

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: July 10, 2017

Members in attendance: President William LaForge, Dr. George Beals, Dr. Vernell Bennett, Ms. Ashley Griffin, Mr. Patrick Hundley, Mr. Ronnie Mayers, Dr. Michelle Roberts, and Mr. Jamie Rutledge (Ms. Claire Cole – recorder)

Members not in attendance: Dr. Dave Breaux, Dr. Charles McAdams, and Ms. Caitlyn Thompson

Guests: Dr. Debbie Heslep, Dean, Enrollment Management
Dr. Chris Jurgenson, Past President, Faculty Senate
Ms. Christie Rocconi, Chair, Administrative Staff Council

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on July 10, 2017. The meeting convened at 2:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Mr. Mayers, seconded by Mr. Rutledge, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on June 19, 2017.

GENERAL OVERVIEW

- President LaForge recognized outgoing and incoming Cabinet Members: Academic Council representative, Dr. Leslie Griffin (outgoing) and Dr. Dave Breaux (incoming); Faculty Senate President, Dr. Chris Jurgenson (outgoing) and Dr. George Beals (incoming); Staff Council Chair, Ms. Christie Rocconi (outgoing) and Ms. Caitlyn Thompson (incoming); SGA President, Ms. Allie Rose Parker (outgoing) and Ms. Ashley Griffin (incoming). President LaForge expressed his gratitude to the outgoing members for the service they provided.
- One of the benefits of President and Mrs. LaForge's membership to GRAMMY Museum® Mississippi is the opportunity to gift an "Emerging Artist Membership" to one person for the upcoming year. President LaForge presented the membership to Ms. Griffin and hopes to continue this gifting opportunity to future incoming SGA presidents.
- Mr. Rutledge gave an overview of the Legislative Facilities Tour. He stated the attendance was great and attendees included four state representatives, the Director of the Department of Finance and Administration, and members of the Bureau of Buildings. Mr. Rutledge felt the tour went well and attendees were able to see the newly renovated Fugler-Hammett residence hall, progress on Zeigel Hall, Walter Sillers Coliseum, and the Aquatics Center. President LaForge thanked Jamie and his staff for their efforts in putting this event together.
- President LaForge, the Executive Committee, and Mr. Mayers met with representatives of the Cleveland Country Club to discuss the golf course. Delta State plans to sign a User Agreement with the

Cleveland Country Club for a sixth month period to allow them to use our driving range, ball picker, ball washers, and golf balls for a fee.

- President LaForge stated Summer Session II began on July 5.
- President LaForge announced the Hearin Foundation awarded Delta State approximately \$703,000 for the Local Government Leadership Academy. The program is in the early planning phases, and Dr. Temika Simmons is currently serving as the Coordinator of the program. President LaForge gave a special thank you to Dr. Roberts for her hard work preparing the proposal that secured the grant.
- Mr. Mayers gave an update on Athletics. Mr. Mayers stated the football team awarded 36 scholarships and the team will have 110 players. The swimming and diving team saw an increase in its roster for this season with 22 girls and 35 guys. Mr. Mayers stated the average number of student-athletes each year is 410.
- Dr. Bennett gave an overview of the last two freshmen orientation sessions. She stated 90 students registered for the orientation session today and tomorrow. There will be one more transfer session next week.
- President LaForge gave an overview of the week's events. President LaForge will host the Summer Development Program students from China for a lunch on Tuesday. The Fourth Annual Mayors' Summit is Wednesday at 1:00 p.m. in the Simmons Room. President LaForge encouraged Cabinet Members to attend as their schedules allow. Teach For America's closing ceremony is Wednesday evening at 7:00 p.m. in Wyatt Gym. The Cleveland Music Foundation Board meets on Thursday. President LaForge will travel to Jackson Thursday evening for the Greater Jackson Alumni meeting.

CABINET TOPIC

None

BUSINESS

Action

Hiring RequestsDr. Bennett

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. Bennett brought to Cabinet a position for consideration. The position presented does not impact the salary savings identified previously to offset the mid-year budget cuts. President LaForge reminded Cabinet members that the hiring freeze ended on July 1, but encouraged everyone to continue to be austere in their budget planning and spending.

Student Affairs Request

Dr. Bennett brought to Cabinet the Coordinator of Student Activities position, which was previously approved by the Executive Committee, in order for Cabinet Members to ratify the vote.

Motion: Moved by Dr. Bennett to ratify the searching and hiring of a Coordinator of Student Activities and seconded by Mr. Rutledge. **The motion was approved.**

Discussion

Enrollment UpdatePresident LaForge

President LaForge introduced Dr. Debbie Heslep and asked her to give Cabinet Members an update on the outlook on enrollment. Dr. Heslep distributed an internal report she uses to track the progress of freshmen

and transfer applications as well as registered students. Dr. Heslep stated the number of registered students is down 14% from this time last year; however, two orientation sessions remain. She stated 85% of freshmen students attending orientation register for classes at Delta State and 41% of transfer students attending orientation register for classes at Delta State. Enrollment for Summer I and II decreased from Summer 2016 to Summer 2017 by 21 students. Room assignments are down 19% from this time last year. President LaForge asked Dr. Heslep to give Cabinet Members a ballpark figure of enrollment totals for Fall 2017. Dr. Heslep believes first-time freshmen enrollment will decrease by 10 students from Fall 2016. She believes the number of first-time transfer students will increase by 30-35 students. Dual enrollment and dual credit is not included in her totals. The final totals for dual enrollment and dual credit won't be finalized until August. Dr. Heslep stated Delta State could have 900 to 1,000 students in dual credit this year. Additionally, Dr. Heslep stated Delta State will see an increase in out-of-state students in the fall.

