

DELTA STATE UNIVERSITY
UNIVERSITY LEADERSHIP COUNCIL
Minutes

Meeting date: October 30, 2023

Members in attendance: Dr. Vicki Bingham, Dr. Edwin Craft, Dr. James Gerald, Ms. Lisa Giger, Dr. Ellen Green, Mr. David Gladden, Dr. Tomeka Harbin, Dr. Christopher Jurgenson, Mr. Mike Kinnison, Dr. Eddie Lovin, Ms. Haley Rooks, Ms. Holly Ray, Dr. Christy Riddle, Ashley Tanksley, Dr. Merideth Van Namen, and Mr. Larry Wakefield (recorder – Ms. Claire Cole)

Members not in attendance: Dr. Dan Ennis, Dr. Leslie Griffin, Ms. Chrisa Mansell, Ms. Joi Phillips, and Dr. Michelle Roberts

Guests: Ms. Fawn Ussery, Interim Assistant Dean, Library Services (*non-voting*)

Call to Order: A regular meeting of the University Leadership Council was held in Room 302A in the H. L. Nowell Union on October 30, 2023. The meeting convened at 1:30 p.m. with Dr. Lovin presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Gerald and seconded by Dr. Bingham, all University Leadership Council Members present and participating voted unanimously to approve the Minutes of the University Leadership Council Meeting held on October 16, 2023.

BUSINESS

Action

Employment Background Checks policy..... Mr. Wakefield

Mr. Wakefield brought the revised Employment Background Checks policy to the University Leadership Council for a first reading.

Motion: Moved by Mr. Wakefield to approve the revised Employment Background Checks policy for a first reading and seconded by Dr. Gerald. The motion was approved.

Optional Retirement Plan (ORP) State Retirement System policy Mr. Wakefield

Mr. Wakefield brought the revised Optional Retirement Plan (ORP) State Retirement System policy to the University Leadership Council for a first reading. Members of the University Leadership Council suggested editorial revisions to be made.

Motion: Moved by Mr. Wakefield to approve the revised Optional Retirement Plan (ORP) State Retirement System policy for a first reading and seconded by Ms. Rooks. The motion was approved.

Social Security policy..... Mr. Wakefield

Mr. Wakefield brought the revised Social Security policy to the University Leadership Council for a first reading. Members of the University Leadership Council suggested editorial revisions to be made.

Motion: Moved by Mr. Wakefield to approve the revised Social Security policy for a first reading and seconded by Dr. Harbin. The motion was approved.

State Employees’ Health Insurance Plan policy Mr. Wakefield

Mr. Wakefield brought the revised State Employees’ Health Insurance Plan policy to the University Leadership Council for a first reading. Members of the University Leadership Council suggested editorial revisions to be made. Dr. Jurgenson informed Mr. Wakefield of the repeal of Mississippi Code § 25-15-1 for the Related Documents section to be updated.

Motion: Moved by Mr. Wakefield to approve the State Employees’ Health Insurance Plan policy for a first reading and seconded by Dr. Jurgenson. The motion was approved.

Volunteer policy..... Mr. Wakefield

Mr. Wakefield brought the new Volunteer policy to the University Leadership Council for a first reading. The Volunteer policy was created to establish uniform procedures for screening and engaging volunteers, ensure that volunteers’ relationships with the university are clearly established and understood by both parties, and to reduce the risk and protect the interests of the university, its volunteers, and the community it serves. Volunteers perform services without promise, expectation or receipt of any compensation, future employment or any other tangible benefit. An individual must be at least eighteen (18) to serve as a University volunteer, and a background check is required prior to volunteer service. Volunteers are not considered employees of the University, nor are they covered by the Fair Labor Standards Act or other employment laws through the University. If a department has need to utilize a volunteer, the department can reach out to the Office of Human Resources for the Volunteer Packet and necessary steps to take. A current University employee cannot be considered as a volunteer. According to the FLSA, nonexempt employees must be compensated for all hours they are required or permitted to work. Thus, even though employees may volunteer to work beyond their normally scheduled hours, departments must compensate the employee for extra hours worked over 40 hours/week. University Leadership Council members discussed non-exempt employees volunteering for the university and the need for a policy and/or volunteer agreement for this purpose. Mr. Wakefield and Ms. Giger will draft a policy and/or agreement for non-exempt employees to volunteer for the university and bring it to the University Leadership Council for review. Members of the University Leadership Council suggested editorial revisions to be made, and to change the title of the policy to Volunteer – Non-University Personnel policy.

Motion: Moved by Mr. Wakefield to approve the Volunteer policy for a first reading and renaming to Volunteer – Non-University Personnel policy and seconded by Dr. Bingham. The motion was approved.

Readmission for Military Service MembersDr. Bingham

Dr. Bingham brought the new Readmission for Military Service Members policy to the University Leadership Council for a first reading. Members of the University Leadership Council discussed removing the option to provide oral notification of a uniformed service obligation to the Registrar’s Office. All notification should be in writing. University Leadership Council members suggested editorial changes to be made.

Motion: Moved by Dr. Bingham to approve the Readmission for Military Service Members for a first reading and seconded by Dr. Green. The motion was approved.

Discussion

None

Additional information

- Ms. Giger shared with University Leadership Council members about a required Title VII training to be released in November for all faculty and staff. The training is mandated by the EEOC and must be completed by the end of January 2024.

NEXT MEETING:

- Next Meeting – Monday, November 13, 2023 at 1:30 p.m.

Adjournment: The meeting adjourned at 2:40