

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: December 7, 2022

Members in attendance: Dr. E. E. Caston, Dr. Leslie Griffin, Ms. Lucia Chacon Habis, Mr. Mike Kinnison, Dr. Eddie Lovin, Mr. Rick Munroe, Dr. Andy Novobilski, and Mr. Jamie Rutledge (recorder – Ms. Claire Cole)

Members not in attendance: Dr. Joshua Armstrong, Dr. Caroline Fletcher, and Dr. Michelle Roberts

Guests: Dr. Edwin Craft, Associate Vice President for Finance and Administration
Ms. Holly Ray, Chair-Elect, Administrative Staff Council
Dr. Josie Welsh, Associate Provost

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on December 7, 2022. The meeting convened at 1:00 p.m. with Dr. Caston presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Lovin and seconded by Mr. Rutledge, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on November 7, 2022.

GENERAL OVERVIEW

- Dr. Caston gave an overview of the activities and events from the last several weeks. The Gulf South Conference Board of Directors met for their quarterly meeting. Dr. Caston said he has heard positive feedback about the Campus Forum. The Christmas Tree Lighting Ceremony had a great turnout and was a good start to the holiday season. The Bologna Performing Arts Center hosted a performance of Million Dollar Quartet. Dr. and Mrs. Caston hosted a Christmas Open House at the president's home on Sunday, and the event seemed to be well received.
- Ms. Chacon Habis provided an update on the Student Government Association. The Student Government Association held an end-of-semester event in the Young-Mauldin Cafeteria on Monday, Chicken and Waffles, and 300 students attended.
- Mr. Kinnison provided an update on Athletics. The swimming and diving teams host the Delta State Christmas Invitational beginning on Saturday. The men's basketball team competed at Auburn University at Montgomery and University of Montevallo over the weekend, and they defeated University of Montevallo. They will host University of Alabama-Huntsville and University of West Alabama this weekend. The women's basketball team defeated Auburn University at Montgomery and University of Montevallo over the weekend, and they will host University of Alabama-Huntsville and University of West Alabama this weekend.
- Mr. Rutledge shared an update on Facilities projects. The School of Nursing project has a progress meeting tomorrow. The issue of the brick color was resolved, and the entire roof of the School of Nursing will be redone. The architect for the Bologna Performing Arts Center project completed the preliminary drawings, and it will be shown during a meeting next week with Delta State and Bureau of Building representatives. The plans for the emergency HVAC project in the Nowell Union are complete;

however, paperwork is delayed with the Bureau of Buildings. The Mississippi Department of Transportation sidewalk project will be bid out in March, and construction should begin this summer.

- Dr. Caston shared with Cabinet members some of the meetings and events planned for this week. The Foundation hosted a Campaign Steering Committee meeting this morning. Fall Commencement is Friday in the Bologna Performing Arts Center at 10:00 a.m. and 2:00 p.m.

CABINET TOPIC

None

BUSINESS

Action

Academic Calendar for 2023-24 Dr. Novobilski

On behalf of Academic Council, Dr. Novobilski brought to Cabinet the Academic Calendar for 2023-24 for approval. A committee of various campus constituencies was formed to create the academic calendar. In the coming year, the committee will begin planning academic calendars three years in advance to prevent future conflicts.

Motion: Moved by Dr. Novobilski to approve the Academic Calendar for 2023-24 and seconded by Mr. Munroe. The motion was approved.

Video and CCTV Security Systems policy (revised – first reading) Mr. Rutledge

Mr. Rutledge brought the revised Video and CCTV Security Systems policy to Cabinet for a first reading; and, he invited Dr. Edwin Craft to share with Cabinet members the revisions. CCTV cameras installed on campus are used solely for the purpose of enhancing the safety of individuals on campus. The installation of any cameras on campus must be approved by the campus Police Department and the Office of Information Technology. Any cameras not meeting the standards approved by these departments will be removed. Employees can have access to a singular or group of cameras that survey an area under their supervision. This access has to be approved by the campus Police Department, Vice President for Student Affairs, and the Associate Vice President for Finance and Administration.

