

# DELTA STATE UNIVERSITY

## PRESIDENT'S CABINET

### *Minutes*

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**Meeting date: February 13, 2017**

**Members in attendance:** President William LaForge, Dr. Vernell Bennett, Mr. Keith Fulcher, Dr. Leslie Griffin, Dr. Chris Jurgenson, Mr. Ronnie Mayers, Dr. Charles McAdams, Ms. Allie Rose Parker, Dr. Michelle Roberts, Ms. Christie Rocconi, and Mr. Jamie Rutledge (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 February 13, 2017. The meeting convened at 1:30 p.m. with President LaForge presiding.

#### **APPROVAL OF THE MINUTES**

On motion by Dr. Jurgenson, seconded by Mr. Rutledge, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on February 6, 2017.

#### **GENERAL OVERVIEW**

- President LaForge informed Cabinet Members that Dr. Richard Houston, Director of Counseling and Student Health, suffered a heart attack last week. He asked Dr. Bennett to give an update. Dr. Bennett stated Dr. Houston was suffering from blockage on the right side of his heart. He is doing well and should be back in the office this week.
- President LaForge gave an update on the Karen Cummins scholarship. A total of \$29,940 has been raised so far, and an additional donation from Entergy is expected.
- President LaForge announced Governor Bryant appointed former state Supreme Court Justice Ann Lamar to fill the IHL Board of Trustees vacancy. Her appointment will go before the Senate for confirmation. Ms. Lamar graduated from Delta State University with a Bachelor of Science degree.
- President LaForge visited St. Joseph High School and Washington School in Greenville last week. Both schools have Delta State alumni as their leadership.
- President LaForge and Dr. Roberts met with Mr. Ron Nurnberg last week to meet Teach For America's new TFA leadership team.
- President LaForge attended the BPAC President's Award Dinner last week honoring the Gresham and McPherson families. President LaForge stated both families have been ardent supporters of the BPAC since its beginning, and they were grateful for the recognition.
- President and Mrs. LaForge traveled to Los Angeles last week for GRAMMY week. President LaForge stated Delta State and the state of Mississippi shined. Thursday was an outstanding day for Delta State with Ms. Tricia Walker, Director of DMI, leading an educational session at the Clive Davis Theatre and the DMI All-stars performing at the rooftop reception following Mississippi Night at GRAMMY Museum® at L.A. Live.
- President LaForge attended the Dave Heflin Outdoor Recreation Education Laboratory Ribbon Cutting on Saturday. He stated it was an excellent event.

- President LaForge welcomed students attending the Honors Choir event on Sunday. He was able to hear them perform, and said it was a top-notch performance. Dr. Potter brought his mentor, Dr. André Thomas, to campus to serve as the master clinician. President LaForge stated the Honors Choir weekend is a great tool for recruitment.
- Mr. Mayers gave an update on Athletics. The baseball team won all games except one and the softball team did well over the weekend. The men’s basketball team was down twenty points to Shorter University and came back to win by one point. Mr. Mayers announced the 1977 Lady Statesmen basketball team will be honored on June 10 with the Trailblazer Award in Knoxville, TN.
- President LaForge met with Dr. Temika Simmons this morning to discuss the Casey Family Programs visit in Seattle, the Local Government Training Academy, and the Winning the Race Conference. She stated the visit with Casey Family Programs went very well. They are interested in partnering with Delta State on the “Say Yes to Education” program. Dr. Simmons has been diligently working on developing partnerships for the Local Government Training Academy. President LaForge reminded Cabinet Members the Hearin Foundation gave an initial \$50,000 grant to start this program. Delta State submitted a pre-proposal last week to Hearin Foundation as part of their regular cycle of funding. Dr. Simmons and her committee are making great strides with the Race Conference and plan to have great speakers.
- President LaForge gave an overview of the week. On Wednesday, he travels to Jackson for a Foundation Affiliation Agreement meeting, as well as the IHL Board meeting and the Student Legislative Luncheon on Thursday. On Thursday evening, President and Mrs. LaForge will attend the Mississippi Arts Commission’s 2017 Governor’s Art Awards ceremony. Ms. Lucy Janoush and Mr. Sammy Britt will be recognized for their contributions to the arts. The Big Band Bash will take place on Friday at the Cleveland Country Club. Proceeds of the benefit go to the DSU Jazz Ensemble.

**CABINET TOPIC**

**Visioning Goals..... Mr. Fulcher**

President LaForge explained this would be the time for his direct reports to share with Cabinet Members their goals and strategies as part of the development of the Visioning Principles. President LaForge will discuss the progress of these goals during his monthly meetings with his direct reports. Mr. Fulcher shared his goals with Cabinet Members (\*See attachments). President LaForge asked each of his direct reports to share their goals within their departments in order to strengthen programs and inspire constituents.

**BUSINESS**

**Action**

**Days and Hours Worked Policy (final reading)..... Mr. Rutledge**

Mr. Rutledge brought to Cabinet the Days and Hours Worked policy for a final reading. On recommendation from the IHL Board legal counsel, Mr. Rutledge has revised the policy statement for better clarity. The policy states that work takes place on campus or at a Delta State University authorized facility during the university’s normal hours of operations, unless job duties require otherwise. Department heads may alter and schedule working hours according to the needs of the department with the approval from Human Resources. Mr. Rutledge left the working hours flexible as working hours during the summer have been altered in the past.

