

# DELTA STATE UNIVERSITY

## PRESIDENT'S CABINET

### *Minutes*

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**Meeting date: December 15, 2014**

**Members in attendance:** President William LaForge, Dr. Wayne Blansett, Mr. Keith Fulcher, Dr. David Hebert, Mr. Ronnie Mayers, Dr. Charles McAdams, Mr. Steve McClellan, Ms. Marilyn Read, Dr. Michelle Roberts, Mr. Jeff Slagell, Dr. Myrtis Tabb, and Ms. Leigh Emerson.

**Members absent:** Dr. Debbie Heslep and Mr. Mikel Sykes

**Guest:** Chief Lynn Buford, Director of Police Department

**Call to Order:** A regular meeting of the President's Cabinet was held in the President's Conference Room on December 15, 2014. The meeting convened at 1:30 p.m. with President LaForge presiding.

#### **GENERAL OVERVIEW**

- President LaForge welcomed Cabinet Members to the final meeting of 2014. He announced Coach Ferriss has agreed to have a statue commissioned in his honor. Mr. Mayers will begin fundraising for this project and will put together the program. The statue dedication will likely take place in Fall 2015, once the baseball renovations are complete.
- President LaForge congratulated everyone on our Southern Association of Colleges and Schools (SACS) reaffirmation. Dr. McAdams stated the results are what we hoped for and expected, and that we have just a few follow-up items.
- President LaForge reminded everyone that if employees do not work on December 22<sup>nd</sup> and January 2<sup>nd</sup>, they must take personal leave.
- President LaForge stated that he will attend the funeral of Rose Cochran, wife of U.S. Senator Thad Cochran, tomorrow.
- President LaForge announced that he spoke to the Clarksdale Rotary Club last week. He was invited by Jon Levingston to discuss the recent announcements about program cuts.
- President LaForge asked for feedback about the Pat Tigrett event held in Memphis. Dr. Tabb and Mr. Fulcher attended. They said there were about 50-70 people there, mostly from Cleveland, and it was Ms. Tigrett's way of saying thank you to the people who made the event a success. Mr. A.B. Smith made a \$25,000 donation to Delta State at the event, which will be matched by the Kyle Trust, and he plans to give another \$25,000 next year.
- President LaForge discussed Commencement activities held this past weekend, and he stated that Governor William Winter was thrilled with receiving his honorary degree.
- President LaForge announced that he will be away from campus from Saturday through January 5<sup>th</sup>. He stated that he will serve as one of three speakers at Jackson Academy's Staff Development Program on January 5<sup>th</sup>, and he thanked those who provided support materials for his remarks.
- President LaForge asked for suggestions for future Cabinet topics. Dr. Blansett/Mr. Sykes would like to discuss Student Programming and upcoming events. Dr. Tabb would like to give a Race Conference update in January. He asked everyone to provide other suggestions to Mrs. Emerson or Dr. Roberts.

**APPROVAL OF THE MINUTES**

On motion by Dr. Blansett, seconded by Mr. Slagell, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet meeting held on December 1, 2014.

**CABINET TOPIC**

**Emergency Preparedness “Incident Command Training” ..... Chief Lynn Buford**

Chief Buford distributed a copy of the “Emergency Operation Guidelines” that should be followed for different emergency situations. He explained that he has eight officers with a captain on each of the three shifts and one investigator. At any given emergency, he could only have two people there to handle it, and so they depend on an Emergency Response Team from across campus. He distributed a list of people who are on the team as well as a list of the building managers. He offered to conduct department and classroom training for anyone interested in providing this information to their employees or students. They are working with Facilities Management to create “Emergency Evacuation Plans” for every building and to post the plans on every door on campus; however, they will need some funding. Cabinet Members suggested that he work with Robin Boyles, Director of Grants, to research possible funding sources.