Motion: Moved by Mr. Rutledge to approve the revised Video and CCTV Security Systems policy for a first reading and seconded by Dr. Lovin. The motion was approved.

Motion: Moved by Dr. Lovin to waive the requirement of a second reading of the Video and CCTV Security Systems policy and seconded by Dr. Novobilski. The motion was approved.

Flexible Work (Flexwork) Arrangements policy (new – first reading) Mr. Rutledge

The Mississippi Institutions of Higher Learning system has seen an increase in employees wanting to work remotely. University presidents were encouraged to create a policy regarding “flexible work,” and it was agreed to use the Mississippi State University policy as a template. Delta State supports flexible work arrangements; however, the primary delivery of instruction, outreach, and engagement with students and colleagues remains through in-person interactions. Flexwork arrangements are established by each department or unit based on needs and benefits with approval from the appropriate Vice President. Each flexwork arrangement should include a specific set of expectations unique to the employee, the supervisor, and the job. Flexwork should only be considered for positions when the following criteria are

met: (1) the job duties can be performed with an alternative schedule and/or from a flexible work location; (2) the arrangement can mutually benefit both the employee and University; (3) the work can be appropriately monitored; and (4) the flexible arrangement does not result in an additional burden to the university either financially or otherwise.

Motion: Moved by Mr. Rutledge to approve the Flexible Work (Flexwork) Arrangements policy for a first reading and seconded by Dr. Lovin. The motion was approved.

FY24 Budget timeline..... Mr. Rutledge

Mr. Rutledge presented the FY24 Budget timeline proposal for Cabinet approval. The budget timeline consists of three phases to cover facilities, new and expanded projects, and ongoing operations plus a review of scholarships and revenues. To help provide accurate and realistic budget requests, Mr. Rutledge requested employees work with Dr. Edwin Craft and Mr. Gerald Finley on quotes for the budget requests.

Motion: Moved by Mr. Rutledge to approve the FY24 budget timeline and seconded by Dr. Lovin. The motion was approved.

SACSCOC Reaffirmation timeline Dr. Novobilski

Dr. Josie Welsh shared with Cabinet members the remaining SACSCOC reaffirmation timeline leading up to the SACSCOC on-site reaffirmation visit in April 2024.

- January 2023 – submitted by January 27
 - QEP draft complete
 - Compliance Certification draft complete
- February 2023
 - Advisory visit by Dr. Nuria Cuevas
- September 2023 – submitted by September 8
 - Final submission of Compliance Certification packet
- October 2023
 - Off-site review of Delta State’s Compliance Certification
 - Declaration of compliance or non-compliance provided
- February 2024 – submitted by February 19
 - Delta State to respond to any findings of non-compliance via a Focused Report including final QEP
- April 2024
 - SACSCOC on-site reaffirmation visit

Motion: Moved by Dr. Novobilski to approve the SACSCOC reaffirmation timeline and seconded by Dr. Lovin. The motion was approved.

Discussion

Institutional Effectiveness and Planning..... Dr. Novobilski

Dr. Novobilski invited Dr. Josie Welsh, Associate Provost, to Cabinet to provide an update on Delta State’s SACSCOC reaffirmation process. Dr. Welsh requested help from Cabinet members to engage the campus community in the reaffirmation process and embed goals and metrics of the Strategic Plan along with progress in meeting minutes for Cabinet. Dr. Welsh requested suggestions for members of the Writing Team for the university’s new Strategic Plan. Dr. Welsh’s PowerPoint presentation will be sent to Cabinet members by Ms. Cole later this week.

