

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: October 13, 2014

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, Mr. Mikel Sykes, Dr. Myrtis Tabb, and Ms. Leigh Emerson.

Members not in attendance: None

Guests: Mr. Chip Mitchell and Dr. Shelley Collins, Chairs of the Blues Conference and Katie Turner, DSU Student Winner of the "Lightnin'Talks"

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on October 13, 2014. The meeting convened at 1:30 p.m. with President LaForge presiding.

GENERAL OVERVIEW:

- President LaForge thanked Cabinet Members for their well wishes for his daughter's wedding and the gift to Caroline and Miguel.
- President LaForge referenced the *Clarion Ledger* article about the Fighting Okra. *The Cleveland Current* also ran an article about the Blues Conference and Scott Coopwood had an editorial about it.
- Mr. Mayers announced that we have received an additional \$50,000 from the Yawkey Foundation for our baseball stadium improvements.
- President LaForge announced that the Elliott Symposium was successful and the Elliotts seemed pleased with the turnout. Lots of students who attended were interested in the medical field.
- President LaForge announced that *U.S. News and World Report* recognized Delta State University for being one of the lowest cost schools for out of state students.
- Dr. McAdams announced that the NCATE visit for the College of Education went very well and we met all six standards with no areas for improvement. It will be six months before we get the formal notification. This is terrific news and he offered his congratulations to Dr. Leslie Griffin and her staff.
- President LaForge announced that they will revisit the IHL Funding Formula next week before the IHL Board meeting. The larger institutions think it favors the regional institutions too much and would like it changed again.
- President LaForge announced that with the departure of the Directors in Financial Aid, Student Business Services, and Registrar's offices, it is a good time for an outside agency to review our organizational structure and make sure we are being efficient.
- President LaForge announced that he has begun his First Friday Faculty meetings again for this year, and the first meetings were successful. The meetings will continue monthly.
- President LaForge asked Cabinet members to address various outstanding issues:
 1. Excessive number of cats on campus – Mr. McClellan reported that we still have the cat traps out and we are catching fewer of them, so hopefully the problem has gotten better.

2. Okra Works Program - Dr. Blansett announced that we should have about 7-8 students placed with companies for January.
*Dr. Blansett was asked to bring to the next Cabinet meeting a list of the students and where they will be working.
3. Leave Time – President LaForge asked if we are doing a better job with reporting leave time. Dr. Tabb thinks we have made progress and that sending the report to the Vice Presidents has helped.
*Dr. Tabb will provide to each supervisor, before Thanksgiving, a report that provides an analysis of leave time used/not used by their employees (i.e. those who have not used any leave time, average amount of leave time used for all employees, etc.)
4. China Contact - Dr. McAdams emailed them three or four weeks ago. Progress is slow but he will follow up with them again.
5. Wyatt Retention Scholarship - Mr. Fulcher reported that we have raised \$60,000 for the Wyatts' scholarship. Our goal is to raise \$100,000 by Homecoming.

APPROVAL OF THE MINUTES:

On motion by Mr. Mayers, seconded by Dr. Blansett, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet meeting held on September 15, 2014.

On motion by Dr. Roberts, seconded by Dr. McAdams, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet meeting held on September 22, 2014.

CABINET TOPIC:

Recap of the International Conference on the Blues.....Mr. Don Allan Mitchell/Dr. Shelley Collins

President LaForge thanked Mr. Mitchell and Dr. Collins for the excellent work they did as Chairs of the Blues Conference. He asked them to share his thanks to the committee members. Mr. Mitchell introduced Katie Turner as the Delta State student who was the winner of the “Lightnin’ Talks,” and she gave her presentation to the Cabinet. Mr. Mitchell mentioned the great work our employees did in Communications and Marketing, the Delta Center, Delta Music Institute, and Facilities Management for all of their efforts to make the Blues Conference a success. We had approximately 600 unique guests attend the conference and a total of 1,200 people at all the sessions. We need a better registration system, and they have discussed having more events at the Grammy Museum once it opens. Overall it was a great success.

*Mr. Mitchell will give to President LaForge a list of people who should receive thank you notes.

Types of Budget Funds..... Mr. McClellan

Mr. McClellan gave a presentation to help explain the accounting system we have at Delta State. He showed the types of funds that we have, how each of them is used, and what type of funds support each of them.

BUSINESS:

Policy on “Process for Review of University Policies” (First Reading) Dr. Tabb

Dr. Tabb was tasked with implementing a systematic policy review as part of our SACS accreditation. A committee has worked to develop the “Process for Review of University Policies” and she has it for approval as a first reading. She also distributed information on the policy template, the types of policies we have, and the owner of the policies. A committee has developed a Policy Review Check Sheet that will need to be completed for every policy. The review should start in the Fall of 2015 and it will be an on-going three year review. However, we need a person to be in charge of it, and she suggested hiring a Graduate Student in the Spring to edit all of our existing policies that are on the website. The estimated cost of hiring a graduate student is \$1,500.