- \* Chief Buford asked everyone to update the Building Managers list, and to email changes to him.
- \* President LaForge asked Dr. Blansett to schedule either a bomb or tornado drill in early Spring.
- \* Dr. Tabb will ask OIT about a cell phone application to replace the campus emergency phones.

**BUSINESS**

**Policy on Named Demolished Buildings (Final Reading) ..... Dr. Tabb**

The policy on Named Demolished Buildings was presented for final reading. The request was made and approved to change “donor(s)” to “individual(s)”.

**Motion:** Moved by Dr. Tabb to add this statement to the Naming Policy and seconded by Mr. Mayers. **The motion was approved.**

**Capital Improvement Projects ..... Cabinet Members**

Mr. Mayers, Dr. Blansett, Dr. Roberts, and Mr. Fulcher distributed and discussed the prioritized list of Capital Improvement projects for each of their areas. The next step is for the Cabinet to create a prioritized master list of all projects so that the projects can be addressed as funding becomes available.

- \* Cabinet Members email their lists to Steve. Steve will combine all of the lists into one and present them to Cabinet at a future meeting for ranking purposes.

**Vice President for Student Affairs and Enrollment Search.....President LaForge**

President LaForge distributed the job description and proposed search committee members for the position. He will begin calling the members to see if they will accept. The committee will be chaired by Dr. Temika Simmons, Assistant Professor of Psychology. The Human Resources office will begin advertising the position in January.

**Revamping the “Purge Process” ..... Mr. McClellan**

Mr. McClellan discussed the challenges and problems with Delta State’s current purge process. The intent of the purge process is to remove students who don’t pay their tuition; however, 85% of the students who get purged eventually are put back into the system. He stated we will now purge students from the system the day following the last day to submit our headcount numbers to IHL (10 days after school starts). He will work with the different groups to continue to develop a better process.

**Tree Removal..... Mr. McClellan**

Mr. McClellan shared with Cabinet Members the need to remove a dead oak tree that is between Kent Wyatt Hall and the Hugh Ellis Walker Alumni-Foundation House. Cabinet Members agreed that it should be removed.

**Electronic Approval of Leave Time ..... Mr. McClellan**

Mr. McClellan stated that a lot of the people who are designated to approve leave time for employees do not know how to use the on-line system, and so the Human Resources office will provide training. A meeting invitation will be sent to the designated approvers to train them on the process.

**Electronic Personnel Action Forms..... Mr. McClellan/Dr. Tabb**

Mr. McClellan stated that we are in the process of converting the Employment Action Form (EAF) from a paper document to an electronic system in Banner called the Electronic Personnel Action Form (EPAF). The problem with the paper copies is that they get lost and they must go through lots of hands. Mr. McClellan said they will make this transition slowly; but, eventually, it must be done in Banner.

**Holiday E-mail Questions ..... Dr. Tabb**

Dr. Tabb stated that this item was addressed by President LaForge in the “General Overview” segment regarding employees taking personal leave if they do not work on December 22 and January 2.

**Process for NCAA Eligibility..... Dr. McAdams/Mr. Mayers**

Dr. McAdams distributed the new process they will use to make sure our student-athletes stay on track to graduate and remain eligible to participate in sports. We have had some issues with the mid-year monitoring of the students, and this process should eliminate those issues.

**Discussion**

- President LaForge asked Dr. Blansett to give an update on the Okra Works program at the next Cabinet meeting.

**INFORMATIONAL/CALENDAR ITEMS:**

- Lloyd Clark Basketball Court Naming: Reception - January 10, 11:00 am, Simmons Room, Hugh Ellis Walker Alumni-Foundation House; Court Dedication – following 2:00 p.m. game, Walter Sillers Coliseum
- Delta State Day in Memphis (School Blitz), ~~January 27~~
- Race Conference, March 30-31

**NEXT MEETING:**

- Next Cabinet Meeting – January 12, 2015 at 1:30 p.m.
- Next Cabinet Meeting Topic – Title IX Training (Dr. Tabb)

**Adjournment:** The meeting adjourned at 4:00 pm.