

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: October 12, 2015

Members in attendance: President William LaForge, Dr. Libby Carlson, Dr. Butch Caston, Dr. Leslie Fadiga-Stewart, Mr. Keith Fulcher, Dr. Debbie Heslep, Mr. Ronnie Mayers, Dr. Charles McAdams, Mr. Steve McClellan, Ms. Marilyn Read, Dr. Michelle Roberts, Mr. Mikel Sykes, and Dr. Myrtis Tabb
(Ms. Claire Cole – recorder)

Members not in attendance: None

Guests: Dr. Edwin Craft, Chief Information Officer
Ms. Lisa Giger, Associate Director, Human Resources

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on October 12, 2015. The meeting convened at 1:30 p.m. with President LaForge presiding.

GENERAL OVERVIEW

- President LaForge stated we successful hosted our guests from John Paul II Catholic University in Poland. During their visit, they attended the International Conference on the Blues, a Rotary Club meeting, a DSU football game, and several other events.
- The "Approaches to Foundations" task force met with Charlie McGuffee and Chip Morgan recently. President LaForge explained to them the purpose of the task force and asked for their advice on how to better attract larger foundations.
- President LaForge spoke highly of the International Conference on the Blues. He said it was an incredible event. Bill Ferris, who was a keynote speaker at the conference and is from the University of North Carolina at Chapel Hill, has big ideas for the conference.
- President LaForge met with DSU graduate Rashad Warren last week to discuss his two-year commitment to the Peace Corps in The Gambia. President LaForge informed Cabinet Members of the great honor this opportunity is for Mr. Warren, and said he believes Mr. Warren is the only DSU graduate to volunteer with the Peace Corps.
- Mr. Mayers discussed the great weekend of sports — our football team won due to great coaching and defense and our soccer team won and advances to the next round. Our football game this week will be the ESPN D2 Game of the Week. Sunday will be Senior Day for both soccer teams.
- President LaForge discussed this week's schedule. The Presidential Forums are Tuesday at 10:00 a.m., 12:15 p.m., and 3:00 p.m. On Wednesday, President LaForge will travel to Jackson to visit with Ross Reily of the *Mississippi Business Journal* to discuss campus updates. The IHL Board meeting and the Mississippi Geographic Alliance Visionary Award luncheon honoring Senator Thad Cochran will be held on Thursday. Dr. Tabb's Retirement Celebration is scheduled for Friday at 2:00 p.m. in the BPAC, and the naming of Blansett Hall will be held on Saturday at 3:30 p.m.
- Mr. Mayers announced the 3rd Annual "Delta Down and Dirty" event will take place the morning of October 17th, and the MHSSA North-half Swimming Competition will also take place on campus on Saturday.

APPROVAL OF THE MINUTES

On motion by Dr. Caston, seconded by Mr. Mayers, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet meeting held on September 28, 2015.

CABINET TOPIC

Financial Report..... Mr. McClellan

Mr. McClellan stated he was very pleased with how far we, as an institution, have come, and he sees the progress we are making to better our financial standing. The budget for FY15 compared to our actual FY15 revenue and expenses was very encouraging. Mr. McClellan said the institution was well prepared and spent within our budget — we missed on a few items, but it didn’t cause any major problems. He reminded Cabinet Members that the FY15 financial records are not officially closed and are waiting to be audited, but he felt the numbers would not change. Our revenues for FY15 grew in two areas compared to FY14: appropriations and grants and contracts. These two areas, plus our sales and services, brought in more revenue in FY15 than we budgeted for in the beginning. Our FY15 budget planned for \$45 million in expenditures but only \$44 million was spent. The cash and cash equivalents have increased \$757,674 from FY14 to FY15. President LaForge thanked our leaders, especially Mr. McClellan, for our financial standing. See handout.

BUSINESS

Action

Statement on Retirees Dr. Tabb

Dr. Tabb distributed the proposed “Statement on Retirees.” Dr. McAdams posed the question of making the statement into a policy in order for employees to know what is given to them as a retiree. Dr. Tabb stated the format would be changed to our policy format, and it was decided that this document would be a first reading of the policy. Dr. Tabb mentioned that Delta State does more for its retirees than other universities. Retirees will be given a new e-mail address if they wish to have one associated with Delta State. The new e-mail address will include ‘retiree’ in the domain name. Changes and additions to the policy include: Natatorium will be changed to Aquatics Center, Health Services will include the word “limited” (such as flu shots, blood pressure readings, height and weight measurements), DSA Membership will be added to the list, and the e-mail address benefit will be removed from the list until it is fully developed.

Motion: Moved by Dr. Tabb to approve the “Statement on Retirees” for First Reading and seconded by Mr. McClellan. **The motion was approved.**

Title IX Policy (first reading) Dr. Tabb

Dr. Tabb distributed the draft version of the “Title IX Policy” for first reading. She said the committee has worked diligently on creating a working policy. The members of the committee are: Dr. Leslie Fadiga-Stewart, Ms. Dana George, Ms. Lisa Giger Ms. Julie Jackson, Captain Mark Kimbell, and Ms. Marilyn Read. The policy is not in final form yet. Several areas need contact information filled in, and Dr. Tabb would like various departments to read the policy to see if they have any changes or additions. The committee has reviewed the Title IX policies at all Mississippi institutions, and a good portion of our policy was taken from Mississippi State University’s policy, with their written approval.

