

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: April 16, 2018

Members in attendance: President William LaForge, Dr. George Beals, Dr. Dave Breaux, Mr. Patrick Hundley, Mr. Ronnie Mayers, Dr. Charles McAdams, Dr. Michelle Roberts, Ms. Christie Rocconi, and Mr. Jamie Rutledge (Ms. Claire Cole – recorder)

Members not in attendance: Dr. Vernell Bennett and Ms. Ashley Griffin

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on April 16, 2018. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Breaux and seconded by Ms. Rocconi, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on April 9, 2018.

GENERAL OVERVIEW

- President LaForge continued his campus outreach with visits to two Greek organizations, Zeta Phi Beta Sorority and Phi Beta Sigma Fraternity.
- President LaForge hosted a Faculty and Staff Luncheon last week. He stated the visits continue to go well.
- The academic colleges are hosting their annual honors and awards ceremonies, and President LaForge makes an effort to attend as many as he can. He was able to welcome honorees and their guests to the College of Education and Human Sciences Spring Honor reception last week.
- President LaForge attended a "Wine and Azaleas" gathering at Ms. Anita Bologna's home last week. This was a continuation of his stewardship with campaign donors.
- President LaForge met with Mr. Ned Mitchell last week to give him an update on the campaign.
- President LaForge was invited by Mr. Mayers to speak at the monthly Head Coaches meeting last week. He was able to speak with them about issues relevant to the athletic areas.
- The Cleveland Music Foundation Board held their quarterly board meeting last week. President LaForge stated GRAMMY Museum® Mississippi has had approximately 70,000 visitors since its opening.
- President LaForge and representatives from DMI, GRAMMY Museum® Mississippi, the Blues Project, the Department of Music, and the BPAC launched the Music Across Campus project at the beginning of Springfest last week. President LaForge thanked Dr. Roberts, Facilities Management, and OIT for their hard work in making the launch successful. Mr. Rutledge informed Cabinet Members that OIT has received a few requests for the volume to be adjusted, so Mr. Rutledge has asked for all requests to be sent to their respective vice president for consideration by the Executive Committee.
- Mr. Rutledge organized a contract signing ceremony with the PepsiCo officials last week. President LaForge, Mr. Rutledge, and the selection committee attended the contract signing with PepsiCo to finalize our partnership with them. Mr. Rutledge has been very pleased with the response to the new

Pepsi products on campus and the new partnership with PepsiCo. PepsiCo sponsored an event during Springfest where they gave wonderful prizes and distributed free drinks.

- President LaForge attended the BPAC Recital Hall Series performance of The Westerlies. He stated it was a great performance.
- The Office of Enrollment Management hosted the Early Registration Day for Phi Theta Kappa students on Friday. President LaForge welcomed them to campus. Approximately three dozen students attended.
- President LaForge met with two Delta State women's basketball recruits on Friday.
- President LaForge continued his campus departmental visits on Friday with a visit to Biological Sciences. He stated it was their last meeting as a department, as they will become a division in July.
- Mr. Mayers gave an update on Athletics. The softball team won two games against Lee University over the weekend. The baseball team cancelled their game for Saturday due to inclement weather, and they played two games on Sunday. They won one game and lost the other. The men's tennis team has achieved the distinction of earning the most conference wins in the history of Delta State's program. They will play in the conference championship on Thursday. President LaForge offered his congratulations to the tennis coach, Mr. Jeffrey Farris, on a wonderful first season.
- Mr. Rutledge gave an update on facilities projects. Statesmen Boulevard continues to be a slow-moving project due to the weather. Zeigel Hall has the sheetrock installed and all electrical and HVAC units have been installed. Young-Mauldin Cafeteria remains ahead of schedule and should be completed by the end of July. The lighting project's next building will be Jobe Hall, and they will replace the dimmers with LED lights. The lighting in Roberts-LaForge Library will be finished soon. The replacement of outside lighting on campus to LED lights will be finished before the summer. The Office of Procurement will release an RFP for a new marquee sign soon.
- President LaForge informed Cabinet Members the three DMI bands played at the Juke Joint Festival in Clarksdale on Saturday.
- President LaForge hosted the newly elected SGA cabinet members for breakfast this morning. The new SGA president, Mr. Charlie King, shows great potential and has been very involved during his time at Delta State. He will attend the IHL Board meeting on Thursday.
- President LaForge gave an overview for the week ahead. He will host a Faculty and Staff Luncheon on Tuesday, and on Tuesday afternoon he will host the graduating international students for a reception in their honor. The BPAC performance of Cinderella is Tuesday evening. On Wednesday, President LaForge will travel to Jackson for the IEO and IHL Board meetings. While in Jackson, President LaForge will meet with Mrs. Meredith Creekmore for a campaign update, and will attend a Farewell Dinner for the outgoing members of the IHL Board of Trustees. On Friday, President LaForge will participate in the Inauguration of Mississippi Valley State University's President Dr. Jerryl Briggs. On Friday afternoon, Human Resources will host the Retirement and Recognition Ceremony beginning at 2:00 p.m.
- Mr. Hundley informed Cabinet Members the Foundation Board meets on Friday. The full board meeting begins at 10:30 a.m. President LaForge will speak to the full board during lunch, which begins at 12:30 p.m. Mr. Hundley invited Cabinet Members to attend.
- President LaForge travels to Indianapolis for the NCAA DII President's Council and Finance and Planning Committee meetings on Monday, April 23.

