

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: July 6, 2015

Members in attendance: President William LaForge, Dr. E.E. Caston, Mr. Keith Fulcher, Dr. Debbie Heslep, Mr. Ronnie Mayers, Dr. Charles McAdams, Mr. Steve McClellan, Ms. Marilyn Read, Dr. Michelle Roberts, Mr. Jeff Slagell, Dr. Leslie Fadiga-Stewart, Dr. Myrtis Tabb, and Ms. Claire Cole

Members not in attendance: Mr. Mikel Sykes

Guests: Dr. Edwin Craft, Chief Information Officer, Ellucian
Dr. Gary Bouse, Chief Development Officer, DSU Foundation

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on July 6, 2015. The meeting convened at 1:30 p.m. with President LaForge presiding.

GENERAL OVERVIEW

- President LaForge welcomed Dr. Caston to his first Cabinet meeting as Interim Vice President for Student Affairs.
- President LaForge commented on the great success of The Band Perry concert held last week. Everyone involved was very pleased with the turnout and performance. More than 4,000 people were in attendance.
- President LaForge announced that The Gertrude Ford Foundation donated \$50,000 to Delta State. This donation was in response to the article in *The Clarion Ledger* regarding the student newspaper being cut. The Gertrude Ford Foundation wants to do more to help Delta State.
- President LaForge and Dr. Roberts met with local businessman Dinesh Chawla last week about the possibility of implementing a film program at DSU. He has connections to the film industry through his involvement with the movie "The Help." This could fit with ideas proposed by John Mark Nail, Professor of Digital Media Arts. A meeting has been scheduled with academic representatives to discuss the possibility of this venture.
- President LaForge asked Mr. McClellan to comment on the facilities tour with legislators and Bureau of Building staff on Tuesday. Mr. McClellan said he will provide a short slide presentation in the President's conference room beginning at 3:00 p.m. and a tour of our facilities will follow. The facilities being highlighted on the tour are: Walter Sillers Coliseum, Zeigel Hall, Hill Apartments, interior of Court of Governors, Young-Mauldin Cafeteria, Wyatt Gym, and Whitfield Building – DMI. Once the tour concludes, we will host the group for a reception and dinner. Mr. McClellan invited Cabinet members to attend.
- On Thursday, President LaForge will attend a GRAMMY Board meeting as well as a meeting to discuss plans for the 2015 Blues Conference.
- President LaForge reminded Cabinet Members about the third Freshmen Orientation Session on Thursday and Friday. President LaForge asked Dr. Caston to give an update on the Orientation program. Dr. Caston met with the Orientation Leaders this morning. Everything is in order and everyone is ready.

- President LaForge mentioned an email he sent to Cabinet Members concerning *The Chronicle* report “View from the Top”, and asked everyone to look it over when time allows.
- President LaForge announced the first Colloquium for the semester will be September 1st. The speaker will be Judge Mary Ellen Williams of the United States Court of Federal Claims.
- President LaForge informed Cabinet Members that a statement is in the works regarding the Mississippi Flag. He asked the group to provide any input to Dr. Roberts or Caitlyn Thompson. Also, he mentioned that University of Southern Mississippi, University of Mississippi, and Mississippi State University have released statements providing their stance on the situation.
- President LaForge updated the group on Dr. Blansett’s retirement dinner. The dinner has been moved to July 14th at Bellazars. Money for his gift can be given to Leigh or Claire.
- President LaForge announced a \$75,000 check was received from The Hearin Foundation for our need-based scholarship fund. He asked Dr. Heslep to work on guidelines for the scholarships and how the money will be dispersed. Also, President LaForge spoke about the TFA Alumni initiative funded through the Hearin Foundation, and asked Dr. McAdams to work with Dr. Beverly Moon on beginning work on this project.
- Dr. Caston gave an update on his first week as Interim Vice President for Student Affairs. He has met with Dr. Blansett several times and plans on having a weekly coffee visit with him to discuss areas of concern. He believes his office is handling the transition well and operations are running smoothly. He is pleased with the new hire of Student Life Director Jeanna Wilkes and believes she will do an excellent job. Dr. Caston informed Cabinet Members he wants to have a firm grasp on how sensitive issues are handled and will bring questions to Cabinet or will call members individually.
- President LaForge asked Dr. Heslep to give an update on Admissions. She said numbers are up overall by 1.8% or 40 students. First time freshmen applications are up for the third orientation session. Transfer application numbers are up for the second orientation session. She believes we will have the highest enrollment we have seen in five years.

APPROVAL OF THE MINUTES

On motion by Mr. Slagell, seconded by Dr. Heslep, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet meeting held on June 29, 2015.

CABINET TOPIC

OIT Control Issues..... Mr. McClellan/Dr. Tabb

Mr. McClellan introduced the topic and informed the group that an assessment of OIT controls has not been conducted since 2010; yet, an assessment should be done annually. Via a PowerPoint presentation (see handout), Dr. Craft discussed our OIT control issues and his hope of not having control issues as of June 30, 2016. Dr. Craft reiterated the importance of controls by stating DSU receives 3,500 attacks on our computer systems every six seconds. He spoke of ways DSU employees can help to keep our controls strong, such as: changing passwords every couple of months, not sharing passwords with subordinates or supervisors, and using DSU computers and network resources appropriately. Dr. Tabb spoke on the importance of proper email protocol, and advised the group never to send an email they wouldn’t want to see published. She reminded everyone that e-mails are never private unless under attorney-client privilege, and private matters are best left for conversations in person. Dr. Craft went on to state there are opportunities to improve the security of our systems such as implementing a second firewall and encrypting all university devices.

