

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: March 6, 2023

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

Members not in attendance: None

Guests: Dr. Edwin Craft, Associate Vice President for Finance and Administration
Dr. Ellen Green, Academic Council representative (via phone)
Dr. Christopher Jurgenson, President-Elect, Faculty Senate
Ms. Holly Ray, Chair-Elect, Administrative Staff Council

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on March 6, 2023. The meeting convened at 1:30 p.m. with Dr. Caston presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Lovin and seconded by Dr. Novobilski, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on February 20, 2023.

GENERAL OVERVIEW

- Dr. Caston welcomed and introduced the incoming Cabinet members for FY24 who will shadow their counterparts from now until they transition into voting members on May 15, 2023: Academic Council Representative Ellen Green; Administrative Staff Council Chair-Elect Holly Ray; and, Faculty Senate President-Elect Christopher Jurgenson. The incoming SGA President will be Haley Rooks.
- Dr. Caston gave an overview of the activities and events from the last couple of weeks. The Guess Who and Hairspray the Musical were hosted by the BPAC. Dr. Nuria Cuevas, Delta State's SACSCOC representative, made an advisory visit to the university. Dr. Caston and Ms. Lori Spencer had a development meeting in Greenville, MS. The Foundation held their 2nd Annual Green and White Gala.
- Ms. Chacon announced a run-off election will be held for Treasurer tomorrow, and the results for all SGA officers will be announced on Wednesday.
- Mr. Kinnison provided an update on Athletics. The swimming and diving teams are in Indianapolis, IN for the NCAA National Championship. Delta State's 18 swimmers and divers begin competition tomorrow. The baseball and softball teams competed against University of West Florida over the weekend, and both teams will travel to Memphis, TN to compete against Christian Brothers University this weekend. The baseball team will host Henderson State University tomorrow. The golf team has a match this weekend at home.
- Mr. Wakefield shared an update on Facilities projects. Projects are either slow-moving or on hold due to requirements by the Bureau of Buildings. Dr. Lovin shared that a project is underway to fix the lack of hot water in Cain-Tatum Hall.

- 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. Dr. Caston will meet with Mr. Munroe, Foundation President Tom Janoush, Past Foundation President Tim Harvey, and Foundation President-Elect Hugh Smith on Wednesday to discuss Foundation funds. The opening reception for the Annual Juried Student Art Exhibition will be held on Thursday. Dr. Caston thanked Cabinet members for contributing to the Cabinet Award. The Strategic Plan Steering Committee will meet on Friday. Spring Break begins on Monday, March 13.

CABINET TOPIC

None

BUSINESS

Action

Faculty Tenure policy (revised – final reading, ratify action)Dr. Novobilski

The Faculty Tenure policy requires further edits, and so Dr. Novobilski pulled the item for action. It will go back through the proper approval channels, and then brought to Cabinet for action at a later date.

Location and Number of Commencement CeremoniesDr. Novobilski

Upon the recommendation of the Academic Council, Dr. Novobilski shared with Cabinet members an adjusted schedule for Spring 2023 Commencement. Currently, 320 students are planning to walk for Commencement. The recommendation is to have two ceremonies in Walter Sillers Coliseum. The first ceremony will be at 10:00 a.m. for graduate students and undergraduate nursing students, and the second ceremony will be at 2:00 p.m. for the remaining undergraduate students. Tickets will not be required for entry; however, tickets will be distributed for planning purposes.

Motion: Moved by Dr. Novobilski to have two Spring 2023 Commencement ceremonies in Walter Sillers Coliseum and seconded by Dr. Lovin. The motion was approved.

Staff Emeritus recommendationDr. Fletcher

Dr. Fletcher shared with Cabinet members the names of five staff members who have been recommended for Emeritus status by the Administrative Staff Council. The staff members were unanimously approved for Staff Emeritus status by the Administrative Staff Council Executive Committee and their respective supervisors and vice presidents.

Motion: Moved by Dr. Fletcher to recommend to Dr. Caston the names of the five staff members for consideration for Emeritus status and seconded by Dr. Roberts. The motion was approved.

Summer Work Schedule..... Mr. Wakefield

Mr. Wakefield shared with Cabinet members the proposed work schedule for the summer 2023 term. The proposed summer office hours are 7:00 am – 5:30 pm, Monday through Thursday, with a 30-minute lunch break. The summer work schedule will start on Monday, May 8 and end on Thursday, August 3. Kent Wyatt Hall will remain open on Fridays during the summer work schedule. Offices are not required to be open on Friday unless special departmental activities/events require them to be open or if deemed a critical need by the respective vice president.

Motion: Moved by Mr. Wakefield to approve the summer work schedule and seconded by Dr. Lovin. The motion was approved.