Recruitment Update/Overview.....Dr. Lovin

Dr. Lovin provided an update and overview of recruitment. The day-to-day, year-over-year number of admitted students is higher than this time last year. Last year, 377 students were admitted in all categories while 509 students are admitted in categories for Fall 2023. Mr. Trey Wright, Managing Partner for Higher Education at Kaye/Bassman International Corporation will be on campus next week meeting with the university search committee and other groups to gather information about what qualities Delta State wants at the helm of the Office of Admissions team.

Budget Update Mr. Rutledge

Mr. Rutledge announced that the Interim Vice President for Finance and Administration, Mr. Larry Wakefield, will meet with Finance and Administration employees beginning today via Zoom to ensure a successful transition.

INFORMATIONAL/CALENDAR ITEMS:

- Fall Exams, December 5-8
- White Coat Ceremony, December 8, 10:00 a.m., BPAC
- RESSON Pinning Ceremony, December 8, 5:30 p.m., BPAC
- Fall Commencement, December 9, 10:00 a.m. and 2:00 p.m., BPAC
- Staff Breakfast hosted by Administrative Staff Council, December 14, 8:30 a.m., Leroy E. Morganti Atrium
- Retirement Reception honoring Mr. Jamie Rutledge, December 16, 10:00 a.m., Leroy E. Morganti Atrium
- Winter Holidays, December 22 – January 2

NEXT MEETING:

- Next Cabinet Meeting – Monday, December 19, 2022 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 2:12 p.m.

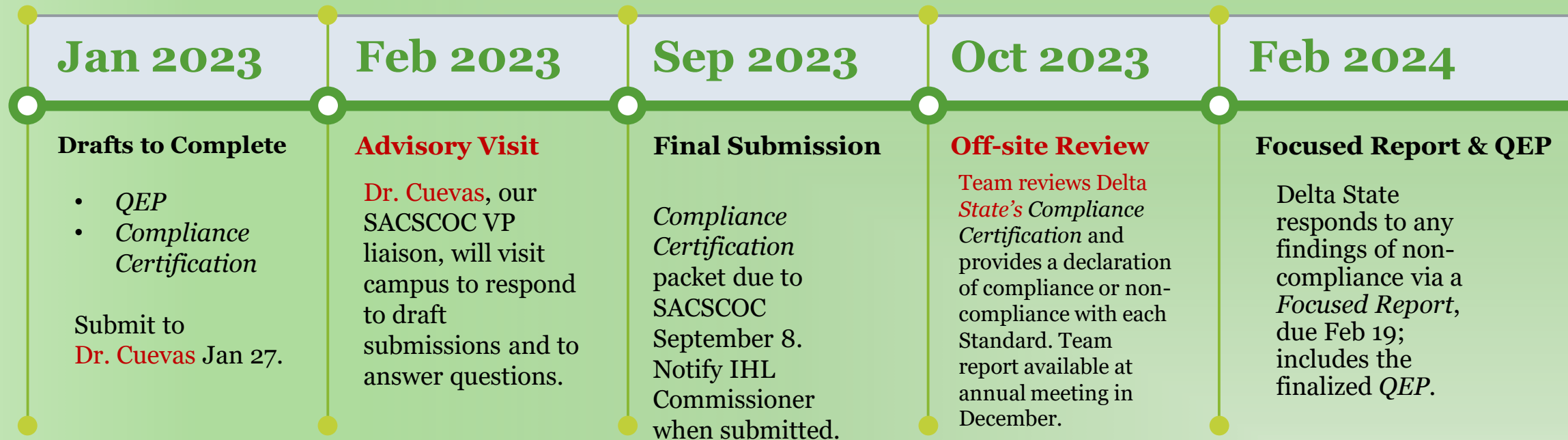
Delta State University SACSCOC Reaffirmation

