

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: September 25, 2023

Members in attendance: Dr. Dan Ennis, Dr. Ellen Green, Dr. Leslie Griffin, Dr. Christopher Jurgenson, Dr. Eddie Lovin, Mr. Rick Munroe, Ms. Holly Ray, Dr. Michelle Roberts (via phone), Ms. Haley Rooks, and Mr. Larry Wakefield (recorder – Ms. Claire Cole)

Members not in attendance: Mr. Mike Kinnison

Guests: Dr. Edwin Craft, Associate Vice President for Finance and Administration
Ms. Dana George, Senior Executive Associate Athletic Director for Compliance, Academics, and Internal Operations
Mr. David Gladden, Chief Financial Officer, University Advancement

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on September 25, 2023. The meeting convened at 1:30 p.m. with Dr. Ennis presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Lovin and seconded by Ms. Rooks, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on September 18, 2023.

GENERAL OVERVIEW

- Dr. Ennis recognized Mr. Rick Munroe and thanked him for his commitment to Delta State. Today begins Mr. Munroe's last week at Delta State. Mr. Munroe stated it has been an honor to work at Delta State and his colleagues will be missed.
- Dr. Ennis gave an overview of the IEO meeting and IHL Board Retreat from last week. The major discussion of the IEO meeting last week was the implications of the Institutions of Higher Learning's financial aid audit being turned in late. The implications of a late audit are heightened cash monitoring for the entire system and all students within the system must have a teach out plan. A significant implication of being under heightened cash monitoring requires additional oversight by the university's accrediting agency, SACSCOC. All academic changes receive heightened monitoring, as well, and require approval rather than notification. Commissioner Rankins plans to appeal through SACSCOC and the Department of Education about the teach out plans for students. Dr. Ennis requested Dr. Griffin create a policy on teach out plan guidelines for the university. Dr. Ennis met with the Board of Trustees at their Annual Retreat, and he presented his analysis of the university's budget and enrollment situation. Dr. Ennis will share his presentation with faculty and staff at the Town Hall meeting on Thursday.
- Dr. Ennis gave an overview of the activities and events from last week. The BPAC's second performance of the season was Air Supply. The Delta State Foundation hosted a Centennial Campaign kickoff event at the President's home. At the event, Dr. Ennis announced the Centennial Campaign's goal was

increasing to \$100 million. The 37th Annual Pig Pickin' event occurred over the weekend. Mr. Munroe stated it was a great weekend, and his staff are creating strategies to make the event better next year.

- In the absence of Mr. Kinnison, Ms. George gave an update on Athletics. The football team won against Shorter University. Ten of the 14 university sports are in competition at this time. Both basketball teams begin practice on October 5.
- Mr. Wakefield gave an update on Facilities Management projects. The roof repair on Broom Hall begins on Monday, October 2. The crane needed to lift supplies to the roof will be parked in front of Broom Hall, and it will obstruct some parking spaces. All work will commence at 3:00 p.m. each afternoon. The roof on Wyatt Gym will be completed this week, and repairs on the inside of the building will begin. Additional repairs to the roof of Kent Wyatt Hall are needed. The Mississippi Department of Transportation sidewalk project is progressing. A water leak near Walter Sillers Coliseum surfaced, and it was caused by the hot water loop. The water leak next to Kent Wyatt Hall will be fixed once the vendor can return to campus. The university received \$1.9 million in AARPA funds for waste water and water transport projects. A new boiler for Broom Hall will be installed in the coming weeks. The university is working with Entergy on cost reduction measures.
- Ms. Rooks gave an update on student activities. Ms. Rooks reported a large number of students attended Pig Pickin' over the weekend. The basketball goals were raised on the student basketball court behind Foundation Hall. The next project will be to fix the volleyball court net. SGA officers are working on the Miss Delta State University pageant and finalizing Homecoming plans.
- Dr. Ennis shared with Cabinet members some of the meetings and events planned for this week. The Enrollment Group has their monthly meeting on Wednesday. Dr. Ennis travels to Indianola on Wednesday to participate in the Mississippi Delta Civil Rights Heritage Tourism Summit. The Annual Kent Wyatt Lecture Series is Thursday, and the focus of the lecture will be special education. The Annual Faculty Art Exhibition opens on Thursday. GRAMMY Museum® Mississippi hosts their annual fundraising event, Red, Rhythm, and Blues Gala, on Thursday evening. Dr. and Mrs. Ennis, along with Delta State students, plan to attend the Fall Civil Rights Field Trip to Memphis on Saturday.

CABINET TOPIC

Town Hall meeting Dr. Ennis

On Thursday, September 28, Dr. Ennis will host a Town Hall meeting for faculty and staff to discuss the university's enrollment and budget situation and the implications of this situation. During the Town Hall, Dr. Ennis will issue a call for interest in joining the Budget Committee. The Budget Committee will assist Dr. Ennis in finding ways to reduce the university's expenditures and increase the university's revenues. Mr. Wakefield will serve as an ex-officio member of the committee.

BUSINESS

Action

Employment Authorization policy (revised – final reading) Mr. Wakefield

Mr. Wakefield requested the final reading of the revised Employment Authorization policy be voted upon next week.

Employment Verification and Reference policy (revised – final reading) Mr. Wakefield

Mr. Wakefield brought the revised Employment Verification and Reference policy to Cabinet for a final reading. This policy was revised to reflect the current practice of the release of present or former university employee information to outside sources.

