

DELTA STATE UNIVERSITY
PRESIDENT'S CABINET
Minutes

Meeting date: August 19, 2024

Members in attendance: Dr. Dan Ennis, Ms. Arlene Cash, Dr. Edwin Craft, Dr. Nora Gough-Davis, Dr. Leslie Griffin, Ms. Amber Hays, Mr. Mike Kinnison, Ms. Hayden Kirkhart, Dr. Eddie Lovin, and Dr. Suzette Matthews (recorder – Ms. Claire Cole)

Members not in attendance: Ms. Hayden Kirkhart

Guests: None

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on August 19, 2024. The meeting convened at 1:30 p.m. with Dr. Ennis presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Lovin and seconded by Ms. Hays, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on July 22, 2024.

GENERAL OVERVIEW

- Dr. Ennis gave an overview of the activities and events of the last few weeks. Delta State University hosted Northwest Mississippi Community College for a tour and signing of a transfer agreement. Dr. Ennis had the opportunity to meet President Jim Haffey of Holmes Community College. The IHL Board of Trustees met last week, and they approved Delta State's restructuring requests for Academic Affairs. New students moved into residence halls on Saturday, and OKRAtation began Saturday. Events continue through Tuesday. Fall classes begin on Wednesday.
- Dr. Craft provided an update on facilities projects. Facilities Management staff are cleaning up McCool Stadium. Senior Associate Commissioner for Finance John Pearce is on campus this week to discuss finance items.
- Mr. Kinnison gave an update on Athletics. The football team competes against Mars Hill University on August 29. The men's soccer team competes against Hinds Community College in an exhibition game on Tuesday. All athletes are returning to campus and completing physicals. On Tuesday evening, the Athletics Department hosts a Back-to-School Orientation for all student-athletes at 7:00 p.m. in the BPAC.
- Dr. Ennis shared with Cabinet members the events and activities for the week. A dinner for new international students is tonight at 5:30 p.m. in the Union. Interviews for a new Human Resources Director are this week. The Greater Jackson Alumni Sippin' with the Statesmen is Thursday night in Jackson.

CABINET TOPIC

None

BUSINESS

Action

Abuse of Computers and Network Systems policy (revised – final reading)..... Dr. Craft

On behalf of the University Leadership Council, Dr. Craft brought the revised Abuse of Computers and Network Systems policy to Cabinet for a final reading. The revisions to the policy updated it to current practice and correct format.

Motion: Moved by Ms. Cash to approve the revised Abuse of Computers and Network Systems policy for a final reading and seconded by Dr. Griffin. The motion passed.

Access to University Information Technology Resources policy (revised – final reading) Dr. Craft

On behalf of the University Leadership Council, Dr. Craft brought the revised Access to University Information Technology Resources policy to Cabinet for a final reading. The revisions reflect the changes to the Request for Individual Computer Account form.

Motion: Moved by Ms. Cash to approve the revised Access to University Information Technology Resources policy for a final reading and seconded by Dr. Griffin. The motion passed.

Appropriate Electronic Storage policy (revised – final reading)..... Dr. Craft

On behalf of the University Leadership Council, Dr. Craft brought the revised Appropriate Electronic Storage policy to Cabinet for a final reading. Revisions were made to the policy to reflect current data storage methods.

Motion: Moved by Ms. Cash to approve the revised Appropriate Electronic Storage policy for a final reading and seconded by Dr. Griffin. The motion passed.

Cash Collection/Handling policy (revised – final reading)..... Dr. Craft

On behalf of the University Leadership Council, Dr. Craft brought the revised Cash Collection/Handling policy to Cabinet for a final reading.

Motion: Moved by Dr. Lovin to approve the revised Cash Collection/Handling policy for a final reading and seconded by Dr. Matthews. The motion passed.

Malware policy (revised – final reading)..... Dr. Craft

On behalf of the University Leadership Council, Dr. Craft brought the revised Malware policy to Cabinet for a final reading.

Motion: Moved by Ms. Cash to approve the revised Malware policy for a final reading and seconded by Dr. Griffin. The motion passed.

Military Payment for Tuition and Fees policy (revised – final reading) Dr. Craft

On behalf of the University Leadership Council, Dr. Craft brought the revised Military Payment for Tuition and Fees policy for a final reading.

Motion: Moved by Dr. Lovin to approve the revised Military Payment for Tuition and Fees policy for a final reading and seconded by Dr. Matthews. The motion passed.

Petty Cash policy (revised – final reading) Dr. Craft

On behalf of the University Leadership Council, Dr. Craft brought the revised Petty Cash policy for a final reading.

Motion: Moved by Dr. Lovin to approve the revised Petty Cash policy for a final reading and seconded by Dr. Matthews. The motion passed.

Usage of Social Security Numbers policy (revised – final reading) Dr. Craft

On behalf of the University Leadership Council, Dr. Craft brought the revised Usage of Social Security Numbers policy for a final reading.

Motion: Moved by Ms. Cash to approve the revised Usage of Social Security Numbers policy for a final reading and seconded by Dr. Griffin. The motion passed.

Use of Removable Media and Mobile Computing Device policy (revised – final reading)..... Dr. Craft

On behalf of the University Leadership Council, Dr. Craft brought the revised Use of Removable Media and Mobile Computing policy to Cabinet for a final reading.

Motion: Moved by Ms. Cash to approve the revised Use of Removable Media and Mobile Computing Device policy for a final reading and seconded by Dr. Griffin. The motion passed.

