

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: February 8, 2016

Members in attendance: President William LaForge, Dr. Libby Carlson, Dr. E.E. Caston, Dr. Leslie Fadiga-Stewart, Mr. Keith Fulcher, Mr. Ronnie Mayers, Dr. Charles McAdams, Mr. Steve McClellan, Ms. Marilyn Read, and Dr. Michelle Roberts (Ms. Claire Cole – recorder)

Members not in attendance: Mr. Mikel Sykes

Guest: Dr. Edwin Craft, Chief Information Officer

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on February 8, 2016. The meeting convened at 2:00 p.m. with President LaForge presiding.

GENERAL OVERVIEW

- President LaForge announced the passing of Dr. J.Y. Trice. He stated funeral arrangements have not been finalized, but Senator Willie Simmons has asked if the Coliseum can be used for the service. The proposal was accepted, and Dr. Roberts stated she will have the correct people contact the Student Life office to begin the reservation process.
- President LaForge stated the Perm State University exchange went very well and our relations with them are prospering. President LaForge invited the Russian guests to attend the BPAC performance, Annie, with him. He said it was a delightful show.
- President LaForge asked Dr. Carlson to give a recap on the Health Occupation Student Association 2016 Northern District Conference. She stated the event went well, and there was a lot of excitement on campus.
- President LaForge gave a University update at the Alumni Association Board meeting on Friday and informed them that a capital campaign is in the making. He informed board members they will play a big part in the fund-raising portion of the campaign.
- President LaForge asked Mr. Mayers to give an update on Athletics. Both men and women's basketball teams did well. The men's team won both games and the women's team won one game. Women's softball team won five of their six games during the Southern Arkansas Tournament. The baseball team had a great opening weekend with Mr. Tim Harvey throwing out the first pitch of the season and the Statesmen winning all three games.
- President LaForge asked Dr. McAdams to give an update on enrollment. Dr. McAdams stated that our numbers have not changed, and he believes the University will be in the same position it was last year at this time. Last week, an Enrollment Consultant was on campus to help DSU re-evaluate all areas of enrollment to determine what seeds need to be planted and what needs to change to increase our enrollment and retention. The consultant saw areas that could improve and will send out his report soon to give a better idea on where to begin the needed changes. Once Dr. McAdams has the report, he will send it to Cabinet Members for review.
- President LaForge discussed this week's schedule. This morning he spoke to the Greenwood Rotary Club. He gave an update on the University and spoke to them about the Presidential Mission to Cuba.

Mr. Sykes and the rest of the Student Government Association will host their first State of the Student Union Address this evening. He has invited all Cabinet Members to attend and has a table reserved for them. On Tuesday, President LaForge and Dr. Roberts will travel to Jackson for IHL's House Appropriations Committee Meeting and meetings with Representative Jeff Smith and Senator Buck Clarke. President LaForge will give the welcome Tuesday evening at the Delta State Family Night event at The Warehouse that Admissions is hosting for Bolivar County students admitted to Delta State for Fall 2016 and their parents. President and Mrs. LaForge will travel to L.A. on Wednesday for GRAMMY Week and will return on Saturday.

APPROVAL OF THE MINUTES

On motion by Dr. McAdams, seconded by Ms. Read, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet meeting held on February 1, 2016.

CABINET TOPIC

Visioning Process Mr. McClellan

Mr. McClellan introduced Dr. Edwin Craft and asked him to present his vision for Delta State's Office of Information Technology (OIT). Dr. Craft began thinking about the vision of OIT by asking "what would University success look like?" He feels the success of the University can be divided into three categories: student success, faculty success, and staff success. By focusing on the success of each group, the University will prosper. To help with student success, OIT is using and working on several programs to better a student's college experience, beginning with the recruiting process. A few programs already in use are: Recruiter, Pilot, and Banner XE. Recruiter is a software program that helps recruit new students and Pilot is program used to monitor at-risk students. Grades, attendance, and campus involvement are monitored in Pilot and will notify professors and advisors if a student falls below a certain point. For this program to be successful, professors have to input data into the system. Banner XE is a new program created to make registration easier. An idea OIT would like to develop for students would be virtualized computer labs, which would give nontraditional students access to programs that traditional students have access to in our physical computer labs. Another program in the making is our new mobile application that will use modules created with Banner XE to give students access to all of their information in one place. To help students be successful, our faculty and staff need to be successful. OIT is working to start Classroom Lecture Capture through a program called Zoom. This program gives a personal touch to online classes and allows for a student to re-listen to lectures as needed. Professors could post lectures on snow days in order to not get behind. OIT would like to create professional development training opportunities that are available online and can be taken when an employee has time available. All new staff employees have basic training needs. OIT would like to develop Position Based Training programs that can be easily produced and used to train anyone entering the position. This would be great for high turnover areas. Dr. Craft stated that most of the programs and ideas he has named are in the works or are on OIT's list to develop. To help benefit the school, he believes an outreach team should be formed to think of ways to increase ACT scores in surrounding area schools. By Delta State helping students to increase their scores, students will likely want to attend the school that helped them. Another idea would be to develop a program, like Duke's Tip Program, and bring top percentile students to campus for a workshop/conference. Dr. Craft believes that Delta State should raise awareness for potential students outside of our normal marketing area to capture all top students.