Project Plan as of October 2022

Overview
Reaffirmation Process
Events, Dates, and Leadership

Events and Dates

Remaining Milestones *Delta State/SACSCOC*

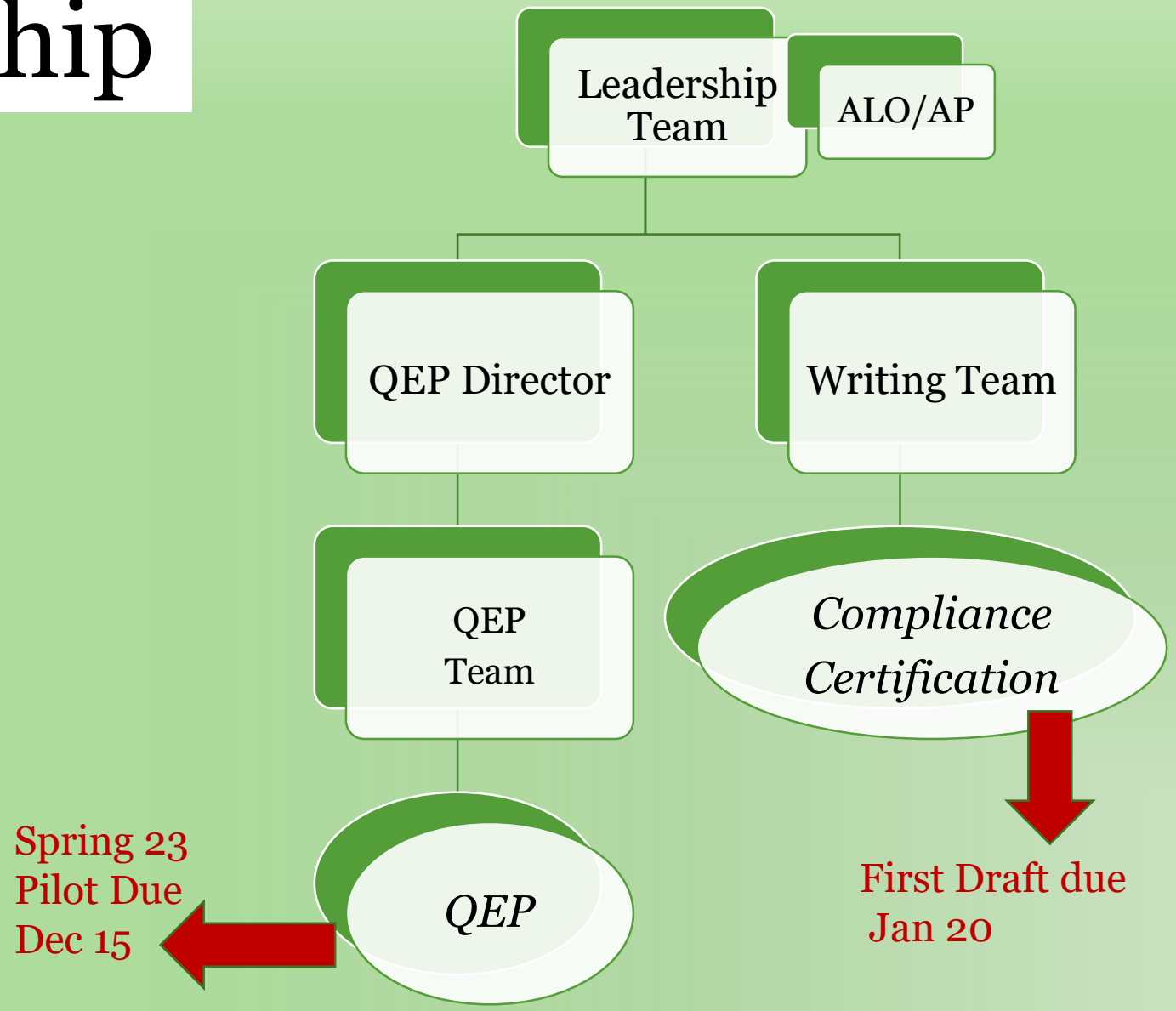


APRIL 15-18, 2024 – SACSCOC ON-SITE REAFFIRMATION VISIT

General Timeline to Submission

- Narratives and Links completed in Anthology June 1 2023
- Cabinet June 2023
- Board July 2023
- Submitted Sept 1 2023

Leadership



Leadership Team

President*
Associate Provost/ALO
Director IREP
VP Student Affairs
Student Government SGA Pres

Provost
Faculty Lead
AVP Finance/CIO
Chief of Staff
VP Finance?

