

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: February 4, 2019

Members in attendance: President William LaForge, Dr. Vernell Bennett, Dr. Severine Groh
Mr. Mike Kinnison, Dr. Charles McAdams, Dr. Billy Moore, Mr. Rick Munroe,
Dr. Christy Riddle, Dr. Michelle Roberts, Mr. Charlie King and Mr. Jamie
Rutledge (recorder – Ms. Shelby Holcomb)

Members not in attendance: None

Guests: Dr. Vickie Bingham, Dean, Robert E. Smith School of Nursing
Mr. Meritt Dain, Director, Recruiting
Dr. Leslie Griffin, Dean, College of Education and Human Sciences
Dr. Beverly Moon, Dean, Graduate Studies
Mr. Jeff Slagell, Dean, Library Services
Mr. Peter Szatmary, Director, Communications and Marketing

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on February 4, 2019. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Mr. Rutledge and seconded by Dr. Groh, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on January 29, 2019.

GENERAL OVERVIEW

- President LaForge informed Cabinet members of the passing of Delta State retiree Mr. Ray Wilson, who taught in the Math Department.
- President LaForge gave an overview of the activities and events from last week. He and Mr. Munroe attended the House of Representatives Budget Hearing last week in Jackson. The Child Safety Summit took place last week. President LaForge stated Ms. Michelle Johanson produced a great conference, and the National Center for Missing and Exploited Children has offered an internship for a Delta State student. President LaForge met with Mr. Victor Vieth, Director of Education and Research for the Zero Abuse Project, Dr. McAdams, and others regarding incorporating their CAST program into Delta State's curriculum. The DMI All Stars hosted a fundraiser at GRAMMY Museum® Mississippi to support their participation in the 10th Annual Mississippi Night at GRAMMY Museum at L.A. Live during GRAMMY Week. President LaForge attended Ms. Nora Miller's inauguration as President of the Mississippi University for Women. Over the weekend, he met with faculty and students from Sungkyul University.
- In Mr. Kinnison's absence, President LaForge gave an update on Athletics. Baseball opened the season sweeping East Central University for their three-game series. They travel to Arkadelphia, AR this weekend for games against Southern Arkansas University, Henderson State University, and Ouachita Baptist University. Delta State University softball wrapped up their time at the Gulf Shores Invitational

with four wins and one loss. They will travel to Huntsville on Friday for the University of Alabama Huntsville Charger Chillout Invitational. Men's and women's basketball teams lost to the University of Alabama in Huntsville on Saturday afternoon. This week, the basketball teams will play at home against Christian Brothers University on Thursday and Auburn University at Montgomery on Saturday.

- Mr. Rutledge gave an update on facilities projects. He reminded Cabinet members of the ribbon cutting ceremony for the re-opening of Young-Mauldin Cafeteria tomorrow, February 5 at 2:00 p.m. The plans for the roofing project for the remainder of the campus have been approved by the architect and the Bureau of Building.
- President LaForge shared with Cabinet Members some of the meetings and events planned for the week. On Tuesday, the Campaign Steering Committee will have a conference call. On Tuesday evening, the BPAC will present the Kinky Boots musical. Also on Tuesday evening, the South Central Alumni meeting will take place in Brookhaven. President LaForge travels to Los Angeles on Wednesday for GRAMMY Week. While there, he will attend Ms. Tricia Walker's educational program at the Clive Davis Theater, and he will attend the 10th Annual Mississippi Night. President LaForge will film a special edition of his Fireside Chat with two members of the DMI All Stars regarding their experience in L.A.

CABINET TOPIC

Report from the Task Force on Summer EnrollmentDr. McAdams

Dr. McAdams welcomed Dr. Bingham, Dr. Griffin, Dr. Moon, Mr. Dain, Mr. Slagell, and Mr. Szatmary to the Cabinet meeting, and he asked Dr. Moon to report to Cabinet members the Summer Enrollment Task Force's findings and recommendations. Delta State has experienced a decrease in summer enrollment in the last several years. The task force was developed in response to President LaForge asking Dr. McAdams to gather information and develop strategies to improve summer enrollment numbers. The task force was organized in early Fall 2018 and includes representatives from across campus and from multiple disciplines. The task force met several times, both as a large group and in smaller subcommittees, to review processes, procedures, curricula, budgets, and all related activities and resources in order to recommend a path forward to improve summer enrollment. The task force collected data from across campus in multiple ways including faculty meetings, student surveys, focus groups, and reviewing publications, processes, and procedures. Enrollment challenges are not exclusive to Delta State. It is recognized nationally that higher education enrollment numbers have decreased for the past half-decade. Summer enrollment naturally mirrors that decrease. The Summer Enrollment Task Force has identified additional challenges that negatively impact enrollment at Delta State including: turgid processes, arbitrary barriers, limited resources for marketing and recruiting, reduced course schedule, inadequate faculty compensation, lack of faculty availability and interest, insufficient student support, and ineffective and incomplete communications. The result of these many challenges is evident in annual enrollments: Summer 2016 to 2017: -13.4%; Summer 2017 to 2018: -16.7%; cumulative over 2 years: -27.9%. The task force recommends four primary strategies to implement including: 1) increase offerings; 2) increase funding and support; 3) expand marketing and recruiting; and, 4) improve processes and communications. By implementing these strategies, the task force hopes to achieve their goal of a 5% increase, or 64 additional students, in summer enrollment by Summer 2019. Due to initiatives by various groups across the campus, some action steps are already being implemented, which causes the task force to be hopeful in exceeding the 5% goal. The challenges hindering summer enrollment include: lack of pay, revenue from TFA participants in summer institutes, lack of course options and general education courses offered, current proration numbers, lack of marketing summer programs, and the purge process. Dr. McAdams requested that the task force bring closure to the issue of increasing Summer pay to faculty and changing summer proration numbers. President LaForge thanked Dr. Moon and the task force for their efforts in helping the university identify ways to increase summer enrollment.