**Motion:** Moved by Mr. Rutledge to approve the Days and Hours Worked policy for a final reading and seconded by Ms. Parker. **This motion was approved.**

**Grants and Contracts Policy (first reading) .....Dr. McAdams**

Dr. McAdams brought to Cabinet the Grants and Contracts Policy, on recommendation and approval of Academic Council, for a first reading. Dr. McAdams stated two substantive changes were made to the policy. On page three, under Internal Approval of Projects, the requirement for submitting requests to the grants coordinator has changed to four business days prior to the due date in order to have more time for the approval process. The first paragraph on page six details the new percentages for the distribution formula. The percentages changed to 49% E&G budget, 1% Accounting and Finance, 14% Provost, 2% Grants Office, and 34% Dean and Originating unit (or Administrative Office). Employees paid from a grant accrue the same personal and sick days as regular employees, and so 1% is given to Accounting and Finance to pay for accrued leave time. Dr. Roberts asked about the difference in this policy and the Restricted Funds Policy, which seems to be similar in wording. Dr. McAdams asked Mr. Rutledge to look into both policies to see if the Restricted Funds Policy could be deleted or if they could be combined.

**Motion:** Moved by Dr. McAdams to approve the Grants and Contracts Policy for a first reading and seconded by Dr. Jurgenson. **This motion was approved.**

**Non-Academic Disciplinary Transcript Notation Policy (first reading).....Dr. McAdams**

Dr. McAdams brought to Cabinet the Non-Academic Disciplinary Transcript Notation Policy, on recommendation and approval of Academic Council, for a first reading. Academic Council recommends adding a notation for any non-academic expulsion to a student’s transcript. The notation would not divulge details about the expulsion. President LaForge asked Ms. Parker her opinion, and she said she believes it is a good idea. If a student tries to enter a different institution after being expelled, the institution can contact the local police department to inquire about the expulsion.

**Motion:** Moved by Dr. McAdams to approve the Non-Academic Disciplinary Transcript Notation Policy for a first reading and seconded by Dr. Jurgenson. **This motion was approved.**

**Position Request: Languages and Literature Senior Secretary .....Dr. McAdams**

In the campus update, President LaForge stated only those vacant positions deemed essential to university operations will be filled, and requests to fill these essential positions will be considered on a case-by-case basis by the Cabinet. Mr. Don Allan Mitchell, Chair of the Department of Languages and Literature, made a request to Dr. McAdams to hire a Senior Secretary for the Languages and Literature Department. Dr. McAdams stated the position was vacated in January and is not a part of the salary savings.

**Motion:** Moved by Dr. McAdams to approve the request to hire a Languages and Literature Senior Secretary and seconded by Mr. Mayers. **This motion was approved.**

**Discussion**

**Teach for America contract..... Dr. Roberts**

Dr. Roberts reminded Cabinet Members of the decision of the TFA national team to close its summer institute at Delta State. Several of TFA’s regions have formed a coalition in order to continue their training at Delta State, because Delta State is the only institute that provides rural training. Regions that will participate in 2017 are Arkansas, Appalachia, Louisiana Delta, Mississippi Delta, and South Louisiana. Two other regions are considering joining next year: South Carolina and Alabama. Dr. Roberts stated approximately 250 corps members and staff will be on campus this summer—from Monday, May 29 through Wednesday, July 19. The contract is basically the same as it has been in the past.

**Cabinet Art Award..... Dr. Roberts**

Dr. Roberts informed Cabinet Members a letter was received from Mr. Ron Koehler about the student art exhibition and sponsorship opportunities. She stated Cabinet Members have sponsored an award totaling \$500 in the past. Cabinet Members are not required to give. If anyone would like to contribute to this award, they can give their contribution to Ms. Cole or give online through a link to be provided by Mr. Fulcher.

**Other Discussion**

- Ms. Parker informed Cabinet Members of the Student Legislative Day taking place at the Capitol on Thursday, February 16, following the IHL Board meeting.
- Mr. Rutledge met with Faculty Senate last week to discuss the state budget cuts. Mr. John Pearce of IHL informed Mr. Rutledge that another mid-year cut could occur mid- to late March and could be up to 5%. The reduction of the FY18 budget could increase to 4%. Mr. Rutledge stated all facilities requests for the FY18 budget have been received. If the bond bill passes, \$7.2 million will be used towards repairs. The contract for Zeigel Hall has been signed, and he hopes construction will start mid-March. The construction drawings for the cafeteria should be finished in March, and bids should go out in May. Statesmen Boulevard bids will be accepted next week.
- Dr. McAdams informed Cabinet Members that Mr. Ron Koehler has announced his retirement. Mr. Michael Stanley has verbally agreed to be the new Chair of the Art Department, beginning July 1.
- Dr. McAdams announced the Art Department will have an international guest, Mr. Lester Campa, on campus for a week in April. President LaForge met Mr. Campa in Cuba in September 2015. Dr. McAdams stated he would keep Cabinet Members updated on his schedule.
- President LaForge invited Dr. LouAnn Woodward, Vice-Chancellor for Health Affairs and Dean of the School of Medicine at the University of Mississippi Medical Center, to be the Colloquia Series speaker for the spring. He has asked her to speak on the current and future status of healthcare in Mississippi. The date has not been finalized.

**INFORMATIONAL/CALENDAR ITEMS:**

- SGA’s State of the Student Address, February 13, 5:30 pm, State Room
- DSU Jazz Band Big Band Bash, Cleveland Country Club, February 17, 7:00 pm
- Winning the Race Conference, March 27-28
- STOMP performance, BPAC, February 28, 7:30 pm
- International Business Symposium, March 29-30

**NEXT MEETING:**

- Next Cabinet Meeting – Monday, February 20 at 1:30 p.m.
- Next Cabinet Meeting Topic – Department of Education Program Review (Christie)

**Adjournment:** The meeting adjourned at 3:05 p.m.