

# DELTA STATE UNIVERSITY

## UNIVERSITY LEADERSHIP COUNCIL

### *Minutes*

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**Meeting date: April 28, 2025**

**Members in attendance:** Dr. Eddie Lovin, Dr. Vicki Bingham, Ms. Tameka Curry-Bryant, Mr. Peter Dean, Dr. Leslie Griffin, Dr. Tomeka Harbin, Ms. Tijuana Harris, Ms. Marilyn Read, Ms. Fawn Ussery, Dr. Merideth Van Namen, and Ms. Freddie Watts (recorder – Ms. Claire Cole)

**Members not in attendance:** Dr. Curtis Coleman, Mr. Mike Kinnison, Ms. Hayden Kirkhart, Dr. Suzette Matthews, Dr. Christy Riddle, and Ms. Sydney Pittman

**Guests:** Ms. Holly Senter

**Call to Order:** A regular meeting of the University Leadership Council was held in Room 302A in the H. L. Nowell Union on April 28, 2025. The meeting convened at 2:30 p.m. with Dr. Lovin presiding.

#### **APPROVAL OF THE MINUTES**

On motion by Dr. Bingham and seconded by Dr. Harbin, all University Leadership Council Members present and participating voted unanimously to approve the Minutes of the Meeting held on March 17, 2025.

#### **BUSINESS**

##### **Action**

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

Dr. Craft brought the revised Departmental Transfers of Equipment policy to the University Leadership Council for review and approval. Equipment can be transferred on a temporary or permanent basis amongst departments if University procedures are followed.

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

**Equipment Audits policy (revised – first reading) ..... Dr. Craft**

Dr. Craft brought the revised Equipment Audits policy to the University Leadership Council for review and approval. There are two types of audits conducted on university assets: internal and external. The university's Property Officer facilitates internal audits, while external audits are carried out by the Office of the State Auditor.

**Motion:** Moved by Dr. Craft to approve the revised Equipment Audits policy for a first reading and seconded by Dr. Bingham. The motion passed unanimously.

**Requisition Procedures policy (revised – first reading) ..... Dr. Craft**

Dr. Craft brought the revised Requisition Procedures policy to the University Leadership Council for review

and approval. Purchase requisitions are required for all purchases of material, equipment, or services acquired on behalf of Delta State University where a state issued p-card cannot be used. University Leadership Council members discussed at length the need for paper requisitions. Paper requisitions should only be used in unique situations for emergency purchases, awards, refunds/reimbursements, honorariums, stipends, or one-time payments (not an exhaustive list.) Members discussed including additional signatures for paper requisitions, but a consensus could not be reached on the best course of action.

**Motion:** Moved by Dr. Craft to approve the revised Requisition Procedures policy for a first reading and seconded by Dr. Griffin.

**Dr. Craft withdrew the policy for further discussion among the vice presidents.**

**Responsibilities for Assets policy (revised – first reading) ..... Dr. Craft**

Dr. Craft brought the revised Responsibilities for Assets policy to the University Leadership Council for review and approval. The Department Head holds ultimate responsibility for the assets assigned to their department. They may designate a departmental property officer to oversee asset management. Additionally, individuals are accountable for any assets they have formally received through a signed hand receipt. University Leadership Council members discussed theft of university assets and the proper language to include with regards to area of the lost or stolen item. The language needs follow the policies and procedures outlined in Lost or Stolen Property Affidavit policy. Lastly, members requested the addition of a definition of department head be added to the policy.

**Motion:** Moved by Dr. Craft to approve the revised Responsibilities for Assets policy for a first reading and seconded by Dr. Harbin.

**Dr. Craft withdrew the policy for further discussion and edits.**

**Discussion**

None

**Additional information**

- None

**NEXT MEETING:**

- Next Meeting – Monday, May 12, 2024, at 1:30 p.m.

**Adjournment:** The meeting adjourned at 3:23 p.m.