DELTA STATE UNIVERSITY
PRESIDENT’S CABINET
Minutes

Meeting date: January 25, 2016

Members in attendance: President William LaForge, Dr. Libby Carlson, Dr. E.E. Caston, Dr. Leslie Fadiga-Stewart, Mr. Keith Fulcher, Mr. Ronnie Mayers, Dr. Charles McAdams, Mr. Steve McClellan, Ms. Marilyn Read, Dr. Michelle Roberts, and Mr. Mikel Sykes (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 25, 2016. The meeting convened at 1:30 p.m. with President LaForge presiding.

GENERAL OVERVIEW

• President LaForge provided an update on Mr. McClellan’s recovery. He is doing well and will meet with his surgeon again today. He hopes to be back in office in a few weeks. During his absence, Dr. Roberts will serve as a liaison between the President’s Office and the Finance and Administration department. President LaForge asked all Cabinet Members to include Dr. Roberts on any emails to Mr. Jamie Rutledge regarding financial matters until Mr. McClellan’s return.
• President LaForge stated the NCAA Convention in San Antonio was well represented by the DSU community. Mr. Mayers and Ms. Dana George attended the conference, as well. President LaForge began his term on the NCAA Presidents Council immediately following the convention.
• President and Mrs. LaForge attended the Community Foundation of Northwest MS Gala, and it was a wonderful event.
• President LaForge participated in several Martin Luther King Day celebrations. He began the day at a breakfast hosted by Lampton Street Church of Christ in Mound Bayou followed by a program sponsored by 100 Black Men of Bolivar County, and lunch at The Senator’s Place.
• President LaForge visited Southaven High School and DeSoto Central High School for recruiting purposes. During his visit to Southaven High School, President LaForge was joined by Superintendent Cory Uselton, a DSU graduate. Later, President LaForge visited Clarksdale for donor visits. He met with Mr. Jimmy Wilson (Foundation Board Member), Judge William Willard (Chairman, First National Bank) and Mr. Rusty Bennett (President, First National Bank.)
• President LaForge asked Mr. Mayers to give an update on Athletics. Mr. Mayers stated that the basketball games over the last week were well attended. The men’s team lost both games and the women’s team won both of their games. Softball games begin this weekend in Georgia, and baseball games will begin in two weeks.
• President LaForge asked Dr. McAdams to give an update on enrollment and the NEH Grant. Dr. McAdams stated that all Cabinet Members should be getting enrollment updates from Dr. Emily Dabney in Institutional Research. He stated the figures for this week compared to last year at this time will look different due to the new purge process. He will begin looking at the figures next week to see where we stand. Dr. McAdams stated this will be the seventh time DSU has received the NEH Grant to conduct the “Most Southern Place on Earth” workshops. This program consists of two one-week
seminars for thirty public school teachers and is coordinated by the Delta Center for Culture and Learning.

- President LaForge gave an update from his IEO and IHL Board meetings. During the IEO meeting, Commissioner Boyce informed University Presidents that the Chief Information Officers for the IHL system are working to improve the system’s bandwidth. Commissioner Boyce shared his concern about hoverboards and drones on campus and the possible need to create policies to ban them from all university buildings and grounds. Mississippi University for Women has a policy in place for hoverboards and Kansas University has a policy in place for drones, if any university needs ideas on how to begin. The staff at IHL is creating a document with the talking points received from universities on ways to convince our legislators that tuition increases are necessary. Once they have completed the document, they will send it to each university. During the IHL meeting, the system bond strategy was discussed at length. It is believed that the next four-year cycle will be heightened allowing for a possible $28 million for DSU for our facility projects. There likely will not be capital improvement funds for FY17. A possible third year of not using the funding formula for universities is approaching. Commissioner Boyce plans to speak to the IHL Board regarding the issue of the Mississippi Flag. Mr. Sykes stated the student body presidents are planning to pen a letter to the legislature for change. Dr. Roberts stated there is talk of creating a bicentennial flag with the possibility of making it the new state flag. Governor Bryant heard at a conference the idea of allowing four year universities the ability to grant associates degrees. Commissioner Boyce plans on speaking to the Governor about this option.

