help address problems with bad addresses, duplicate records, etc. The Banner Power Users group has redesigned and approved the guide, and they will start training in October. The training is mandatory for those who enter data, and those who do not participate in the training session will have their Banner access revoked until they get the training. Major

users include: Admissions, Registrar, Human Resources, Student Business Services, Alumni, Development, and Deans/Department heads/secretaries. In the near future, they will install clean address software, which has the ability to clean up about 90% of data that is bad. Staff will have about 10% to clean up. Mr. Munroe stated they recently purchased an Alumni finders software system to help locate alumni. Another new project is Security IQ, which is a new product that the State of Mississippi has contracted for, and will be rolled out in October. It provides a twofold approach of creating a baseline of how many users need security training based on faked phishing attempts, which opens the door to the rest of the campus, and it will send training information to the end user. We need to determine whether or not to alert the campus when the new program is implemented. Mission IT is coming. Delta State will be the first regional university to go live. The new system will provide 10 GB connectivity to the MissionIT core, which will double the speed what we have now. They are also working to implement t standardized reporting for such areas as enrollment, budgets, credit hours, scholarships, etc. They are close to having it ready. The final project planned for the near future is the "Quality Matters" program. It will be used by our Instructional Technology department to review online courses. Having QM certified courses means enhancing our online programs and presence. We have a person on staff who is QM certified. It is an expensive but important process. Funding needs include: academic area wireless upgrades (161 access points need to be replaced); telecommunications system needs to be replaced; firewall replacement (5 years old); storage upgrades (replaced SAN 3 years ago with 48 terabytes, but it is filling up quickly. Need to add 24 terabytes to keep up with growth); and, additional security cameras (all new construction will have cameras and all residential halls have cameras. Two of the residence halls have the old system. Hill apartments and Faculty/Staff apartments do not have cameras). Mr. Munroe stated that he wants to upgrade CRM Advance. Dr. Craft asked that he work with OIT so that they can integrate data with Banner and provide support.

BUSINESS

Action

Social Work Department location Mr. Rutledge

Dr. McAdams and Mr. Rutledge met with Dr. Dave Breaux, Ms. Cora Jackson, and Dr. Jana Donahoe regarding the best location for the Social Work department. Mr. Rutledge distributed a report, which lists their recommendations: 1) move the Madison Center into other available office space in Kethley Hall; 2) relocate the Social Work Department into the suite of offices currently used by the Madison Center; 3) Dr. Breaux will review spaces throughout Kethley to determine the most effective use of all space and make suggestions for scheduled times of classes; 4) Move the Student Success Center to the second floor of Bailey Hall; 5) All the International Student Services offices to remain on the second floor of the Student Union; and 6) Allow Student Affairs to use the space vacated by the Student Success Center on the second and third floors of the Union. Recommended timeline: Move the Madison Center during the Thanksgiving break, and move the Student Success Center during the Christmas break. Mr. King will talk with his counterpart at Ole Miss about design/use ideas for their new space in the Union.

Motion: Moved by Mr. Rutledge to approve the six recommendations and seconded by Dr. McAdams. The motion was approved, with eight yays and one nay.

Proposals for the use of the three vacant spaces on campus: Odealier Morgan Laundry,

Walker Natatorium and Marshall Home Management House..... Mr. Rutledge

Mr. Rutledge distributed to the campus at the end of July a request for proposals for the future use of the Odealier Morgan Laundry building, Walker Natatorium, and Marshall Home Management House. Several

proposals were received, and Dr. McAdams and Mr. Rutledge reviewed the proposals. Mr. Rutledge distributed a document summarizing the recommendations for each facility: 1) Odealier Morgan Laundry – four proposals received. Recommendation for the facility to be used to house the Digital Media Arts Center for the Departments of Art and DMI. Estimated renovation cost is \$79,000, and will be paid for with departmental funds; 2) Walker Natatorium – two proposals received. Recommendation to convert the Natatorium into a multipurpose area with the specific use to be determined. Estimated cost is \$400,000 - \$600,000. Mr. Munroe will talk with Mrs. George Walker regarding funding opportunities; and, 3) Marshall Home Management House – three proposals received. Recommendation that it be converted into a guesthouse to be used for visitors and temporary housing for visiting faculty. Estimated cost is \$85,000. Mr. Munroe will determine if there is a naming opportunity for the Marshall Home Management House. Approximately \$200,000 would be needed for an endowment for maintenance and operations.

Motion: Moved by Mr. Rutledge to approve the three recommendations as presented, and seconded by Dr. McAdams. The motion was approved.

Discussion

Enrollment UpdateDr. Bennett

Dr. Bennett referenced the latest enrollment report by the Registrar. Enrollment will likely be about the same as it was last fall. Dual credit numbers will likely be up again this year. Dr. Bennett said she received the Recruitment Plan from Dr. Debbie Heslep on Friday. She will provide a copy of the plan to Cabinet members. Also, she has reviewed the Ellucian report, and they will begin implementing the recommendations. Mr. Munroe said he would like to connect the Alumni Recruiting initiatives (Refer a Student) with the Recruiting Office’s initiatives. President LaForge asked Dr. Bennett and Dr. McAdams to provide to Cabinet Members a numerical goal for the Fall 2019 semester for the number of first-time, full-time students (freshman and transfer) and overall undergraduate enrollment, as well as first-time graduate-level students and overall graduate enrollment.

Budget Update..... Mr. Rutledge

Mr. Rutledge distributed to Cabinet Members an analysis of tuition and scholarship budgets. To address the projected budget shortfall, Mr. Rutledge recommended that all requests to fill vacant position be brought to Cabinet for consideration.

Additional information

- Mr. Gerald Jacks passed away on Saturday. His memorial service is scheduled for Friday morning at 9:00 a.m. at their family farm.
- Mr. Rutledge announced that Human Resources will begin conducting background checks on all new hires, per university policy.
- Dr. Bennett announced that the International Men’s March event, Walk a Mile in Her Shoes, is scheduled for September 26 at 12:00 p.m. on the Quadrangle.
- Dr. Riddle reminded Cabinet members of the Blood Drive on Tuesday and Wednesday.
- Dr. Groh announced that Faculty Senate will meet this week.

INFORMATIONAL/CALENDAR ITEMS:

- Delta State’s 93rd Anniversary Celebration, September 18, 12:00 noon, Second floor, East Lobby, H.L. Nowell Union
- Lee Ann Womack performance, September 18, 7:30 p.m., BPAC
- Pig Pickin Weekend, September 21-22

- Delta State football vs. North Greenville University, September 22, 6:00 p.m. (wear green), Parker Field. President's Reception at 5:30 p.m., Dorgan Center.
- Colloquia Series Lecture with Dr. Mark Emmert, President of NCAA, October 9, 6:00 p.m., Jobe Hall
- International Business Symposium, October 11-12

NEXT MEETING:

- Next Cabinet Meeting – Monday, September 17 at 1:30 p.m.
- Next Cabinet Meeting Topic – Budget management reports (Mr. Rutledge)

Adjournment: The meeting adjourned at 4:15 p.m.