

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: May 23, 2017

Members in attendance: President William LaForge, Dr. Vernell Bennett, Mr. Keith Fulcher Dr. Leslie Griffin, Dr. Chris Jurgenson, Dr. Charles McAdams, Mr. Ronnie Mayers, Dr. Michelle Roberts, Ms. Christie Rocconi, and Mr. Jamie Rutledge (Ms. Claire Cole – recorder)

Members not in attendance: Ms. Allie Rose Parker

Guests: Dr. George Beals, President-Elect, Faculty Senate
Mr. Patrick Hundley, Consultant, Alumni-Foundation

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on May 23, 2017. The meeting convened at 2:00 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Jurgenson, seconded by Ms. Rocconi, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on May 1, 2017.

GENERAL OVERVIEW

- President LaForge recognized and congratulated Mr. Fulcher on his new position, Special Assistant to the President for Donor Relations. In his new role, Mr. Fulcher will develop and execute coordinated strategies aimed at maximizing the engagement and philanthropic support of the university's top prospective donors.
- President LaForge introduced Mr. Patrick Hundley, who joins Delta State as a consultant from the REGISTRY for College and University Presidents, an organization that provides experienced higher educational professionals on a part-time basis. Mr. Hundley commences his duties this week, and will serve in this capacity until university and Foundation officials conduct a search later in the year for a permanent Executive Director. Mr. Hundley has had an extensive career in Foundation and Alumni work, and his last stint as a consultant was at Arkansas Tech University. Mr. Hundley stated his plan is to recommend changes to enhance Delta State's program. He said he is excited about being at Delta State, and looks forward to working on the campaign.
- President LaForge met with Treasurer Lynn Fitch recently when she was on campus meeting with the College of Education and Human Sciences faculty.
- President LaForge and Mr. Fulcher met with Mr. and Mrs. Jim Barksdale a few weeks ago to brief them on the Capital Campaign. Mr. Fulcher stated it was an excellent meeting, and Mr. Barksdale is interested in the Delta as a whole.
- President LaForge and the Executive Committee attended the Cleveland Board of Aldermen meeting to share with them an update on current activities at the university. President LaForge stated this is a great way to keep community relations high.

- President LaForge hosted a lunch for leaders in the Cleveland community to update them on current activities of the university and to receive feedback from them.
- President LaForge stated the Honorary Degree Recipient reception and dinner at GRAMMY Museum® Mississippi in honor of Lucy and Paul Janoush went very well and was much appreciated by the Janoush family. President LaForge distributed a thank you note from Mrs. Janoush.
- President LaForge attended the Student Hall of Fame banquet a few weeks ago. He stated the event went very well, and outstanding students were inducted to the elite organization.
- President LaForge and Delta State alumnus, Mr. Mike Neyman, took a trip to England a few weeks ago. President LaForge stated the trip was a complete immersion into the life of the Beatles.
- President LaForge attended the IHL Board meeting last week. Also, the Board recently announced the preferred candidate for President at Jackson State University is Dr. William Bynum. Dr. Bynum is the current president of Mississippi Valley State University.
- Ms. Rocconi gave a recap of Wayne Blansett Staff Development Day. She stated approximately 200 staff participated in the morning and afternoon events, and Facilities Management staff were able to come and go. Cleveland businesses provided several door prizes. The customer service program in the morning session was well received, and the speaker gave great tips on working with millennials. Overall, it was a wonderful day.
- DMI and Ms. Tricia Walker hosted a fundraiser for DMI last week at Delta Meat Market. The event, Writers in the Round, featured Ms. Walker and some of her fellow songwriter colleagues performing their songs. Also, Ms. Walker debuted her new song about Coach Boo Ferriss.
- Mr. Mayers gave an update on Athletics. Mr. Mayers stated 23 baseball games were played on Ferriss Field in the last two weeks. He believes both tournaments were great, and it was a team effort to make it top-notch for our guests. Mr. Mayers gave an update on Delta State’s pitcher, Mr. Corey Beard, who was hit with a ball on Monday. He went to the trauma center in Jackson on Monday and was released today. The baseball team departs for Texas on Thursday morning. The team will engage in a community service project while in Texas. The first game is Saturday at 7:00 p.m. and the next game will take place on Monday. Cabinet Members extended their appreciation to Mr. Mayers and all Athletics staff for their great work in hosting two tournaments in two weeks.
- President LaForge and Mr. Fulcher will travel to Jackson on Wednesday to meet with Ambassador John Palmer for a Capital Campaign briefing meeting. President LaForge stated Ambassador Palmer is very compassionate about the Delta and making sure everyone has equitable opportunities.
- President LaForge reminded Cabinet Members of Memorial Day holiday on Monday, May 29.
- President LaForge and Mr. Mayers travel to Pensacola, FL next week for the GSC Annual meeting. Mr. Tyler Sullivan will be recognized as a member of the 2016-2017 GSC “Top Ten” class and is being considered for the Commissioner’s trophy.