CABINET TOPIC

None

BUSINESS

Action

Undergraduate Admissions policy – revised (first reading)Dr. McAdams

On the approval and recommendation of Academic Council, Dr. McAdams brought to Cabinet the revised Undergraduate Admission policy for a first reading. Delta State’s Undergraduate Admission policy is based on the IHL policy for admissions as IHL determines our requirements for admissions. Dr. McAdams informed Cabinet Members three changes were made to the policy. The first change was a change in wording on pages one and two with regards to the College Preparatory Curriculum. The Mississippi Department of Education changed their wording about College Preparatory Curriculum and IHL adopted it; thus, leading to our change. The second change was a change on page three, which refers to a change in IHL policy 602. Our changes are verbatim of the changes in the IHL policy. The third change reflects a new portion of the policy regarding cancelled test scores. If a testing agency (ACT or SAT) should cancel official test scores, the university will take the following actions. 1) If classes have begun and the student is currently enrolled, the cancelled score(s) will be removed from Banner and Recruit so no future pre-requisites are met using the cancelled score. Scholarship awards will be adjusted accordingly upon receipt of a cancelation notice. The student will remain enrolled because he/she met admission requirements and was admitted in good faith prior to the cancelation; however, the need for intermediate coursework will be evaluated. 2) If classes have not begun, the cancelled score(s) will be removed from Banner and Recruit and scholarship offers will be adjusted accordingly. The student may be asked to sit for a national test, residual ACT, or Accuplacer depending on the date of test score cancellation and the highest valid score on file.

Motion: Moved by Dr. McAdams to approve the Undergraduate Admissions policy for a first reading and seconded by Dr. Beals. The motion was approved.

Course and Optional Fee Requests for 2018-19 Mr. Rutledge

On the recommendation and approval of Academic Council, Mr. Rutledge presented to Cabinet the Course and Optional Fee requests for 2018-19. Dr. McAdams pointed out the last three course fees are for Commercial Aviation students. These fees represent payment for the students’ licenses. Two optional fees were presented with the course fees, as well. The first fee represents an increase for thesis binding and the second fee represents a distance learning fee charged to online students. The distance learning fee would assess a \$5 charge per online course for Delta State’s online students. The reasoning behind the new distance-learning fee stems from the fact that the use of Canvas, the learning management system, has expanded over the past several years. The growth of our student population has increased; thus, our renewal for the Canvas course management system has increased. OIT requested the addition of the course fee to cover the costs of the learning management system, as well as other software that would be beneficial to the online experience of students. Dr. Breaux informed Cabinet Members he voted against the Distance Learning Fee in Academic Council due to his believe that the fee is inequitably distributed to online students. Mr. Rutledge stated Dr. Craft surveyed several other regional universities to see how they paid for this increase, and they have assessed a fee to their online students.

