

# DELTA STATE UNIVERSITY

## PRESIDENT'S CABINET

### *Minutes*

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**Meeting date: May 22, 2019**

**Members in attendance:** President William LaForge, Ms. Tricia Killebrew, Dr. Charles McAdams, Dr. Beverly Moon, Mr. Rick Munroe, Mr. Cetin Oguz, Dr. Michelle Roberts, and Mr. Jamie Rutledge (recorder – Ms. Claire Cole)

**Members not in attendance:** Dr. Vernell Bennett, Mr. Mike Kinnison, and Ms. Elizabeth Swindle

**Guests:** Ms. Lori Spencer

**Call to Order:** A regular meeting of the President's Cabinet was held in the President's Conference Room on May 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 April 29, 2019.

#### **GENERAL OVERVIEW**

- Mr. Munroe introduced Ms. Loris Spencer, a Delta State alumna and the newly hired Director of Prospect Management. She will work closely with Mr. Munroe and President LaForge on President LaForge's campaign prospects. Ms. Spencer working very closely with president LaForge and rick on his prospects. Ms. Spencer shared her career background with Cabinet and emphasized her excitement for the opportunity.
- President LaForge recognized Mr. Mike Kinnison and the 2018-19 baseball team on their outstanding season thus far. The team won the Gulf South Conference tournament and the NCAA DII South Regional tournament. The team left today for the NCAA DII South Super Regional in Tampa, FL.
- President LaForge gave an overview of the activities and events from the past few weeks. Prior to the end of the semester, President LaForge attended the NCAA DII Planning and Finance Committee and DII Presidents' Council meetings. Delta State hosted its Spring Commencement ceremonies, and Dr. McAdams stated both ceremonies went well. He asked Cabinet members to send any suggestions or comments about Commencement to Ms. Emily Dabney. In conjunction with the Commencement ceremonies, President LaForge hosted a dinner for the Honorary Degree recipient, Dr. Ned Mitchell, and Student Affairs hosted the Student Hall of Fame dinner. President LaForge traveled to Bulgaria after Commencement and taught for a week at the University of National World Economy, and he signed a new agreement with them as they are one of Delta State's international partners. President LaForge asked the rector of the university to be our Colloquia speaker this fall. Ms. Killebrew gave an overview of the Wayne Blansett Staff Development Day. In President LaForge's absence, Dr. McAdams attended the IEO and IHL Board meetings. During the IEO meeting, Commissioner Rankins informed each institutional executive officer about specific policies they have and they rank based on the Fire Organization's scale. The Fire Organization looks into university policies and handbooks and rate them

on several key areas including free speech and assembly and harassment. Dr. McAdams stated Delta State had six policies in question and four of those policies were rated yellow. Commissioner Rankins asked the IEOs to revise any policies needing changes. During the IHL Board meeting, the Board approved our tenure request, the contract with Sodexo was approved, and a few real estate items were approved. Mr. Rutledge informed Cabinet the four day work week is going well, and two employees are working on Fridays.

- In the absence of Mr. Kinnison, President LaForge gave an update on Athletics. Coach Kinnison concluded negotiations with the men’s basketball head coach, and he offered a three year contract to Mr. Mike Nienaber. Mr. Nienaber comes to Delta State from Christian Brothers University. President LaForge announced Ms. Sarah Mumme was selected as one of the Top Ten Athletes for the GSC, and she is now in the running for the Commissioner’s Trophy. She will be recognized at the GSC Annual meeting next week.
- Mr. Rutledge gave an update on facilities projects. The MDOT sidewalk project will begin in May 2020, and the bids for the project will go out in January. Delta State will apply for an additional grant from MDOT to finalize the project in September. The bid for the Walter Sillers Coliseum roofing, HVAC, and sound system project was awarded, and the notice to proceed will be given on June 15. IHL approved the re-advertising of the roofing project, and it will advertise for three weeks. The Bureau of Buildings approved the Aquatics Center HVAC project, and it will begin next month. The Hill Apartments project will be completed by the end of June. The renovation of Bailey Hall for the Student Success Center has been delayed until the end of July. The proposals for the golf course development are under review by the Executive Committee, and the developers will present their proposals to the Executive Committee at the beginning of June, and a recommendation will come to Cabinet following the presentations. The contract for the President’s home should be obtained this week.
- President LaForge shared with Cabinet Members some of the meetings and events planned for the week. On Thursday, President LaForge travels to Indianapolis for an NCAA Board of Governors Ad Hoc Committee on Sports Wagering meeting, and he will travel to Tampa on Friday for the NCAA DII Super South Regional Baseball tournament to support the baseball team. Memorial Day holiday is Monday, May 27, and the next Cabinet meeting is Tuesday, May 28 at 1:30 p.m.

**CABINET TOPIC**

**FY20 Budget ..... Mr. Rutledge**  
Mr. Rutledge presented the FY20 budget to Cabinet members for approval. Delta State’s E&G budget for FY20 will be \$49,268,741. The budget has increased from FY19 due to a mandated increase in health insurance and PERS funded through State appropriations. The annual operating budget will be voted on by the IHL Board of Trustees in June, and will be final upon their approval. President LaForge thanked Mr. Rutledge and his staff for their outstanding work on preparing the FY20 budget. *\*(see handout)*

**BUSINESS**

**Action**

**FY20 Budget ..... Mr. Rutledge**  
Mr. Rutledge presented the FY20 budget to Cabinet members for approval. *\*(see handout)*

**Motion:** Moved by Mr. Rutledge to approve the FY20 budget and seconded by Dr. McAdams. The motion was approved.

**Fee Request..... Mr. Rutledge**

On the recommendation of the Academic Council, Mr. Rutledge brought to Cabinet two additional Course and Optional Fees for 2019-20. Once approved by Cabinet, these fees will be submitted to IHL for approval. The two fees include: an increase to the graduation application fee and a late graduation application fee. The graduation application fee increased five dollars from \$45 to \$50, and the late graduation fee is \$100 to pay for increased printer fees for commencement programs.

