

DELTA STATE UNIVERSITY
PRESIDENT'S CABINET
Minutes

Meeting date: January 22, 2019

Members in attendance: President William LaForge, Dr. Vernell Bennett, Mr. Mike Kinnison, Dr. Charles McAdams, Dr. Billy Moore, Mr. Rick Munroe, Dr. Christy Riddle, Dr. Michelle Roberts, and Mr. Jamie Rutledge (recorder – Ms. Claire Cole)

Members not in attendance: Dr. Severine Groh and Mr. Charlie King

Guests: Dr. Vickie Bingham, Dean, Robert E. Smith School of Nursing
Dr. Leslie Griffin, Dean, College of Education and Human Sciences
Dr. Beverly Moon, Dean, Graduate Studies
Mr. Jeff Slagell, Dean, Library Services

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on January 22, 2019. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Mr. Rutledge and seconded by Dr. McAdams, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on January 14, 2019.

GENERAL OVERVIEW

- President LaForge gave an overview of the activities and events from last week. President LaForge made phone calls to Secretary Delbert Hosemann, Senator Buck Clarke, and Senator Willie Simmons regarding proposed legislation as well as upcoming elections. Last week, President LaForge attended a welcome dinner for Delta State's Fulbright Scholar-in-Residence, Dr. Katarzyna Mackowska. He thanked Cabinet members and their constituents for helping make her and her family feel welcome at Delta State. President LaForge and Dr. Roberts met with Mr. Ron Nurnberg last week to discuss the continuation of the TFA Alumni Graduate Program, as well as TFA's interest in entering into another three-year contract with Delta State in order to host their regional institute on our campus. President LaForge attended the Institutional Executive Officers meeting last week, and he shared highlights of the meeting. A bill was introduced into the legislature, which would allow all eight public universities to be released from the governance structure of the Bureau of Buildings on their capital projects. The definition of lobbying is being looked at in order to update it to the modern day perspective and to ensure lobbyists are able to lobby effectively. The resurrection of the Inter-Alumni Council — a council of key alumni from the eight public universities in Mississippi to help influence public policy and decision making within the state — was discussed. This council could possibly be formed in time for the next legislative session, at the earliest. Public speech issues are occurring system wide. IHL Commissioner Al Rankins has asked the IEOs to review their respective speech policies and update them, if needed. Mr. Rutledge has asked Ms. Lisa Giger to update Delta State's policy. The Institutional Executive Officers voted to delay the IPEDS reporting date for enrollment to November 1. Several

universities have faced the need to change the names of their buildings due to unforeseeable reasons. The Board of Trustees has asked universities to have a process in place to rename buildings, just as they have a process to name them. On Saturday, President and Mrs. LaForge and Dr. and Mrs. McAdams attended the Community Foundation of Northwest Mississippi's 19th Crystal Ball Gala to represent Delta State University and support the 2019 Margaret Maddox Woman of the Year, Mrs. Becky Nowell.

- Mr. Kinnison gave an update on Athletics. Basketball and swimming are still going strong. The NSISC Championships are at the end of February for swimming and diving. Women's basketball stands at 1-2 for their last three games, and the men's team stands at 2-1 for their last three games. Coach Todd Cooley has hired three new assistant coaches for his football staff.
- Mr. Rutledge gave an update on facilities projects. The ribbon cutting for Young-Mauldin Cafeteria will be held on Tuesday, February 5 at 2:00 p.m. All three bond projects were approved at the IHL Board meeting on Thursday. The Walter Sillers Coliseum project was allotted \$2.5 million dollars. The plans for the project are complete, have been approved by the IHL Board and the Bureau of Buildings, and bids should go out this week. Once the amount needed for the project is confirmed, Mr. Rutledge will be able to allocate additional funds to our roofing, HVAC, wall repair in Broom Hall, and Aquatics Center repair projects. The next project to start will be the roofing project as the plans are complete and the architect has been chosen, and most roofs needing repair are in desperate need for the project to start. Bids will go out next month. The bond requests for the FY20 legislative session for Delta State include a continuation of our roofing and HVAC projects, replacement of elevators and ADA compliance, and an addition to the Robert E. Smith School of Nursing. MDOT has offered funds to help replace and repair Delta State's sidewalks to help with ADA compliance, if we can match their funds. Mr. Rutledge stated we need between \$60,000 and \$80,000 for the match. Mr. Munroe and the Foundation will help Mr. Rutledge secure funding for the match. Mr. Rutledge has a meeting scheduled tomorrow to finalize the plans on the President's home. Once the plans are final, construction can begin. Mr. Rutledge met with IHL officials and the potential golf course developer, and they have decided to use an MOU to get the feasibility study started. Once the feasibility study is completed and approved by the IHL Board, Delta State will be able to see what will work in the development and be able to negotiate a lease and contract with the potential developer.
- President LaForge shared with Cabinet Members some of the meetings and events planned for the week. President LaForge and Mr. Munroe had a great lunch with a potential donor today. He will continue his external relations building tonight with a dinner with Mr. Scott Coopwood. President LaForge will participate in the NCAA DII President's Council meeting by phone on Thursday. One of the major topics being covered at the NCAA Convention this week is the Expansion of the Board of Governors to include five outside, corporate Board members. The BPAC hosts the Beach Boys on Thursday evening. The GSC committee meeting occurs on Friday. The memorial service for Dr. Adam Johanson is Friday at 6:00 p.m. in Caylor-White/Walters Hall. President LaForge plans to meet with Mayor Nowell and Mr. Craig Ray of the Mississippi Development Authority to discuss a Music Association conference coming to Cleveland. President LaForge, Dr. Roberts, and Mr. Munroe will travel to Jackson on Monday to the Senate Appropriations hearing. The next Cabinet meeting will be held on Tuesday, January 29 beginning at 10:00 a.m.

