

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: December 14, 2020

Members in attendance: President William LaForge (via Zoom), Chief Jeffrey Johns (via Zoom), Mr. Mike Kinnison (via Zoom), Dr. Charles McAdams (via Zoom), Mr. Rick Munroe (via Zoom), Dr. Michelle Roberts (via Zoom), Mr. Jamie Rutledge (via Zoom), Mr. Jeff Slagell (via Zoom), Dr. Jonathan Westfall (via Zoom), and Mr. Richard Word (via Zoom) (recorder – Ms. Claire Cole)

Members not in attendance: Dr. Vernell Bennett-Fairs

Guest: Dr. Edwin Craft, Chief Information Officer
Ms. Robin Douglas, COVID-19 Response Coordinator

Call to Order: A regular meeting of the President's Cabinet was held via Zoom video conference on December 14, 2020. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Mr. Word and seconded by Mr. Rutledge, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on November 30, 2020.

GENERAL OVERVIEW

- President LaForge informed Cabinet members of the passing of two members of the Delta State family: Delta State retiree John Wilson and former Vice President for Finance and Administration Steve McClellan.
- President LaForge gave an overview of the activities and events from the last two weeks. The Cleveland-Bolivar County Chamber of Commerce held their monthly Board meeting, and President LaForge visited with their new CEO, Ms. Lara Bowman. The Delta State Foundation hosted their annual Giving Tuesday, and they raised \$318,000. Mr. Munroe announced a gift of \$250,000 was received last week. Delta State provided boxed lunches to employees not able to work from home during the "work from home" order; and, the Executive Committee, Mr. Kelvin Davis, and Mr. Gerald Finley distributed the boxed lunches. President LaForge expressed his gratitude to those who assisted. GRAMMY Museum® Mississippi held a virtual event, Have Yourself A Delta Christmas, featuring Delta State retiree Ms. Tricia Walker and Delta State alumnus Mr. Fish Michie. The Cleveland-Bolivar County Chamber of Commerce held their Annual Chamber Awards presentation event virtually with Mr. Chris Collins receiving the Kossman Award, Dr. Myrtis Tabb receiving the President's Award, and, Mr. Tom Janoush receiving the Chamber Award. President LaForge and Mr. Munroe had a productive donor visit. President LaForge met with Dr. Temika Simmons to discuss the wrap-up of the Local Government Leadership Institute, the plans for the 2021 Winning the Race Conference, and the Delta Proud Initiative.

- Mr. Kinnison gave an update on Athletics. The swimming and diving teams are in the middle of their annual Delta State Christmas Invitational, and they are competing against Lindenwood University and University of Montevallo. The women’s basketball team competed at University of West Alabama over the weekend, and fell 0-2 in the series. The women’s team will compete at home Friday and Saturday against Mississippi College. The men’s basketball team cancelled their series with University of West Alabama last weekend due to a member of the coaching staff testing positive for COVID-19. Due to the quarantine of the coaching staff and players, their series with Mississippi College for this weekend was cancelled, as well. The swimming and diving teams and basketball teams report back to campus on December 28, and basketball competition resumes on January 2 and January 3.
- Mr. Rutledge gave an update on Facilities Management projects. On December 1, the university had two bid openings with the Bureau of Buildings for our residence hall roofing project and campus-wide elevator project. Both projects had a protest on the bids. The Bureau of Buildings overruled the protest for the residence halls roofing project, and the project was awarded to Crawford Roofing Company of Oklahoma. The protest on the campus-wide elevator project was upheld, and the architect for the project suggested not accepting any bid on the project. The project will be re-advertised this week and next week, and bids will be opened the first week of January. The Mayers Aquatics Center project is on schedule. Mr. Rutledge has a meeting with the architect of the residence hall renovations, Ms. Julie Jackson, and other housing staff this Thursday to discuss specific needs of the project. The Sillers Coliseum project is not complete due to the HVAC system being problematic.
- President LaForge shared with Cabinet members some of the meetings and events planned for this week. President LaForge had a call with NCAA Vice President Terri Steeb Gronau this morning to discuss the Gulf South Conference’s nominee for the NCAA DII Presidents’ Council. President LaForge had a call with his NCAA Pathway Presidential mentee, Ms. Jackie Nicholson, this morning. The Gulf South Conference Board of Directors will meet on Tuesday, and the Institutional Executive Officers will meet on Wednesday.