- President LaForge discussed next week’s schedule. He will welcome students on Tuesday to “Student for a Day”; the Major Foundations Task Force will meet on Tuesday and will also discuss Hearin Proposals; he will recruit at Hernando High School and Horn Lake High School on Wednesday; meet with Foundation Board President Tim Harvey on Wednesday; and, will travel to New York on Thursday for a fraternity Trustee meeting.

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 January 13, 2016.

CABINET TOPIC

Visioning Process..................................................................................................................................................Dr. Caston

Dr. Caston brought to Cabinet the first portion of his visioning process. This portion covers Housing and Residence Life, Student Financial Assistance, and the Police Department. Dr. Caston stated that Housing and Residence Life staff want to increase staff accountability with academics and job responsibility. All staff members will have to maintain certain GPA requirements to keep their position. With regards to job responsibility, a merit based means of daily accountability will take place. Another area of concern for Housing and Residence Life is our International students during the holidays. Housing and Residence Life would like to create a program for university and community participants to host an international student during the holidays throughout the academic year. This would cover lodging, meals, etc. By allowing the community to get involved, it would increase the circle of involvement with our international students. Housing and Residence Life would like to partner with the Student Success Center and the Chamber of Commerce to advertise this program to the City of Cleveland. Another option would be to create and offer international students an on-campus housing option that would include housing accommodations for an academic year. A fee structure would be created to cover holiday and interim times for food services and housing. If this proved to be successful, it could be offered to all students. They plan to complete the installation of access control
through residence halls and complete the installation of security cameras throughout all residence halls. The Financial Assistance office would like for the scholarship program to be outlined in a way that showed which scholarships are available, how much money is allotted for each scholarship, the requirements of each scholarship, who is in charge of each scholarship, a listing of scholarships that Admissions, Financial Assistance, and Alumni are allowed to use, and which office is in charge of awarding certain scholarships. Financial aid would like for all forms to be able to be filled out online to cut down on paperwork, for students to be awarded sooner, and the ability to upload state scholarships into Banner without having to load them individually. Also, they would like to use the DSU website to remind students to fill out their FASFA in a timely manner. The Police Department’s vision is to provide enhanced services to the DSU campus and local communities. They will seek to do so through internal developments and service implementations in the areas of operations, professional development, facility improvement, community outreach/educational programming, and emergency management and response. In order to complete their vision, the Police Department would like to hire additional police officers, increase entry level salaries, purchase new software programs to increase productivity, seek department accreditation, improve their current facility or move to a new location, provide more safety training campus wide, keep building managers in compliance with the Campus Emergency Management Plan, and purchase a generator that is capable of sustaining the operations of the university Police Department during times of power outages. (See attachment.)

BUSINESS

Action
None

Discussion
State Budget Cuts..................................................................................................................... Dr. Roberts

President LaForge queried Cabinet Members as to the best way to handle the delivery of the news of the State’s budget cuts. Last year, major budget cuts were done across campus. We don’t look to do that again. This is a major setback for DSU. Dr. Roberts asked Mr. Jamie Rutledge to explain the numbers to Cabinet Members. Mr. Rutledge stated the state of Mississippi has a $75 million deficit. Spread out across state departments, the IHL system will take a 1.7% cut. DSU will take a 1.9% cut. DSU will have to cut $400,223 out of the current budget. Our current spending patterns show that the campus is spending wisely; therefore, we should not have to cut budgets at this time. The $400,000 budget cut will prevent us from making much-needed improvements and repairs across campus. We need budget managers to continue with their conservative spending habits. (See attachment.)

2009 Revenue Bond refunds..................................................................................................... Dr. Roberts

Dr. Roberts asked Mr. Rutledge to explain our 2009 bond situation. Mr. Rutledge explained that bonds were sold in order to build Foundation Hall and the Faculty/Staff Apartments and to make repairs to the Court of Governors in 2003. With the recent decline in real estate interest rates, it makes sense to refinance our bond debt and move it from a debt against the Foundation to a debt against DSU/IHL. By refinancing our current bond debt, we will have a net savings of $1,788,261.59. The money being saved can only be used for maintenance and upkeep of Housing facilities. (See attachment.)