Motion: Moved by Dr. Tabb to approve the “Process for Review of University Policies” for first reading and seconded by Mr. Mayers. **The motion was approved.**

Reciprocal Agreement with Community CollegesDr. McAdams

Dr. McAdams distributed the agreement that was approved by Academic Council. It provides for one-half tuition for full-time employees at all public Community Colleges in Mississippi and will be effective in the spring of 2015. The purpose will be to promote our graduate programs.

Motion: Moved by Dr. McAdams to approve this agreement and seconded by Dr. Tabb. **The motion was approved.**

Academic Calendar for 2015-2016.....Dr. McAdams

Dr. McAdams distributed the proposed 2015-2016 Academic Calendar to Cabinet Members. Academic Council approved it at their meeting. A question was asked about how it matches up with other universities, and he said he didn’t know.

Motion: Moved by Dr. McAdams to approve the 2015-2016 calendar and seconded by Mr. Mayers. **The motion was approved.**

Room and Board Rate Proposal for FY16 and FY17 Mr. McClellan/Dr. Blansett

Dr. Blansett distributed the room rate proposal for FY16 and FY17. Mr. McClellan said he is working with the Chief Financial Officers at the other universities on the submission process for the Board Rate proposals.

Motion: Moved by Dr. Blansett to approve the rates and seconded by Mr. McClellan. Cabinet members discussed the need to align the cost of each residence hall with their offerings/worth. **The motion was rejected.**

* Mr. Sykes, Dr. Blansett, Mr. McClellan, and Ms. Julie Jackson will meet tomorrow and a recommendation will be emailed to Cabinet members this week for a vote.

Budget Savings Update President LaForge

Distributed notes from the Cabinet Retreat with revisions that have been discussed during the Executive Committee Meetings. With the revisions, we have identified potential savings of \$869,000 so far, and we still need to get to \$1 million. We will continue our review of budget savings at the next Cabinet meeting.

Retention Report.....Dr. McAdams

Distributed retention data that had been requested by Cabinet Members for first-time/full-time freshman and first-time/full-time transfer students. He also provided a comparison of the retention rates for transfers from all of the community colleges and universities in Mississippi as well as the retention rates for Phi Theta Kappa students.

Campus RV Park Mr. McClellan

Mr. McClellan stated that we shouldn't have an RV Park on campus and those that have been staying here will be gone by December 31, 2014. We said we will no longer provide hookups of any sort.

Process Review Analysis Mr. McClellan

Mr. McClellan stated that with the departure of the Directors in Financial Aid, Student Business Services, and Registrar's offices it is a good time to review all processes and the use of Banner software in those offices. The Scope of Work would be around \$35,000, and Ellucian would do this business review. President LaForge mentioned that Ellucian was to do a review of our departmental processes for the website to make sure it is user friendly for students, and Edwin had agreed to do it for free. Dr. Tabb stated that he had said that, but he had misspoken. She said that project was over and above the current contract. A limited review would cost \$11,000 and the full review with the downstairs offices included would be \$35,000.

*Mr. McClellan will meet with Dr. Heslep, Dr. Blansett, Dr. McAdams, Dr. Tabb, and Dr. Roberts to have everyone look at the Scope of Work and determine what we need to do next.

First in the World Grant Dr. Tabb

Dr. Tabb distributed information about the great news that Delta State was one of 24 universities to receive a grant from the U.S. Department of Education in the amount of \$1.6 million. It will focus on increased access and completion rates of low income students, and it will be called the Okra Scholars project. Those who helped us get this grant included: Ms. Robin Boyles, Ms. Christy Riddle, Dr. Edwin Craft, and two Ellucian grant writers.

*President LaForge will write a thank you letter to those who helped.

Discussion:

- President LaForge had a conversation with Tom Pittman, and they have established a good relationship. Mr. Pittman is interested in our working together with Teach For America and other projects.
- Dr. Heslep announced that we will have several Desoto County students touring campus today and tomorrow.
- Mr. Sykes announced that the Student Government Association has collected 400 signatures to ban Yik Yak on our campus, and they will continue to collect them.
- President LaForge announced that the Hill Demonstration Reunion will take place on campus on Friday and Saturday. We will have 100 former students back on campus.

INFORMATIONAL/CALENDAR ITEMS:

- Fall Break for Students, October 16-17
- "Sister Act" BPAC Performance, November 11, 7:30 pm
- Wade Statue Dedication Ceremony, November 14, 2:00 pm, lawn of Kent Wyatt Hall
- Dr. Kent Wyatt's 50th Anniversary Celebration, November 15, 12:30 pm, State Room
- DSU Homecoming vs Mississippi College, November 15, 4:00 pm, Parker Field
- Race Conference, March 30-31

NEXT MEETING:

- Next Cabinet Meeting – October 20, 2014 at 1:30 p.m.
- Next Cabinet Meeting Topic – Grants Review (Dr. Myrtis Tabb/Ms. Robin Boyles)

Adjournment: The meeting adjourned at 5:10 pm.