

# DELTA STATE UNIVERSITY

## PRESIDENT'S CABINET

### *Minutes*

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**Meeting date: July 11, 2022**

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

**Members not in attendance:** None

**Guests:** None

**Call to Order:** A regular meeting of the President's Cabinet was held in the President's Conference Room on July 11, 2022. The meeting convened at 1:30 p.m. with Dr. Caston presiding.

#### **APPROVAL OF THE MINUTES**

On motion by Mr. Rutledge and seconded by Dr. Lovin, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on June 20, 2022.

#### **GENERAL OVERVIEW**

- Cabinet members welcomed Dr. Caston to his first Cabinet meeting.
- On behalf of Cabinet members, Dr. Caston congratulated Dr. Caroline Fletcher on completing her Ph.D. in Sports Management at Troy University.
- Dr. Caston gave an overview of the activities and events from the last three weeks. Delta State hosted members of the Mississippi Legislature, representatives from the Department of Finance and Administration and Bureau of Buildings, and Institutions of Higher Learning staff for the Annual Legislative Facilities Tour. Mr. Rutledge took attendees on a tour of campus, and he shared a slideshow presentation on how the university has utilized bond funds for our facilities and how additional bond funds could enhance our facilities. Following the slideshow, Mr. Rutledge gave the attendees a tour of campus. The Greater Jackson area alumni held their annual meeting at the Mississippi Children's Museum. Summer Session II began, and tuition revenue exceeded projections. The final in-person Takin' Care of Business Day occurred in June. All Takin' Care of Business Days in July will be virtual. The Bologna Performing Arts Center hosted the End of Year Annual Member Reception last week, and they announced their Fall 2022 Main Stage lineup. Dr. Caston met Delta State alumna and Mississippi Institutions of Higher Learning (IHL) Trustee Teresa Hubbard to make acquaintance. Dr. Caston and the Executive Committee met with IHL Commissioner Al Rankins to discuss IHL's expectations for Delta State. University Advancement staff assisted in hosting an Athletics Vision event in Greenwood at the home of Miller and Rebekah Arant.
- Dr. Caston shared with Cabinet members some of the meetings and events planned for this week. The Cleveland-Bolivar County Chamber of Commerce Board of Directors will meet on Tuesday for their monthly meeting. Mr. Munroe announced that the Louisiana Alumni Social is scheduled for this Saturday in Alexandria, LA.

**CABINET TOPIC**

None

**BUSINESS**

**Action**

**FY23 Budget Plans Revision ..... Mr. Rutledge**

Mr. Rutledge recommended changes to the FY23 budget previously approved by Cabinet members. Due to unforeseen leadership transition costs mandated by IHL (estimated to be \$295,000 - \$345,000), Mr. Rutledge recommended Cabinet members approve using the funds set aside for market and equity salary adjustments (\$335,175) to cover the transition costs.

**Motion:** Moved by Mr. Rutledge to approve using funds set aside to cover market and equity salary adjustments to cover leadership transition costs and seconded by Dr. Lovin. The motion was approved.

Mr. Rutledge shared with Cabinet members the IHL Board of Trustees expect Delta State to make smart financial decisions and continue to build towards 90 days of cash. Mr. Rutledge recommended the postponement of funding Phase I and Phase II additions, totaling \$1,404,198, until enrollment figures are confirmed on the 15<sup>th</sup> day of classes. These additions were added into the university’s budget after receiving additional funds from the legislature during their last session. Also, once Fall 2022 enrollment figures are known, Mr. Rutledge would like Cabinet members to discuss the budget to decide if the Phase I and Phase II additions should be funded.

**Motion:** Moved by Mr. Rutledge to postpone funding Phase I and Phase II additions until enrollment figures are confirmed on the 15<sup>th</sup> day of classes and Cabinet members have had the opportunity to discuss the budget needs, based on the enrollment data, and seconded by Dr. Lovin. The motion was approved with one vote against the motion.

**Wage and Salary Administration – Non-Faculty policy (revised – first reading) ..... Mr. Rutledge**

Mr. Rutledge brought to Cabinet the revised Wage and Salary Administration – Non-Faculty policy for a first reading. An edit was made to the Job Reclassification section about salary adjustments. The recommendation was to delete the sentence that stated that if a job remains in the same salary grade after being evaluated, then no salary adjustment would be made. Also, a sentence was added stating the Finance Department must verify funds are available, and the University President shall approve the salary increase. Cabinet members discussed editing the fourth sentence to include “higher salary within the salary grade range” to prevent confusion.

**Motion:** Moved by Mr. Rutledge to approve the revised Wage and Salary Administration – Non-Faculty policy for a first reading and seconded by Dr. Novobilski. The motion was approved with one vote against the motion.

