

# DELTA STATE UNIVERSITY

## UNIVERSITY LEADERSHIP COUNCIL

### *Minutes*

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**Meeting date: June 9, 2025**

**Members in attendance:** Dr. Eddie Lovin, Ms. Rosa Becerril-Nieves, Dr. Vicki Bingham, Dr. Joseph Childs, Dr. Curtis Coleman, Mr. Peter Dean, Dr. Leslie Griffin, Ms. Katie Lusk, Ms. Sydney Pittman, Dr. Suzette Matthews, and Ms. Fawn Ussery (recorder – Ms. Claire Cole)

**Members not in attendance:** Ms. Tameka Curry-Bryant, Ms. Tijuana Harris, Mr. Mike Kinnison, Ms. Hayden Kirkhart, Dr. Christy Riddle, Ms. Holly Senter, Dr. Merideth Van Namen and Ms. Freddie Watt

**Guests:** Mr. Kelvin Davis, Ms. Mechelle Jones, and Mr. Jeremy Ricks

**Call to Order:** A regular meeting of the University Leadership Council was held in the Simmons Room of the Hugh Ellis Walker Alumni-Foundation House on June 9, 2025. The meeting convened at 1:30 p.m. with Dr. Lovin presiding.

### **BUSINESS**

#### **Action**

**Policy Approval Workflow Edit..... Dr. Lovin**

Dr. Lovin requested an edit to the workflow of policies within PolicyStat. Delta State has hired Ms. Katie Lusk as Chief Legal Officer, and she will review policies to minimize legal risk, ensure compliance, and protect the university's interests. The approval queue will be updated to be vice president to Ms. Lusk to University Leadership Council.

**Motion:** Moved by Dr. Lovin to approve the revised policy approval workflow and seconded by Dr. Craft. The motion passed unanimously.

**Authorized Software policy (revised – first reading) ..... Dr. Craft**

Dr. Craft brought the revised Authorized Software policy to the University Leadership Council for review and approval. Authorized software includes any software approved for use by Delta State employees or students. This policy establishes guidelines to reduce information security risks and ensure compliance with software licensing requirements. All users granted access to Delta State's information technology resources are responsible for maintaining valid licensing documentation for any software they install.

**Motion:** Moved by Dr. Craft to approve the revised Authorized Software policy for a first reading and seconded by Dr. Riddle. The motion passed unanimously.

**Designated Funds policy (revised – first reading)..... Dr. Craft**

Dr. Craft brought the revised Designated Funds policy to the University Leadership Council for review and

approval. Designated funds at Delta State University are allocated for specific purposes and may carry balances forward from one fiscal year to the next. These funds are classified as unrestricted, allowing for the carry-forward of revenues over expenses. However, designated funds must never be overdrawn or end the fiscal year with a negative balance. Designated accounts are not applicable for grants, contracts, gifts, or general educational and operating funds. Designated funds are established from various sources, including research support, grant salary releases, indirect cost income, and income-generating entrepreneurial services. These funds must not be created solely to accumulate and carry forward fund balances year over year; rather, they are intended for expenditure within a reasonable period.

**Motion:** Moved by Dr. Craft to approve the revised Designated Funds policy for a first reading and seconded by Dr. Griffin. The motion passed unanimously.

**Password policy (first reading) ..... Dr. Craft**

Dr. Craft brought the Password policy to the University Leadership Council for review and approval. The Office of Information Technology is responsible for the safety and security of all software and hardware applications that are connected to the university network. To aid in the safety of computer software and hardware, this policy establishes a standard for the creation of strong passwords and protection of those passwords within the University information systems. This policy applies to all people who have, or are responsible for, an account on any system accessed on the Delta State University network, computer systems, or any software/hardware systems remote or physical that contain university data.

**Motion:** Moved by Dr. Craft to approve the Password policy for a first reading and seconded by Dr. Matthews. The motion passed unanimously.

**Purchasing Law and Dollar Limit for Commodities and Equipment policy (revised - first reading).... Dr. Craft**

Dr. Craft brought the revised Purchasing Law and Dollar Limit for Commodities and Equipment policy to the University Leadership Council for review and approval. In fulfilling its purchasing responsibility, the Purchasing Department is the sole authority of Delta State in purchase transactions with vendors. The Mississippi Office of Purchasing, Travel and Fleet Management manages state contract bids for commodities and equipment and the Mississippi Department of Information Technology Services governs the procurement of technology. Delta State University is required to use contracts and purchasing rules from these two entities. Purchases totaling \$5,000.00 or less may be made on the open market through a requisition submitted via Banner, provided the items are not covered by a state approved competitively bid contract. Even though the item can be procured without competitive bid or second quote, the purchaser is required to always negotiate the best price when choosing a vendor. If a vendor is suspected of having a higher price it is the responsibility of the purchaser to obtain additional pricing information to always ensure the university is spending funding wisely. For purchases exceeding \$5,000.00 but not exceeding \$75,000.00, two quotes are required. If the lowest vendor is not selected, the department will request permission to proceed by submitting justification for choosing the higher vendor to procurement via email. Procurement will evaluate the request to determine if it meets state purchasing laws. Purchases totaling more than \$75,000.00 may be made from the lowest and/or best bid after advertising for competitive sealed bids and the user department has accepted the low bid. If the lowest bid is not accepted, a written signed justification letter explaining why the low bid was not accepted must be sent to the Procurement Department so that it can be sent to the Office of Purchasing, Travel, and Fleet Management.

**Motion:** Moved by Dr. Craft to approve the Purchasing Law and Dollar Limit for Commodities and Equipment policy for a first reading and seconded by Dr. Matthews. The motion passed unanimously.

**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.

**Motion:** Moved by Dr. Craft to approve the revised Responsibilities for Assets policy for a first reading and seconded by Dr. Matthews. The motion passed unanimously.

**Discussion**

None

**Additional information**

- None

**NEXT MEETING:**

- Next Meeting – Monday, July 21, 2025, at 1:30 p.m.

**Adjournment:** The meeting adjourned at 1:54 p.m.