

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: October 6, 2025

Members in attendance: Dr. Dan Ennis, Dr. Curtis Coleman, Dr. Edwin Craft, Mr. Peter Dean, Dr. Eddie Lovin, Mr. Mike Kinnison, Dr. Suzette Matthews, and Ms. Holly Senter (recorder – Ms. Claire Cole)

Members not in attendance: Dr. Leslie Griffin and Ms. Hayden Kirkhart

Guests: Ms. Sydney Pittman and Dr. Merideth Van Namen

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on September 8, 2025. The meeting convened at 3:00 p.m. with Dr. Ennis presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Matthews and seconded by Dr. Lovin, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on September 8, 2025.

GENERAL OVERVIEW

- Cabinet members discussed events scheduled for Homecoming next week.
- Dr. Lovin shared with Cabinet members that Officer Chris Williams was promoted to Deputy Chief.
- Dr. Craft gave an update on Facilities Management projects. A gas leak was detected in the Hugh Ellis Walker Alumni-Foundation House, and it was repaired. Boilers are being tested across campus this week in preparation for colder temperatures. The installation of the new scoreboard for Parker Field is complete. The Walter Sillers Coliseum renovation project came in overbid, and Dr. Craft's staff is working to prepare for rebid. Dr. Craft and his staff are preparing documents and information for requests made by the Legislative Budget Office in preparation for the upcoming legislative session. Little Texas performs at the Bologna Performing Arts Center on Thursday, and tickets are still available.
- Dr. Coleman provided an update on recruitment efforts. The Office of Admissions team is busy traveling. The Office of Admissions Open House is October 31, and 278 students have registered thus far. Dr. Coleman shared a comprehensive report for Spring 2026 recruitment efforts. The goal for Fall 2026 is 6,000 applications with approximately 500 admissions.
- Mr. Kinnison gave an update on Athletics. The football team won against Barton College over the weekend. They will compete again on October 18. The men's soccer team lost to Mississippi College on Friday. They are travelling to Alabama in two weeks for their next match. The women's soccer team beat Mississippi College, and they host University of Montevallo in a week. The golf team is competing in The Hrnicar today and tomorrow. The swimming and diving teams compete in Little Rock on Friday and Saturday. The cross country team runs at Mississippi College on Friday. The basketball teams begin practice this week, and their first games are the first week in November. The baseball and softball teams are practicing and competing in some exhibition games.

- Dr. Ennis gave an update on his schedule of events for the week. Dr. Ennis reminded Cabinet members that Cabinet Advance takeaways would be reviewed at the next Cabinet meeting on November 3.

CABINET TOPIC

Strategic Enrollment Plan Dr. Coleman

Dr. Coleman provided an overview of the launch of Delta State's Strategic Enrollment Plan. This plan will guide student growth and success from 2025 to 2030, and it is intended to increase enrollment, improve retention, and align institutional resources with long-term goals. The goals for enrollment are 3,500 students in three years and 3,800 students in five years. The Strategic Enrollment Plan will be created by a committee formed by five sub-committees. The six sub-committees were formed to lead planning and implementation, and they are devised of a variety of faculty, staff, students, and administrators. The sub-committees are:

1. Enrollment Strategy and Forecasting – analyze data, set enrollment targets, and monitor progress.
2. Recruitment and Marketing – develop campaigns, outreach strategies, and branding.
3. Retention and Student Success – improve retention through academic support, engagement, and advising.
4. Transfer and Graduate Student – expand pathways for transfer and graduate enrollment.
5. Technology, Data, and Infrastructure – ensure systems support enrollment tracking and growth. Plan for increasing students with technology advancements. Updating facilities to support growth.

Committees will create goals during the term of Fall 2025 and present goals to the President's Cabinet members at the end of the term. Cabinet will vote to approve the Strategic Enrollment Plan and goals identified by the committees at the close of 2025. The implementation begins Spring 2026. Committees will meet quarterly from 2026 to 2030.

