

DELTA STATE UNIVERSITY
PRESIDENT'S CABINET
Minutes

Meeting date: July 27, 2015

Members in attendance: President William LaForge, Dr. Libby Carlson, Dr. Butch Caston, Dr. Leslie Fadiga-Stewart, Dr. Debbie Heslep, Mr. Ronnie Mayers, Dr. Charles McAdams, Mr. Steve McClellan, Ms. Marilyn Read, Dr. Michelle Roberts, and Ms. Leigh Emerson

Members not in attendance: Mr. Keith Fulcher, Mr. Mikel Sykes, Dr. Myrtis Tabb,

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on July 27, 2015. The meeting convened at 1:30 p.m. with President LaForge presiding.

GENERAL OVERVIEW

- President LaForge announced the passing of Coach Todd Cooley's father and Elise Lynn Ervin's husband over the weekend, and he shared the details of the funeral arrangements.
- President LaForge shared a Thank You note from Diane and Wayne Blansett for the dinner the Cabinet Members hosted for them and for the nice gift.
- President LaForge attended the Ole Grad Reunion in Louisville on Friday. It was a nice event, but the crowd was smaller than usual.
- President LaForge had a good conversation with IHL Commissioner Glenn Boyce, and he gave him an update on our activities.
- President LaForge will attend the Jackson Alumni meeting on Thursday, and he asked Cabinet Members to attend if their schedules allowed.
- Dr. Michelle Roberts announced the new Director of Communications and Marketing will be Ms. Jennifer Farish. She has been the Associate Director of Public Relations at Ole Miss. Her mother is Mary Ruth Phillips in Payroll. Her first day will be Monday, August 10th.
- President LaForge shared a nice article from the *Cleveland Current* which announced Dr. Myrtis Tabb's retirement and discussed the highlights of her career.
- President LaForge asked Dr. Heslep to give an update on Admissions. She said we are showing a slight increase of 2.7% overall from last year. This is the highest enrollment in the last five years. The recruiters are calling students on the purge list to remind them that payment is due by August 6th.
 - * President LaForge asked her to add the international students to the enrollment report.

APPROVAL OF THE MINUTES

On motion by Dr. McAdams, seconded by Dr. Caston, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet meeting held on July 13, 2015.

CABINET TOPIC

Cabinet Advance Recap **Cabinet**
A summary of the Cabinet Advance was distributed showing the key areas each department will focus

on this year. Also distributed was a listing of the action items related to preparing for guests who will visit GRAMMY Museum Mississippi. Dr. Butch Caston said he is working on the information center that will be set up in the Union.

*Dr. Caston asked that information from all departments across campus, as well as from the City, Athletics, BPAC, etc. be given to him to help with the information desk.

Mrs. Marilyn Read spoke with Mr. Keith Fulcher at the end of the Cabinet Advance, and he is willing to fund a Customer Service training session for staff. She will find a speaker and get the training planned. Dr. Caston mentioned he will meet with the Police Department to discuss prices for additional cameras and safety lights.

BUSINESS

Action

Authorization to Plan a New DegreeDr. McAdams

Dr. McAdams distributed the form that is required by the Institutions of Higher Learning in order to begin the process for creating a new degree program. The form gathers information to make sure it will be sustainable and non-competitive with other institutions. The Bachelor of Applied Science in Geospatial Analysis and Intelligence will be all on-line and is in partnership with the U.S. Marine Corps. Students will take classes at Mississippi Delta Community College (MDCC) to obtain an Associate's Degree and then they will complete this program with DSU. This could possibly expand to other areas of the military as well.

Motion: Moved by Dr. McAdams to approve the Authorization to Plan a New Degree Program and seconded by Dr. Heslep. **The motion was approved.**

Distance Education Policy Revisions (First Reading)Dr. McAdams

Dr. McAdams distributed the revised policy with changes highlighted. The Distance Education Committee has been working on the revisions for over a year. We had a great disparity in the look and processes for our online courses, and this revised policy should make sure the delivery and format of the materials are consistent. Academic Council approved this policy on July 23, 2015.

Motion: Moved by Dr. McAdams to approve the revised Distance Education Policy for first reading and seconded by Dr. Caston. **The motion was approved.**

Discussion

Radio Station Dr. Roberts

Dr. Roberts announced we have a new radio station as of Friday at 12:45 pm, WDSW-LP 88.1 FM. April Mondy's family volunteered their time and talents and worked from Wednesday to today to get us on air by the FCC deadline. President LaForge has recorded several radio announcements which air every hour. We will have a grand opening in the Fall once we get the programming planned. We also need to thank Jay Boyd Ingram who donated a lot of used and new equipment that was needed.

Handling/Security of Cash and Checks Mr. McClellan

President LaForge announced that we have discovered several instances of lost revenue. Some are due to not sending out collection notices, some are due to employees leaving cash/checks in drawers, and some are due to theft. He stated that we cannot tolerate this sort of irresponsibility, and that our culture must change. Mr. McClellan stated that he will put a policy in place within the next several weeks and will require employees who handle cash as part of their jobs to receive training. President LaForge announced that we will also do an internal audit of all departments who handle cash/checks.

Other Discussion

- President LaForge asked about our Reverse Transfer Agreement with Community Colleges. Dr. McAdams stated that these agreements have been in place since June 2014, and he explained the rules and process to Cabinet Members.

*President LaForge wants to discuss this with Commissioner Boyce.

INFORMATIONAL/CALENDAR ITEMS:

- Mayor's Summit, August 4, Simmons Room, 1:00-3:00 pm
- Delta State Family Roadshow, August 6, Cleveland Country Club
- Chamber Welcome Back Reception for Faculty/Staff, August 13, Warehouse Restaurant, 5:30-7:00 p.m.
- Opening Session, August 14, 10:30 am, BPAC
- Student Move-In Day, August 16, front of Dining Hall, 1:00-5:00 p.m.
- The Legends, August 24, 7:00 p.m., BPAC
- Chick-fil-A Leadership Academy, September 15
- DSU's 90th Birthday Celebration, September 16
- GRAMMY Museum Mississippi, Grand Opening, November 14

NEXT MEETING:

- Next Cabinet Meeting – Monday, August 3, 2015 at 1:30 p.m.
- Next Cabinet Meeting Topic –TBD

Adjournment: The meeting adjourned at 3:15 pm.