

# DELTA STATE UNIVERSITY

## PRESIDENT'S CABINET

### *Minutes*

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**Meeting date: November 26, 2018**

**Members in attendance:** President William LaForge, Dr. Vernell Bennett, Dr. Severine Groh, Mr. Charlie King, Mr. Ronnie Mayers, Dr. Charles McAdams, Dr. Billy Moore, Mr. Rick Munroe, Dr. Christy Riddle, and Dr. Michelle Roberts (recorder – Ms. Claire Cole)

**Members not in attendance:** Mr. Jamie Rutledge

**Guests:** Mr. Mike Kinnison, Head Baseball Coach  
Ms. Holly Ray, Graphic Designer, Communications and Marketing  
Mr. Peter Szatmary, Director, Communications and Marketing

**Call to Order:** A regular meeting of the President's Cabinet was held in the President's Conference Room on November 26, 2018. The meeting convened at 1:30 p.m. with President LaForge presiding.

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

On motion by Mr. King and seconded by Dr. Groh, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on November 12, 2018.

#### **GENERAL OVERVIEW**

- President LaForge gave an overview of the activities and events from last week. The College of Business and Aviation hosted their annual Scholarship Recognition Ceremony. Dr. Moore stated the program went very well. The college plans to change the time of the event next year to accommodate for student schedules. President LaForge stated it was a great occasion to honor and recognize Mr. Jimmy Wilson and his contribution to the College of Business and Aviation. Mr. Munroe stated the Washington County Alumni meeting went very well, and approximately 20 alumni were in attendance. In accordance with the rules of being a chapter, the Washington County chapter afforded a scholarship to a future Delta State student. President LaForge, Mr. Munroe, and Ms. Heather Miller attended the Robert M. Hearin Foundation Annual Beneficiaries meeting.
- President LaForge attended the IEO and IHL Board meetings two weeks ago. During the IEO meeting, the university presidents along with Commissioner Rankins revisited the campus weapons policy. The goal was to harmonize each university's policy to all share the same language with respect to what is considered private and public areas on a university campus. Guns will be banned for all students and employees no matter their enhanced carry permits. Dr. Roberts will distribute the policy to Cabinet members by email. Due to negative publicity for Delta State on language used in the old student handbook, IHL staff wanted to discuss this matter to make sure all old e-files removed from websites.
- Mr. Mayers gave an update on Athletics. The men's basketball scored a win against Cumberland University over the weekend. Coaches Club luncheon takes place on Tuesday at the Cleveland Country Club. Mr. Patrick Shegog, quarterback for the football team, is a finalist for the CSpire Conerly Trophy.

The ceremony takes place on Tuesday at the Mississippi Sports Hall of Fame. The women’s basketball team will play Spring Hill College on Tuesday at home, and both teams will play University of West Alabama on Thursday. Mr. Mayers announced the Athletics’ Christmas Party will be on Wednesday, December 5<sup>th</sup> at the Warehouse.

- In Mr. Rutledge’s absence, President LaForge gave a review of the newly renovated Young-Mauldin Cafeteria. He stated it has ambiance, functionality, and hospitality.
- President LaForge shared with Cabinet Members some of the meetings and events planned for the week. The Christmas Tree Lighting occurs immediately following Cabinet at 3:00 p.m. today in the Atrium. The Delta Music Institute will host a fundraiser, Women in the Round, tonight at Delta Meat Market. President LaForge will host his biannual Graduating International Student Reception for graduating international students on Tuesday. On Wednesday, President LaForge will travel to Hazlehurst to speak to juniors and seniors at Copiah Academy. President LaForge will work with Facilities Management on Thursday morning. On Thursday evening, President LaForge will moderate “An Evening with Andy Childs” event at GRAMMY Museum® Mississippi. On Saturday, Student Affairs will host the Academic Spotlight Day for Statesmen Day. President LaForge will offer special greetings to the students. Dr. Bennett stated this program showcases our students to potential students. Mr. and Miss DSU, DMI students, Music majors, Miss Delta State University, Greek students, and Orientation leaders will be on hand for the Spotlight Day. Dr. Bennett will have her final numbers for the event tomorrow as she is waiting to see if Mississippi Delta Community College and Desoto County schools can send a full bus of students for the event; if they send a full bus, Dr. Bennett will fund their trip.
- Dr. Riddle announced 80.4% of undergraduates who can pre-register for spring classes pre-registered during Pre-Registration Week, and 71.9% of graduate students have pre-registered for spring classes. Reminder emails have been sent to those students who have not pre-registered.

**CABINET TOPIC**

**Campus Communications.....Mr. Munroe**

Mr. Munroe introduced Mr. Peter Szatmary and Ms. Holly Ray, and he asked them to present to Cabinet Members a few updates on campus communications. Mr. Szatmary and Ms. Ray presented to Cabinet members three ideas for a new campus-wide business card, three new tag lines, and six options for our elevator speech on the reverse side on the card. A request was presented by Dr. McAdams to allow employees to buy in to new designs and tag lines and allow suggestions to be made. An electronic version of the examples will be sent to Cabinet Members for distribution to constituencies. Mr. Munroe asked Cabinet members to send their suggestions to Mr. Szatmary and Ms. Ray. The discussion on new business card designs and taglines will return to Cabinet in January.

