

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: April 27, 2015

Members in attendance: President William LaForge, Dr. Wayne Blansett, Mr. Keith Fulcher, Dr. David Hebert, Dr. Debbie Heslep, Mr. Ronnie Mayers, Dr. Charles McAdams, Mr. Steve McClellan, Ms. Marilyn Read, Dr. Michelle Roberts, Mr. Jeff Slagell, Dr. Leslie Fadiga-Stewart, Mr. Mikel Sykes, Dr. Myrtis Tabb, and Ms. Leigh Emerson.

Members not in attendance: None

Guest: Mrs. Lisa Giger, Associate Director of Human Resources

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on April 27, 2015. The meeting convened at 1:30 p.m. with President LaForge presiding.

GENERAL OVERVIEW

- President LaForge was the guest speaker at the Phi Theta Kappa Induction Ceremony at Northwest Mississippi Community College last week. Also last week, he visited with Coahoma Community College students, faculty, and staff.
- President LaForge attended a farewell reception and dinner for the four IHL Board Trustees that are rotating off of the Board: Mr. Ed Blakeslee, Mr. Bob Owens, Mr. Aubrey Patterson, and Ms. Robin Robinson. He also attended the IHL Board meeting on Thursday where they approved Delta State's recommendation regarding the elimination of five academic programs.
- IHL's new Commissioner, Dr. Glenn Boyce, is visiting all of the universities, and he met with President LaForge last week. They discussed Teach For America, Delta State's budget, and legislative requests for next year.
- President LaForge attended the Department of Music's Spring Band Concert, and stated that Dr. McAdams did an excellent job serving as Conductor.
- President LaForge and Dr. Roberts visited with the congressional delegation in Washington, D.C. They met primarily with staff members and discussed several of the university's initiatives.
- President LaForge attended the formal grant presentation of \$5,000 from the Community Foundation of Northwest Mississippi to the Delta Music Institute Mobile Lab.
- President LaForge attended the Foundation Board meeting last week. He met with Tim Harvey, new President of the Foundation Board, and thanked him for his donation for the baseball stadium renovations. They also had a good discussion about Delta State and its future.
- President LaForge commented on the great retirement reception we had on Saturday recognizing Dr. Blansett's forty years of service to Delta State.
- President LaForge reminded everyone of the Bolivar County Alumni Association's Crawfish Boil tonight in front of the Walter Sillers Coliseum, and encouraged everyone to attend.
- President LaForge announced the Sammy O. Cranford Memorial History Lecture has been rescheduled to Wednesday due to the speaker's travel delays.

- President LaForge announced a community forum, hosted by Senator Willie Simmons, will be held tonight at the Senator’s Place to discuss the GRAMMY Museum Mississippi and the impact it will have on our community.
- On Tuesday, President LaForge and Mr. Fulcher will meet with the Gertrude Ford Foundation to discuss possible grant opportunities for Delta State.
- On Wednesday, there will be a Press Conference and Open House for the Okra Scholars program.
- Cabinet members will have breakfast with the candidates for the Vice President for Student Affairs and Enrollment position on Thursday at 8:00 am and Monday at 8:00 am. President LaForge will visit with the candidates following the breakfast.
- President LaForge plans to attend the Southeast Alumni Chapter Meeting in Hattiesburg on Thursday evening. It will be held at Mack’s West restaurant at 6:00 pm.
- President LaForge asked Dr. Heslep for an Admissions update. She stated that projected enrollment for Fall 2015 is about the same as last year’s enrollment.
- President LaForge asked Mr. Mayers for an Athletic update. He stated that both the softball and baseball teams made it to the playoffs. The softball team will play on Thursday at 9:00 am in Valdosta, GA against North Alabama. The baseball team will play on Saturday in Livingston, AL at 2:30 pm against West Alabama.

APPROVAL OF THE MINUTES

On motion by Mr. Mayers, seconded by Mr. McClellan, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet meeting held on April 13, 2015.

CABINET TOPIC

Budget Process: Review of New Initiatives Cabinet

The Executive Committee reviewed the list of new initiatives that were submitted by President LaForge’s direct reports, and they have placed six items on the top of the list. When money becomes available, they will bring these initiatives back to Cabinet to see if any of the priorities need to be changed.

Mr. McClellan reminded Cabinet members that the budget worksheets for FY 2015-16 are due to the Finance Office by Wednesday. Budget managers can move funds around within their areas, but they cannot increase their total budget amount.

BUSINESS

Electronic Personnel Action Form (E-PAF) Mr. McClellan

Mr. McClellan recognized and thanked Mrs. Giger for the work she has done to change the “Employment Action Form” and process from paper to an electronic format. This new system will save on paper and printing costs, documents getting lost in transfers around campus, etc. They are implementing the new system in phases. They trained a few employees in December, and in February they completed 150 forms electronically.

Salary Increase Plan Mr. McClellan/Dr. McAdams

President LaForge introduced the topic, and stated that we are grateful that the Legislature provided

additional funding for salary increases; however, the amount is less than what all of the universities requested. The IHL system requested additional funding for 5% salary increases, but received funding for only a 2.2% increase. The total amount Delta State will receive for salary increases is \$675K, and we will have to reduce that amount by \$130K for fringes. The first priority is to provide a salary increase for all employees who are currently earning less than the living wage of \$21K. The remaining funds will be divided into a salary pool for faculty and a salary pool for staff, based on the two groups' percent of the total salary budget. The raises will be effective July 1. Dr. McAdams explained that he presented the Faculty Senate's recommendations for distributing the faculty increases to the Executive Committee, and the Executive Committee embraced their recommendation. The parameters for the faculty raises are:

1. Will be based on market only
2. Will be based on a progressive matrix
3. Faculty who are at 95% or higher of their national average will receive a \$400 increase

The money for the Staff raises will be distributed to each manager based on their budget percentage.

