

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: April 18, 2016

Members in attendance: President William LaForge, Dr. E.E. Caston, Dr. Leslie Fadiga-Stewart, Mr. Keith Fulcher, Dr. Charles McAdams, Dr. Michelle Roberts, Mr. Jamie Rutledge, and Mr. Mikel Sykes
(Ms. Claire Cole – recorder)

Members not in attendance: Dr. Libby Carlson, Mr. Ronnie Mayers, and Ms. Marilyn Read

Guests: Dr. Kent Wyatt, President Emeritus
Ms. Crystal Beach, Accounts Payable Analyst/Inventory Clerk

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on April 18, 2016. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Dr. McAdams, seconded by Dr. Caston, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet meeting held on April 11, 2016.

GENERAL OVERVIEW

- President LaForge welcomed Dr. Kent Wyatt to the Cabinet meeting. President LaForge stated Dr. Wyatt was joining the Cabinet today to participate in the visioning discussion.
- President LaForge recognized and thanked Ms. Crystal Beach for her hard work and dedication to Delta State's property audit. President LaForge read the comments from the Field Auditor's report: "It is to be noted that for the second time in a row that DSU had a superb audit engineered by Crystal Beach. Her professional approach and encouraging demeanor with faculty and staff creates an environment for cooperation among university personnel." Mr. Rutledge commended Ms. Beach on a pristine audit, resulting in zero missing items.
- President LaForge congratulated Mr. Jamie Rutledge on his selection as Delta State's new Vice President for Finance and Administration, and thanked him for his work thus far. Mr. Rutledge expressed his gratitude for the position and his readiness to begin.
- President LaForge gave an update on the Vice President for Student Affairs search. An offer has been made, and the candidate will visit campus over the weekend to look at the housing market.
- President LaForge recently visited Lewisburg High School and Olive Branch High School, and has now visited all eight high schools in the Desoto County area. He plans to continue his efforts in this area to recruit new students.
- President LaForge met with the student, faculty, and staff representatives of our Poland Delegation. During the meeting, President LaForge offered his knowledge of the area and answered several questions.
- President LaForge, Mr. Fulcher, and Dr. Gary Bouse had a conference call with Foundation Board

member William Bell last week. During the call, Dr. Bell made a commitment to support the Winning the Race Conference with \$50,000 each year.

- President LaForge attended the African American Student Council’s student forum last week. The forum focused on the Trump Chalking Challenge. President LaForge stated this was a great opportunity for students to voice their opinions and concerns. Several Cabinet Members attended as well.
- President LaForge attended the Greater Memphis Alumni Chapter meeting. He stated it was very well attended, and Tim and Nancy Harvey were recognized for their contributions to Delta State.
- President LaForge hosted a luncheon for the newly elected Student Government Association Executive Cabinet. He informed Cabinet Members about the great potential these students possess.
- President LaForge hosted an informal recognition ceremony for Dr. Jim Steen to present to the Delta State Library a four volume set of books he has worked on for twenty years.
- President LaForge informed Cabinet Members of this week’s schedule. President LaForge will speak to Dr. Ahm Reza’s Environmental Regulations class on Tuesday. The Green Mile is being restored on Tuesday, which will involve several groups around campus gathering to repaint the footsteps that make up the green mile. The IHL Board meeting will take place on Delta State’s campus on Wednesday and Thursday. A reception and dinner are scheduled for Wednesday evening at the GRAMMY Museum® Mississippi. President LaForge asked Cabinet Members to arrive by 5:45 p.m. The Board meeting is scheduled to begin at 9:00 a.m. on Thursday in the Jacob Conference Center. President LaForge is giving the welcome to the Equal Pay Forum hosted by the DSU Gender Studies Group on Thursday afternoon. Thursday evening is the BPAC performance Sara Evans. The Retirement and Service Awards ceremony is Friday afternoon. President LaForge will leave on Friday afternoon for Congressional visits in Washington D.C. and the NCAA Division II President’s Council meeting in Indianapolis.

CABINET TOPIC

Visioning Process..... President LaForge

President LaForge gave an update to Cabinet Members on the status of the visioning process. He stated he has reviewed all of the presentations, and the visioning process is in the final stages. The final product will be presented to all faculty and staff at Convocation. The main takeaway from the presentations is the commitment to excellence and our desire to have excellence in all aspects of the University. President LaForge provided a written example to show Cabinet Members the process of reaching our goal of excellence. The current state of the University is represented by three groupings: (1) the University’s mission, goals, objectives, and operations; (2) the internal capabilities and capacity of the University; and, (3) the University’s external resource needs. President LaForge explained these three groups slightly overlap, but they remain primarily separate entities. These three areas will reach their full potential and begin to overlap more as we begin our path to the future. President LaForge explained to Cabinet Members our vision must be clear and succinct. A vision must be representative of the University’s preferred outcome, inspiring, strategically sound, documented, and communicated. President LaForge gave Cabinet Members a task to complete to help finalize the visioning process. He asked Cabinet Members to review the University’s mission statement, and answer six questions. President LaForge believes this exercise will help draw all ideas together into one concise vision. President LaForge asked Cabinet Members to return their answers to Dr. Roberts by next Tuesday.