BUSINESS

Action

Cash Collection/Handling Policy (First Reading) Mr. McClellan

Mr. McClellan informed Cabinet Members that University Accounting and Student Business Services are the only offices with blanket authority to collect and receipt cash for the University, but this does not accommodate customer needs. Mr. McClellan stated the University has been operating without a cash handling policy. Subsequently, no controls or training is in place for University employees charged with handling University cash and cash equivalents. Mr. McClellan has worked with Student Business Services Director Kelvin Davis to create a policy, and he hopes to have it operational by July 1. Depending on the type of operation needed for departments, controls for each department will be different. Controls are imperative in order to protect the University. It is the responsibility of supervisory management to develop, practice, and monitor efficient and effective internal cash handling controls for their cash handling agents. Only approved cash handling agents will be able to collect cash.

Motion: Moved by Mr. McClellan to approve the “Cashing Collection/Handling Policy” for first reading and seconded by Dr. McAdams. **The motion was approved.**

Discussion

Title IX Policy Dr. Caston

Dr. Caston brought the Title IX Policy to Cabinet as a draft for the second reading. He would like for Cabinet Members to read the policy thoroughly and send any needed changes to Ms. Julie Jackson. Since the first reading of the policy, definitions, clarifications, and phone numbers have been added. Ms. Read, a member of the committee charged to update the policy, stated that the policy is a work in progress and always will be. The policy will change from time to time due to the ever changing world we live in today. An updated draft will be brought to the next Cabinet meeting for a second reading.

Campus signs and banners Dr. Roberts

Dr. Roberts gave Cabinet Members an update on the progress of Delta State’s preparations for GRAMMY Week. With the money provided by the Foundation, Dr. Roberts and her team have been able to move forward with several ideas from her visioning presentation. Banners have been created for the fence along Highway 8. The banners will showcase four designs consisting of the Okra, the Statesman, “Welcome,” and “Delta State University.” Pole/Light post signs will be hung throughout campus and down Fifth Avenue, as we have done for conferences in the past. Dual brackets have been purchased to have a sign on either side of the pole or light post. During her visioning meeting, Dr. Roberts and her team were trying to decide how best to convince GRAMMY Museum guests to turn right to visit Delta State. A directional monument will be placed by the Alumni-Foundation House near the Grammy driveway featuring different aspects of Delta State. Also, 11 directional signs have been created and will be placed down Highway 8 and Fifth Avenue directing guests to the different aspects of campus showcased on the directional monument. Originally, all building signs were going to be repainted and updated. After further thought, it was decided the top priority was to create an entrance sign for campus since Delta State does not have one. Due to the price of the entrance sign, only a few building signs will be updated during this budget cycle. A Visitor’s Guide featuring several facets of Delta State was created and will be placed inside of the GRAMMY Museum and in the VIP bags for the Opening Gala. This is a great tool to inform guests about Delta State and can be used for recruiting purposes. We also have a commemorative cancellation mark that will be used during GRAMMY Opening Week. Banners and signs should be up by the opening on March 5.

INFORMATIONAL/CALENDAR ITEMS:

- Mama Mia, February 18, 7:30 p.m., BPAC
- GRAMMY Museum Mississippi, Grand Opening, March 5
- Beatles 2016: From Cavern to the Candlestick Symposium, April 1-2, GRAMMY Museum Mississippi
- IHL Board meeting at DSU, April 21, 2016

NEXT MEETING:

- Next Cabinet Meeting – Monday, February 15, 2016 at 1:30 p.m.
- Next Cabinet Meeting Topic – Budget Process Presentations (Butch, Keith, Michelle, Ronnie, and Steve)

Adjournment: The meeting adjourned at 4:32 pm.