

DELTA STATE UNIVERSITY
PRESIDENT'S CABINET
Minutes

Meeting date: October 20, 2014

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

Members not in attendance: None

Guests: Mrs. Robin Boyles, Director of Institutional Grants

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on October 20, 2014. The meeting convened at 1:30 p.m. with President LaForge presiding.

GENERAL OVERVIEW:

- President LaForge announced that he spent the end of last week visiting with four high schools, a radio station, alumni, and two donors while he was in Hattiesburg for the IHL Board Meeting. All of the meetings went very well.
- IHL Commissioner Hank Bounds and the university presidents met last week to discuss the funding formula. They are proposing to set aside the funding formula application for next year, and to ask for a lump sum for salary increases for university personnel. They plan on giving a unified pitch to the legislature.
- We received a letter from the State Auditor's office about our inventory. Overall, we did a good job, and we have come a long way. We have twelve items that are unaccounted for that total approximately \$12,000. This is a vast improvement, but we need to account for all of our inventory.
- Major General Thomas Moore, Alumnus of the Year in 2010, and his wife Lee Ann visited with President LaForge's Leadership Class last week.
- President LaForge stated that the Hill Demonstration School reunion that was held this past weekend was a success. He thanked Jeffrey Farris, Director of Alumni, for all of his hard work in putting it together.

APPROVAL OF THE MINUTES:

On motion by Mr. Slagell, seconded by Dr. Blansett, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet meeting held on October 13, 2014.

CABINET TOPIC:

Grants Review Dr. Myrtis Tabb and Ms. Robin Boyles

Dr. Tabb discussed how the Grants office has changed since 2008. We originally had a part time position that operated out of the Delta Center. In 2008 we hired Ms. Boyles for a full time position with specific goals: maintain the grant files, submit information to the IHL office, communicate with

departments and programs, and increase the capacity of faculty and staff. We have been very successful with our efforts. For FY14, we received 49 grant awards totaling \$4.28 million. In the first four months of FY15, we have received 21 grant awards totaling \$4.1 million. [See handout of presentation.]

*President LaForge asked Dr. Tabb/Ms. Boyles to send to him a report of the FY15 grants we have received.

BUSINESS:

Budget Savings Report - Phase 1 President LaForge

President LaForge distributed a report listing the proposed budget cuts for Phase 1 which total \$937,360. Cabinet Members discussed the proposed cuts. An additional cut of \$63,000 is needed to reach the required amount of \$1 million. Cabinet members agreed that we must continue to make cuts until we reach \$1 million. Dr. McAdams distributed a list of "Expense Reduction" recommendations from faculty. Cabinet Members will review these suggestions, and we will discuss them at the next Cabinet meeting.

Motion: Moved by Dr. Hebert to approve the plan for Phase 1 of budget cuts and seconded by Dr. Roberts. **The motion was approved.**

* Dr. Hebert, Dr. McAdams, Mr. McClellan, Dr. Roberts, and Mr. Slagell will work on a plan to provide this information to the campus.

* Mr. McClellan will talk with his counterpart at Mississippi State University about the idea of a 4.5 day work week to see if there is potential for real savings.

Policy on "Process for Review of University Policies" (Final Reading)..... Dr. Tabb

Dr. Tabb was tasked with implementing a systematic policy review as part of our SACS accreditation. A committee has worked to develop the "Process for Review of University Policies" that was presented for first reading at the last Cabinet meeting. The plan includes hiring a Graduate Assistant student in the Spring to review the policies.

Motion: Moved by Dr. Tabb to approve the "Process for Review of University Policies" for final reading and seconded by Dr. Heslep. **The motion was approved.**

"Tuition Remission-Employees" Policy and "Scholarship-Spouse of University Employees" Policy (First Reading) Dr. Tabb

Dr. Tabb combined these two policies into one policy, entitled "Tuition Remission-Employees and Spouses". Several questions were raised and suggested changes were made, including: What is the Supervisor section for? Do we need to add retirees as part of this? Add federal aid information. Is it tuition remission or a scholarship, and do we report these separately to IHL? Take out the correspondence course language. When will this policy go into effect once you are hired (i.e. is it retroactive to the beginning of the semester if you are employed at the end of the semester)?

Motion: Moved by Dr. Tabb to approve this policy for first reading and seconded by Mr. Mayers. **The motion was approved.**

“Tobacco Free Environment” Policy (First Reading) Dr. Blansett

Dr. Blansett distributed the revised “Tobacco-Free Environment” Policy for first reading. Cabinet Members were asked to submit suggested to him via email before the next Cabinet meeting.

Motion: Moved by Mr. Slagell to approve the policy for first reading and seconded by Dr. McAdams. **The motion was approved.**

Capital Improvement Requests Mr. McClellan

Mr. McClellan received information from each of the Vice Presidents for areas where Capital improvements are needed. He asked them to prioritize each of their items in preparation for a future Cabinet discussion. This item will be brought back to the Cabinet as a selected topic. Mr. McClellan also discussed assessing a \$50 fee to students to establish a Capital Improvement Fund to address these projects.