BUSINESS

Action

China Office Enrollment Goals and Financial Plan.....Dr. McAdams

China represents a brand new market for Delta State during a time when the University is trying to grow enrollment in an environment of decreasing population and increasing competition from other universities. Dr. McAdams believes China could bring great potential to Delta State. In the academic year 2014-15, 304,040 out of 974,000 international students studying in the United States were from China. The Chinese government encourages their students to study abroad. The Chinese government and students are interested in Aviation Management and Logistics, Supply Chain Management, Accounting, and English. Universities in China are looking for specific opportunities for their students, such as 2+2 programs (two years in China and two years in the U.S.), 3+1 programs (three years in China and one year in the U.S.), and 3+1+2 programs (three years in China followed by one year in undergraduate and two years in graduate school in the U.S.). Opportunities for Delta State faculty and students will be available. Faculty will be able to train Chinese faculty at our university or abroad, depending on their needs. Dr. McAdams hopes to begin an exchange program for our students with some of the Chinese universities he visited. The goals for the China office are to grow it slowly, as to not overwhelm our infrastructure, and increase the probability for student success. By increasing the international administrative fee, we will be able to provide better services for our international students as well as to give the university the ability to hire an additional staff member to help with international student admissions. Money will only be spent once the University has realized increased revenue from this market. Dr. McAdams made four requests:

- Create a separate unit/ORG for International Student Services using the funds currently allocated for this office from the Student Success Center.
- Hire an additional staff member for the International Student Services Office in Fall 2017—once the goals of the recruitment in China office for year one and two have been met—to meet increased international student needs. Funding for the new position will come from the International Administrative Fee from both areas combined in FY17 and from the administrative revenue area starting in FY18.
- Create a new unit/ORG to support the Delta State China Office. Load \$6,298 (20% of revenue for actual number of full time students from China enrolled in Fall 2016) into the unit/ORG after students are enrolled for Fall 2016 and the deadline for refunds have passed.
- The FY18 and future allocation to the China Office unit will reflect 20% of revenue of actual total Chinese student enrollments that are generated from the China Office.

Motion: Moved by Dr. McAdams to approve the four requests of the China Office Financial Plan as presented and seconded by Dr. Caston. **The motion was approved.**

Course Fees..... Mr. Rutledge

Mr. Rutledge brought to Cabinet the 2016-17 course fees for review. He explained some fees remained the same from last year, but a few are brand new and some are increases. By voting on these fees, they will be adopted for a year, except for the new International Administrative fee, which was adopted for three years.

Motion: Moved by Mr. Rutledge to approve the 2016-17 course fees as presented and seconded by Dr. McAdams. **The motion was approved.**

Staff Emeritus..... Mr. Rutledge

Mr. Rutledge shared with Cabinet members the names of those staff members who have been recommended for Emeritus status by the Administrative Staff Council. All staff members listed were unanimously approved for Staff Emeritus status by the Administrative Staff Council Executive Committee on April 8, 2016.

Motion: Moved by Mr. Rutledge to present these names to President LaForge for his approval and seconded by Dr. Roberts. **The motion was approved.**

Discussion

School of Nursing landscaping project.....Dr. McAdams

Dr. McAdams informed Cabinet Members of a landscaping project the School of Nursing is undertaking. The project began with earlier renovations, but it was never completed. This project is of no cost to the University—all costs are being paid for by private dollars.

Legislative Update Dr. Roberts

Dr. Roberts gave an update on the Legislative Conference Week and the results of her time in Jackson. The appropriations bill contains all four of our line items: Delta Music Institute, Delta Center for Culture and Learning, Aviation, and E-Learning. The universities will receive capital improvement funds again this year. The bond bill is still in question. Each university is slated to receive funding for only one bond project. The bond project selected for Delta State was Zeigel Hall.

INFORMATIONAL/CALENDAR ITEMS:

- Reception/Dinner for IHL Board and guests, April 20, 6:00 p.m., GRAMMY Museum Mississippi
- IHL Board meeting at DSU, April 21, 2016
- BPAC performance, Sara Evans, April 21, 7:30 p.m.
- Retirement and Service Awards Program, April 22, 2:00 p.m., Union 2nd Floor Lobby
- Reception/Dinner for Honorary Degree Recipient, May 6, 6:00 pm, GRAMMY Museum Mississippi
- Spring Commencement, May 7, 10:00 a.m., Walter Sillers Coliseum
- Wayne Blansett Staff Development Day, May 12

NEXT MEETING:

- Next Cabinet Meeting – Monday, May 2, 2016 at 1:30 p.m.
- Next Cabinet Meeting Topic – Budget Plans (Mr. Rutledge)

Adjournment: The meeting adjourned at 3:33 p.m.