** Dr. Tabb and Dr. Craft will draft a policy on the exit process of employees as it relates to technology control issues (what happens to the employee’s data, email address, etc.)*

Capital Campaign OverviewMr. Fulcher

Mr. Fulcher introduced Dr. Bouse and said he will be the person who will help Cabinet Members have a better understanding of a Capital Campaign in preparation for the Cabinet Advance. Dr. Bouse began by defining a campaign as an organized and intense effort to secure extraordinary gift commitments during a defined period of time to meet specific needs that are crucial to the mission and goals of an institution. Three types of campaigns are available to fill certain needs: historical capital campaign, comprehensive campaign, and a single purpose or mini campaign (see handout). Several questions need to be answered to determine if an institution is ready for a campaign such as: “Does the institution have a clearly understood mission, “Is the University’s campus and volunteer leadership strong, capable, and available,” and “Is there a compelling urgency to conduct a campaign now.” Dr. Bouse informed the group about the six phases of a campaign (see handout). Currently, our institution is in the Pre-campaign Planning phase. While in the Pre-campaign Planning phase, the University must update their strategic plan and define major priorities and needs. President LaForge hopes to identify our largest needs during the Cabinet Advance in order to draft a campaign statement to justify a campaign and to begin a feasibility study with outside counsel.

BUSINESS

Action

Class Attendance Policy (final reading)Dr. McAdams

Dr. McAdams presented the current policy with changes highlighted. A change was made to amend the sentence “Attendance shall be taken at each class meeting” to “It is expected attendance will be taken at each class meeting.” An inquiry about excused absences was brought up to determine if an excused absence is defined within the policy. The policy does highlight what the University considers to be an excused absence.

Motion: Moved by Dr. McAdams to approve the revised “Class Attendance” policy for final reading and seconded by Mr. Slagell. **The motion was approved.**

Discussion

EverFi’s “Haven” Program.....Dr. McAdams

Dr. McAdams began his discussion by reminding Cabinet Members about the company, EverFi, and how we already use one of their online programs concerning financial literacy with our First Year Seminar program. Dr. Ethan Schmidt, Director of FYS, is very pleased with the program and would love to continue it. Another online program EverFi provides is called Haven, and it is used to better understand sexual assault. Haven provides specific guidance on how to respond to and report student disclosures and assist with resources to help support students and co-workers affected by harassment. This program is Title IX and Clery Act compliant and provides a program for students as well as faculty and staff. The Haven program costs \$3,500. President LaForge spoke to The Community Foundation of Northwest Mississippi President Tom Pittman about providing us with a grant to purchase Haven as they did with our other EverFi program. Cabinet Members were very receptive to the idea of purchasing this program to better help our students and colleagues.

Motion: Moved by Dr. McAdams to move the topic of EverFi’s “Haven” Program to an action item and to approve purchasing this program, and seconded by Mr. Mayers. **The motion was approved.**

** Dr. McAdams will work with Dr. Schmidt to implement the program for students. Dr. Tabb will implement the program for employees.*

Tuition Increase Mr. McClellan

Mr. McClellan, via Power Point presentation (see attachment), showed Cabinet Members where we stood among other universities for FY16 in terms of tuition and student fees. Currently, DSU's tuition is \$3,056 and we are in the middle to lower grouping of the other universities. Mr. McClellan stated we are in a perfect position to increase our tuition by 5% for FY17 and would continue to be in the same range. By going up on tuition in FY17, DSU would move ahead of Alcorn State University in tuition. By increasing the tuition again in FY18, if all universities remain the same, we will still be above Alcorn State University and below Jackson State University. Mr. McClellan posed the question, "If the Legislature provides additional funding for salaries, do we want to increase tuition two years in a row?" This question led to a discussion among the group about why students choose DSU and raised the question of "would raising tuition deter them?"

Other Discussion

- Mr. McClellan discussed the hiring protocol and the process of adding/changing responsibilities of a position. He began by asking, "Should we require all job openings to be posted?" By doing so, all persons interested in an open position would be able to apply. This keeps the process transparent and clean. Another point raised was the process of adding and changing responsibilities within a position and not changing the job description with Human Resources. President LaForge stated that all requests for salary increases (outside of the 2.45% salary increases) and changes in positions are on hold until we have an inventory of all of the requests.
** Dr. Tabb and Mr. McClellan will compile an inventory of non-regular salary increases and requests for changes to positions (duties, responsibilities, titles, etc.) and provide the information to the Executive Committee by Friday, if possible.*
- President LaForge announced Cabinet will not meet on July 20th due to the Cabinet Advance on Tuesday and Wednesday.

INFORMATIONAL/CALENDAR ITEMS:

- Cabinet Retreat, July 21-22
- Opening Session, August 14, 10:30 am, BPAC
- GRAMMY Museum Mississippi, Grand Opening, November 14

NEXT MEETING:

- Next Cabinet Meeting – Monday, July 13, 2015 at 1:30 p.m.
- Next Cabinet Meeting Topic – Academic Initiatives (Charles)
Recruiting: Vision, Plans, and Strategies (Debbie)

Adjournment: The meeting adjourned at 4:00 pm.



Tuition and Required Fees at MS Public Universities

