

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: January 30, 2017

Members in attendance: President William LaForge, Dr. Vernell Bennett, Mr. Keith Fulcher, Dr. Leslie Griffin, Dr. Chris Jurgenson, Mr. Ronnie Mayers, Dr. Charles McAdams, Ms. Allie Rose Parker, Dr. Michelle Roberts, Ms. Christie Rocconi, and Mr. Jamie Rutledge (Ms. Claire Cole – recorder)

Members not in attendance: None

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on January 30, 2017. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Jurgenson, seconded by Ms. Parker, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on January 17, 2017.

GENERAL OVERVIEW

- Dr. Bennett thanked Cabinet members for attending Chief Lynn Buford's retirement party, which was very well attended.
- President LaForge attended the Institutional Executive Officer's meeting last week as part of the monthly IHL Board meeting. The major discussion topics for the meeting were the budget and legislative session. President LaForge reported that the IEOs are very frustrated with the lack of state funding for the universities.
- President LaForge attended the NCAA Convention in Nashville last week. The convention was successful and a lot of legislation was passed. Mr. Mayers stated health, wellness, and mental health issues were discussed a lot during many meetings. President LaForge said the GSC meeting he attended on Friday of the Convention reiterated the importance of Division II's balance of academics and sports.
- President and Mrs. LaForge attended the Community Foundation of Northwest Mississippi's Annual Crystal Ball Gala to support the endeavors of the Foundation as they continue to support Delta State. Mr. Scott Coopwood is the president of that Foundation's Board.
- President LaForge received a request to provide suggestions for someone to fill the vacancy on the IHL Board of Trustees, which was created as a result of the death of Ms. Karen Cummins, Delta State alumna. President LaForge informed Cabinet Members that he has a person in mind and will make a recommendation soon.
- President LaForge invited Dr. Chip Morgan to campus last week to have lunch and catch up on Delta State affairs.
- President LaForge hosted a dinner for the Sungkyul University exchange. Two professors and four students participated in the exchange with Delta State's Department of Music. A delegation from Delta State will travel to Sungkyul University during the summer.
- The South Central Alumni meeting took place last week. Delta State was represented by Foundation

and Alumni staff, President LaForge, Coach Mike Kinnison, Ms. Tricia Walker, and Mr. Mayers. The event was very well attended, and President LaForge encouraged the group to contact their local legislators to push for increased funding for Delta State and the other universities.

- Delta State hosted its first Statesmen Scholarship Day last week. President LaForge stated the day was wonderful, and he greatly appreciated the participation from campus. Dr. McAdams expressed it was a terrific and positive morning for Delta State. Twenty-five students and their guests came to campus for the event. While students were being interviewed, parents enjoyed tours and informational sessions. All students in attendance received a scholarship. Ten of the students received a full-ride scholarship for Fall 2017.
- President LaForge attended the Outlaw-Sullivan Professorship in Biochemistry event last week. He stated it was a wonderful way to recognize the first endowed professorship in the College of Arts and Sciences and honor the families of the professors. President LaForge congratulated Dr. Jurgenson on being the recipient of the professorship. Dr. Jurgenson stated he is grateful to be entrusted to this position.
- President LaForge attended a meeting last week to discuss updates to the architectural design of the new President’s home. Three members of the Bureau of Buildings attended the meeting.
- Ms. Parker informed Cabinet Members that she and some of her Cabinet Members are visiting the Capitol on Wednesday to have meetings with legislators and have lunch with Senators Willie Simmons, Derrick Simmons, Buck Clarke, David Parker and Representative Abe Hudson. She thanked Dr. Roberts for her help with securing the meetings and lunch attendees.
- Mr. Mayers gave an update on Athletics. The Coaches’ radio show is tonight at No Way Jose beginning at 6:00 p.m. The Coaches Club Luncheon begins on Tuesday at Cleveland Country Club. Athletics is hosting a “Signing Day” event on Wednesday at the Cleveland Country Club. Men’s and women’s basketball have games on Thursday and Saturday. It’s opening weekend for baseball and softball—both teams are on the road this weekend. Athletics is preparing for the upcoming swim meet. The Hall of Fame Room will be remodeled to become a multimedia room. Mr. Mayers received a \$25,000 donation to begin the project.
- President LaForge extended an invitation to Dr. Lee Royce to attend the men’s and women’s basketball games against Mississippi College on Monday, February 6 and to participate in a hoops competition.
- Ms. Rocconi stated the Employee of the Month luncheon for 2016 honorees was today at Papa Rocs. All eight recipients and their nominators were in attendance. During the luncheon, Dr. James Robinson was honored for his work with this program.
- President LaForge gave an overview of the week. On Wednesday, he travels to Desoto County for recruiting visits and will attend “An Evening with Bobby Rush” at GRAMMY Museum® Mississippi. The Cleveland Music Foundation Board meets on Thursday. The Campaign Strategy Study Committee meeting is Thursday afternoon. President LaForge welcomes to campus the HOSA Northern District Leadership Conference on Friday morning and hosts Friday Faculty meetings on Friday afternoon.
- Dr. Roberts announced the President’s Office has filled the position of Administrative Secretary. Ms. Joyce Baker-Hackler begins work on February 20.