SGA State of the Union address................................................................................................. Mr. Sykes

Mr. Sykes is implementing a State of the Union address for the Student Government Association, which will occur at the beginning of every spring semester. The first one is scheduled for February 8, 2016 at
5:00 p.m. Mr. Sykes stated there currently isn’t anything in place that brings all branches of SGA together. He wants SGA to be more approachable for students to voice their concerns and for them to want to become involved. Also, he believes this will be a great tool to keep all members of SGA accountable to their positions since each member will have to give a testament of what they have accomplished thus far and what they plan to do the rest of the semester.

Other Discussion
- Dr. Carlson informed Cabinet Members that the RESSON’s online Master’s program is ranked in the top 4% (42 of 1,200) of online nursing programs. A press release will be released soon depicting this great achievement.
- Mr. Mayers informed Cabinet Members that our Spring Break does not match up with the Cleveland Public School system.

INFORMATIONAL/CALENDAR ITEMS:
- DSU First Responders Recognition Reception, February 1, 1:00 p.m., President’s Conference Room
- Annie, February 2, 7:30 p.m., BPAC
- Mama Mia, February 18, 7:30 p.m., BPAC
- GRAMMY Museum Mississippi, Grand Opening, March 5
- Beatles 2016: From Cavern to the Candlestick Symposium, April 1-2, GRAMMY Museum Mississippi
- IHL Board meeting at DSU, April 21, 2016

NEXT MEETING:
- Next Cabinet Meeting – Monday, February 1, 2016 at 1:30 p.m.
- Next Cabinet Meeting Topic – Visioning Process Presentation (Ronnie and Steve)

Adjournment: The meeting adjourned at 3:21 pm.
Housing and Resident Life - Visions

- Staff Accountabilities (Hall Director’s, Assist Hall Director’s, Resident Assistant’s, Desk Assistants, Office Assistants)
  - **Academic Accountability**
    - Establish a standard and attainable GPA requirement for positions.
    - The primary function of our student staff is to be a productive student.
    - If our positions are impeding their academic progress, our position tasks need to be removed so they can progress toward their degree goals.
    - Currently, we spot check grades and have meetings with those staff who show declines in their academic progress.
  - **Job Responsibility Accountability**
    - Establish a formal merit based means of daily accountability and evaluation of the hall staff within the halls.

- Internationals
  - **Holiday/Interim Host Family Program**
    - This program would be created for University and Community Participants that are willing to open their homes/lives to host meals, lodging, gatherings, etc. for our internationals during our holiday and interim periods, as well possibly other times during the academic year.
    - Currently, our halls and food services close for Thanksgiving, Christmas and Spring Break, which is a burden for many residential internationals. (Should we potentially alter this plan?)
    - Host Families would increase the involvement with the greater community, instead of just in the International circle on campus.
    - H&RL, along with the Student Success Center could partner with the Chamber of Commerce for assistance in advertising this program to broaden our resources and offer opportunities for the City of Cleveland, as well as DSU.
- **Academic Year Housing & Food Service (August-May, including holidays/interims)**
  - Create and offer internationals an on-campus housing option that would include housing accommodations for the entire academic year.
  - Create a fee structure to cover the holidays/interims for both food services and housing.
  - Food Service options need to be outlined by mid to late spring for recruiting purposes.
  - **If this program were a success for all parties involved, it then would be offered to domestic students as well. Many have off campus jobs and request to stay, but are not eligible based on current practices.**

- **Facilities.**
  - Complete installation of access control through all residence halls.
  - Complete installation of security cameras through all residence halls. Currently, Cain-Tatum, Lawler-Harkins, and Court of Governors exterior are in progress.

