

DELTA STATE UNIVERSITY
PRESIDENT’S CABINET
Minutes

Meeting date: April 16, 2018

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

Members not in attendance: Dr. Vernell Bennett, Ms. Ashley Griffin, and Mr. Ronnie Mayers

Guests: Dr. Severine Groh, President, Faculty Senate

Call to Order: A regular meeting of the President’s Cabinet was held in the President’s Conference Room on April 23, 2018. The meeting convened at 1:30 p.m. with Dr. Charles McAdams presiding.

APPROVAL OF THE MINUTES

On motion by Mr. Rutledge and seconded by Dr. Breaux, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on April 16, 2018.

GENERAL OVERVIEW

- Dr. Beals introduced Dr. Severine Groh, the newly elected Faculty Senate President. Dr. Groh begins her service with Faculty Senate in May and will start attending other meetings in July. Dr. McAdams stated he looks forward to working with her during her term.
- Mr. Rutledge announced the Delta State baseball team clenched the number one seed position in the GSC tournament after their sweep of University of North Alabama over the weekend. Delta State will host the GSC Tournament for the second year in a row, beginning on Saturday, May 5.

CABINET TOPIC

None

BUSINESS

Action

Undergraduate Admissions policy – revised (final reading)..... Dr. Breaux
On the approval and recommendation of Academic Council, Dr. Breaux brought to Cabinet the revised Undergraduate Admissions policy for a final reading. Delta State’s Undergraduate Admissions policy is based on the IHL policy for admissions, as IHL determines our requirements for admissions. Dr. Breaux 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. Breaux to approve the Undergraduate Admissions policy for a final reading and seconded by Mr. Rutledge. The motion was approved.

Salary Proposal Mr. Rutledge

Mr. Rutledge distributed a report detailing the Executive Committee’s proposal for a budget and salary proposal for FY19. The university’s revenues for FY19 will be \$47,066,973 including an increase in state appropriations of \$137,877, as well as an increase in tuition of \$585,000. The university’s expenditures for FY19 will be \$47,066,973 including mandated increases for health insurance, accident insurance, and payment towards our Department of Education audit. Mr. Rutledge stated he calculated tuition revenue for the FY19 budget cycle differently to include the net amount, instead of the gross amount. With the additional revenue, it was the Executive Committee’s priority to give pay raises to employees. Employees have not received a pay raise in three years. Prior to looking at pay raises for all employees, the Executive Committee discussed moving all employees below the living wage to the living wage of \$22,000. Also, the Executive Committee proposes a maximum 3% salary increase for employees, based on merit, for a total expenditure of \$579,344.58. Those employees moving to the living wage will not receive an additional 3% raise. President LaForge informed Cabinet Members all IHL universities are focusing on salaries as top priorities for this budget cycle. Dr. Beals asked Mr. Rutledge to provide to Cabinet Members the number of employees in each constituency group who would be affected by the raise. The Foundation made available \$100,000 for the university again this year and an additional \$100,000 will be given to the university from the President’s undesignated fund at the Foundation. Mr. Rutledge stated private funds have been set aside to use for one-time activities brought about through the budget requests. The Executive Committee separated the ongoing expenses and the one-time expenses to create the priority list that would be used for the private dollars.

Motion: Moved by Mr. Rutledge to approve moving all employees to a living wage of \$22,000 and a giving a maximum 3% salary increase for all other employees and seconded by Ms. Rocconi. The motion was approved.

President LaForge commended Cabinet members for supporting the decision to raise the remaining employees to a living wage. The pay raises are imperative, but they should reflect differences in performance. Due to IHL policy, the university is not allowed to give across-the-board pay raises. The Executive Committee suggests using the performance evaluations to determine the pay raise an employee will receive. Mr. Rutledge distributed the revised timeline for performance evaluations, which includes the suggested rubric for distributing staff and faculty merit increases. The revised timeline will allow Human Resources and Payroll to enter pay raises into the system prior to the start of the new fiscal year. The proposed rubric includes the following: 3% increase for employees whose performance is rated as “meets

expectations” or higher; 2% increase for employees whose performance is rated as “needs improvement”; and 1% for employees whose performance is rated as “unsatisfactory.” Mr. Rutledge stated any employee hired after January 1 would not receive a raise, and all vacant positions would receive the 3% funds.

Motion: Moved by Mr. Rutledge to base salary increases on merit and to utilize the proposed job performance evaluation rubric and seconded by Dr. Breaux.

Motion: Moved by Mr. Rutledge to amend the motion to state the rubric for merit-based increases would be changed to 0% increase for employees whose performance is rated as “unsatisfactory” and seconded by Dr. Breaux. The motion was approved.

Discussion

None

Additional information:

- Dr. Roberts reminded Cabinet Members of the Presidential Forums on Thursday, April 26. The first forum for staff members begins at 10:00 a.m.; the student forum begins at 12:15 p.m.; and, the faculty forum begins at 3:00 p.m. A representative from Staff Council, SGA, and Faculty Senate will serve as the moderator for their respective forums and will introduce the panel and field questions from the audience.
- The second season of DSU Dancing with the Stars occurs on Monday, April 30. Several members of Cabinet are contestants including Dr. Beals, Dr. Bennett, Ms. Griffin, Mr. Mayers, and Ms. Rocconi.
- Mr. Hundley announced Dr. Cathy Shropshire will present a one-woman performance of the life of Mississippi scientist and conservationist Fannye Cook, the driving force behind the creation of the Mississippi Department of Wildlife, Fisheries, and Parks. The performance begins at 6:00 p.m. in Jobe Hall.

INFORMATIONAL/CALENDAR ITEMS:

- 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 2:32 p.m.