

DELTA STATE UNIVERSITY

UNIVERSITY LEADERSHIP COUNCIL

Minutes

Meeting date: March 17, 2025

Members in attendance: Dr. Eddie Lovin, Dr. Vicki Bingham, Ms. Arlene Cash, Ms. Tameka Curry-Bryant, Dr. Leslie Griffin, Dr. Tomeka Harbin, Ms. Tijuana Harris, Mr. Mike Kinnison, Ms. Hayden Kirkhart, Dr. Suzette Matthews, Dr. Christy Riddle, Ms. Fawn Ussery, Dr. Merideth Van Namen, and Ms. Freddie Watts (recorder – Ms. Claire Cole)

Members not in attendance: Dr. Nora Gough-Davis, Ms. Sydney Pittman, and Ms. Marilyn Read

Guests: Mr. Kelvin Davis and Mr. Jeremy Ricks

Call to Order: A regular meeting of the University Leadership Council was held in Room 302A in the H. L. Nowell Union on March 17, 2025. The meeting convened at 1:30 p.m. with Dr. Lovin presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Matthews and seconded by Dr. Harbin, all University Leadership Council Members present and participating voted unanimously to approve the Minutes of the Council Meeting held on February 18, 2025.

BUSINESS

Action

Changes to Existing Purchase Orders policy (revised – first reading) Dr. Craft

Dr. Craft brought the revised Changes to Existing Purchase Orders policy to the University Leadership Council for review and approval. Increases or decreases to existing purchase orders are allowed if they do not conflict with State purchasing laws. It is requested, however, that these change orders are processed with sufficient lead time to allow staff to process the change before an order is placed. To make changes to an existing purchase order, an individual should send an email to Procurement Department (procurement@deltastate.edu) indicating the reason for change, original purchase order number, and the change to be made.

Motion: Moved by Dr. Craft to approve the revised Changes to Existing Purchase Orders policy for a first reading and seconded by Dr. Matthews. The motion passed unanimously.

Conference Registration policy (revised – first reading) Dr. Craft

Dr. Craft brought the revised Conference Registration policy to the University Leadership Council for review and approval. The policy advises employees on the University's procedures for paying conference registration fees. Members of the University Leadership Council requested clarification within the policy on the ability to pay for conference registration with procurement or travel cards.

Motion: Moved by Dr. Craft to approve the revised Conference Registration policy for a first reading and seconded by Dr. Harbin.

The policy was pulled until the next meeting for further edits.

Conflict of Interest policy (revised – first reading) Dr. Craft

Dr. Craft brought the revised Conflict of Interest policy to the University Leadership Council for review and approval. Delta State University employees must adhere to Mississippi law regarding conflict of interest and ethical standards as public employees. Employees are prohibited from using their position at Delta State for personal financial gain or to benefit a family member, except for their authorized compensation. Only stylistic and grammatical changes were made to the policy. Members of the University Leadership Council requested the Mississippi Code be added to the Related Documents section of the policy.

Motion: Moved by Dr. Craft to approve the revised Conflict of Interest policy for a first reading and seconded by Dr. Matthews. The motion passed unanimously.

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. Matthews. The motion passed unanimously.

Equipment Classification policy (revised – first reading) Dr. Craft

Dr. Craft brought the revised Equipment Classification policy to the University Leadership Council for review and approval. Only stylistic and grammatical changes were made to the policy.

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

University Investment policy (revised – first reading) Dr. Craft

Dr. Craft brought the revised University Investment policy to the University Leadership Council for review and approval. The purpose of this policy is to provide efficient, ethical, and consistent guidelines for the investment of Delta State University's excess funds. In this context, excess funds are defined as funds in the University's accounts not required at that point in time to maintain adequate bank balances or to repay outstanding financial obligations. Only stylistic and grammatical changes were made to the policy.

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

Purchasing Authority policy (revised – first reading)..... Dr. Craft

Dr. Craft brought the revised Purchasing Authority policy to the University Leadership Council for review and approval. Only stylistic and grammatical changes were made to the policy.

Motion: Moved by Dr. Craft to approve the revised Purchasing Authority policy for a first reading and seconded by Ms. Cash. The motion passed unanimously.

Rush Orders policy (revised – first reading) Dr. Craft

Dr. Craft brought the revised Rush Orders policy to the University Leadership Council for review and approval. Only stylistic and grammatical changes were made to the policy.