Case Summary President LaForge

President LaForge presented the updated iteration of the Case Summary for the Capital Campaign to Cabinet Members for review. The Case Summary outlines what makes Delta State special in an effort to answer the questions "why us, why now, and why you?" The Case Summary gives a history of Delta State and demonstrates that without private support Delta State will not be able to achieve some of its goals. President LaForge asked Cabinet Members to take a few minutes to read the Case Summary and write their suggestions on the handout. President LaForge wants to be sure all priorities are included within the case summary. President LaForge said the Case Summary has been tested on 20-25 people thus far as part of the feasibility study conducted by the consultants. The dollar amount requested for the Capital Campaign will be determined at the conclusion of the feasibility study, which should take place in September or October. If the overall amount is reduced, the items will be reprioritized. President LaForge asked Cabinet Members to send any suggestions to Dr. Roberts.

FY18 Organizational Chart Dr. Roberts

Dr. Roberts presented to Cabinet Members the draft version of the FY18 organizational chart for review. Delta State is required to submit its organizational chart to several different organizations each year. She asked that all changes be submitted to Ms. Cole by the end of the day. President LaForge gave an overview of a few changes made to the organizational chart from last year. Changes were made to two of President LaForge's direct reports. Mr. Keith Fulcher assumed a new role as Special Assistant to the President for Donor Relations, and the position is reflected on the organizational chart. Also, Dr. Roberts' portfolio was adjusted and the title was changed to Vice President for Executive Affairs and Chief of Staff. With this portfolio change, the areas of Government Relations and Communications and Marketing have been added to the portfolio of the Executive Director of the Alumni-Foundation. Upon the hire of a new Executive Director of Alumni-Foundation, the title will likely be changed to reflect the expanded portfolio.

Cabinet Advance..... Dr. Roberts

Dr. Roberts shared with Cabinet Members the agenda for the Cabinet Advance, which will be held on Tuesday, July 25 and Wednesday, July 26 at the Sanders' Studio. The main focus will be the Campus Master Plan, Budget issues, Capital Campaign, and an update on Visioning. Dr. Roberts discussed the logistics for the meeting stating discussions will begin promptly at 9:00 a.m. each morning and asked everyone to minimize their cell phone/email usage during the sessions. Breakfast, snacks, and lunch will be provided both days in order for everyone to stay on site and to keep on schedule. The attire for the Advance is business casual (no ties or jackets for the men). President LaForge asked his direct reports to review/update their visioning goals prior to Cabinet Advance and to be prepared to give a progress report. Items discussed at the Cabinet Advance also provides President LaForge with information for inclusion in his annual State of the University address to the faculty and staff at Convocation.

Additional Information:

- Mr. Rutledge informed Cabinet Members the new Aramark Manager will be named in the next few weeks. Once the manager is selected, Mr. Rutledge will set a meeting for Dr. Bennet, Ms. Griffin, and Dr. Beals to meet with them to discuss issues.
- Dr. Bennett informed Cabinet Members the student activities calendar for the year would be released in August. A calendar will be released each month with the month's events, and it will be posted around campus so students will be aware of upcoming events.
- Mr. Rutledge gave an update on a few facilities projects. The Statesmen Boulevard ground breaking ceremony will be held on Wednesday, July 19. Mr. Rutledge believes the work on the project will begin within the same week and should take three to four months to complete. Complications arose with the Zeigel Hall project and change orders are needed. The change orders will be worth approximately \$200,000. Bids for the cafeteria go out on Thursday, and the temporary kitchen will open on July 19. Mr. Rutledge expressed his appreciation to Facilities Management for their hard work with revitalizing Fugler-Hammett Residence Hall and Ewing Hall. The work for both buildings is complete and cost \$450,000. Also, Mr. Rutledge stated the savings seen from May in the utilities cut back is \$31,000. Mr. Rutledge will send an e-mail to campus with the figures from the savings in May and June.
- Mr. Hundley stated the Alumni-Foundation office ended their fiscal year in the black and received several gifts at the end of the year.
- Ms. Rocconi announced the new Chair-Elect for the Administrative Staff Council is Mr. Davlon Miller.
- Ms. Griffin announced she plans to meet with Mississippi State University's Student Government Association Treasurer to discuss an initiative they started to get students to register to vote. She would like to find a way for Delta State to partner with them on this initiative. The SGA retreat is scheduled for August 19.
- Dr. Jurgenson stated the Physical Sciences program plans to look into larger companies for internship possibilities.

INFORMATIONAL/CALENDAR ITEMS:

- Freshmen Orientation III, July 10-11
- Mayors' Summit, July 12, Simmons Room
- Freshmen Orientation IV, July 13-14
- Transfer Orientation III, July 18
- Cabinet Advance (FY18 Cabinet Members), July 25-26, Sanders Studio
- Convocation, August 17, 3:00 pm, BPAC
- Welcome Back luncheon, August 18, 12:00 noon, Second Floor, H.L. Nowell Union
- Day and night classes begin, August 21

NEXT MEETING:

- Next Cabinet Meeting – Monday, July 17 at 1:30 p.m.
- Next Cabinet Meeting Topic – Marketing Report: FY17 Results and FY18 Plans (Michelle)

Adjournment: The meeting adjourned at 5:01 p.m.