CABINET TOPIC

None

BUSINESS

Action

Hiring Requests Mr. Rutledge, Dr. McAdams, Dr. 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, Mr. Rutledge, Dr. McAdams, and Dr. Bennett 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.

Mr. Rutledge recapped the eight positions (Coordinator of Graduate Studies, two Healing with a Groove project associates, HVAC Technician, two Custodians, Maintenance Technician, and Web Designer) the Executive Committee members voted on since the last Cabinet Meeting on May 1, 2017. Mr. Rutledge stated the search and hiring of the eight positions passed unanimously.

Motion: Moved by Mr. Rutledge to ratify the action taken by Executive Committee members for the searching and hiring of eight positions and seconded by Dr. Jurgenson. **The motion was approved.**

Academic Affairs Requests

The Robert E. Smith School of Nursing requests to search and hire an Instructor of Nursing for FY18 due to a current instructor taking a tenure-track position. The Child Development Center requests to search and hire an Assistant Teacher for FY17 due to a resignation. The Capps Archives and Museum requests to hire a part-time summer employee to assist with projects. This position is grant funded.

Motion: Moved by Dr. McAdams to approve the searching and hiring of positions for the Robert E. Smith School of Nursing, Child Development Center, and the Capps Archives and Museum and seconded by Mr. Rutledge. **The motion was approved.**

Student Affairs Requests

The Police Department requests to search and hire a Police Officer I for FY17.

Motion: Moved by Dr. Bennett to approve the searching and hiring of the Police Officer I position for the Police Department and seconded by Ms. Rocconi. **The motion was approved.**

Emeritus Status-Faculty (first reading)Dr. McAdams

Dr. McAdams brought to Cabinet for a final reading the Emeritus Status – Faculty policy on the approval of Academic Council. The dates have been adjusted to accommodate IHL’s request to send the recommendations to them earlier.

Motion: Moved by Dr. McAdams to approve the Emeritus Status – Faculty policy for a final reading and seconded by Mr. Mayers. **The motion was approved.**

Access to University Information Technology Resources Policy (final reading) Mr. Rutledge

Mr. Rutledge brought to Cabinet the Access to University Information Technology Resources Policy for a final reading. Delta State University provides access to university owned technology resources for the purposes of learning, service, and research and to those whose use is consistent with the mission and purpose of the university. Employees are not allowed to delete, copy, or in any way destroy important university documents, without manager approval, prior to departure from the university or transfer to another department. Employees that delete important documents will be subject to disciplinary actions. The policy also states an employee is not allowed to retain copies of university owned data or materials without express written permission from the reporting vice president, the vice president over the data in question, and the chief information officer. The length of time to keep documents is referenced in a related document.

Motion: Moved by Mr. Rutledge to approve the Access to University Information Technology Resources policy for a final reading and seconded by Dr. Jurgenson. **This motion was approved.**

Employee Separation/Transfer Clearance Policy (final reading) Mr. Rutledge

Mr. Rutledge brought to Cabinet the Employee Separation/Termination Clearance policy for a final reading. This policy states the terminating/transfer program is designed to ensure the safeguarding and retrieval of university assets and resources when an employee separates from Delta State University and/or transfers within areas on campus. An employee has to be notified of the sensitive nature of files and instructed that the files are the property of the university and they may not have the ability or right to duplicate, copy, or delete those files prior to their separation or transfer. Dr. Griffin and Dr. Roberts asked for clarification on the first bullet on the third page and the last bullet under the transfer of an employee to a new department. Mr. Rutledge stated the language should read, “notify OIT to backup files.”