Responsibilities

- Ensure Submission of Compliance Certification, Focused Report, & QEP
- **Engage Campus Community in Reaffirmation Process**
- Oversee details of the SACSCOC on-site visit
- Ensure follow-up actions, such as monitoring reports, are completed
- * Ensure adequate funding, updates to governing board, and integrity of process

Immediate Needs to Ensure Successful Reaffirmation

- **Embed Goals and Metrics of Strategic Plan, and Progress into Agendas and Minutes** of:
 - Cabinet Meetings
 - Executive Committee Meetings
 - Dean's Council
 - Academic Council
- **Submit Annual Administrative Outcomes Reports** (were due September 1 in Anthology)

TEAMS
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Begins
Nov
2022

Writing Team

Responsibilities

- Review and edit draft narratives
- Engage in campus conversations to expand voice
- Review Resource manual to ensure robust argument/tell best story
- Assist academic and administrative units struggling to gather evidence
- Note ideas for improvements needed to embrace SACSCOC standard

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Judith Coleman
James Gerald
David Hebert
Glendscene Williams
Valarie Morgan
Laurie Muffley
Kelvin Davis
Holly Ray

Emily Dabney
Mike Emerson
Chuck Westmoreland
Mai Wegmann
Danielle Taylor
Marilyn Read
Eddie Lovin
Caroline Fletcher

Vickie Bingham
Corley Mans
Audrey Saia
Lori Spencer
Faderricka Harvey
Edwin Craft
Corlis Snow

Assessment Fellows

Severine Groh
Tanya McKinney
Talbot Brooks
Miller Maddox-Mandolini
Anna Macedonia
Valarie Morgan

Andrea Kunze
Gina Jenkins
Angie Campbell
Janie Park Magee
Todd Davis
David Hebert