Motion: Moved by Mr. Wakefield to approve the revised Employment Verification and Reference policy for a final reading and seconded by Dr. Lovin. The motion was approved.

Equal Employment Opportunity policy (revised – final reading) Mr. Wakefield

Mr. Wakefield brought the revised Equal Employment Opportunity policy to Cabinet for a final reading. This policy was revised to reflect current practices. The Equal Employment Opportunity policy assists the university in complying with federal and state mandates and university policies in relation to discrimination. Following the first reading, Mr. Wakefield changed "he or she" on page two under Equal Education Opportunity to "the student."

Motion: Moved by Mr. Wakefield to approve the revised Equal Employment Opportunity policy for a final reading and seconded by Dr. Lovin. The motion was approved.

Administrative Structure policy (revised – first reading) Dr. Roberts

Dr. Roberts brought the revised Administrative Structure policy to Cabinet for a first reading. The policy was revised to include the University Leadership Council and its responsibilities. Dr. Roberts suggested removing some text about the University Leadership Council as it is more in depth than President’s Cabinet and Academic Council. A suggestion was made to add assessment and accreditation data to the purview of University Leadership Council, as well.

Motion: Moved by Dr. Roberts to approve the revised Administrative Structure policy for a first reading and seconded by Dr. Lovin. The motion was approved.

Academic Calendar 2023-24 – revisions Dr. Griffin

Dr. Griffin shared with Cabinet members an edit made to the Academic Calendar for 2023-24. The date for early spring and spring intersession registration begins on October 30, 2023, instead of November 6, 2023.

Motion: Moved by Dr. Griffin to approve the revised Academic Calendar for 2023-24 and seconded by Dr. Lovin. The motion was approved.

Academic Calendar 2024-25 Dr. Griffin

On behalf of Academic Council, Dr. Griffin brought to Cabinet the Academic Calendar for 2024-25 for approval. A committee of various campus constituencies was formed to create the academic calendar. The first day of classes in Fall 2024 is Wednesday, August 21. By starting on a Wednesday, Move-In Day and Okration can begin the Saturday prior; and, parents won’t have to take off work in the middle of the week to assist their students. Fall Break will be on a Monday and Tuesday in Fall 2024. Dr. Lovin requested an edit to the start date of Spring 2025 classes. The calendar, as presented, states classes begin on January 16, 2025; however, the date should be January 15, 2025. The later start date in Spring 2025 provides additional preparation days after winter holidays.

Motion: Moved by Dr. Griffin to approve the Academic Calendar for 2024-25 and seconded by Dr. Lovin. The motion was approved.

Discussion

Hiring Requests Dr. Griffin, Dr. Lovin, and Mr. Wakefield

In following the hiring guidance set forth by Dr. Ennis, Cabinet Members presented their requests for review. After review by Cabinet members, Dr. Griffin, Dr. Lovin, and Mr. Wakefield will meet with Dr. Ennis and provide additional context as to the need for the given position or positions prior to Dr. Ennis granting

or denying hiring approval.

Academic Affairs requests

Dr. Griffin requested to hire the Director of Flight Operations and Chief Flight Instructor. Both positions are replacement positions, and the loss of both positions could lead to major issues within the Commercial Aviation Department. Also, the Robert E. Smith School of Nursing wants to create a new position, Enrollment Coordinator, and the position would be grant funded.

Student Affairs requests

Dr. Lovin requested to hire the RMS Parking and Management Coordinator, Director of Health and Counseling Center, and the Assistant Director of Health and Counseling Center. The current RMS Parking and Management Coordinator in the Police Department accepted a new job off campus. The current Director of Health and Counseling Center plans to retire, and an internal hire may occur to fill the position resulting in the need for a new Assistant Director of Health and Counseling Center.

Finance and Administration request

Mr. Wakefield made the request to hire a new custodian.

Bolivar Medical Center Foundation Board appointee Dr. Ennis

Bolivar Medical Center Foundation Board requested Dr. Ennis appoint a university representative for their Board. Dr. Ennis invited suggestions by Cabinet members, and he will take them under advisement prior to making an appointment.

Budget Update Mr. Wakefield

Mr. Wakefield and his staff are reviewing the budget-to-actual expenditures and revenues for September. Their review will provide a better view of what can be expected the remainder of the Fall semester. Also, he is reviewing the deficiencies in the FY24 budget and ways expenses can be reduced.

Recruitment Update/Overview..... Dr. Lovin

Dr. Lovin shared an overview of recruitment efforts from the last week. The Office of Admissions attended 36 college fairs and hosted 23 visits to Delta State’s campus. Also, Thomas Edwards High School, Bayou Academy, and Lee Academy had private campus tours.

Institutional Effectiveness and Planning Dr. Ennis

Dr. Ennis did not have an institutional effectiveness and planning update for the week.

INFORMATIONAL/CALENDAR ITEMS:

- Kent Wyatt Lecture Series, September 28, 11:45 a.m., Jacob Conference Center
- Town Hall meeting, September 28, 3:00 p.m., Auditorium, E.R. Jobe Hall
- Opening Reception for DSU Faculty Art Exhibition, September 28, 5:00 p.m., Wright Center Art Gallery
- Fall Break for Faculty and Students, October 12-13
- President’s Football Reception, October 14, 5:30 p.m., Dorgan Center
- Delta State Football vs. North Greenville University, October 14, 6:00 p.m., Parker Field-McCool Stadium (Wear Pink)

NEXT MEETING:

- Next Cabinet Meeting – Monday, September 25, 2023 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 2:50 p.m.