The parameters for the staff raises are:

1. Employment effective date of January 1, 2015 or earlier
2. Must be in a permanent, full-benefit eligible position
3. Based on full-time permanent positions
4. Managers should use the Staff Evaluation Forms when distributing raises
5. The President's direct reports must approve any amounts over or under 2.45%.

Motion: Moved by Dr. McAdams to approve the salary increase plan and seconded by Dr. Blansett.
The motion was approved.

Scholastic Honors Policy (first reading)Dr. McAdams

Dr. McAdams presented the revised "Scholastic Honors Policy" to the Cabinet for a first reading. The changes to the policy include: changing "Delta Scholars" list to "President's List", providing definitions for various terms, and adding the name of the diploma.

Motion: Moved by Dr. McAdams to approve the policy for first reading and seconded by Mr. Slagell.
The motion was approved.

Faculty Credentials Policy (first reading)Dr. McAdams

Dr. McAdams presented the revised "Faculty Credentials Policy" to the Cabinet for a first reading. The changes to the policy include: adding ABD definition and defining the supervision of ABD faculty teaching graduate courses.

Motion: Moved by Dr. McAdams to approve the policy for first reading and seconded by Mr. Slagell.
The motion was approved.

Course Enrollment Policy (first reading)Dr. McAdams

Dr. McAdams presented the "Course Enrollment Policy" to the Cabinet for a first reading. The changes to this policy reflect what we are currently doing as it relates to on-line classes and the need for students to receive advisement before signing up for classes.

Motion: Moved by Dr. McAdams to approve the policy for first reading and seconded by Mr. Slagell.
The motion was approved.

Staff Emeritus Recommendations Ms. Read

Ms. Read distributed a document listing the names of staff members whom the Administrative Staff Council recommends for Staff Emeritus status. Those staff members are: Wayne Blansett, Katherine Kirsch de Burgos, Elsie Lynn Ervin, Barbara Latham, Carla Lewis, Susan McCreary, and Ann Margaret Mullins.

Motion: Moved by Ms. Read to approve the recommended staff members for Staff Emeritus status and seconded by Dr. McAdams. **The motion was approved.**

Campus ForumsPresident LaForge

President LaForge asked Cabinet Members for suggestions for discussion topics for the Campus Forum sessions scheduled for Wednesday. Suggested topics included: facility renovations/campus improvement projects for next year, current budget situation, salary increases, possibility of future budget cuts, cash on hand, budget reductions we have made so far, and overall health of the budget.

Naming of Campus FacilitiesPresident LaForge

President LaForge received from the DSU Naming Committee a recommendation to make an exception to the policy on the three-year waiting period for employee retirements, and to approve naming the New Men’s Residence Hall to “Blansett Hall” in honor of Dr. Wayne Blansett’s 40 years of service to Delta State and his extraordinary contributions to students. President LaForge approved the recommendation, and this item will be considered on the IHL Board agenda in May. If it is approved, the naming ceremony will be held this Fall.

Also, the DSU Naming Committee recommended naming the renovated baseball stadium the “Tim and Nancy Harvey Baseball Stadium” in recognition of their sizable lead gift for the baseball stadium renovation project. President LaForge approved the recommendation, and this item will be considered on the IHL Board agenda in June. If it is approved, the naming ceremony will be held this Fall.

University Apartments Rental RateMr. McClellan

Mr. McClellan discussed the need to increase the rental fees for the University Faculty/Staff apartments from \$700 per month to \$750 per month in order for the apartments to breakeven financially. The cost includes basic cable, Internet, and water. The increase will go into effect on July 1, 2015. Cabinet members asked about current occupancy. Mr. McClellan said university policy states that residents can live there for only five years, and so we have ten people that will have to move out by July 31, 2015. Currently, there is a waiting list of fourteen people.

Discussion

- Dr. Heslep displayed the awards from the Phi Theta Kappa meeting in San Antonio, TX. Delta State received three awards: transfer award, on-line outreach, and Elise Mallette, Coordinator of International Student Services, was recognized for individual recruiting efforts.
- Mr. Mayers announced that the golf fundraiser for the football team grossed \$40,000, and they will donate money from the proceeds to purchase three band uniforms.
- Mr. Sykes announced that the students held a fundraiser during Greek Week for supplies for local schools, and they received a lot of supplies.

INFORMATIONAL/CALENDAR ITEMS:

- BPAC Performance of Million Dollar Quartet, April 28, 7:30 pm, BPAC
- Dinner for Honorary Degree Recipient - David Abney, May 8, 5:30 pm, KWH Atrium
- Student Hall of Fame Banquet, May 8, 7:30 p.m., State Room
- Spring Commencement, May 9, 10:00 am, Walter Sillers Coliseum
- Commencement Luncheon, May 9, 12:00 pm, Simmons Room
- Staff Development Day, May 14, Jacob Conference Center/Walking Trail
- Lucy Howorth Woman of Achievement Ceremony, honoring Dorothy Shawhan, May 17
- Delta Council's Annual Meeting, May 29, 10:30 am, BPAC

NEXT MEETING:

- Next Cabinet Meeting – Monday, May 4, 2015 at 1:30 p.m.
- Next Cabinet Meeting Topic – Hamilton-White Child Development Center (Dr. McAdams)

Adjournment: The meeting adjourned at 3:40 pm.