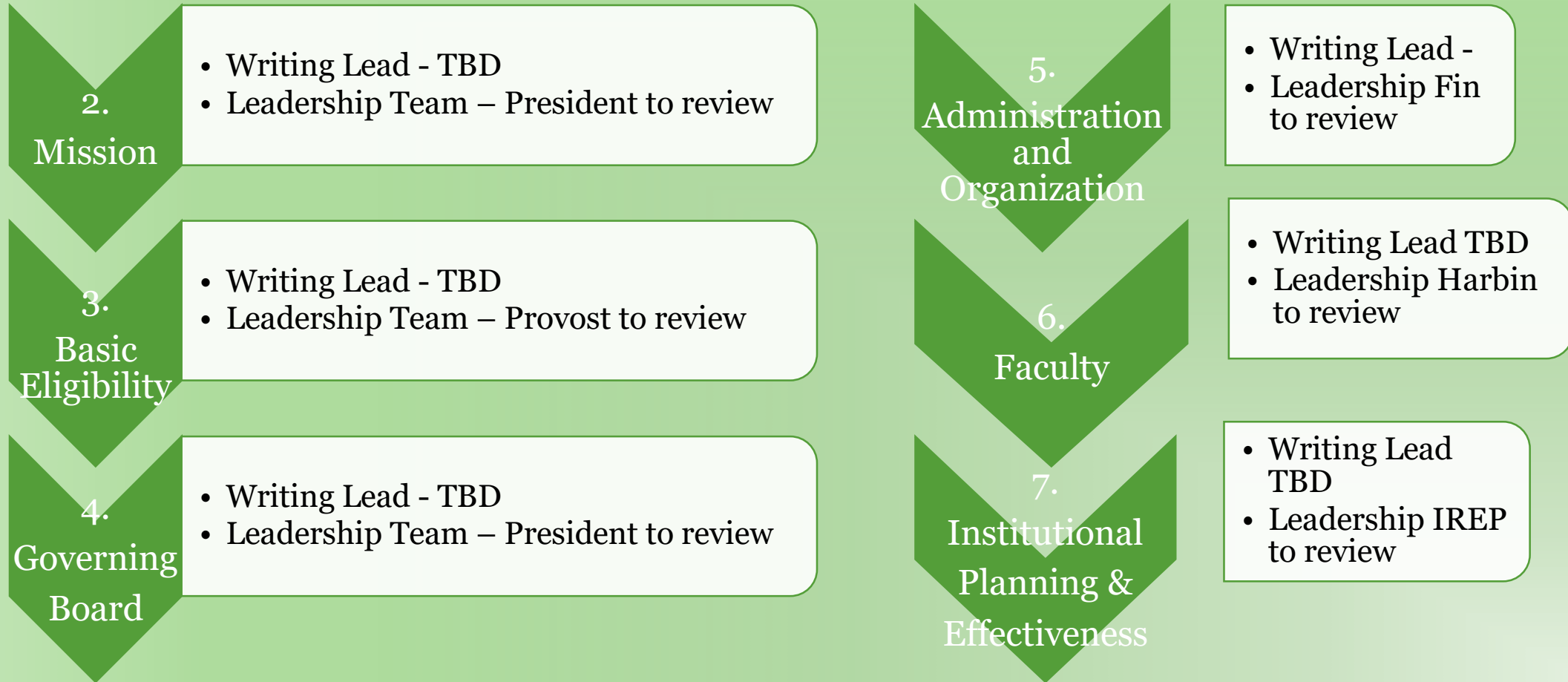
Responsibilities

- Professional development in best practices in Student Learning Assessment
- Peer reviewers of annual assessment reports
- Assist writing team with Standard 8 evidence SACSCOC
- Scholarly presentation of work in assessment

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Writing and Leadership Team Pairing by SACSCOC Standard



Writing and Leadership Team Pairing by SACSCOC Standard

8.
Student
Achievement

- Writing Lead - TBD
- Leadership Team – Provost to review

9.
Educational
Program
Structure &
Content

- Writing Lead - TBD
- Leadership Team – Provost to review

10.
Educational
Policies

- Writing Lead - TBD
- Leadership Team – Provost to review

11.
Library and
Information
Resources

- Writing Lead – Emerson
- Leadership – Provost/Slagell to review

12.
Academic and
Student
Support
Services

- Writing Lead TBD
- Leadership Provost to review

13.
Financial and
Physical
Resources

- Writing Lead TBD
- Leadership AVP Fin/CIO to review

Writing and Leadership Team Pairing by SACSCOC Standard

14. Transparency & Institutional Representation

- Writing Lead - TBD
- Leadership Team – AP to review

QEP Team

Tanya McKinney, Chair

Kristen Land

Kelvin Davis

Anjanette Powers

Joe Lane

Zinaida Taran

Andrea Kunze (assessment)

Severine Groh (assessment)

Mikhail Collins

Christy Riddle

Britnee Smith

Megan Smith

Responsibilities

- Describe context, both historically and forward looking
- Produce timeline with milestones, metrics, and targets
- Produce detailed project plan
- Produce detailed outcomes and assessment plan
- Prepare submission using SACSCOC template and rubric
 - Focus of the QEP
 - Identification of Topic
 - Support for Topic
 - Institutional Commitment to Topic
 - Assessment
 - Appendices