CABINET TOPIC

Capital Campaign Case Study proposed priorities..... President LaForge
President LaForge said the Executive Committee utilized recommendations from Cabinet meetings, ideas from the Visioning process, and requests from the campus community to create a listing of priority needs for the Foundation’s Capital Campaign. This information will be presented to the Campaign Strategy Study Committee on Thursday. The priority list was divided into four categories: Tier 1a, Tier 1b, Tier 2, and Tier 3. President LaForge asked Cabinet Members to look at the listing to make sure all areas of campus are represented.

Dr. Jurgenson suggested moving the Grant Writer position from Tier 2 to Tier 1B as this position is very beneficial and would bring additional revenue to the university. Upon his suggestion and consensus of Cabinet Members, the Grant Writer position was moved to Tier 1B. President LaForge explained several building projects are listed, but these line items could come off if they appear in the bond process. This listing is a work in progress, and President LaForge and the Executive Committee will continue to work to make sure the priorities of the university are on the list.

BUSINESS

Action

Key Handling policy (final reading)..... Mr. Rutledge

Mr. Rutledge brought to Cabinet the Key Handling policy for a final reading. The policy puts into writing the current practice of the university, and makes the key holder liable for any keys in their possession. This policy is for faculty and staff.

Motion: Moved by Dr. Rutledge to approve the Key Handling policy for a final reading and seconded by Dr. Jurgenson. **This motion was approved.**

Undergraduate Key policy (first reading)..... Dr. Jurgenson

Dr. Jurgenson brought to Cabinet the Undergraduate Key policy for a first reading. Dr. Jurgenson, Dr. Bennett, and Ms. Parker developed this policy to identify the procedures needed for students acquiring a key to buildings and/or rooms on the Delta State University campus. Dr. Jurgenson explained to Cabinet Members that bullet three under procedures and responsibilities is the main portion of the policy as this holds the student liable for injury and damage. This policy is very similar to the key handling policy. Students are liable for the area they are using and to which they have access. Professors/supervisors have to keep a list of who has a key. President LaForge asked Mr. Rutledge to seek legal counsel from IHL on the bullet three statement as to make sure it supports Mississippi law. The policy should include a return procedure for keys. Dr. Roberts suggested adding to the policy statement that this policy represents handling keys for non-residential buildings. President LaForge suggested creating a separate key handling form for students or updating the current form in order to make it more versatile.

Motion: Moved by Dr. Jurgenson to approve the Undergraduate Key for a first reading and seconded by Mr. Rutledge **This motion was approved.**

Faculty Rights and Responsibilities (first reading).....Dr. McAdams

Dr. McAdams brought to Cabinet the Faculty Rights and Responsibilities policy, on recommendation and approval of Academic Council, for a first reading. Dr. McAdams explained several complaints were filed with the Office of Information Technology and the Registrar’s Office during the first week of classes with regards to online classes not being published the first day of class. In order to remedy this problem, the Faculty Rights and Responsibilities policy was amended to state that faculty members teaching online courses must publish the course no later than 12:01 a.m. of the first day of class of each term the course is offered. All members of Academic Council were in favor of making this an expectation of faculty members.