**Financial Aid-Visions**

- Clear and precise outline of scholarship program.
  - **What Scholarships are available?**
    - Alumni
    - Department
    - Institutional
  - **How much money is available for each scholarship?**
    - Per Year
    - Does the money run out?
  - **Are there requirements for each scholarship?**
    - What is the requirement?
    - How are students chosen?
    - How much can be awarded per student, per year?
    - How many students can be awarded per year?
- **Who is responsible for each Scholarship?**
  - Person who makes decision for each scholarship
  - Contact information
  - Person who makes decision for each scholarship
  - Contact information

- **Have a list of scholarships for Alumni, Financial Aid and Admission to use**
  - Includes Award amount per year
  - Includes requirements for scholarship
  - Restrictions for scholarships
  - Contact for scholarship

- **Whichever office is in charge of awarding the scholarships**
  - Give them a full time position
  - Will award all scholarships (minus department scholarships)
  - Will write policy for scholarships
  - Will report all scholarships
  - Will help Alumni with recognition ceremony
  - Will have students acknowledge donors

- **The ability for students to fill out forms online.**
  - **Submit them online**
  - **Automatically scanned into students web-extender**
  - **Cuts down on paperwork**
  - **Students are awarded sooner**
  - **Will have to work with OIT and Ellucian to get software needed**

- **The ability to upload State scholarships into banner without having to load individually**
  - **Quicker disbursement of state scholarships**
  - **Will have to work with IHL and OIT to make this happen**

- **Have a banner on the DSU webpage reminding students to fill out their Free Application for Federal Student Aid early.**
University Police Department- Visions

• The vision of the University Police Department is to provide enhanced services to our campus and local communities. We seek to do that through internal developments and service implementations in the following areas:
  
  o **Operations**
  o **Professional Development**
  o **Facility Improvement**
  o **Community Outreach/Educational Programming**
  o **Emergency Management and Response**

• Operations
  
  - Personnel
  
  o **Two Additional Entry Level Police Officers**
    ▪ The following chart is a comparison of staffing with other equivalent college agencies.

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<th>University</th>
<th># of Sworn Police Officers</th>
<th>Enrollment 2014 Approx.</th>
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<tr>
<td>Delta State University</td>
<td>9</td>
<td>3,700</td>
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<td>MS Valley State University</td>
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<td>Alcorn State University</td>
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<tr>
<td>MUW</td>
<td>9</td>
<td>2,800</td>
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  o **Creation of a Deputy Director/Deputy Chief of Police Position**

  o **Increase in entry-level salaries to increase retention.**
    • Current patrol officers starting salary is approximately $25,140-$26,500
    
    • Comparative Information
      o Mississippi Delta Community College Police Officer Salary
        ▪ Range $24,000-$31,000 with average salary $27,750
      o Mississippi Valley State University Police Officer Salary
        ▪ Range $26,000-$30,000

  o **Creation of a uniform allotment line of funding.**
- Equipment
  
  o **Police fleet maintenance plan**
    - Replacement of the two oldest police vehicles
    - Purchase of GPS technology for the patrol vehicles that can be monitored by dispatch to enhance officer safety.
  
  o **Tasers- to provide a less-than-lethal option for officers who encounter violent situations**

- Investigation
  
  o **Obtain the Oxygen Forensic Suite for in-depth review of cell phone data.**
  
  o **Obtain covert surveillance system for use in criminal investigations.**

- Office Administration
  
  o **Purchase an interface between the police records management system (ARMS) and Banner (which will have to be created by the company) to allow transfer of citation information and payments or purchase a parking and citation software product through an Ellucian partner that will be able to interface with Banner.**

- Communications
  
  o **Upgrade the Computer Aided Dispatch system to include campus map/gps location on the console for pinpointing locations when calls for service are received.**
  
  o **Purchase a full console center to provide adequate space for computers, monitors, radios, and note taking.**

- Accreditation
  
  o **Seek department accreditation through the International Association of Campus Law Enforcement Administrators.**
• Professional Development

- Implement a yearly training program for officers and dispatchers to maintain proficiency in their respective areas. Currently no structured training program exists.

