

DELTA STATE UNIVERSITY
UNIVERSITY LEADERSHIP COUNCIL
Minutes

Meeting date: December 11, 2023

Members in attendance: Dr. Vicki Bingham, Dr. Edwin Craft, Dr. James Gerald, Ms. Lisa Giger, Dr. Ellen Green, Dr. Leslie Griffin, Dr. Christopher Jurgenson, Mr. Mike Kinnison, Dr. Eddie Lovin, Ms. Holly Ray, Dr. Christy Riddle, Ms. Fawn Ussery, Dr. Merideth Van Namen, and Mr. Larry Wakefield (recorder – Ms. Claire Cole)

Members not in attendance: Dr. Dan Ennis, Mr. David Gladden, Dr. Tomeka Harbin, Ms. Chrisa Mansell, Dr. Michelle Roberts, Ms. Haley Rooks, and Ms. Ashley Tanksley

Guests: None

Call to Order: A regular meeting of the University Leadership Council was held in Room 302A in the H. L. Nowell Union on January 29, 2024. The meeting convened at 1:30 p.m. with Dr. Lovin presiding.

APPROVAL OF THE MINUTES

On motion by Mr. Kinnison and seconded by Dr. Gerald, all University Leadership Council Members present and participating voted unanimously to approve the Minutes of the University Leadership Council Meeting held on December 11, 2023.

BUSINESS

Action

Social Security policy (revised)..... Mr. Wakefield

Mr. Wakefield brought the revised Social Security policy to the University Leadership Council for review and approval. This policy states all employees are required to participate in the Federal Insurance Contributions Act (FICA) and Medicare Tax in accordance with the provisions of the Federal Social Security Act. Ms. Giger informed the Council the policy was revised to match current practice.

Motion: Moved by Mr. Wakefield to approve the Social Security policy and seconded by Dr. Jurgenson. The motion was approved.

State Employees' Health Insurance Plan policy (revised)..... Mr. Wakefield

Mr. Wakefield brought the revised State Employees' Health Insurance Plan policy to the University Leadership Council for review and approval. Ms. Giger informed the Council the policy was revised to match current practice.

Motion: Moved by Mr. Wakefield to approve the State Employees' Health Insurance Plan policy and seconded by Dr. Bingham. The motion was approved.

Volunteer – Non-Employee policy (revised)..... Mr. Wakefield

Mr. Wakefield brought the revised Volunteer – Non-Employee policy to the University Leadership Council for review and approval.

Motion: Moved by Mr. Wakefield to approve the Volunteer – Non-Employee policy and seconded by Ms. Ray. The motion was approved.

Discussion

Policy softwareDr. Craft

Dr. Craft shared with the University Leadership Council an overview of the new policy software. The software is called PolicyStat. The software allows for a more efficient way to review and approve policies. Each policy has an owner, and they are responsible for revising the policy. Each policy owner will attend a training session to learn how to use PolicyStat. Once all training sessions are completed, the public version of the software will be rolled out.

Additional information

- Ms. Giger reminded University Leadership Council to complete the mandatory Discrimination Training by Friday.

NEXT MEETING:

- Next Meeting – Monday, February 12, 2024

Adjournment: The meeting adjourned at 1:50 p.m.