

DELTA STATE UNIVERSITY
PRESIDENT'S CABINET
Minutes

Meeting date: November 2, 2015

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

Members not in attendance: None

Guests: Chief Lynn Buford, Director, Police Department
Dr. Edwin Craft, Chief Information Officer, Ellucian
Ms. Julie Jackson, Director, Housing and Residence Life
Mr. Mark Kimbell, Captain and Investigator, DSU Police Department
Dr. Beverly Moon, Dean, Graduate and Continuing Studies

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on November 2, 2015. The meeting convened at 1:30 p.m. with President LaForge presiding.

GENERAL OVERVIEW

- President LaForge announced he was appointed to the NCAA Division II Presidents Council. His term will begin in 2016 and will last until 2020.
- President LaForge offered to Mr. Mayers the opportunity to be the Mace Bearer during the Fall 2015 Commencement Ceremony. Mr. Mayers was honored by the offer and gladly accepted.
- President LaForge gave an update on Dr. Billy Moore. Dr. Moore arrived home on Sunday and is resting. Dr. Moore hopes to be back in the office in December.
- President LaForge met with Dr. Caston and Dr. Richard Houston regarding a partnership opportunity with Bolivar Medical Center and Delta State's Student Health Center. More information will be available at a later time.
- President LaForge traveled to Greenville for a donor meeting with Lester Myers of Delta Western. While in Greenville, he visited with Washington School juniors and seniors. The students who attended the meeting wore green to represent Delta State. Currently, Delta State has twelve students enrolled from Washington School in our freshmen class. President LaForge made a deal with the seniors at the visit stating he would host a dinner for them if they would double the attendance next year. Also, President LaForge met with Scott Christensen, CEO of Delta Regional Medical Center, which lays the foundation for Dr. McAdams or Dr. Carlson to meet with him to discuss funding for faculty or hiring more of our Nursing students.
- President LaForge stated our Colloquia Series went very well, and Dr. Natasha Trethewey had several opportunities to interact with students. Walt and Teri Bettinger's visit to campus was well received. Mr. Fulcher stated the community and students enjoyed his words of wisdom. His remarks can be found on YouTube.
- President LaForge stated that the law enforcement agencies present on campus on September 14th were very appreciative of their recognition during our October 24th football game.

- Mr. Mayers gave an update on athletics. He stated our golf team finished second in their last tournament. The men’s basketball team will host Bethel University for an Exhibition game on Tuesday. Mr. Mayers stated special instructions were sent out on how to enter Sillers Coliseum, due to the south entrance being closed for repair work. Sports Hall of Fame Inductees will be inducted Friday evening at the Alumni Awards Gala.
- President LaForge discussed this week’s schedule. Today, the College of Education and Human Sciences will host their second annual Kent Wyatt Lecture Series at 4:00 p.m. Tomorrow is Election Day, and the Hugh Ellis Walker Alumni-Foundation House will serve as the polling place instead of Walter Sillers Coliseum. Also on Tuesday, the 90th Anniversary Celebration will take place. The initial program will take place at noon at the Alumni Clock Plaza, and the Anniversary Program will be held at 1:30 p.m. in Jobe Hall. President LaForge asked Cabinet Members to encourage their circles of influence to attend. President LaForge will give a welcome at the “Preview for Parents” event on Tuesday evening. The GRAMMY Museum Mississippi Board will meet on Thursday, and the Radio Station will have their “soft launch” on Friday morning. Homecoming events will begin on Friday with the Alumni Association Board meetings and Alumni Awards Gala. The Veteran’s Exhibit and Ceremony, Alumni Tailgating events, and Homecoming Court presentation will take place on Saturday. Delta State will host Valdosta State University at 4:00 p.m., and the President’s Reception will begin at 3:30 p.m. in the Dorgan Center.

APPROVAL OF THE MINUTES

On motion by Mr. Mayers, seconded by Dr. McAdams, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet meeting held on October 20, 2015.