CABINET TOPIC

Report from the Task Force on Graduate EnrollmentDr. McAdams

Dr. McAdams welcomed Dr. Bingham, Dr. Griffin, Dr. Moon, and Mr. Slagell to the Cabinet meeting, and he asked Dr. Moon to report to Cabinet members the Graduate Enrollment Task Force's findings and recommendations. Dr. Moon reminded Cabinet Members that the task force was developed in response to

President LaForge asking Dr. McAdams to gather information and develop strategies for improving enrollment numbers in graduate programs. The task force was organized in early Fall 2018 and includes representatives from across campus and from multiple disciplines. The task force met several times, both as a large group and in smaller subcommittees, to review processes, procedures, curricula, budgets, and all related activities and resources in order to recommend a path forward to improve graduate program enrollment. The task force organized dozens of faculty and department meetings and/or conversations, has reviewed publications, processes, and content, and has developed strategies and proposals to address the enrollment issue. The task force has four primary strategies to implement including: 1) improve processes: application to enrollment; 2) programmatic consistency, improvements, and enhancements; 3) expand marketing and recruiting; and, 4) develop and expand graduate student support structures. With implementing these strategies, the task force hopes to achieve their goal of a 10% increase in graduate enrollment by Fall 2019 with long-term efforts intended to achieve positive results beyond. Some short-term strategies are already being implemented in response to the conversations that took place. Long-term strategies either build on the short-term actions and activities or are discrete and require later dates for implementation. Many challenges have been identified during the institutional conversations and with outside entities (i.e. the Employer Listening Session held on November 1, 2018). Challenges include the early purge dates, a lack of marketing and recruiting dollars, and the need for programs to better address target audience needs. The task force understands that there is still work to be done, but strides are being made. For example, many departments have taken the charge to evaluate their programs very seriously and have proposed significant changes to content and delivery. Some resources needed have been identified with a budget amount, while costs for many recommendations (improvements to processes, content, and student support) are not easily quantifiable and/or may even be achieved with redistribution of human resources. President LaForge thanked Dr. Moon and the task force for their efforts in helping the university identify ways to increase graduate enrollment. He asked the deans to submit their requests through the budget process.

BUSINESS

Action

Faculty Positions policy (revised – final reading)Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams presented to Cabinet members for a final reading the revised Faculty Positions policy. A new non-tenure, faculty rank was created for those disciplines with limited or no terminal degrees, and it allows for upward movement for faculty. The new rank is called Professor of Practice and its definition was patterned after language used in current policies – the biggest difference is in teaching, professional practice, and service. The new rank is not uncommon, and other schools have many additional ranks. With this new rank, the university will be able to attract and retain faculty members in these disciplines. A task force was charged with looking into faculty positions, and they will make recommendations on how best to implement this policy. Mr. Rutledge informed Cabinet members that the cost this fiscal year associated with faculty assuming this new rank would cost the university approximately \$20,000.

Motion: Moved by Dr. McAdams to approve the revised Faculty Positions policy for a final reading and seconded by Dr. Moore. The motion was approved.

Faculty Promotions policy (revised – final reading)Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams presented to Cabinet for a final reading the revised Faculty Promotions policy. Along with the addition of the new non-tenure, faculty rank of

Professor of Practice being added to the policy, faculty members are now required to submit an e-portfolio for their Promotion and Tenure applications. All new faculty members, as of August 2018, are required to submit an e-portfolio for their second- and fourth-year reviews and tenure and promotion applications. All faculty are encouraged to begin using an e-portfolio at their earliest convenience for pre-tenure reviews and Promotion or Tenure applications. All faculty are required to submit an e-portfolio for their second- and fourth-year reviews and tenure and promotion applications beginning in fall 2020.

Motion: Moved by Dr. McAdams to approve the revised Faculty Promotions policy for a final reading and seconded by Dr. Moore. The motion was approved.