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

Protective Administrative Withdrawal and Readmission policy (new – first reading) Dr. Lovin

Dr. Lovin brought the new Protective Administrative Withdrawal and Readmission policy to the University Leadership Council for review and approval. This policy governs voluntary and involuntary withdrawal of students from Delta State University in extraordinary circumstances where such withdrawal is considered necessary to prevent harm to the University community. Where a student poses a direct threat of harm to any member of the University community or is unable to meet reasonable standards of conduct, he or she may elect to withdraw voluntarily from the University. When a student declines to withdraw voluntarily and efforts to secure voluntary cooperation have proven ineffective, the University may initiate an involuntary administrative withdrawal. When a student seeks readmission after voluntary or involuntary administrative withdrawal under this policy, the University may require evidence of his or her ability to comply with reasonable standards of conduct.

This policy was created based on a policy from a sister institution and was vetted and approved by legal counsel at IHL.

Motion: Moved by Dr. Lovin to approve the new Protective Administrative Withdrawal and Readmission policy for a first reading and seconded by Dr. Griffin. The motion passed unanimously.

Blood Procurement policy (new – first reading)..... Dr. Lovin

Dr. Lovin brought the new Blood Procurement policy to the University Leadership Council for review and approval. All blood drives on the Delta State University campus must be pre-approved by the Vice President for Student Affairs, in consultation with the Outreach Coordinator for the O.W. Reilly Health Center.

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

Designated Graduation Regalia for Student Organizations policy (new – first reading)..... Dr. Lovin

Dr. Lovin brought the new Designated Graduation Regalia for Student Organizations policy to the University Leadership Council for review and approval. Delta State University recognizes the importance of accessories such as cords, medallions, and stoles in symbolizing academic achievement and the value of acknowledging achievement not only in honor societies but also in recognized college organizations. The stoles and cords that may be worn at commencement exercises represent University-recognized national honor societies, recognized student organizations, students with an international or cultural heritage, members of university recognized social fraternities and sororities, active military and veteran students, and members of Delta State University athletic teams.

Motion: Moved by Dr. Lovin to approve the new Designated Graduation Regalia for Student Organizations policy for a first reading and seconded by Dr. Griffin. The motion passed unanimously.

Domestic Travel by Students policy (new – first reading).....Dr. Lovin

Dr. Lovin brought the new Domestic Travel by Students policy to the University Leadership Council for review and approval. This policy was created to promote the safety and well-being of Delta State University students by providing guidelines for student domestic travel to ensure an understanding of the standardized procedures student organizations should take before traveling domestically and the procedures Delta State employees should take prior to requiring, sponsoring, or organizing domestic trips for students. This policy does not apply to student-athletes traveling to sporting events or students participating in internships.

Motion: Moved by Dr. Lovin to approve the new Domestic Travel by Students policy for a first reading and seconded by Dr. Harbin. The motion passed unanimously.

Outdoor Amplified Sound policy (new – first reading)Dr. Lovin

Dr. Lovin brought the new Outdoor Amplified Sound policy to the University Leadership Council for review and approval. Delta State University realizes the privilege to enjoy outdoor entertainment, and programs must be weighed against the basic need of students and other residents of the university community to enjoy an atmosphere free from excessive noise. Delta State University allows outdoor amplified sound on campus under conditions outlined in this policy and designed to minimize distractions from the educational purpose of the university and unwarranted disturbance of residents of the Delta State community.

Motion: Moved by Dr. Lovin to approve the new Outdoor Amplified Sound policy for a first reading and seconded by Ms. Curry-Bryant. The motion passed unanimously.

Suspended Student via Disciplinary Action policy (new – first reading).....Dr. Lovin

Dr. Lovin brought the new Suspended Student via Disciplinary Action policy to the University Leadership Council for review and approval. This policy defines what a student can and cannot do at the University upon their suspension. All information within this policy references the Student Code of Conduct.

Motion: Moved by Dr. Lovin to approve the new Suspended Student via Disciplinary Action policy and seconded by Dr. Matthews.

University Leadership Council members had additional questions about the policy and procedures. The policy was withdrawn for further discussion.

Discussion

None

Additional information

- None

NEXT MEETING:

- Next Meeting – Monday, March 31, 2024, at 1:30 p.m.

Adjournment: The meeting adjourned at 2:04 p.m.