Motion: Moved by Dr. McAdams to approve the Faculty Rights and Responsibilities for a first reading and seconded by Dr. Jurgenson. **This motion was approved.**

Discussion

U.S. Department of Education’s Program Review President LaForge

President LaForge stated that he wants to make sure Cabinet Members and the entire campus are aware of the importance of the Department of Education’s Program Review. This project is akin to a SACSCOC review. President LaForge asked Cabinet Members to contribute to the review, as needed, and to be amendable. Ms. Rocconi informed Cabinet Members that Delta State was likely chosen because of our vast distance learning offerings. The review will take place from February 27 - March 3. President LaForge expressed his appreciation to Ms. Rocconi for coordinating this project.

State budget cuts..... Mr. Rutledge

Mr. Rutledge stated Delta State has thus far received \$732,723 in mid-year budget cuts for FY17. In a twelve month period, Delta State’s budget has been cut by \$1,457,593 or 6.5%. The revenue projections of the State of Mississippi have not been met for several years, which led to the need to cut budgets mid-year. Mr. Rutledge informed Cabinet Members another mid-year cut is being discussed, as well as a three percent cut for the FY18 budget. President LaForge stated the IHL system’s request to the legislature is to restore the 6.5% of budget cuts received in the last twelve months to our FY18 budgets. Mr. Rutledge and the Executive Committee are recommending measures to offset the FY17 cuts. Effective immediately, Delta State will implement a hiring freeze. This freeze pertains to open positions, and the only exception is the Chief of Police position. If any department has an employee to leave after today, a request to rehire has to be brought to Cabinet for approval. Also, Delta State will implement a spending “slow down” on all university purchases—including travel, supplies, and contractual services not already in progress—and that are not deemed essential to university operations. By putting these measures in place, the university will not have to cut personnel or departmental budgets right now.

Golf Course Review Mr. Rutledge

Mr. Rutledge informed Cabinet Members that Delta State’s golf course has lost approximately \$185,000 per year for the last five years. Delta State has put an additional \$65,000 from tuition fees into the golf course auxiliary fund for upkeep. Mr. Rutledge stated 42 people are members of the Delta State golf course, paying \$600 per year. The golf course would need 142 members to break even. If the golf course was shut down, the university would save \$249,000. With the State cutting budgets and additional cuts looming, Mr. Rutledge strongly suggests shutting down the golf course. In order to shut down the golf course, the university would have to create an arrangement with the Cleveland Country Club to allow our golf team to practice on their golf course. President LaForge asked Ms. Parker if the golf course was used by students, and she said she does not believe it is used by many students. When asked about golf course employees, Mr. Rutledge stated there is one full time and one part time employee. The employees could possibly be moved to open positions within Facilities Management. President LaForge stated the closing of the golf course could open up opportunities to lease the land and bring in revenue for the university.

Cable Contract..... Mr. Rutledge

Mr. Rutledge has begun the process of looking into another cable provider as a result of Cable One no longer carrying the four local news stations. Two years remain in Delta State’s contract with Cable One. As Cable One no longer provides what was promised in the contract, Mr. Rutledge believes the contract can be broken without repercussions. The contract has been sent to Ms. Leigh Patterson at IHL for review. In order to have a new cable provider, Delta State has to release a RFP. Mr. Rutledge stated Dr. Edwin Craft believes the best way to get cable in the dorms is through internet. He has begun the process of looking into the best way to accomplish this, and is working on a proposal to include in the RFP.