BUSINESS

Action

Departmental Transfers of Equipment policy (revised – final reading) Dr. Craft

On behalf of the University Leadership Council, Dr. Craft brought the revised Departmental Transfers of Equipment policy to Cabinet for review and approval. Equipment can be transferred on a temporary or permanent basis in accordance with specified procedures outlined in the policy. All equipment transfers must be conducted in a manner that ensures proper documentation, accountability, and compliance with university and state asset management regulations. A temporary transfer is the relocation of equipment from one department to another for a period not exceeding three months, after which the item returns to the original department. A permanent transfer is the relocation of equipment from one department to another with no intention of return, and which requires formal update to the university's asset management system. Both departments must retain a copy of the temporary transfer documentation for a minimum of five years or until the item is returned and reconciled with the original inventory. Once a permanent transfer is completed and acknowledged by the Procurement Office, the receiving department becomes fully responsible for the asset's tracking, care, and audit readiness.

Motion: Moved by Dr. Craft to approve the Departmental Transfers of Equipment policy for a final reading and seconded by Dr. Lovin. The motion passed unanimously.

Chalking policy (new - final reading) Dr. Lovin

On behalf of the University Leadership Council, Dr. Lovin brought the new Chalking policy to Cabinet for review and approval. Chalking on campus property is permitted only under certain conditions. Failure to

adhere to the guidelines may result in monetary and/or disciplinary action as provided in policy and/or the Student Code of Conduct. Only registered student organizations, University departments, faculty organizations, or approved candidates for Student Government Association (SGA) elections, including elections for Homecoming, may engage in chalking. Chalking is only allowed on natural tan/gray concrete sidewalks that are directly exposed to rainfall. Chalking must not occur within 20 feet of any building, including porches, stairs, and drive-thrus. Only solid, exposed concrete surfaces are permitted. Only washable chalk that will fade after exposure to several rains may be used. The university recommends the use of Crayola® sidewalk chalk, and spray chalk is prohibited. All departments reserve the right to remove chalking for aesthetic or event purposes. Removal of chalk from approved areas will be handled by the university department seeking removal. Student organizations are responsible for the removal of the chalking at their own expense if guidelines are not followed. Violators may be subject to judiciary action under the Student Code of Conduct.

Motion: Moved by Dr. Lovin to approve the new Chalking policy for a final reading and seconded by Dr. Matthews. The motion passed unanimously.

Critical Needs Emergency Fund policy (revised - final reading).....Dr. Lovin

On behalf of the University Leadership Council, Dr. Lovin brought the revised Critical Needs Emergency Fund policy to Cabinet for review and approval. The policy title included the name of a donor; however, the Vice President for University Advancement requested the title be changed to 'Critical Needs Emergency Fund' policy. In conjunction with the Delta State University Foundation, Inc., the University offers a critical needs emergency fund, when requested and approved, to ease a student's burden when catastrophic and unforeseen financial hardships arise. The critical needs emergency fund, designed strictly to meet catastrophic and unforeseen financial hardships, may not be used as a scholarship, award, or for other academic based recognition. The Office of Financial Aid is responsible for reporting all disbursements from the fund. The Office of Financial Aid may disburse up to \$4,000/annually to students in need. The President may authorize disbursement from the fund more than \$4,000/annually, in consultation with the Vice President for Advancement.

Motion: Moved by Dr. Lovin to approve the revised Critical Needs Emergency Fund policy for a final reading and seconded by Dr. Matthews. The motion passed unanimously.

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

On behalf of the University Leadership Council, Dr. Lovin brought the revised Student Code of Conduct to Cabinet for review and approval. Students are expected to conduct themselves in a manner consistent with the values embraced by the University community and reflected in their various policies, contracts, rules, and regulations, including those contained herein. The Student Code of Conduct (Student Code) describes the types of acts that are unacceptable in an educational community and the general process by which they will be addressed (including the types of sanctions that may be imposed). Procedural guidelines consistent with the provisions of this code will be developed as necessary from time to time so that fundamental fairness may prevail. The Mississippi Board of Trustees of State Institutions of Higher Learning Policies and Bylaws, Section 301.0801(F) states that the President of Delta State University is charged with the responsibility of maintaining appropriate standards of student conduct and is authorized to expel, dismiss, suspend, and place limitations on continued attendance and to levy penalties for disciplinary violations subject to procedures of due process. The President has delegated the Student Code and its student conduct process to the Vice President for Student Affairs (VPSA). The VPSA has identified the Program Manager for Student Conduct & Community Support as the individual who will oversee the Student Code.