BUSINESS

Action

Faculty Promotion – Library Services policy (revised – final reading)Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams presented to Cabinet members for a final reading the revised Faculty Promotion – Library Services policy. Faculty members are now required to submit an e-portfolio for their Promotion and Tenure applications. All new faculty members, as of August 2018, are required to submit an e-portfolio for their second- and fourth-year reviews and tenure and promotion applications. All faculty are encouraged to begin using an e-portfolio at their earliest convenience for pre-tenure reviews and Promotion or Tenure applications. All faculty are required to submit an e-portfolio for their second- and fourth-year reviews and tenure and promotion applications beginning in fall 2020.

Motion: Moved by Dr. McAdams to approve the revised Faculty Promotion – Library Services policy for a final reading and seconded by Mr. Rutledge. The motion was approved.

Faculty Rights and Responsibilities policy (revised – final reading)Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams presented to Cabinet for a final reading the revised Faculty Rights and Responsibilities policy. An addition was made to the “Expectations of Faculty” section of the policy stating faculty members must submit all midterm grades for all classes. This change was made at the request of Faculty Senate.

Motion: Moved by Dr. McAdams to approve the revised Faculty Rights and Responsibilities policy for a final reading and seconded by Dr. Groh. The motion was approved.

Flag ProtocolsDr. Bennett

Dr. Bennett brought to Cabinet for review the revised U.S., State, and Delta State University Flag Protocols. Upon the proclamation from the White House, Mississippi Governor’s Office, or Delta State’s President, the Office of Communications and Marketing will post the proclamation on the Delta State University website and share it on relevant platforms. The University Police Department will lower the flags accordingly. The Office of Communications and Marketing will receive requests for the University flag to be flown at half-staff to honor deceased, such as active or retired University employees, current students, notable alumni, notable donors, notable friends of the university, notable community members, and others. These requests will be filtered through the Office of the President. The Delta State flag will be lowered to half-staff on the day before, day of, and day after one’s funeral. The proclamations made by the Office of Communications and Marketing will be modeled after proclamations made by the White House and the Mississippi Governor’s office. The possibility of creating and/or purchasing a display case to house proclamations was discussed. This would allow friends and family of the deceased to leave mementos for display.

Motion: Moved by Dr. Bennett to approve the U.S., State, and Delta State University Flag Protocols and seconded by Dr. Moore.

This motion was withdrawn in order for the protocols to be further developed and for additional discussions regarding the display case.

Hiring Requests.....Cabinet Members

In response to the Cabinet’s decision that all requests to search for and fill vacant positions will be

considered on a case-by-case basis by the Cabinet, Dr. McAdams brought to Cabinet two positions for consideration. The positions presented do not impact the salary savings identified previously to address the budget shortfall.

Academic Affairs Request

Dr. McAdams presented to Cabinet members the request to search for and hire for the position of Chair and Assistant Professor of Aviation. The faculty position was vacated on January 9. An interim will be put in place during the search process. Dr. McAdams also presented to Cabinet members the request to search for and hire for the position of Coordinator of Graduate Studies and Admissions. The staff position will be vacated soon.

Motion: Moved by Dr. McAdams to approve the searching and hiring of a Chair and Assistant Professor of Aviation and a Coordinator of Graduate Studies and Admissions and seconded by Mr. Rutledge. The motion was approved.

Discussion

None

Additional information

- President LaForge asked Cabinet members to share personnel updates in their areas. Mr. Munroe informed Cabinet Members he made an offer for the staff writer position in Communications and Marketing.
- Dr. Riddle announced the January employee of the month is Ms. Janet Horne.

INFORMATIONAL/CALENDAR ITEMS:

- Kinky Boots, February 5, 7:30 p.m., BPAC
- SGA's Student Lunch with Legislators, February 13, 11:30 a.m., Jackson, MS
- Sarah McLachlan concert, February 19, 8:00 p.m., BPAC
- Wizard of Oz performance, February 26, 7:30 p.m., BPAC
- Colloquia Lecture Series with Mr. Steve Forbes, March 4, 6:00 p.m., Jobe Hall

NEXT MEETING:

- Next Cabinet Meeting – Monday, February 11, at 1:30 p.m.
- Next Cabinet Meeting Topic – Capital Campaign's new Moves Management process (Mr. Munroe)

Adjournment: The meeting adjourned at 3:39 p.m.