**Motion:** Moved by Mr. Rutledge to approve the two additional Course and Optional Fees for 2019-20 and seconded by Dr. McAdams. The motion was approved.

**Academic Offerings policy (revised – final reading) .....Dr. McAdams**

Upon the recommendation of Academic Council, Dr. McAdams brought to Cabinet the Academic Offerings policy for a first reading. The date a student can present a request for withdrawal was changed to the Friday of the tenth week of the regular semester or the Thursday prior to the last week of class of a summer session. Also, the policy was updated to reflect current practices.

**Motion:** Moved by Dr. McAdams to approve the Academic Offerings policy for a final reading and seconded by Mr. Rutledge. The motion was approved.

**Employment of Relatives policy (revised – final reading) ..... Mr. Rutledge**

Mr. Rutledge brought the revised Employment of Relatives policy to Cabinet for a final reading. The employment of a family member of a present employee or the appointment of a present employee to a new/different position is prohibited when such employment/ appointment would create a situation where one family member would be in a supervisory position over the other family member and/or influencing progress, performance, or welfare. It is the responsibility of the employee and the supervisor to disclose to the University the family relationship status in writing to the Office of Human Resources and/or on the University employment application. Any exceptions to this policy must receive approval from the supervising vice president. Cabinet members made grammatical and syntax corrections, and the revisions will be made outside of the Cabinet meeting.

**Motion:** Moved by Mr. Rutledge to approve the Employment of Relatives policy for a final reading and seconded by Mr. Munroe. The motion was approved.

**Emeritus Status – Staff policy (revised – first reading) ..... Mr. Rutledge**

Mr. Rutledge brought the revised Emeritus Status – Staff policy to Cabinet for a first reading. The policy was revised to bring it up to date with current practices. Mr. Rutledge will bring the policy for a final reading on June 3 and he asked for suggestions to be sent to him prior to its return. President LaForge asked Mr. Rutledge to include the word ‘new’ prior to staff emeritus recognized on the second page under Benefits of Emeritus Status.

**Motion:** Moved by Mr. Rutledge to approve the Emeritus Status – Staff policy for a first reading and seconded by Mr. Munroe. The motion was approved.

**Employment Status policy (revised – first reading) ..... Mr. Rutledge**

Mr. Rutledge brought the revised Employment Status policy to Cabinet for a first reading. The policy was revised to add additional employment classifications and their definitions. Mr. Rutledge will bring the policy for a final reading on June 3, and he asked for suggestions to be sent to him prior to its return.

**Motion:** Moved by Mr. Rutledge to approve the Employment Status policy for a first reading and seconded by Dr. McAdams. The motion was approved.

**Occupational Categories policy (revised – first reading)..... Mr. Rutledge**

Mr. Rutledge brought the revised Occupational Categories policy to Cabinet for a first reading. Mr. Rutledge will bring the policy for a final reading on June 3, and he asked for suggestions to be sent to him prior to its return.

**Motion:** Moved by Mr. Rutledge to approve the Occupational Categories policy for a first reading and seconded by Dr. Roberts. The motion was approved.

**Hiring Requests ..... Cabinet Members**

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 positions for consideration. The positions presented do not impact the salary savings identified previously to address the budget shortfall.

**Academic Affairs Staff Request**

Dr. McAdams presented to Cabinet members the request to search for and hire a GIS Technician for the Center for Geospatial Information Technology and a Coordinator of Graduate Studies and Admissions for the Office of Graduate Studies, Continuing Education, and Research.

**Motion:** Moved by Dr. McAdams to approve the searching and hiring of a GIS Technician and a Coordinator of Graduate Studies and Admissions and seconded by Dr. Moon. The motion was approved.

**Discussion**

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

Dr. Roberts shared with Cabinet Members the FY19 organizational chart. She asked Cabinet Members to review the organizational chart and to send changes including new hires, new positions, new titles, or any reorganization in the upcoming fiscal year to Ms. Cole. The updated organizational chart will be presented to Cabinet one final time before being made final on July 1.

**Elevator Speech.....Mr. Munroe**

Mr. Munroe presented to Cabinet members for review a revised version of the Delta State’s elevator speech. Cabinet members suggested a few additional edits to the elevator speech including adding the word annually after undergraduate and graduate students; rewording the phrase ‘DSU was founded on’; and, stating the GRAMMY Museum® Mississippi is an educational partner.

**Additional information**

- Ms. Killebrew announced ten applicants were chosen for the DSU LEADS program.
- Dr. Roberts announced the Administrative Assistant in the President’s Office, Ms. Shelby Holcomb, has been accepted into the Masters in Biomedical Sciences program in the School of Graduate Studies in Health Sciences at University of Mississippi Medical Center. Her last day will be June 27.
- Mr. Rutledge announced Student Business Services has received over \$1 million dollars in receivables since Mr. Kelvin Davis took the role as Director of Student Business Services four years ago.

**INFORMATIONAL/CALENDAR ITEMS:**

- Memorial Day Holiday, May 27
- Summer Session I begins, May 28
- Orientation Session I, June 3
- Mayors' Summit, June 4, 1:30 p.m., Simmons Room
- Delta Council Annual Meeting, June 7, 10:30 a.m., BPAC

**NEXT MEETING:**

- Next Cabinet Meeting – Tuesday, May 28 at 1:30 p.m.
- Next Cabinet Meeting Topic – Workforce Innovation and Opportunity Act (Mr. Rutledge)

**Adjournment:** The meeting adjourned at 3:17 p.m.