CABINET TOPIC

COVID-19 Response Update and Plans President LaForge

President LaForge led Cabinet members in a discussion of the university’s COVID-19 response and plans. Ms. Douglas provided Cabinet members with an update on several items related to her efforts as the COVID-19 Response Coordinator. She shared the current number of positive cases among faculty, staff, and students, and she reported on the number of faculty, staff, and students in quarantine and isolation. Ms. Douglas reported there are eleven students in Hill Apartments, and there are no students in the off-campus location. The university has no current hotspots. Ms. Douglas is working with the Office of OIT on the COVID-19 Canvas Module for Spring 2021, and she is working with Communications and Marketing on updating the Student Health Center webpage on the Delta State website to reflect its current status. Ms. Douglas attended the American College Health Association Summit on COVID-19. Delta State’s COVID-19 protocols are consistent with other colleges and universities our size. A few suggestions for the Spring semester are: add virtual social events for quarantine/isolation (movies, exercise, coping workshops, games, etc.); establish a cleaning protocol for the Student Health Center after a positive COVID-19 case is present; install a television in the Student Health Center for staff’s mental health; conduct regular COVID-19 team meetings; and, update our contact tracing protocols. The paperwork for the practice agreement for the Healthcare Specialists was received, and the Healthcare Specialists can provide their new services to campus constituencies. Ms. Douglas announced South Delta Planning and Development District will fund 21 point-of-entry screeners for the Spring semester. With the help of Institutional Grants writer Ms. Heather Miller, Ms. Douglas secured \$153,000 in CARES Act funds to hire an additional 21 point-of-entry screeners for the Spring semester and pay for additional COVID-19 tests. Ms. Douglas shared Delta State’s

Testing Plan with Cabinet members. Delta State will provide free testing for students, faculty, and staff for purposes of diagnosis, screening, or in the context of an outbreak. Individuals should be considered for and offered testing if they: show signs or symptoms consistent with COVID-19; have a recent known or suspected exposure to a person with laboratory-confirmed COVID-19; have been asked or referred to get tested by their healthcare provider or health department; are part of a cohort for whom testing is recommended (in the context of an outbreak); and, are members of Delta State student-athletes. Delta State has been able to secure testing from Bolivar Medical Center for the purpose of administrating NCAA athletic surveillance testing and diagnostic testing for all students and employees. Delta State University does not conduct surveillance testing of employees or the general student body unless warranted by the Outbreak Plan. The Student Health Center received 200 COVID-19 tests from Bolivar Medical Center, and they secured funding for 4,000 COVID-19 with CARES Act funds for the surveillance testing of student-athletics in accordance with NCAA protocols. Ms. Douglas will continue to discuss purchasing options for COVID-19 tests for the Spring semester with Dr. Steven Clark. At this time, the Student Health Center will not be a provider of the COVID-19 vaccine as the Centers for Disease Control and Prevention have stringent guidelines and processes that must be strictly followed including having a medical director on staff and a special freezer that maintains the vaccines' proper temperature. Mr. Rutledge provided Cabinet members with an update on CARES Act funds. The last reimbursement request for State CARES Act funds was submitted and approved last week. Delta State spent all \$1,946,536.00 of its allotted funds, and all purchases were approved by the auditors who reviewed purchases.

Ms. Douglas recommended Cabinet members revise the COVID-19 Protocols for Employees and Students to reflect current Centers for Disease Control and Prevention (CDC) guidelines and State Department of Health guidelines. The recommended changes reflect a reduced isolation length for those who test negative for COVID-19 (from 10 days to 7 days); revised protocols for those returning from personal international travel; and, the suspension of university-affiliated domestic travel until further notice.

Students in Quarantine

- Asymptomatic:
 - A student must test on day five, six, or seven of quarantine/close contact.
 - Quarantine can end after day seven if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring.
 - The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation (e.g., in anticipation of testing delays), but quarantine cannot be discontinued earlier than day seven.
 - Student must continue to conduct symptom monitoring with Student Life through day 14.
- Symptomatic:
 - A student must be tested immediately and complete a 14-day quarantine.
 - If the Student Health Center or Cleveland After-Hours Clinic is closed, students must remain in quarantine until the following business day when they can be tested.
 - Students should seek testing the next business day when the clinic opens

Employee in Quarantine

- Asymptomatic:
 - An employee must test on either day five, six, or seven of quarantine/close contact.
 - Quarantine can end after day seven if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring.

- The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation (e.g., in anticipation of testing delays), but quarantine cannot be discontinued earlier than day seven.
- An employee must continue to conduct symptom monitoring with Human Resources through day 14. (must stay symptom free)
- Symptomatic:
 - An employee must be tested immediately and complete a 14-day quarantine before returning to work.