TEAMS

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TEAMS WORKGROUPS

LEADERSHIP
WRITING GROUP
QEP

LEADERSHIP TEAM

- RECEIVE COMMUNICATIONS AND REMINDERS FROM AP
 - e.g. update on reaffirmation study that you should add to agenda for an upcoming meeting, along with a ping notifying you it's been added to the team
 - e.g. a reminder to login to a workflow for review of a draft section
 - ability to mark these tasks complete by a deadline
 - If admin assistants or others manage agendas and minutes, they will need access and notifications
- RECEIVE INQUIRIES FROM WRITING OR QEP TEAM AND RESPOND VIA MESSAGE IN TEAMS
- RECEIVE DRAFT NARRATIVES FROM AP TO REVIEW AND EDIT OR APPROVE AND RETURN TO AP VIA A WORKFLOW
- STORE MINUTES, AGENDAS, REPORTS, THAT THE WRITING TEAM CAN DROP IN AND RETRIEVE FOR USE AS EVIDENCE
- SEND REQUESTS TO WRITING TEAM MEMBERS OR QEP TEAM MEMBERS
- NEED BROAD ROADMAP (SLIDE 2) AS WELL AS ONGOING, GRANULAR DEADLINES (PROJECT PLAN)
- MEETINGS WITHIN TEAM
- CREATE FOLDERS FOR IMPROVMENTS NEEDED AND IMPROVMENTS IMPLEMENTED AS A RESULT OF SELF-STUDY

WRITING TEAM

- RECEIVE COMMUNICATIONS, TASKS, AND DEADLINES, FROM AP
- FOLDER FOR ORIGINAL DRAFT NARRATIVES CREATED BY DR. MOON
- FOLDER FOR EDITED DRAFT NARRATIVES
- ABILITY TO INFORM AP WHEN DRAFT NARRATIVES ARE READY FOR REVIEW
- FOLDER FOR APPROVED NARRATIVES
- SEND REQUESTS FOR DOCUMENTS TO CAMPUS CONSTITUENCIES
- NEED BROAD ROADMAP (SLIDE 2) AS WELL AS ONGOING, GRANULAR DEADLINES (PROJECT PLAN)
- DASHBOARD TO INDICATE COMPLIANCE OF EACH OF 13 SECTIONS (RED/YEL/GR)
- MEETINGS WITHIN TEAM
- MEETINGS WITH JUST LEADERSHIP TEAM OR WITH LEADERSHIP TEAM AND QEP TEAM
- CREATE FOLDERS FOR IMPROVEMENTS NEEDED AND IMPROVEMENTS IMPLEMENTED AS A RESULT OF SELF-STUDY

QEP TEAM

- RECEIVE COMMUNICATIONS, TASKS, AND DEADLINES FROM QEP DIRECTOR
- QEP DIRECTOR RECEIVE COMMUNICATIONS, TASKS, DEADLINES FROM AP
- PILOT
- ABILITY FOR DIRECTOR TO CREATE FOLDERS, ESP. DRAFTS VS. FINAL SUBMISSION
- DATA HUB FOR DATA THAT NEED TO BE ANALYZED
- THREE MAJOR AREAS OF QEP: FYS, ORIENTATION, CAREER EXPLORATION
- FOLDER FOR APPROVED NARRATIVES
- SEND REQUESTS FOR DOCUMENTS TO CAMPUS CONSTITUENCIES
- NEED BROAD ROADMAP (SLIDE 2) AS WELL AS ONGOING, GRANULAR DEADLINES (PROJECT PLAN)
- COMMUNICATE WITHIN TEAM
- MEETINGS WITHIN TEAM
- MEETINGS WITH JUST LEADERSHIP TEAM OR WITH LEADERSHIP TEAM AND WRITING TEAM
- CREATE FOLDERS FOR IMPROVEMENTS NEEDED AND IMPROVEMENTS IMPLEMENTED AS A RESULT OF SELF-STUDY

Community Consensus Building Standards 7&8, Spring 2023 – Spring 2024

- Spring 2023 Assessment Fellows: Making sense of assessment reports – feedback on reports
- Provost's office support fall faculty meetings to review findings for Sept 2023 reports
- Fall 2023 Campus Message “You spoke; we listened.”
 - Website presence and LMS how we used data for improvements
 - Same message to faculty at start of term
- Faculty will be prepared to discuss use of data when team arrives in April 2024