Discussion

Online Campus Directory Information Form.....Dr. Fletcher

Dr. Fletcher led Cabinet members in a discussion of the draft Online Campus Directory Information Form and asked for their feedback and recommendations. Mr. Gregory Braggs, Web Developer in Communications and Marketing, created the draft Online Campus Directory Information Form with the suggestions made by Cabinet members from the last Cabinet meeting. The form has fields for: salutation, first name and, last name; title and department; degrees earned from which institution in what year; and, the option to upload a headshot. Cabinet members suggested adding the following fields: an additional salutation option of “Mx.,” degree program concentrations; drop down options for degrees earned; and, an option to upload a resume. The Online Campus Directory Information Form will be on the Communications and Marketing webpage on the Delta State website. Cabinet members suggested faculty and staff update their directory page once a year at the beginning of the academic year. Dr. Fletcher will share the edits with Mr. Braggs, and she will bring a revised version to Cabinet soon.

Institutional Effectiveness and PlanningDr. Novobilski

Dr. Novobilski shared with Cabinet members an update from Dr. Josie Welsh regarding Delta State’s SACS COC reaffirmation. Dr. Welsh is working with the Writing Team on Standard 5.4 which states, “the institution employs and regularly evaluates administrative and academic officers with appropriate experience and qualifications to lead the institution.” The Writing Team must be able to compare current resumes or curriculum vitas with the job description on file for any given administrative position (dean, director, and vice president of academic or non-academic departments.) To help Dr. Welsh and the Writing Team with this standard, Dr. Novobilski asked Cabinet members to continue providing Dr. Welsh with information when asked; including a link whereby faculty and staff can upload a resume or curriculum vitae in the Online Campus Directory Information form; and, providing her with current job descriptions of deans, directors, and vice presidents. To aid in the reaffirmation process, Dr. Novobilski requested a mid-year organizational chart update. Ms. Cole will send out the current organizational chart to the President’s direct reports for update.

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

Dr. Lovin provided a recruitment update to Cabinet members. Dr. Lovin shared some personnel updates with Cabinet members, and he announced a new position in the Office of Admissions will open in July. A new admissions trends data page will be available to Cabinet members soon. Also, as of today, 212 students have signed up for Takin’ Care of Business Days.

Legislative Update.....Mr. Munroe

Mr. Munroe provided an update on the Mississippi Legislative Session. Delta State’s Student Legislative Day sponsored by the Student Government Association is March 22. All appropriation bills have been created; however, universities won’t know their portion of appropriations until the end of the legislative session. Mr. Munroe made a request with Delta-area legislators to increase the amount of Delta State’s earmarks in Commercial Aviation and the Delta Center for Culture and Learning. The language for the TikTok bill was broadened, and it states any state-owned device cannot download the application.

Year-end Expenditure Cutoff Memo Mr. Wakefield

Mr. Wakefield shared with Cabinet members the information provided to faculty and staff in the Year-end Expenditure Cutoff memo on March 3. In accordance with the plan to increase cash reserves by June 30 to

make progress toward compliance with IHL guidelines and to balance the FY23 budget, the university is implementing the expenditure cut-off deadlines earlier than in the past. Expenditure cut-offs affect all funds: general E&G (fund 10), designated (108 funds), auxiliary, and restricted. Only expenditures that are considered absolutely necessary will be approved. All requisitions received after March 20, must be approved by the respective Vice President. All departments should begin clearing outstanding encumbrances in all funds and forwarding all documents to Accounts Payable as soon as possible. Also, effective March 20, procurement cards will be suspended until July 1, 2023. Travel requests for the remainder of FY23 must be approved by the respective Vice President, followed by review by the Interim Vice President for Finance and Administration. Only required travel will be approved. Departments needing special exemptions to the cut-off dates must present the request to the respective Dean, Vice President, or direct report to the President. If approved, they will then forward the request to the Accounting Department.

Budget Update Mr. Wakefield

Mr. Wakefield provided an update on the university budget. Mr. Wakefield reiterated the need for the expenditure cut-off. If the university were to spend all of the its expenditure budget for FY23, it would not have a balanced budget due to the revenue budget being overly optimistic.

INFORMATIONAL/CALENDAR ITEMS:

- Annual Juried Student Art Exhibition Opening Reception, March 9, 5:00 p.m., Wright Art Center Gallery
- Spring Break for faculty and students, March 13-17
- Student Legislative Day, March 22, Mississippi Capitol
- John Crist Emotional Support, March 23, 7:30 p.m., BPAC

NEXT MEETING:

- Next Cabinet Meeting – Monday, March 20, 2023 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 2:41 p.m.