International Travel for Students

All personal international travel is strongly discouraged. Steps that will be followed for students who are returning from international travel:

- Call Student Life within one business day of returning from international travel.
- Must be tested for COVID-19 at DSU Student Health Center three to five days after travel and stay in quarantine for 7 days.
 - If the test is negative, the student must contact Student Life immediately to amend the Coronavirus Disease (COVID-19) Student Health Screening form and remain in quarantine for the full 7 days.
 - If the COVID-19 test result is positive, student will contact Student Life immediately to amend the Coronavirus Disease (COVID-19) Student Health Screening form and should follow DSU procedure for isolation for a positive COVID-19 case.

International Travel for Employees

All university-affiliated international travel is prohibited until further notice. All personal international travel is strongly discouraged. Steps that will be followed for employees who are returning from international travel:

- Call Human Resources within one business day of returning from international travel.
- Must be tested for COVID-19 at DSU Student Health Center three to five days after travel and stay in quarantine for 7 days.
 - If the test is negative, the employee must contact Human Resources immediately to amend the Coronavirus Disease (COVID-19) Health Screening form and remain in quarantine for the full 7 days.
 - If the COVID-19 test result is positive, employee will contact Human Resources immediately to amend the Coronavirus Disease (COVID-19) Health Screening form and should follow DSU procedure for isolation for a positive COVID-19 case.

Domestic Travel

All university-affiliated domestic travel is prohibited until further notice. Employees who believe their travel is essential must apply for a waiver with their respective Vice President and/or Athletic Director.

BUSINESS

Action

COVID-19 Protocols – revised..... President LaForge

Ms. Douglas provided an overview of the recommended revisions to the COVID-19 Protocols for Employees and Students (as listed above). Once approved, Ms. Douglas will post the updates to the COVID-19 webpage on the Delta State website, and the revised protocols will be sent to faculty, staff, and students.

Motion: Moved by Dr. Westfall to approve the recommended revisions to the COVID-19 Protocols for Employees and Students and seconded by Mr. Munroe. The motion was approved.

Grade Forgiveness policy (new – first reading) Dr. McAdams

On the recommendation and approval of the Academic Council, Dr. McAdams brought the new Grade Forgiveness policy to Cabinet for a first reading. An undergraduate student who has not been enrolled at Delta State University for 18 consecutive months may improve his or her overall GPA by applying for forgiveness or exclusion on grades for a maximum of five Delta State courses (not to exceed 16 credit hours) in which the student received a grade of C, D or F. If approved, these grades will remain on the student’s permanent record, but the forgiven or excluded course grades will not count towards any degree requirement and will not be used to calculate the GPA. Any required courses approved for grade forgiveness must be retaken to earn credit towards the degree. The original course will be recorded with both the grade earned and the symbol “R” to denote that the course grade has been removed from the student’s GPA calculation.

Motion: Moved by Dr. McAdams to approve the first reading of the new Grade Forgiveness policy and seconded by Dr. Westfall. The motion was approved.

Listserv Archive Dr. Westfall

Dr. Westfall invited Dr. Edwin Craft to Cabinet to demonstrate the listserv archive, and he recommended faculty and staff be given access to view all campus listserv archives. See discussion item below.

Motion: Moved by Dr. Westfall to create an archive of all communication sent via the campus listservs and seconded by Chief Jeffrey Johns. The motion was approved.

Motion: Moved by Dr. Westfall to allow faculty and staff access to all campus listserv archives and seconded by Chief Jeffrey Johns. The motion was approved.

Discussion

360° Review of Campus Parking Chief Johns

In February, President LaForge asked Dr. Bennett-Fairs to work with the Police Department to conduct a 360° review of campus parking. The review was to include vehicles on campus without the proper parking decals; payment of parking decals; ARMS software; visitor parking and visitor parking passes; and, guests who are on campus to eat at the food court and/or the cafeteria. Chief Johns informed Cabinet members he created a committee to review parking on campus, and the committee created a survey based on suggestions from the Student Government Association (SGA.) Several of SGA’s suggestions revolved around reducing faculty and staff parking around academic buildings and the Nowell Student Union. The survey was taken by members of the Administrative Staff Council and the Faculty Senate. From the survey, Administrative Staff Council members and Faculty Senate members approved with a 61% vote a proposal by SGA to allow parking in all zones after 3:00 p.m. Beginning in Spring 2021, parking restrictions will be lifted at earlier times. The North parking lot at Jobe Hall will become a swing lot, and the Police Department will continue to work with Facilities Management on assessing parking around the Nowell Student Union. Chief Johns stated that parking around Ewing Hall, Caylor-White/Walters Hall, and the Nowell Student Union present quagmires of parking issues that cannot be easily fixed, but it will be addressed in time. An issue during non-COVID-19 times is visitor parking on campus with regards to the Nowell Student Union and Young-Maudlin Cafeteria. A few 15-minute parking spaces were created around the Nowell Student Union for food service pick-up, and Chief Johns is hopeful to expand upon this notion in the Spring. Other options for visitors include adding metered parking spaces around the Nowell Student