Awarding of University Scholarships policy (revised – final reading)Ms. Cash

On behalf of the University Leadership Council, Ms. Cash brought the revised Awarding of University Scholarships policy for a final reading. Scholarships and grants are subject to a maximum yearly amount not to exceed the actual cost of tuition, room and board, and a book and supplies allowance. The total amount of funded scholarships apportioned from tuition is decided during the university's budgeting process, is subject to change for each fiscal year and is approved by the Mississippi Institutions of Higher Learning. Under procedures and responsibilities, the date by which the Delta State University Foundation provides a listing of scholarships to awarding departments changed to December 1 from March 1. Scholarships are offered to prospective students from November 1 through July 31. Students must accept scholarship packages by May 1. If any scholarships are offered after May 1, a student must accept within two weeks of offering.

Motion: Moved by Ms. Cash to approve the revised Awarding of University Scholarships policy for a final reading and seconded by Dr. Lovin. The motion passed.

Housing and Residence Life policy (revised – final reading) Dr. Lovin

On behalf of the University Leadership Council, Dr. Lovin brought the revised Housing and Residence Life policy to Cabinet for a final reading. The policy was revised to update terminology and office names and align with current practices. The application fee and lost/damaged key charge amounts were removed from the policy. The tampering of security detection systems was added to the prohibited list of items for students. Nails are not allowed in the residence halls.

Motion: Moved by Dr. Lovin to approve the revised Housing and Residence Life policy for a final reading and seconded by Ms. Cash. The motion passed.

Student Code of Conduct policy (revised – final reading)Dr. Lovin

On behalf of the University Leadership Council, Dr. Lovin brought the revised Student Code of Conduct

policy for a final reading. Correct terminology and office names were added to the policy.

Motion: Moved by Dr. Lovin to approve the revised Student Code of Conduct policy for a final reading and seconded by Ms. Cash. The motion passed.

Student Grievance policy (revised – final reading)Dr. Lovin

On behalf of the University Leadership Council, Dr. Lovin brought the revised Student Grievance policy to Cabinet for a final reading. The policy was redeveloped to match current practices of other institutions in Mississippi Institution of Higher Learning.

Motion: Moved by Dr. Lovin to approve the revised Student Grievance policy for a final reading and seconded by Ms. Cash. The motion passed.

Student Right to Know and Campus Security Act policy (revised – final reading)Dr. Lovin

On behalf of the University Leadership Council, Dr. Lovin brought the revised Student Right to Know and Campus Security Act policy to Cabinet for a final reading. The policy was overhauled to include more information about the Campus Security Act.

Motion: Moved by Dr. Lovin to approve the Student Right to Know and Campus Security Act policy for a final reading and seconded by Ms. Cash. The motion passed.

Vapor and Tobacco Use on Campus policy (revised – final reading)Dr. Lovin

On behalf of the University Leadership Council, Dr. Lovin brought the revised Vapor and Tobacco Use on Campus policy for a final reading. The procedures section of the policy was edited to include steps to take for contract workers not adhering to the policy.

Motion: Moved by Dr. Lovin to approve the revised Vapor and Tobacco Use on Campus policy for a final reading and seconded by Ms. Cash. The motion passed.

Discussion

Hiring Requests Cabinet Members

In following the hiring guidance set forth by Dr. Ennis, Cabinet members presented their requests for review. After review by Cabinet members, Dr. Griffin and Dr. Craft will meet with Dr. Ennis to provide added context as to the need for the given position or positions prior to Dr. Ennis granting or denying hiring approval.

Academic Affairs requests

Dr. Griffin requested to search for and hire an Instructor in Biology. The request is to fill a vacancy due to resignation.

Student Affairs

Dr. Lovin requested to search for and hire an Assistant Director of Financial Aid and the Chief of Policy. Both requests are to fill vacancies due to resignations.

Hiring Requests Approvals Ms. Cole

Ms. Cole gave an update on the hiring requests approved since the last Cabinet meeting.

Recruitment UpdateMs. Cash

Ms. Cash provided a recruitment update for Cabinet members. The new recruitment software, Slate, is scheduled to be up and running by December. The Office of Admissions counselors are scheduling visits and college fairs, and a public calendar of their visits will be on the Office of Admissions webpage. An open house event for applicants is scheduled for October.

Financial Literacy Options for StudentsMs. Cash

Ms. Cash shared with Cabinet members a variety of options on financial literacy programs for students. Delta State’s First Year Seminar has a module on money management; however, we do not have a full course on teaching students about financial literacy. Ms. Cash suggested the university work with our student groups to determine what type of program would work best for Delta State.

Using Self-Reported Grades and Scores for AdmissionsMs. Cash

Ms. Cash shared with Cabinet members a list of universities using unofficial transcripts and scores for application and admissions processes. Prior to accepting this change, Cabinet members need additional information. The Enrollment Group will discuss using self-reported grades and scores at their next meeting.

INFORMATIONAL/CALENDAR ITEMS:

- New Student OKRAtation, August 19-20
- Fall 2024 semester begins, August 21
- Employee Benefits Fair, August 27, 10:00 a.m. to 3:00 p.m., Nowell Union, State Room
- Greater Jackson Alumni Sippin’ with the Statesmen Event, August 22, 5:00 p.m., Jackson, MS

NEXT MEETING:

- Next Cabinet Meeting – Tuesday, September 3, 2024, at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 2:30 p.m.