Motion: Moved by Mr. Rutledge to approve the course and optional fees for 2018-19 and seconded by Ms. Rocconi. The motion was approved.

Motion: Moved by Dr. Roberts to reconsider the approved Course and Optional Fees Request for 2018-19 and seconded by Mr. Mayers. The motion was approved.

Motion: Moved by Dr. Roberts to amend the original motion to separate the action on the Distance Learning fee from the other course and optional fees and seconded by Mr. Mayers. The motion was approved.

Motion: Moved by Mr. Rutledge to approve the Course Fees and Thesis Binding Fee Request for 2018-19 and seconded by Dr. Roberts. The motion was approved.

Motion: Moved by Mr. Rutledge to table action on the Distance Learning Fee Request for 2018-19 until the next meeting when Dr. Edwin Craft can explain his justification and seconded by Dr. Roberts. The motion was approved.

Employment Status policy – revised (final reading) Mr. Rutledge

Mr. Rutledge presented to Cabinet Members a revised copy of the Employment Status policy for a final reading. The policy was revised to clarify the definitions of regular full-time employee, regular part-time employee, and temporary employee. The changes have been vetted through the Attorney General’s office. A regular full-time employee is employed in a full-time, 40-hour per week, position and is entitled to all university benefits. A regular part-time employee is employed in a part-time, at least twenty hours a week, position and is entitled to the university benefits programs with tuition remission limited to nine credit hours per fiscal year and major medical and personal leave prorated according to FTE. A temporary employee is employed in a position, not to exceed 29 hours per week, and is not eligible for the university’s benefits program. Ms. Rocconi presented the policy to Staff Council at their April meeting and no objections were made.

Motion: Moved by Mr. Rutledge to approve the Employment Status policy for a final reading and seconded by Ms. Rocconi. The motion was approved.

Golf Course RFP Mr. Rutledge

This item was inadvertently listed as an action item on the agenda instead of as a discussion item; therefore, it was moved to the discussion phase of the meeting.

Wayne Blansett Staff Development Day Ms. Rocconi

Ms. Rocconi restated from the previous Cabinet meeting the plans for the Wayne Blansett Staff Development Day. Staff should report to work at 7:00 a.m., and Staff Development Day will begin at 8:30 a.m. Ms. Rocconi stated she spoke with the Registrar, Ms. Emily Dabney, about the date. The date has been changed from Thursday, May 10 to Thursday, May 17 to accommodate the busy schedule of the Office of the Registrar during the previous week. Ms. Rocconi requested approval to close all offices so that staff members can attend. Staff Council makes it clear to all staff members that the options are to: 1) participate in Staff Development Day, or 2) remain in the office.

Motion: Moved by Ms. Rocconi to close all offices on Thursday, May 17 for Wayne Blansett Staff Development Day and seconded by Dr. Breaux. The motion was approved.

Discussion

Campus Forums President LaForge

President LaForge informed Cabinet Members that the campus forums are scheduled for Thursday, April 26. The staff forum is scheduled for 10:00 a.m., the student forum is scheduled for 12:15 p.m., and the faculty forum is scheduled for 3:00 p.m. The Executive Committee will serve on the panel, and the chair of

each group will serve as the moderator for their forum. The agenda for each forum will remain the same, except most of the topics will not be discussed in great detail at the student forum. The topics to be discussed include budget, tuition, facilities, and programs. President LaForge encouraged Cabinet Members to attend and asked them to send any potential subject matter for the forums to Dr. Roberts or Ms. Cole.

VPUA/ER search..... Dr. Roberts

Dr. Roberts thanked Cabinet Members for participating in the sessions last week with the two finalists for the Vice President for University Advancement and External Relations position. Both candidates arrived at Delta State interested in the prospect of a position and left even more excited about the possibility. The search committee’s final meeting occurs tomorrow to discuss information gathered from the evaluations. From their discussion, a report on each candidate will be given to President LaForge for his review and decision.