Ethics Workshop Dr. Roberts

Dr. Roberts distributed information/invitation from IHL Commissioner Hank Bounds to Cabinet Members and others to attend the Ethics Workshop on November 13 at Jackson State University. Cabinet Members were asked to send one person from each area, and to let Mrs. Emerson know who they will send so she can notify Commissioner Bounds’ office.

New Staff Orientation Report Dr. Tabb

Distributed the agenda from the New Staff Orientation sessions which included the number of staff who attended each of the sessions. Dr. Tabb said she thought it was well attended and useful for our new employees.

Discussion:

- Dr. Tabb announced that the university’s bandwidth was changed on Friday afternoon and as a result our Internet service should be much improved. They will visit with the residents in the dorms, apartments, etc. to make sure the connectivity is where it should be.
- Mr. McClellan announced that on November 4 he will hold a “Walk About Tour” around campus to evaluate campus lighting. He asked Cabinet Members join him and encourage others to attend.
- President LaForge asked what the response was to the changes in the General Education curriculum. The overall feeling was that 38 hours is the best compromise and that programs will need to be proactive to replace courses.
- President LaForge announced that we will review the four corners of Enrollment, Registrar, Financial Aid, and Student Business Services through the eyes of students and see if there are ways we can improve their experience.
- Dr. Heslep announced that Spencer Ashley attended an event in Jackson this past weekend for prospective students visiting from Kentucky. They were impressed with Delta State’s presentation and therefore made an unscheduled stop at Delta State to visit the campus before leaving the state.

INFORMATIONAL/CALENDAR ITEMS:

- “Sister Act” BPAC Performance, November 11, 7:30 pm
- Wade Statue Dedication Ceremony, November 14, 2:00 pm, lawn of Kent Wyatt Hall
- Dr. Kent Wyatt’s 50th Anniversary Celebration, November 15, 12:30 pm, State Room
- DSU Homecoming vs Mississippi College, November 15, 4:00 pm, Parker Field
- Race Conference, March 30-31

NEXT MEETING:

- Next Cabinet Meeting – October 27, 2014 at 1:30 p.m.
- Next Cabinet Meeting Topic –Coahoma County Higher Education Center (Dr. McAdams/Ms. Jenn Waller)

Adjournment: The meeting adjourned at 4:05 pm.

FY 14 Funding Distribution

<u>Funding Distribution - College/Division, Etc.</u>	<u>Number of Awards</u>	<u>Amount</u>
Academic Affairs	4	\$59,998
Archives and Museums	2	\$8,350
Bologna Performing Arts Center	2	\$5,300
Center for Community and Economic Development	3	\$599,304
College of Arts and Sciences	15	\$569,035
College of Education and Human Sciences	11	\$1,153,423
Delta Center for Culture and Learning	5	\$1,103,741
Department of Athletics	1	\$32,000
Graduate and Continuing Studies	1	\$1,500
Office of the Associate Vice President-Finance and Administration	1	\$10,000
Office of the President	1	\$100,000
School of Nursing	2	\$553,839
Student Affairs	1	\$87,762
TOTAL	49	\$4,284,252.00

FY 14 Federal Agencies

Federal Funding Source	<u>Number of Awards</u>	<u>Amount</u>
Corporation for National & Community Service	1	462,178
Health Resource and Services Association	1	524,839
National Endowment for the Humanities	1	177,601
National Science Foundation	1	208,288
U.S. Department of Agriculture	1	200,463
U.S. Department of Defense	1	152,595
U.S. Department of Education	1	200,124
U.S. Department of Health and Human Services	1	87,762
U.S. Department of Interior	2	228,000
U.S. Department of Justice	1	100,000
TOTAL	11	2,341,850

FY 14 State, Private, Corporate, Other

Funding Source	<u>Number of Awards</u>	<u>Amount</u>
Total State Funding [other than general appropriation]	3	106,086
Total State of Mississippi Agencies	8	263,389
Total Private/Corporate Business and Industry	3	17,684
Total Foundations and Non-Profit Groups	15	1,399,525
Total Other State Governments		
Total Other In-State Universities	3	64,000
Total Other Out-of-State Universities		
Total Local Governments	6	91718
Total Foreign Governments & Organizations		
Total Other [<u>all other sources not listed above</u>]		
TOTAL From <u>only</u> STATE, PRIVATE, CORPORATE, OTHER, etc. Sources	38	1,942,402

2004	7,087,707
2005	6,803,023
2006	6,858,729
2007	9,446,711
2008	10,176,004
2009	13,263,122
2010	13,877,250
2011	6,137,743
2012	7,086,255
2013	4,184,742
2014	4,284,252
2015	4,104,015