Motion: Moved by Dr. Lovin to approve the Student Code of Conduct for a final reading and seconded by Dr. Matthews. The motion passed unanimously.

Suspended Student via Disciplinary Action policy (revised - final reading) Dr. Lovin

On behalf of the University Leadership Council, Dr. Lovin brought the revised Suspended Student via Disciplinary Action policy to Cabinet for review and approval. A student suspended via disciplinary action from Delta State University forfeits all rights and privileges afforded by a student at this institution. This means that any student suspended via disciplinary action is restricted from involvement in any academic or extracurricular activity at Delta State University. A suspended student found on campus in violation of the restrictions set forth in this policy will be directed to leave immediately. Failure to comply may result in additional disciplinary sanctions under the Student Code of Conduct. If the student engages in conduct that violates University policy or state law—including but not limited to trespass, disorderly conduct, or threats to the safety of others—the matter may also be referred to law enforcement, which could result in arrest or other legal action.

Motion: Moved by Dr. Lovin to approve the Suspended Student via Disciplinary Action policy for a final reading and seconded by Dr. Matthews. The motion passed unanimously.

Academic Honesty policy (revised - final reading)..... Dr. Griffin

On behalf of Academic Council and in the absence of Dr. Griffin, Dr. Van Namen brought the Academic Honesty policy to Cabinet for review and approval. Delta State University expects all students to adhere to the highest standards of academic integrity, consistent with Mississippi Institutions of Higher Learning Board policies and the SACSCOC Principles of Accreditation. Academic honesty is fundamental to the credibility of the University's degrees and to the trust between students, faculty, and the broader academic community. Faculty must provide students with an opportunity to respond to allegations before sanctions are imposed. Records of academic dishonesty will be maintained securely in compliance with the Family Educational Rights and Privacy Act guidelines. Sanctions will be commensurate with the severity and frequency of the violation, ensuring consistency across academic units. Definitions of fabrication, falsification, and unauthorized artificial intelligence use were added to the policy.

Motion: Moved by Dr. Van Namen to approve the Academic Honesty policy for a final reading and seconded by Dr. Lovin. The motion passed unanimously.

Non-Academic Disciplinary Transcript Notation policy (revised - final reading) Dr. Griffin

On behalf of Academic Council and in the absence of Dr. Griffin, Dr. Van Namen brought the Non-Academic Disciplinary Transcript Notation policy to Cabinet for review and approval. Delta State will record non-academic disciplinary expulsions on the student's official academic transcripts. The definition of expulsion was updated to read ' the permanent removal of student from the university, with no possibility of readmission, as a result of a non-academic disciplinary process conducted under established university and Mississippi Institutions of Higher Learning policies.' Any notation made to the official academic transcript is not subject to removal, except as required by law of Mississippi Institutions of Higher Learning.

Motion: Moved by Dr. Van Namen to approve the Non-Academic Disciplinary Transcript Notation policy for a final reading and seconded by Dr. Lovin. The motion passed unanimously.

School-Division Chair policy (revised - final reading)..... Dr. Griffin

On behalf of Academic Council and in the absence of Dr. Griffin, Dr. Van Namen brought the School-

Division Chair policy to Cabinet for review and approval. This policy establishes the compensation, workload, and summer responsibilities of academic unit/division chairs, ensuring consistent expectations and supporting effective leadership that advances academic excellence and student success.