Union and around Young-Mauldin Cafeteria or requiring community members to purchase Activities decal used for community programs on campus. Within the 360° parking review, Chief Johns found a disconnect between their ARMS software and information stored in Student Business Services. The disconnect was from human error and a lack of continuity in a secretary. Chief Johns found accountability to be very important for the integrity of maintaining proper files, so he provided cross training on entering information into the ARMS system. A large area of concern was parking decals: parking on campus without the proper parking decal and non-payment of parking decals. Mr. Rutledge stated the non-payment of decals for faculty and staff has greatly reduced with the payroll reduction option or requiring a receipt from Student Business Services to pick up your decal from the Police Department. For faculty and staff, the issue is parking on campus without the proper parking decal. Dr. Roberts suggested being proactive and comparing the list of all students and employees to the list of those who have purchased/signed up for payroll reduction. A communication plan should be followed for those who have not purchased a decal. Dr. Edwin Craft can have his staff write a script that would email faculty and staff once a month to notify them of any account balances. Chief Johns informed Cabinet members the software the Police Department utilizes for citations and purchase of decals is woefully inadequate. Through the reorganization of the Police Department's dispatch program, the Police Department was able to purchase new software for \$3,600 a year. With this software, employees and students will be required to pay for decals at the time of reservation. This will go into effect in Fall 2021. The new software will also generate and send a message to employees or students with unpaid parking citations.

Demonstration of the Listserv Archive Dr. Westfall

At the November 2 Cabinet meeting, Dr. Westfall requested to establish an archive of all communication sent via the campus listservs. Constituents receive targeted, non-confidential announcements via email. However, in several cases, access to the archive of other constituency groups would be useful to avoid confusion, avoid repetition, and serve the needs of those who have multiple positions on campus, in addition to aiding those who may have deleted the original email. This would be especially helpful for student communications, which often are passed by word-of-mouth, such that by the time a faculty or staff member is asked a question, the student might not have the correct details provided in the original email. The archive of campus listservs would aid in transparency and communication throughout all campus constituencies. Dr. Edwin Craft presented to Cabinet members the listserv archive created by Mr. Ray Wolfe. The listserv archive will be separated by listserv: AcadInfo, StaffInfo, and OkramailFYI. The archive system has campus communications from October 2019 to current, and one can access the archive under the Delta State portal with their login credentials. Upon the approval of Cabinet members, faculty and staff will be able to access all three listserv archives. President LaForge asked this new feature to be publicized for faculty, staff, and student utilization.

FY21 Budget Update Mr. Rutledge

Mr. Rutledge provided an update on the FY21 budget. The university has and continues to keep expenses down. The operating budget is on track with our projections. Mr. Rutledge won't know how the auxiliary budgets are faring until the end of the semester. He will bring an update at the first meeting in the new year. In December 2019, the university's cash position was \$1,800,000. The cash position for December 2020 is \$4,800,000. When the State CARES Act funds reimbursement is received and deposited, our cash position will be around \$6,000,000.

Additional information

- On behalf of Cabinet members, faculty, and staff, Chief Johns thanked Dr. Craft and his staff for their hard work and dedication to Delta State during the COVID-19 pandemic.

- Dr. McAdams announced former Chair of the Department of Commercial Aviation Gary Hemphill passed away.
- Mr. Rutledge announced Ms. Theresa Holloway Pearson, former Delta State employee, passed away.
- Dr. Roberts announced former IHL Board of Trustees member and Delta State alumnus Bryce Griffis passed away last week.
- Mr. Munroe announced the Delta State Foundation has received 150 gifts this month totaling \$600,000.

INFORMATIONAL/CALENDAR ITEMS:

- Winter Holidays for Students, November 25 – January 11
- “Work from Home” schedule, November 30 - January 8
- Winter Holidays for Staff, December 23-January 1

NEXT MEETING:

- Next Cabinet Meeting – Monday, January 11 at 1:30 p.m.
- Next Cabinet Meeting Topic – COVID-19 Response Update and Plans

Adjournment: The meeting adjourned at 3:49 p.m.