• Facility Improvement

  o **Option 1** - Renovate current police suite to better utilize space creating a proper evidence storage location, an interview/interrogation room with video surveillance, storage for case files and documents as required by archival requirements, space to conduct digital forensics including opening and removal of hard-drives, forensic duplicating of digital evidence, and reviewing of digital evidence.

  o **Option 2** - Renovate and prepare Ward Hall to allow for an area where public safety as well as emergency management operations can be conducted. This location would allow for current police operations including the expansions needed as listed in Option 1 and can be utilized as an emergency operations center for critical events.

• Community Outreach/ Education Programming

  o **Create a commissioned law enforcement position that would be assigned to the Division of Housing and Residence Life to coordinate enhanced cooperative working opportunities with the Department of Police and Campus Safety.**
    ▪ Manage all aspects of the Student Disciplinary Committee.
    ▪ Oversee Residence Hall Safety/Security programs, operations, inspections, and regulations.
    ▪ Enforce and investigate violations of state laws, university policies, and regulations within areas managed by the Division of Housing and Residence Life or within any other areas of campus as needed.
    ▪ Assist the University Police Department with investigations concerning violence against women or provide victim advocacy as needed or requested by the University Police Department.

  Coordinate the Fire Safety requirements for all residence halls, ensure periodic drills are conducted, assist with fire/life safety inspections, and maintain records as required by the Clery Act for audit purposes. Document any safety violations, council residents concerning safety violations, refer
any serious violations to the Student Disciplinary Committee and ensure that any corrections required are made.

- Participate as a member of the Campus Emergency Response Team and oversee the emergency management responsibilities assigned to the Division of Housing and Residence Life
- Coordinate the C.A.R.T. reporting system and make appropriate decisions to ensure that all reports are reviewed and actions are taken.
- Conduct investigations of Title IX complaints and assist with compliance.
- Oversee campus-wide training and other compliance requirements of the Clery Act, Violence Against Women’s Amendments, and Title IX
- Coordinate with Facilities Management to ensure compliance with ADA and other Life Safety requirements of the residence halls.

- **Increase safety related trainings campus wide to include students, staff, and faculty on topics including but not limited to emergency management, active shooter response, recognizing and reporting suspicious activity, and responsibilities in reference to the Clery Act and Title IX.**

- **Conduct annual training for building managers and floor marshals to ensure compliance with the requirements of the Campus Emergency Management Plan.**

- **Create an “Information and Communications Point” at the main entrance to campus where the campus map was located. In this plan we would install the needed technology in a “drive up” lane so that visitors or others on campus could access a portal and monitor that would allow video contact with a dispatcher so the visitor could see the person and gain any needed assistance such as directions, locations of events, campus contacts, etc. (This set-up would be similar to what banks currently use at drive-thru locations so that the teller inside the bank can see and communicate with customers using a small video monitor and camera. See example below.)**
• Purchase additional hand-held radios using the previous police radio system to be distributed to Residence Hall Directors on “on-call” Resident Assistants. This radio could be carried by the Hall Director when answering calls in the building and immediate contact with the police dispatcher would be available as this system is still monitored and the radios on the system are currently being used by Event Staff when they assist the police department. This would be another layer of safety for Residence Life staff.

• Install an emergency box with telephone receiver on the front of the union so that a person in need of police service can pick up the receiver and have direct contact with a police dispatcher. This is needed because the Union Building is locked at night and therefore hinders someone from being able get assistance if needed after hours when they can’t walk directly to the police department.

• Emergency Management and Response
  • Create a position that could coordinate, on an on-going basis, all the responsibilities to ensure adequate prevention, preparedness, mitigation, and response strategies for the university.
  
  • Purchase a generator that is capable of sustaining the operations of the university police department during times of power outage.
Delta State University  
2016 Budget Cuts

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<td>Year to Date Expenditures</td>
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<td>Projected E&amp;G Budget Cuts</td>
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<td>Description</td>
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<td>-----------------------------</td>
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<td>Current Bond Debt</td>
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<td>Gross savings</td>
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<td>Less Prior funds on Hand</td>
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<td>Net Savings</td>
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