CABINET TOPIC

Emergency Response Flow ChartDr. Caston

President LaForge welcomed guests Chief Lynn Buford, Dr. Edwin Craft, Ms. Julie Jackson, and Captain Mark Kimbell, and offered the floor to Dr. Caston. Dr. Caston began by stating a committee was formed to undertake the task of recreating all steps taken to ensure campus safety on the day of September 14th. By committing to writing what steps were taken, the committee was able to decipher what the University could do to improve upon our emergency response procedures. Dr. Caston presented the Emergency Flow Chart showing what steps will be taken in the event of a threat to campus (see Emergency Response Flow Chart.) The Flow Chart has two avenues: immediate threats and unconfirmed threats. Each avenue lists the steps to be taken to ensure our campus is safely secured. The police dispatcher will be the University’s first communicator in the event of a threat by releasing an emergency alert. All other communication will be released from the Director of Communications and Marketing. When emergency alerts are released to campus, various forms of technology will be used: text messages, e-mail, and voice calls. Updates will be given every hour, even if new information isn’t available. The definition for “lockdown” will be in the University’s Emergency Response Manual. To better equip faculty and staff on the meaning and process of a lockdown, training for building managers will be given. Each manager will receive a template of a lockdown procedure and will work with their own personnel to develop a plan for their building. Dr. Caston presented to Cabinet Members a handout on the actions taken by the University since September 14th (see handout.) Some of the steps taken include: a new police radio system has been purchased, bullet proof vests for the police department have been purchased, emergency training for our police dispatchers has been conducted, command center sites have been identified, and communication roles have been established. Also, the Counseling and Health Center continues to serve our faculty, staff, and students.

BUSINESS

Action

Assets for Independence (AFI) Grant RenewalDr. McAdams

Dr. McAdams introduced Dr. Beverly Moon. Dr. Moon stated the AFI Grant program has 25 students currently enrolled. Due to the type of funds available and the stipulations attached to them, the process of recruiting students for this program was difficult. The application for the next grant is due December 15. If the University intends to apply for twice the amount of funds we had the past five years, the University will have to commit \$67,648 of the \$117,648 needed for this project. Mr. Fulcher stated the Foundation would raise \$50,000 for this program if the University decides to proceed. With this commitment, the program could support 50 students. President LaForge asked Cabinet Members their thoughts on the program and ideas on where to get the money. Mr. McClellan stated money would have to be taken from other places to fund this project if University funds were used. Dr. Carlson made a proposal to commit \$20,000 of her Robert E. Smith scholarship funds to fund 10 nursing students in the program. After a lengthy discussion, President LaForge asked Dr. McAdams to create a committee, including representatives from the Cabinet, to develop a recommendation for the AFI Grant.

Dispatcher PositionsDr. Caston

Dr. Caston stated that Delta State currently does not have dispatchers available 24 hours a day, 7 days a week. A dispatcher handles all calls coming in to the police department, and notifies Police officers of threats to campus. To remedy the problem, Dr. Caston proposed adding two dispatcher positions to the Police Department staff. The two positions would cost the University \$60,000 per year in salary and benefits.

Motion: Moved by Dr. Caston to add two Police Dispatcher positions and seconded by Dr. Roberts. **The motion was approved.**

Discussion

Organizational ChangesPresident LaForge

President LaForge announced to Cabinet that changes to the University's organizational structure were being made and would take effect immediately. The initial plan was for Enrollment Services to move to the new Vice President for Student Affairs and Enrollment. However, given the need for a closer working relationship between recruitment and retention, Enrollment Services will now report to the Vice President for Academic Affairs. As reported to the Cabinet earlier in the year, the Dean of Enrollment Services will no longer be a member of the Cabinet since they will no longer report directly to the President. President LaForge thanked Dr. Heslep for her service to the Cabinet and her commitment to Delta State. With the retirement of Dr. Myrtis Tabb, the position of Associate Vice President for Finance and Administration no longer exists, and so this position has been removed from the Cabinet. Ms. Julie Jackson has agreed to be the acting Title IX Coordinator and Compliance Officer.

Other Discussion

- Dr. McAdams announced Dr. Michaela Merryday, Associate Professor of Art, will host a presentation "Westward Route 66 Takes Its Way: Ed Ruscha and the Promised Land," tonight at 6:30 p.m. in Room 151 of Holcombe-Norwood Hall.

INFORMATIONAL/CALENDAR ITEMS:

- DSU's 90th Birthday Celebration (rescheduled), November 3
- Alumni Gala, BPAC, November 6th
- Homecoming, November 7th
- Fall Commencement, December 11th and 12th, BPAC
- GRAMMY Museum Mississippi, Grand Opening, March 5

NEXT MEETING:

- Next Cabinet Meeting – Monday, November 9, 2015 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 3:59 pm.