Leigh Patterson and Katie Lusk at IHL have read the policy, and they like the progress being made. Training for students and faculty on compliance and Title IX issues needs to take place. Delta State has purchased EverFi's Haven program to provide such training. Cabinet Members also discussed having a policy to help protect faculty and staff members regarding professional behavior and relationships with students.

Motion: Moved by Dr. Tabb to approve the new "Title IX Policy" for First Reading and seconded by Dr. Heslep. **The motion was approved.**

Motion: Moved by President LaForge to re-commit the new "Title IX Policy" for completion of details and seconded by Dr. Caston. **The motion was approved.**

Discussion

SACS response to campus tragedyPresident LaForge

President LaForge informed Cabinet Members he received a call from a representative at SACS asking for clarification on the safety and security of our campus, which is a standard request whenever a campus experiences a tragedy like Delta State did on September 14. The representative stated we would receive a formal letter in the mail asking for us to document the plans we have in place to ensure the safety of our employees and students. Delta State's response to SACS will be presented to the Cabinet.

Fall Commencement locationDr. McAdams

Dr. McAdams stated that we may not be able to use Sillers Coliseum for Fall Commencement due to construction work that needs to take place in order for it to be considered safe. He presented several options:

1. Combine Fall and Spring Commencement in May 2016
2. Move Fall Commencement to the BPAC — the BPAC poses space issues and students would only be allowed three tickets.
3. Move Fall Commencement to McCool Stadium — the stadium isn't weather compliant and there is a possibility of a post-season football game.
4. Move Fall Commencement to the Bolivar County Expo Center
5. Conduct two Fall Commencement ceremonies — one in the morning and one in the afternoon

Academic Council will discuss this issue, and Dr. McAdams will present their recommendation to the Cabinet.

Emergency Management System Review.....Dr. Caston

Dr. Caston stated a team has been diligently working on sequencing the campus' response to the events on September 14 and looking at areas that need further attention. One area that has been brought to this team's attention is communication: initial and on-going communication and the delivery of the information. A revised version of the Emergency Management Plan is in place, and the final plan will be complete at the beginning of next week. The updated plan will include the identification of a permanent Command Center for any future needs. Also, a drill schedule for different types of emergencies will be put into place. Dr. Caston informed the Cabinet that he would present the revised plan to them in the near future.

Electronic Termination Process Dr. Tabb

Dr. Tabb introduced Dr. Edwin Craft and Ms. Lisa Giger and asked them to explain the proposed electronic termination process. Dr. Craft said it is difficult to make sure the current termination process is completed properly due to a lack of a system of checks and balances. The new process will run out of Argos (report writing tool), and the manager/supervisor will receive a list of items that need to be completed to effectively terminate an employee. Three to five days before the termination date, the manager/supervisor will receive a list of the pending items. Problems arise when an employee is terminated because the disgruntled employee does not want to complete the list, and it is left up to the manager/supervisor. Some of the main issues of the termination process are the returning of keys and transferring of files. A discussion took place regarding the need for a transfer policy — for when employees transfer between departments — that will be similar to the termination process. It will take OIT three to four weeks to have a test policy in place for Argos.

Other Discussion

- Campus will host a ceremony to recognize our first three responders, Chief Lynn Buford, Captain Mark Kimbell, and Captain Donald Bradshaw. Dr. Caston will coordinate this event.
- The October 17th football game will be the “Make-A-Wish” game with two recipients being honored during half-time.
- During the Presidential Forums, President LaForge plans to speak on enrollment, budget, construction, program updates, tuition, and emergency response.

INFORMATIONAL/CALENDAR ITEMS:

- Retirement Celebration for Myrtis Tabb, October 16, 2:00 pm, BPAC
- Naming Ceremony for Blansett Hall, October 17, 3:30 pm, Blansett Hall
- DSU vs U. of West Georgia, October 17, 6:00 p.m. (wear green), Reception - 5:30 pm
- Colloquia Lecture Series, Natasha Trethewey, October 22, 6:00 pm, Jobe Auditorium
- Walt Bettinger Visit/Meeting with Cabinet, October 23/24
- Recognize law enforcement for assistance with September 14 tragedy, October 24, Dorgan Center Reception at 5:30 pm and ceremony at halftime
- Chick-fil-A Leadership Academy (rescheduled), October 27
- DSU’s 90th Birthday Celebration (rescheduled), November 3
- Alumni Gala, BPAC, November 6th
- Homecoming, November 7th
- GRAMMY Museum Mississippi, Grand Opening, March 5

NEXT MEETING:

- Next Cabinet Meeting – Monday, October 19, 2015 at 2:00 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 3:15 pm.