Motion: Moved by Mr. Rutledge to approve the Employee Separation/Transfer Clearance Policy for a final reading and seconded by Dr. McAdams. **The motion was approved.**

Staff Emeritus Ms. Rocconi

Ms. Rocconi shared with Cabinet Members the names of two staff members recommended for Emeritus status by the Administrative Staff Council. The two staff members recommended for Emeritus status were custodians for Facilities Management. This action item was tabled so that Ms. Rocconi can obtain more information about the staff members.

Discussion

Commencement recap Dr. McAdams

Dr. McAdams stated Commencement ran smoothly and the audience decorum was much better. He expressed his appreciation for campus volunteers to ensure two great ceremonies. He has heard only positive feedback, but he asked that Cabinet Members send any complaints or issues to Ms. Becky Finley and to copy him on the email. Cabinet Members stated an issue for students was the amount of tickets issued. Also, the weather was very hot during the time the students were lining up for the 2:00 p.m. commencement. Dr. McAdams stated Ms. Finley would need to communicate with students earlier about the limited amount of tickets available to them.

Convocation Dr. McAdams

Dr. McAdams distributed the proposed schedule for the Faculty and Staff Opening Session. A slight change has been made to the schedule due to a suggestion made by a faculty member. The suggestion was to move General Convocation to Thursday afternoon to allow the President to deliver his State of the University address prior to the college/school meetings on Friday morning. This would allow the deans and chairs to base their college/school goals on the information in the President’s message. Dr. McAdams announced General Convocation would take place on Thursday, August 17 at 3:00 p.m. and the luncheon will take place on Friday, August 18 at noon.

Four-day workweek Mr. Rutledge

Mr. Rutledge gave an update on the four-day workweek. The first two weeks went very well and employees are enjoying the new summer schedule. Three employees are working the hardship hours on Friday. The first week, there were 95 calls and 21 visits on Friday. Last week, there were 69 calls and 17 visits. Mr. Rutledge believes the facilities cutback and four-day workweek will produce more savings than planned. President LaForge asked Cabinet Members to ensure that everyone in their area continues to work the correct hours.

Facilities update Mr. Rutledge

Mr. Rutledge gave an update on Facilities projects occurring over the summer months. The selected bid for Statesmen Boulevard was by Malouf Construction. The Department of Transportation will contact Dr. Roberts regarding a ribbon cutting ceremony. The Zeigel Hall project had a few setbacks. A few construction items were not discovered in the pre-planning phase and an additional \$35,000 will be used for changeovers. An advertisement for bids for the Young-Mauldin Cafeteria was released last Sunday, and bids will be opened on June 15. The cafeteria will move to its temporary location in the Union on July 19. All summer camps and TFA will be fed in the cafeteria. Fugler-Hammett is almost complete — a few more repairs are needed. Ewing Hall will be painted and new carpet installed. The International Student Services office began their move to the second floor in the Union. The President’s home pre-design was approved by IHL in May. Mr. Rutledge asked Cabinet Members to be patient with Facilities Management over the summer as they spend a large amount of time deep-cleaning Foundation Hall and Fugler-Hammett.

INFORMATIONAL/CALENDAR ITEMS:

- Freshman Orientation I, June 1-2
- Freshman Orientation II, June 5-6
- Transfer Orientation I, June 9
- Delta Council, June 9, 10:30 am, BPAC
- Transfer Orientation II, June 13

NEXT MEETING:

- Next Cabinet Meeting – Monday, May 30 at 1:30 p.m.
- Next Cabinet Meeting Topic – FY18 Budget (Mr. Rutledge)

Adjournment: The meeting adjourned at 3:10 p.m.