Faculty Tenure policy (revised – final reading).....Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams presented to Cabinet for a final reading the revised Faculty Tenure policy. Faculty members now required to submit an e-portfolio for their Promotion and Tenure applications. All new faculty members, as of August 2018, are required to submit an e-portfolio for their second- and fourth-year reviews and tenure and promotion applications. All faculty are encouraged to begin using an e-portfolio at their earliest convenience for pre-tenure reviews and Promotion or Tenure applications. All faculty are required to submit an e-portfolio for their second- and fourth-year reviews and tenure and promotion applications beginning in fall 2020.

Motion: Moved by Dr. McAdams to approve the Faculty Tenure policy for a final reading and seconded by Dr. Moore. The motion was approved.

Faculty Tenure – Library policy (revised – final reading).....Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams presented to Cabinet for a final reading the revised Faculty Tenure – Library policy. Faculty members are now required to submit an e-portfolio for their Promotion and Tenure applications. All new faculty members, as of August 2018, are required to submit an e-portfolio for their second- and fourth-year reviews and tenure and promotion applications. All faculty are encouraged to begin using an e-portfolio at their earliest convenience for pre-tenure reviews and Promotion or Tenure applications. All faculty are required to submit an e-portfolio for their second- and fourth-year reviews and tenure and promotion applications beginning in fall 2020.

Motion: Moved by Dr. McAdams to approve the Faculty Tenure – Library policy for a final reading and seconded by Dr. Moore. The motion was approved.

Hiring RequestsDr. McAdams

In response to the Cabinet’s decision that all requests to search for and fill vacant positions will be considered on a case-by-case basis by the Cabinet, Dr. McAdams brought to Cabinet a position for consideration. The position presented does not impact the salary savings identified previously to address the budget shortfall.

Academic Affairs Request

Dr. McAdams presented to Cabinet members the request to hire a full-time Program Manager for the Mississippi Delta National Heritage Area (MDNHA). This position will be funded through a grant. This position will work solely on MDNHA projects.

Motion: Moved by Dr. McAdams to approve the searching and hiring of Program Manager for the MDNHA and seconded by Mr. Rutledge. The motion was approved.

Discussion

Enrollment report: Spring 2019.....Dr. Bennett

Dr. Bennett stated preliminary enrollment reports for the Spring 2019 semester show a decrease in enrollment, as of Friday’s report; however, Dr. Debbie Heslep believes enrollment will be flat for the semester. The Enrollment Management Office is working hard to increase the number of first-time, full-time freshmen for Fall 2019.

Budget plans for FY20 Mr. Rutledge

Mr. Rutledge presented the FY20 budget timeline to Cabinet Members. The timeline has four phases: Phase I – Facilities/Capital Improvements, Phase II – New/Expanded Activities, Phase III – Ongoing Operations, and Phase IV – Scholarships. Phase I and Phase II will be sent to the President’s direct reports later today in order for them to distribute them to their departments. Phase I includes requests for major and minor renovations to campus such as roofing, fire alarms, replacing light fixtures in large areas, etc. Phase II includes requests for new personnel, addition of vehicles, office furniture, and supplies. Phase I and Phase II requests need to be returned to Mr. Rutledge by February 15, and will be brought to Cabinet for discussion on March 4. Phase III includes a continuation of normal maintenance with dollars currently in the budget. Phase III allows for non-salary budgeted amounts to be moved from one line item to another. All Phase III requests will be sent out on April 12, and need to be returned to Mr. Rutledge by April 26 for a report to Cabinet members on May 13. Phase IV will be a discussion for the Executive Committee to see what to do about scholarships as the budget has not kept pace with the tuition increases. A report on Phase IV will be presented to Cabinet on March 25. From speaking with officials at IHL, Mr. Rutledge believes the universities will receive flat funding from the state for FY20.

Additional information

- President LaForge asked Cabinet members to share any personnel updates in their areas. Mr. Munroe stated Communications and Marketing would hold interviews for the Staff Writer position next week. Mr. Rutledge announced the Accounts Payable Analyst has resigned, and Finance and Administration will need to search for and hire a new employee for the position.
- Dr. Riddle announced the 2018 Employee of the Month Celebration and Dr. James Robinson’s Birthday luncheon will occur on Friday.

INFORMATIONAL/CALENDAR ITEMS:

- The Beach Boys, January 24, 7:30 p.m., BPAC
- Child Safety Summit: Understanding Child Trafficking, Exploitation, & Abuse, January 31
- Kinky Boots, February 5, 7:30 p.m., BPAC

NEXT MEETING:

- Next Cabinet Meeting – Tuesday, January 29 at 10:00 a.m.
- Next Cabinet Meeting Topic – Diversity Committee report (President LaForge)

Adjournment: The meeting adjourned at 3:46 pm