Hazard Mitigation PlanDr. Bennett

The Mississippi Emergency Management Agency (MEMA) notified Delta State in September that our Hazard Mitigation Plan expires in September 2017. All plans must be updated every five years. A Hazard Mitigation Plan identifies specific areas where universities can increase resilience and minimize costs related to natural disasters. The three main goals of a Hazard Mitigation Plan are: (1) provide a safer environment for the university community by implementing measures that ensure safety, (2) protect the assets of the university, and (3) implement measures that will help with continuity of operations and assure the university mission can be fulfilled in light of a natural disaster. Hazard Mitigation Plans are regulated by the Federal Emergency Management Agency (FEMA). In 2012, FEMA provided a grant to IHL for Hazard Mitigation plans to be created at each university. IHL provided Delta State with \$70,000 to create the plan. A university committee worked with EcoSystems to create the Hazard Mitigation Plan and focused on the disasters most hazardous to this area. The re-certification of Delta State’s Hazard Mitigation Plan will cost \$18,000, and it has to be submitted to FEMA in March, six months prior to the September due date. If the university doesn’t re-certify the Hazard Mitigation Plan, the university cannot receive funding for disasters or apply for grants sponsored by FEMA. President LaForge asked Mr. Rutledge to contact IHL to see if any assistance can be given with regards to the price.

Legislative Update Dr. Roberts

Dr. Roberts gave Cabinet Members an update on the Legislative session. Delta State’s Land Lease bill was passed out of the House of Representative’s University and Colleges Committee last week. The Land Lease bill was double referred in the Senate. The Senate’s Public Property Committee voted on the bill today with only one vote of no. The bill will be presented in the Senate’s Appropriations Committee tomorrow. In order for the bill to survive, it has to be reported out of committees tomorrow and be cleared by the originating chamber by next Thursday. The Land Lease bill gives the university the option to lease the golf course. If we move forward, we will have to utilize an RFP process. A few local citizens have been campaigning against the bill. The issues being raised are the flooding on the golf course and how it effects housing. Dr. Roberts stated these issues can be addressed, just as they were when Delta State leased a portion of its golf course for the building of GRAMMY Museum® Mississippi. President LaForge will give a report to the Board of Alderman soon to talk with them about this project as well as other projects taking place on campus. For the replacement home for the President, two routes will be taken in order to secure funding. The first route will be through the Bond Bill (preferred) and the second will be through appropriations. If money is secured from appropriations, then the bond bill funds would be used for general campus projects. Revenue projections for the year are not good. Dr. Roberts has heard discussions about a cut in April and additional cuts for the new fiscal year. Dr. Roberts stated it will be another three weeks before the outcome of the Land Lease bill is known, and it will be the end of March or first of April before appropriations and bond bill decisions are known. The annual Student Legislative Lunch will be held on either February 16 or February 23.

Team Cleveland Board representative Dr. Roberts

Dr. Roberts informed Cabinet Members that Delta State has an ex-officio position on the Team Cleveland Board. Ms. Robin Boyles, who left Delta State in December, served in this position, and so the vacancy needs to be filled. Dr. Roberts asked Cabinet Members to submit to her any ideas for a representative who would like to serve in this capacity.

Other Discussion

- Dr. McAdams announced the Association of College and University Educators (ACUE) ceremony occurs today at 4:00 p.m. in Jobe Hall. ACUE is a professional development program that mirrors activities to

be provided in the Center for Teaching and Learning. The ceremony will recognize 28 faculty members who completed 28 modules within this program.

- Ms. Parker announced the new date for SGA's State of the Student Address is February 13 at 5:30 p.m.

INFORMATIONAL/CALENDAR ITEMS:

- Health Services Grand Opening, O.W. Reily Health Center, January 31, 10:00 a.m.
- Alonzo King LINES Ballet, BPAC, January 31, 7:30 pm
- DSU Jazz Band Big Band Bash, Cleveland Country Club, February 17, 7:00 p.m.

NEXT MEETING:

- Next Cabinet Meeting – Monday, February 6 at 1:30 p.m.
- Next Cabinet Meeting Topic – Visioning Goals (Charles, Jamie, Keith, Michelle, Ronnie, and Vernell)

Adjournment: The meeting adjourned at 3:53 p.m.