

**DELTA STATE UNIVERSITY  
UNIVERSITY LEADERSHIP COUNCIL**

*Minutes*

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**Meeting date: December 11, 2023**

**Members in attendance:** Dr. Dan Ennis, Dr. James Gerald, Ms. Lisa Giger, Dr. Ellen Green, Dr. Leslie Griffin, Dr. Tomeka Harbin, Dr. Christopher Jurgenson, Mr. Mike Kinnison, Dr. Eddie Lovin, Ms. Chrisa Mansell, Ms. Joi Phillips, Dr. Michelle Roberts, Ms. Haley Rooks, Ms. Holly Ray, Dr. Christy Riddle, Ms. Ashley Tanksley, Dr. Merideth Van Namen (recorder – Ms. Claire Cole)

**Members not in attendance:** Dr. Vicki Bingham, Dr. Edwin Craft, and Mr. David Gladden

**Guests:** Ms. Carolyn Bailey, Chair, Ad Hoc Committee on Budget Sustainability

**Call to Order:** A regular meeting of the University Leadership Council was held in Room 302A in the H. L. Nowell Union on December 11, 2023. The meeting convened at 1:30 p.m. with Dr. Lovin presiding.

**APPROVAL OF THE MINUTES**

On motion by Dr. Gerald and seconded by Ms. Ray, all University Leadership Council Members present and participating voted unanimously to approve the Minutes of the University Leadership Council Meeting held on November 27, 2023.

**BUSINESS**

**Action**

**Employment Background Checks policy (revised)..... Mr. Wakefield**

Mr. Wakefield brought the Employment Background Checks policy to the University Leadership Council for further revision. Dr. Riddle shared stylistic and grammatical edits made to the policy. Council members requested edits made to the “Adverse Action Notification Procedures.” Currently, the policy states the individual will be provided no less than five days to challenge the information. Council members requested the statement be: “... will be provided up to five business days to challenge the information.” Also, business days should be added as a definition at the beginning of the policy. Ms. Giger announced a paragraph was missing from page six; she added the information.

**Motion:** Moved by Dr. Gerald to approve the revised Employment Background Checks policy and seconded by Dr. Harbin.

**Motion:** Moved by Dr. Gerald to approve the Employment Background Checks policy as amended and seconded by Dr. Harbin.

**Optional Retirement Plan (ORP) State Retirement System policy (revised) ..... Mr. Wakefield**

Mr. Wakefield brought the Optional Retirement Plan (ORP) State Retirement System policy to the University Leadership Council for further revision. Dr Riddle shared stylistic and grammatical edits made to

the policy. Council members requested verification on program coordinators and grant principal investigators being defined as an administrative position or not. Ms. Giger stated program coordinators and grant principal investigators are paraprofessionals.

**Motion:** Moved by Mr. Wakefield to approve the revised Optional Retirement Plan (ORP) State Retirement System policy and seconded by Dr. Gerald.

**Motion:** Moved by Mr. Wakefield to approve the Optional Retirement Plan (ORP) State Retirement System policy as amended and seconded by Dr. Gerald. The motion was approved.

**Password policy (revised) ..... Mr. Wakefield**  
Mr. Wakefield brought the Password policy to the University Leadership Council for further revision. Dr. Riddle shared stylistic and grammatical edits made to the policy.

**Motion:** Moved by Mr. Wakefield to approve the revised Password policy and seconded by Dr. Jurgenson. The motion was approved.

**Readmission for Military Service Members policy (revised) ..... Dr. Griffin**  
Dr. Griffin brought the Readmission for Military Service Members policy to the University Leadership Council for further revision. Dr. Riddle shared stylistic and grammatical edits made to the policy.

**Motion:** Moved by Dr. Roberts to approve the revised Readmission for Military Service Members policy and seconded by Dr. Green. The motion was approved.

**Social Security policy (revised)..... Mr. Wakefield**  
The Social Security policy will be reviewed at the next University Leadership Council meeting.

**State Employees' Health Insurance Plan policy (revised)..... Mr. Wakefield**  
The State Employees' Health Insurance Plan policy will be reviewed at the next University Leadership Council meeting.

**Volunteer – Non-Employee policy (revised)..... Mr. Wakefield**  
The Volunteer – Non-Employee policy will be reviewed at the next University Leadership Council meeting.

**Discussion**

**Ad Hoc Committee on Budget Sustainability ..... Dr. Lovin**  
Dr. Lovin invited the Chair of the Ad Hoc Committee on Budget Sustainability, Ms. Carolyn Bailey, to the University Leadership Council to discuss the work of the committee. The Ad Hoc Committee on Budget Sustainability is charged with presenting ideas for realistic revenue growth and/or expense reductions to reach the goal of having a “sustainable budget.” To meet sustainable budget goals, the University needs to reduce its E&G budget by \$5.5 million: \$2.4 million in current FY24 budget and an additional \$3.1 million for the FY25 budget. The committee should focus on big picture needs of the university and not specific positions, programs, or units. As such, the committee will be asked to consider how various proposed changes will align with Delta State’s mission. Throughout the process, the committee will be provided with comparative data from peer institutions, copies of relevant policies, and internal budgetary information. The committee is meeting weekly and provides recommendations to the President for consideration. Along with recommendations provided by the committee, vice presidents are to look into their respective units for potential budget savings.

**Grammar and Stylistic Format Ad Hoc ULC Committee ..... Dr. Lovin**

Dr. Lovin shared with University Leadership Council he asked Dr. Riddle to chair a temporary Grammar and Stylistic Format Ad Hoc ULC Committee to formulate a consistent style across all University policies. Prior to policies being presented to the University Leadership Council for consideration, the Grammar and Stylistic Format Ad Hoc ULC Committee would proof read the policy and edit it. Once a style guide for University policies is created and approved, a vice president will need to revise policies according to the style guide.

**Strategic Planning ..... Dr. Ennis**

An update was not provided at the December 11, 2023 University Leadership Council meeting.

**Additional information**

- Dr. Ennis shared he will travel to Atlanta, GA this week for cultivation visits.
- The Office of Admissions is working on a strategy for Spring transfer students and their need for scholarships. Most universities front load their scholarships for the Fall semester.
- The next Town Hall meeting is January 26.

**NEXT MEETING:**

- Next Meeting – Tuesday, January 16, 2023, at 1:30 p.m.

**Adjournment:** The meeting adjourned at 2:43 p.m.