Administrative appointment for an academic chair is one year. The chair may be reappointed for an additional one-year term at the discretion of the Dean and in consultation with the faculty and Provost. Prior to reappointment, the Dean will conduct a formal evaluation of the chair's performance, including input from faculty and staff consistent with university guidelines. The policy changes department and division chairs to school and division chairs.

Motion: Moved by Dr. Van Namen to approve the School/Division Chair policy for a final reading and seconded by Dr. Lovin. The motion passed unanimously.

Discussion

Office of Admissions Open House Agenda and Logistics Dr. Coleman

Dr. Coleman presented the Spooktacular Open House agenda. The date is Friday, October 31. The event begins in the Bologna Performing Arts Center at 9:00 a.m. with introductions and greetings from Dr. Ennis and Ms. Kirkhart. The choir and band will perform to conclude the program. The remainder of the open house will include campus tours, lunch, a resource fair, and academic demonstrations in aviation, business, DMI, education, exercise science, and nursing.

Readmitting Former Delta State Students Process..... Dr. Coleman

Dr. Coleman shared with Cabinet members the steps for readmitting former Delta State students.

1. Student submits completed application to Delta State. Admissions team reviews student files for all materials needed.
2. Student Business Services clearance – the Admissions team will send a list to Student Business Services of students seeking readmission to inquire if the students have an outstanding balance on their account or are in collections. If there is a balance, it will be recorded in the Student's Materials in Slate. Students who owe more than \$500 or have a balance that is in collections are not admissible until resolved. If the balance is below \$500 and is not in collections, the student is admissible. Students are notified to contact Student Business Services to satisfy remaining balance or enroll in a payment plan.
3. Financial Aid clearance – Add recommended Satisfactory Academic Process, if needed (Is the student at risk for SAP?). Additionally, this step ensures that FAFSA is completed.
4. Admissions/Academic clearance – If there is no academic suspension, or financial holds and the student has not attended any institutions since Delta State, proceed with admitting OR
 - a. If the student was previously on academic suspension, send the academic suspension email and cc the dean of the department for which the student has currently applied. Complete AIP and satisfy all signatures with necessary academic leads.
5. Undergraduate readmitted students are then directed to academic advising for course registration.
6. Graduate readmitted students will be directed to the Associate Provost for advisement and course registration.

Students on academic suspension are required to sit out one full semester for each suspension. Students with three suspensions must wait three years and receive approval from the Vice President for Academic Affairs for readmission. If they meet one of these two stipulations, then reject/deny admission for the term of the application and encourage them to reapply when eligible.

The committee will meet bi-weekly to discuss readmits. Cabinet members requested the balance limit to

be increased to \$1,000. Additionally, Dr. Ennis suggested reviewing SAP again in the spring to ensure changes have not been made on the federal or state levels.

Takin’ Care of Business Plan for Spring 2026 Dr. Coleman

Dr. Coleman presented to Cabinet members a plan for Takin’ Care of Business for Spring 2026. The dates for Takin’ Care of Business are November 18, December 2, January 6, and January 14. The first three - sessions are virtual and the last session on January 14 will be in-person. The virtual sessions will begin with a welcome by the Admissions team that includes an ice breaker and a discussion on culture and community. The advisement session has students dividing into break rooms based on their college. Each break room will have a point of contact. The point of contact will work with the students to schedule a formal advisement appointment for later in the week. The remainder of the virtual session will include housing, student affairs, financial aid, and information from Student Business Services.

360 Virtual Tour Visit to DSU Dr. Coleman

Dr. Coleman informed Cabinet members that EAB will be on campus in November to film a 360 virtual tour. EAB has written scripts for the video, and Dr. Coleman and his team are reviewing them. He will schedule another meeting with key parties to discuss their role in the video.

INFORMATIONAL/CALENDAR ITEMS:

- Fall Break for Faculty and Students, October 6-7
- Little Texas, October 9, 7:30 p.m., BPAC
- Homecoming Week, October 13-18

NEXT MEETING:

- Next Cabinet Meeting – Monday, November 3, 2025, at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 4:45 p.m.