

**DELTA STATE UNIVERSITY**  
**UNIVERSITY LEADERSHIP COUNCIL**  
*Minutes*

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**Meeting date: October 16, 2023**

**Members in attendance:** Dr. Dan Ennis, Dr. Vicki Bingham, Dr. Edwin Craft, Dr. James Gerald, Ms. Lisa Giger, Dr. Ellen Green, Mr. David Gladden, Dr. Tomeka Harbin, Dr. Christopher Jurgenson, Mr. Mike Kinnison, Dr. Eddie Lovin, Ms. Chrisa Mansell, Ms. Haley Rooks, Ms. Holly Ray, Dr. Christy Riddle, Dr. Michelle Roberts, Dr. Merideth Van Namen, and Mr. Larry Wakefield (recorder – Ms. Claire Cole)

**Members not in attendance:** Dr. Leslie Griffin, Ms. Joi Phillips, and Ms. Ashley Tanksley

**Guests:** None

**Call to Order:** A regular meeting of the University Leadership Council was held in Room 302A in the H. L. Nowell Union on October 16, 2023. The meeting convened at 1:30 p.m. with Dr. Ennis presiding.

**BUSINESS**

**Action**

**University Leadership Council Chair..... Dr. Ennis**

The University Leadership Council will elect its own presiding officer, and the presiding officer will serve a term of two years. Dr. Ennis added the University Leadership Council Chair to the President’s Cabinet to be the liaison between bodies. Dr. Lovin nominated himself for University Leadership Council Chair.

**Motion:** Moved by Dr. Ennis to elect Dr. Lovin as the University Leadership Council Chair and seconded by Ms. Giger. The motion was approved.

**Discussion**

**Charge to University Leadership Council..... Dr. Ennis**

Dr. Ennis charged the University Leadership Council. The charge states:

The ULC will elect its own presiding officer, meet bi-monthly, and will exercise oversight on topics that require intermediate levels of review, that is, in that space between the Cabinet and departments. The goal of the ULC is to bring together a broader representation of the campus to this group, which will bring more ideas to the forefront when it comes to policy, budgetary, and operational matters.

The first meeting of the University Leadership Council will be at 1:30 p.m. on Monday, October 16 in Room 302A in the H.L. Nowell Union.

The University Leadership Council is hereby formed with the following functions:

- 1) The University Leadership Council will be convened by the President, and then elect a Chair as presiding officer who will serve a two-year term.
  - a. In the absence of a presiding office, the President or President's designee will preside.
  - b. In order to continue the ongoing work of policy review, the University Leadership Council will meet even in the absence of the President.
  - c. The University Leadership Council will draw from the President's Office for administrative support.
  
- 2) This body will meet bi-monthly, ideally in alternating weeks with the Cabinet.
  - a. The University Leadership Council may call additional meetings at the discretion of the Chair or at the request of the President.
  - b. Minutes will be kept and available as with all university governing bodies.
  - c. Other matters of the University Leadership Council governance (policy deadlines, procedural votes, rule of order, quorum, and the like) will be determined by the University Leadership Council in deliberation, be in harmony with university policies and practices as well as IHL governance, and be adopted by a majority vote.
  
- 3) Review all operations to identify areas to bring in new or increased revenues.
  
- 4) Review all operations to identify areas to reduce or eliminate expenditures.
  
- 5) First reading of policies.
  - a. Existing policies under review per cycle and new policies submitted for consideration will be presented to the University Leadership Council, and after discussion, will be subject to vote by the ULC.
  - b. The current DSU "Policy on Policy Management" states that *"If the head of the Administrative Division determines that the Policy Proposal has been fully developed and is ready for consideration, the Administrative Division Head may submit the Policy Proposal to the appropriate governing group."* I am now naming The University Leadership Council as the *"appropriate governing group,"* notwithstanding other bodies and committees that may be consulted prior to a policy being reviewed by University Leadership Council.
  - c. Submission of a policy to the University Leadership Council takes the place of the prior practice of "first reading" of a policy at Cabinet.
  - d. Once a policy passes the University Leadership Council, that policy will move to the President's Cabinet for final review and approval (effectively the "second reading"). As such, policies will still undergo final review by the President's Cabinet, thus fulfilling the "Policy on Policy Management" requirement that policies are reviewed by "The group that approves the proposed or edited policy for the institution."
  - e. With regard to academic policies, curricular changes, degree programs, or the like, the University Leadership Council does not take the place of or provide an additional level of review for Academic Council.
    - i. That body will continue to function per current practice and submit academic actions directly to the President and/or President' Cabinet as appropriate. It is the case, however, that the Academic Council may choose to refer a matter to the University Leadership Council, should that matter potentially have non-academic elements which warrant a wider discussion.
  
- 6) Presidential and area updates.

- a. The President will report to the University Leadership Council on a regular basis, taking questions, soliciting advice, and providing clarification as appropriate.
  - b. If the University Leadership Council seeks more information about an operational area or topic of interest on campus, they may by vote request a report for the individual(s) best positioned to provide information on that area or topic.
- 7) The University Leadership Council will provide review and endorsement of major documents that operate across organizational lines.
- a. Examples include: Strategic Plan, DSU Statement of Ethics, University Mission Statement, University Budget, and other major documents that might be considered significant at the institutional-level.

**Employment Background Checks policy (revised)..... Mr. Wakefield**

Mr. Wakefield brought the revised Employment Background Checks policy before the University Leadership Council for informational purposes. Dr. Ennis used the opportunity to discuss the policy review process. A vice president is charged with bringing policies under their purview to the University Leadership Council for review. Reasons for a policy to be reviewed by the University Leadership Council are: proforma review, additions or deletions within a policy, and creation of new policies. Policies will be provided to University Leadership Council members at noon two weeks prior to first reading for their review. If any member has suggested changes, the member should make comments within the policy for the vice president or the vice president’s designee to include within tracked changes. If the policy is approved, it will be given to Cabinet for a final reading.

**Town Hall Meeting on October 24, 2023 ..... Dr. Ennis**

Dr. Ennis announced he will hold a Town Hall meeting each month to provide updates to faculty and staff about the university. The next Town Hall meeting is Tuesday, October 24 at 3:00 p.m. in Jobe Hall Auditorium. Members of the University Leadership Council gave Dr. Ennis recommendations on potential topics for the Town Hall meeting in October.

**NEXT MEETING:**

- Next Meeting – Monday, October 30, 2023 at 1:30 p.m.

**Adjournment:** The meeting adjourned at 2:19 p.m.