

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: April 24, 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 April 24, 2017. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Jurgenson, seconded by Ms. Parker, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on April 17, 2017.

GENERAL OVERVIEW

- President LaForge visited with *Mississippi Business Journal* editor and DSU alumnus, Mr. Ross Reily, last week to give Mr. Reily an update on things happening at Delta State.
- President LaForge attended the IHL Board meeting last week. During the meeting, the Board of Trustees approved Delta State's emergency tuition increase of an additional 2% and the renaming of the College of Business to the College of Business and Aviation.
- Dr. McAdams informed Cabinet Members approximately 35 transfer students attended the Phi Theta Kappa Early Registration Day. He stated it was a good day and these are great students for Delta State as all have a GPA of 3.5 or higher.
- President LaForge attended the Retirement and Service Awards Ceremony last Friday. He stated it was a wonderful way to recognize our retirees and service award recipients.
- Dr. Bennett said the Dancing with the DSU Stars event was a success. She stated it was a great show, the audience was vast and diverse. Dr. Bennett has had great sponsors for her events this year including Delta Party Rentals, Abrahams, A La Carte, and others. Dr. Bennett stated she will continue the show as long as it is popular, but she will probably move it to a Thursday night.
- Mr. Mayers gave an update on Athletics. The Green and White Awards event is tonight. A reception begins at 5:30 p.m. in the Sanders Sculpture Garden and the ceremony begins at 6:30 p.m. The baseball and softball games were rained out on Saturday, so they both played on Sunday and Monday. Softball swept Valdosta State University in three games. The baseball team split the first two games, and is currently tied 3-3 during game three. The golf team is playing at Callaway Gardens today.
- President LaForge gave an overview of the events for the week. He will travel to Indianapolis for the NCAA Division II Presidents Council meeting on Tuesday and Wednesday. He will host faculty, staff, and student forums on Thursday. On Thursday night, President LaForge will attend the BPAC performance of Josh Turner with Dr. and Mrs. Randy Grierson, Mr. and Mrs. Steven Craddock, Mr. Billy Cummins,

and Dr. and Mrs. Butch Caston as his guests. He will host a reception on Friday for International Students who are graduating in May.

CABINET TOPIC

Budget Plan for FY18 Mr. Rutledge

Mr. Rutledge distributed a report outlining the current budget situation for FY18. As Mr. Rutledge mentioned at the last Cabinet meeting, Delta State has received \$724,870 in mid-year cuts in FY16; \$1,187,764 in mid-year budget cuts in FY17; and, will receive an additional \$968,125 cut in State appropriations for FY18. The Executive Committee deliberated on how to handle the cumulative \$2,155,889 decrease in State funds since July 1, 2017. Earlier in the year, the Board of Trustees of the Mississippi Institutions of Higher Learning approved a 5% increase in tuition beginning in the fall of 2017 for Delta State, and at last week's April Board meeting, they approved an emergency tuition increase of an additional 2% for Delta State. All eight universities requested an emergency tuition increase due to the extreme cuts in appropriations from the State. Along with this increase in revenue, the Executive Committee recommended the following budget reductions/modifications for FY18: closing of the Derrall Foreman Golf Course, ceasing operations at Coahoma County Higher Education Center, a four-day work week for the summer months, scale back of facilities and utilities for the summer months, 5% administrative fee assessed on all designated funds, elimination of a Facilities Management position, reduction in the Athletics Operating budget, re-budgeting of capital expenditures for Statesmen Boulevard, reduction of E&G contingency fund, increase in Foundation support, and an increase in additional revenue sources. These changes produce an excess of \$583,499 in available funds to help the university promote growth areas and opportunities. The Executive Committee prioritized the new and expanded activities list submitted by all departments, and distributed the available funds, which will cover 21 new activities for the FY18 budget. The key areas include: classroom technology and equipment, library materials, diversity, scholarships, campus safety, advertising and marketing, and academic areas that are growing. Facilities projects will be funded through other budget sources, such as bonds and repair/renovation funds. Facility changes for FY18 will include renovations for Zeigel Hall and the Young-Mauldin Dining Hall and the construction of Statesmen Boulevard. Mr. Rutledge stated the spending plan for FY18 lifts the hiring and spending freeze; however, Mr. Rutledge urges the campus to utilize cautious spending habits in the event mid-year budget cuts occur again. Mr. Rutledge stated the expected savings listed are modest, and additional savings could be realized. President LaForge asked for a vote on the list of ways to offset the budget cuts as well the prioritized list of new and expanded activities to fund for FY18.

Motion: Moved by Mr. Rutledge to approve the list of offsets for the FY18 budget and seconded by Dr. Jurgenson. **The motion was approved.**

Motion: Moved by Mr. Rutledge to approve the prioritized list of new and expanded activities to fund for FY18 and seconded by Dr. Jurgenson. **The motion was approved.**

BUSINESS

Action

Holiday Schedule Mr. Rutledge

Mr. Rutledge brought to Cabinet the 2017-18 Holiday Schedule produced by Human Resources. The proposed holiday schedule is compliant with IHL's policy of 15 approved paid holidays. The holidays include: Independence Day, Labor Day, two days for Thanksgiving, eight days for winter holidays, Martin Luther King Jr. Day, a spring holiday, and Memorial Day.