**Discussion**

**FY23 Organizational Chart ..... Dr Roberts**

Dr. Roberts shared with Cabinet Members the draft FY23 organizational chart. She asked Cabinet Members to review the organizational chart and provide changes to Ms. Cole by end of day. The revised organizational chart will be made final by end of week.

**FY22 Budget Status Update..... Mr. Rutledge**

Mr. Rutledge gave an update on the FY22 budget status. The Finance Department will open the FY23 budget to travel encumbrances and purchase orders tomorrow, and an email will be sent to faculty and staff on protocols. Mr. Rutledge and his staff are working on finalizing the FY22 budget, and he will bring final figures to Cabinet at a later date.

**Enrollment Update/Overview.....Dr. Lovin**

Dr. Lovin provided an enrollment update. Currently, 565 students have signed up to participate in Takin' Care of Business Days. Of the 565 students, 428 have registered for their Fall 2022 classes and 137 students are in the process of finalizing their registration. As of today, 1,742 students are registered for Fall 2022 classes. At this time last year, 30 more graduate students had registered; 24 fewer new undergraduate students had registered; and, 56 more returning students had registered.

**Institutional Effectiveness and Planning update .....Dr. Novobilski**

Dr. Novobilski and other Delta State representatives travel to the 2022 Institute on Quality Enhancement and Accreditation later this week, and their focus will be ways to enhance the university's new Quality Enhancement Plan. Dr. Novobilski announced additional information is needed by SACSCOC with regards to the monitoring report filed in April 2022. A follow-up monitoring report with an audit is to be filed in April 2023. Dr. Beverly Moon, the university's SACSCOC liaison, will contact the university's SACSCOC representative to discuss the report.

**Delta State's peer group .....Dr. Novobilski**

Dr. Novobilski shared with Cabinet members the recommended peer group for Delta State, which compiled by Director of Institutional Research, Effectiveness, and Planning Chrisa Mansell. The peer group, which was created with Integrated Postsecondary Education Data System (IPEDS) data, consists of ten universities that fall into three categories: public, four-year universities; highest degree offered being a Master's degree or above; and, enrollment from 2,000 to 3,500. The idea of a peer group is to see how Delta State University compares to other similar universities in areas of admissions rate, graduation rate, student-to-faculty ratio, enrollment, etc. In the future, Dr. Novobilski would like to create an additional peer group for the university to strive towards.

**Crosstown agreement with the US Air Force ROTC unit at The University of Mississippi .....Dr. Novobilski**

Delta State has the opportunity to enter into a Crosstown agreement with the US Air Force ROTC at the University of Mississippi. This agreement allows full-time Delta State students interested in the Air Force to participate in the US Air Force ROTC program at The University of Mississippi one day a week on their campus in Oxford. Students in the program are granted a full-ride scholarship including books and fees plus a monthly stipend. Students are not limited to Commercial Aviation degrees. The next step in this process is for the IHL attorney to validate the agreement and for Delta State and the University of Mississippi to sign the agreement.

**Consultant to evaluate assessment and accreditation activities .....Dr. Novobilski**

Dr. Novobilski informed Cabinet members Dr. Beverly Moon, Delta State's SACSCOC liaison, will retire in September 2022. During Dr. Moon's transition to retirement, Dr. Novobilski would like to invite a consultant to campus that is experienced with SACSCOC and accreditation to ensure Delta State's reaccreditation process continues smoothly after Dr. Moon's retirement. The consultant will be on campus for four to six weeks. Dr. Novobilski and Mr. Rutledge are working together to rearrange funds in Academic Affairs to cover the consultant fees.

**Additional Information**

- Dr. Novobilski announced the JumpStart Picnic will be held on Leflore Circle in front the President's home. All Cabinet members are invited to attend, and the start time is to be determined.
- Dr. Roberts reminded Cabinet members of the date of Cabinet Advance (August 1 and August 2) at the President's home. The topics of discussion have not been decided yet.

**INFORMATIONAL/CALENDAR ITEMS:**

- JumpStart Picnic, July 26
- Cabinet Advance, August 1-2, President's Home
- Takin' Care of Business Day, August 3 and 9
- Mathews-Sanders Sculpture Garden Welcome Dinner, August 4
- Student Move-in Day, August 10, 10:00 a.m. – 4:00 p.m.
- Convocation, August 11, 3:00 p.m., BPAC
- Convocation Lunch, August 12, 12:00 noon, Nowell Union, Second Floor Lobbies

**NEXT MEETING:**

- Next Cabinet Meeting – Monday, July 18, 2022 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

**Adjournment:** The meeting adjourned at 3:09 pm