**BUSINESS**

**Action**

**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. One position presented does not impact the salary savings identified previously to address the budget shortfall. Dr. McAdams reported to Cabinet members a substitute teacher for the Child Development Center was hired; this was approved in a prior Cabinet meeting.

**Academic Affairs Staff Requests**

Dr. McAdams presented to Cabinet members the request to search for and hire a Developmental Studies Specialist. This position will be part-time, and it will be paid from Student Success Center's foundation account and Academic Affairs' adjunct/overload account as the position teaches three remedial courses. The employee would be employed from 12/1/2018 to 8/31/2019.

**Motion:** Moved by Dr. McAdams to approve the searching and hiring of a Developmental Studies Specialist and seconded by Dr. Riddle. **The motion was approved.**

**Academic Affairs Faculty Requests**

Dr. McAdams presented to Cabinet members the request to search for and hire an Assistant Professor of Health, Physical Education, and Recreation. Currently, this position is being held as a salary saving position. If the search proves successful, the position will be taken from fund 10 for FY20. The professors in this department all teach overload, and it bares the most majors for a department on campus.

**Motion:** Moved by Dr. McAdams to approve the searching and hiring of an Assistant Professor of Health, Physical Education, and Recreation and seconded by Dr. Groh. **The motion was approved.**

**2019-2020 Academic Calendar .....Dr. McAdams**

Dr. McAdams brought to Cabinet a recommendation from the Academic Council for the 2019-20 Academic Calendar. The Department of Education defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph one of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. 750 minutes of instruction is required for each credit hour of university credit. Delta State's academic calendar adheres to this definition for credit hours, and each credit hour allows for 750 minutes of instruction. Academic Council voted to include Fall Break in the Academic Calendar for the 2019-20 school year at the suggestion of students. Due to the late nature of Thanksgiving holidays in 2019, commencement ceremonies will be later in the semester as to give the Registrar a week of classes prior to exam week. Dr. McAdams stated he plans to appoint a committee to begin looking at the Academic Calendar much earlier in the year for 2020-21.

**Motion:** Moved by Dr. McAdams to approve the 2019-20 Academic Calendar and seconded by Dr. Groh. **The motion was approved.**

**Discussion**

**Giving Tuesday .....Mr. Munroe**

Mr. Munroe reminded Cabinet members about Giving Tuesday tomorrow. A new website was created, [www.deltastate.edu/deltastatedelivers](http://www.deltastate.edu/deltastatedelivers), to show updates on Giving Tuesday in real time. Communications and Marketing created a video to promote Giving Tuesday showcasing our students, and it has been viewed over 17,000 times. A follow up video with the same students has been recorded thanking donors. President LaForge informed Cabinet members a generous donor has agreed to match up to \$100,000 for scholarships. \$55,000 has been donated thus far, and many more will give tomorrow.

### **Additional information**

- Mr. King informed Cabinet members he created a proposal on ways to revitalize the Union in an effort to make it more student-centric. The funds to pay for the updates would come from the Student Activity fees. Mr. King plans on meeting with Dr. Bennett on Friday to discuss the project, and he will work with Mr. Rutledge after that meeting.
- Dr. Riddle informed Cabinet members Staff Council filled 69 Feed A Family bags for Thanksgiving, and they were able to give other items to those in need, as well. Five of the bags were given to Delta State employees. She announced Angel Tree will be the next project for Staff Council, and the gifts for the Angel Tree will be collected on December 13 at the Staff Council Holiday Breakfast.
- Student Government leaders for all IHL universities are working on a resolution on how best to address mental health awareness on college campuses.
- Dr. Roberts informed Cabinet members the last Cabinet meeting of the semester will be December 10. On this day, Cabinet members will join President LaForge in recording his “Christmas Wish” Fireside Chat and take part in a Christmas celebration prior to the start of the meeting. Dr. Roberts asked Cabinet members to wear red, green, or white.

### **INFORMATIONAL/CALENDAR ITEMS:**

- Christmas Tree Lighting, November 26, 3:00 p.m., Leroy E. Morganti Atrium
- Rudolph the Red-Nosed Reindeer: The Musical, December 4, 7:30 p.m., BPAC
- Fall Exams, December 3-6
- Fall Commencement, December 7, 10:00 a.m. and 2:00 p.m., BPAC

### **NEXT MEETING:**

- Next Cabinet Meeting – Monday, December 3 at 2:30 p.m.
- Next Cabinet Meeting Topic – GIT Center (Dr. McAdams)

**Adjournment:** The meeting adjourned at 2:49 p.m.