Motion: Moved by Mr. Rutledge to approve the proposed 2017-18 Holiday Schedule and seconded by Dr. Jurgenson. **The motion was approved.**

Degree Completion Compensation – Non-Faculty policy (first reading)..... Mr. Rutledge

Mr. Rutledge brought to Cabinet the Degree Completion Compensation – Non-Faculty policy for a first reading. In an attempt to award employees for personal and professional development, full-time employees may be compensated for the completion and awarding of specific degrees or professional certifications while employed at Delta State. If a degree and/or certification is obtained prior to employment, compensation is not awarded. Requests to compensate an employee needs to be submitted to Human Resources by June 1 with an Employment Action Form. Dr. Roberts asked Mr. Rutledge to clarify the second sentence of the second paragraph under Procedures and Responsibilities concerning retroactive pay. Mr. Rutledge stated he would speak with Human Resources to determine the meaning.

Motion: Moved by Mr. Rutledge to approve the Degree Completion Compensation – Non-Faculty policy for a first reading and seconded by Ms. Rocconi. **The motion was approved.**

Key Handling Policy for Students (final reading) Dr. Jurgenson

Dr. Jurgenson brought to Cabinet the Key Handling Policy for Students for a final reading. Dr. McAdams inquired about the second bullet under the return of keys. Dr. McAdams stated the policy needs to read “Deans, Vice Presidents, and Building Managers will be notified of missing keys and key discrepancies.” Dr. Bennett inquired about the responsibility of the key holder to assure the keys are returned to the key shop since the responsibilities section states it is ultimately the responsibility of the department chair. This policy was tabled for Dr. Jurgenson to speak to Dr. Roberts and Dr. Bennett about language and discrepancies in the policy.

Hiring Requests Dr. McAdams and Mr. Mayers

In response to the Cabinet’s decision that only those vacant positions deemed essential to university operations will be filled, and that requests to fill these essential positions be considered on a case-by-case basis by the Cabinet, Dr. McAdams and Mr. Mayers brought to Cabinet several positions for consideration. The positions presented do not impact the salary savings identified previously to offset the mid-year budget cuts.

Academic Affairs Requests

The Child Development Center requests to search and hire an Assistant Teacher for FY17 due to a resignation. The Roberts-LaForge Library requests to search and hire for FY18 a Library Assistant II (part-time position) for FY18. The Art Department requests to search and hire a faculty member for Graphic Design for FY18.

Motion: Moved by Dr. McAdams to approve the searching and hiring of positions for the Child Development Center, Roberts-LaForge Library, and Art Department and seconded by Mr. Rutledge. **The motion was approved.**

Athletics Department Requests

The Women’s Basketball team requests to search and hire an Assistant Basketball Coach for FY18. Mr. Mayers requests to search and hire for FY18 a new head cheerleading coach and a golf coach.

Motion: Moved by Mr. Mayers to approve the searching and hiring of the Assistant Women’s Basketball coach, Head Cheerleading Coach, and Head Golf Coach for FY18 and seconded by Dr. Jurgenson. **The motion was approved.**

Discussion

Chamber Request Dr. Roberts

Dr. Roberts brought to Cabinet a request made by the Cleveland-Bolivar County Chamber of Commerce to use Delta State’s tables and chairs for the Salute to Industry event on May 18 at the Port of Rosedale. Dr. Roberts reminded Cabinet Members of the Cabinet decision to allow the Cleveland-Bolivar County Chamber of Commerce and the City of Cleveland to use Delta State’s property, within reason, at no charge as part of the reciprocal partnership between the entities. Dr. Roberts informed Cabinet Members this request does not include labor of our employees as the Port of Rosedale employees pick up the tables and chairs, set them up, and return them to Delta State.

Octoberfest sponsorship..... Dr. Roberts

Dr. Roberts brought to Cabinet a request made by the Cleveland-Bolivar County Chamber of Commerce to do an in-kind sponsorship at the Gold Sponsor level for use of Delta State’s tables, chairs, tents, and setup crew for Octoberfest. Dr. Roberts recommended we continue to sponsor at this level, and Cabinet members concurred.

Campus Forums..... Dr. Roberts

Dr. Roberts reminded Cabinet Members that the campus forums are scheduled for Thursday, April 27. The staff forum will take place at 10:00 a.m., student forum at 12:15 p.m., and faculty forum at 2:00 p.m. The Executive Committee will serve on the panel, and Dr. Roberts requested the chair of each group serve as the moderator for the forum. President LaForge will provide an overview of the budget cuts, plans to offset the budget cuts, the tuition increase, and a spending plan for FY18. He will also discuss campus projects, the bond bill, privately funded initiatives, the Capital Campaign, Visioning Statements, and new initiatives. Ms. Parker suggested discussing the closure of the Derrell Forman golf course.

Other Discussion

- Dr. Roberts informed Cabinet Members of the location change of the Commencement dinner to GRAMMY Museum® Mississippi. The DMI All-Stars want to honor Mr. and Mrs. Janoush with a special presentation due to their generosity in funding their trip to L.A. each year.
- Dr. Jurgenson informed Cabinet Members of the installation of Phi Lambda Upsilon, a Chemistry Honor Society, last Friday.

INFORMATIONAL/CALENDAR ITEMS:

- Athletics Green and White Awards, April 24, 5:30 p.m. Reception, 6:30 program, BPAC
- Josh Turner, April 27, 7:30 pm, BPAC
- Reception/Dinner for Honorary Degree Recipients, May 5, 5:30 pm, GRAMMY Museum® Mississippi
- Student Hall of Fame Banquet, May 5, 7:30 pm, Second Floor, East Lobby of the Union
- Spring Commencement, May 6, 10 am and 2:00 pm, BPAC
- Wayne Blansett Staff Development Day, May 18

NEXT MEETING:

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

Adjournment: The meeting adjourned at 3:26 p.m.