Golf Course RFP..... Mr. Rutledge

Mr. Rutledge finalized the RFP for the commercial land development of the golf course. He has provided the document to IHL staff for review, and he should receive their feedback by Friday. Once Mr. Rutledge receives IHL’s final revisions, he will take the RFP to the Executive Committee for final review. The timeline for the RFP is as follows: May 1, release of RFP; May 15, campus walk through; May 22, written questions by the vendors; May 29, written responses by the university to the vendors; June 12, proposals due from vendors; June 19, oral presentations by vendors; and, June 29, project award date. President LaForge informed Cabinet Members he would like to have a “town meeting” to update the community on our actions, as well as to provide the information to the Cleveland Board of Aldermen and the Bolivar County Board of Supervisors in a transparent manner.

Performance Evaluations Mr. Rutledge

Mr. Rutledge received the Office of Human Resources’ recommendation for the executive, staff, and hourly annual performance evaluations. Performance evaluation forms and guidelines will be emailed to supervisors on April 25, and supervisors are to conduct evaluations from April 30 to May 18. Completed performance evaluations should be submitted to the corresponding Dean or Vice President by May 21 for review. All signed performance evaluations are due to Human Resources by May 29. Mr. Rutledge stated a successful completion of annual goals will be assigned a 30% weighted rating and is included in overall ratings for this year’s evaluations. For any questions about the performance evaluations, please contact Human Resources.

Budget Update Mr. Rutledge

Mr. Rutledge informed Cabinet Members he will email budget worksheets by the end of today. Some budget decisions are unknown, such as IHL’s approval of our tuition request, as well as the appropriations amount from the State. Following the IHL Board meeting on Thursday, Mr. Rutledge will present his budget recommendations to the Executive Committee.

Tree Removal Mr. Rutledge

Mr. Rutledge informed Cabinet Members that five Cypress trees on Fifth Avenue, at Caylor/White-Walters Hall, need to be removed due to roots growing into Delta State’s lift station and the City of Cleveland’s sewer system, which is causing sewage to back up into the surrounding neighborhoods. The policy on tree removal states Mr. Rutledge has to inform Cabinet Members of the intention to remove the trees prior to their removal. Facilities Management will remove the trees at the close of the academic semester.

Additional information:

- President LaForge stated a review of the Retiree listserv is needed. The retirees are not receiving information and some are not included in the listserv. President LaForge asked that information on the email system and listserv be provided at the Retirement and Recognition Award Ceremony on Friday.
- Dr. McAdams announced that approximately 500 students have applied to graduate in May. Approximately 203 students will participate in the 10:00 a.m. ceremony, and 298 students will participate in the 2:00 p.m. ceremony.
- After his meeting with head coaches last week, President LaForge asked Dr. McAdams to work with Dr. Beverly Moon to conduct a 360 review of our Graduate Assistantship program. Specifically, he would like for her to look into the needs the university has with regards to graduate assistants and to provide a firm idea of the costs.
- President LaForge informed Cabinet members that the Cabinet will not meet on Monday, April 23.
- Mr. Rutledge announced Delta State's fixed asset audit received great results. Out of the 6,312 fixed assets, only two items were missing. The auditor stated that Delta State does a great job with tracking its inventory.

INFORMATIONAL/CALENDAR ITEMS:

- Cinderella, April 17, 7:30 p.m., BPAC
- Retirement and Service Awards Ceremony, April 20, 2:00 p.m., Union, 2nd Floor East Lobby
- Culture on the Quad, April 24, 12:00-5:00 p.m.
- Presidential Forums, April 26 (Staff-10:00am, Students-12:15pm, Faculty-3:00pm)
- Dancing with the DSU Stars, April 30, 7:00 p.m., BPAC
- Spring Commencement, May 5, 10:00 a.m. and 2:00 p.m., BPAC

NEXT MEETING:

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

Adjournment: The meeting adjourned at 3:21 p.m.