

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: February 4, 2020

Members in attendance: President William LaForge, Dr. Vernell Bennett, Ms. Tricia Killebrew, Mr. Mike Kinnison, Dr. Charles McAdams, Dr. Beverly Moon, Mr. Rick Munroe, Mr. Cetin Oguz, Dr. Michelle Roberts, Mr. Jamie Rutledge, and Ms. Elizabeth Swindle (recorder – Ms. Claire Cole)

Members not in attendance: None

Guests: None

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on February 4, 2020. The meeting convened at 1:30 p.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Ms. Swindle and seconded by Mr. Rutledge, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on January 21, 2020.

GENERAL OVERVIEW

- President LaForge gave an overview of the activities and events from the past couple of weeks. GRAMMY Museum® Mississippi hosted Mississippi Night during GRAMMY Week, and President LaForge attended the NCAA Convention in California. President LaForge finished his duties as a member of the NCAA DII Presidents' Council during the convention. President LaForge, Dr. Bennett, and Mr. Rutledge met with Mr. Will Bradham to discuss Greek housing. Dr. Bennett shared the Statesmen Shelf Food Pantry had its Grand Opening, and it was a wonderful event. The Statesmen Shelf Food pantry is available to all students, and it will be open on Tuesdays and Fridays. Delta State's chapter of Omicron Delta Kappa inducted seven new members including Ms. Swindle. President LaForge attended the IHL presentation to the Senate Finance Committee, the IHL Senate Budget Hearing, and the IHL House Budget Hearing. During the IHL Senate Budget Hearing, each IEO was able to speak on how budget requests are important to their individual institutions.
- Mr. Kinnison gave an update on Athletics. The Athletics Department hosted the Harlem Globetrotters for a fun, family event. The men and women's basketball teams went 1-1 last week, and they will compete against Christian Brothers University and Union University this week. The softball and baseball seasons opened over the weekend. The softball team went 1-3 in the Gulf Shores Invitational. The baseball team went 2-1 against East Central University. Baseball plays at home this week against Lynn University, and the softball team plays in the Harding University Tournament. The men's tennis team is off to a great start. Mr. Kinnison shared some of the legislation passed at the NCAA Convention including the requirement to have a designated Diversity and Inclusion Officer on staff beginning in August.

- Mr. Rutledge gave an update on Facilities Management projects. The Walter Sillers Coliseum project has stalled due to weather. The roofing projects for Holcombe-Norwood Hall and the Facilities Management Building are 95% and 50% finished, respectively. Bond funded projects on slate are roofs for dorms, HVAC systems for dorms, and elevators across campus. The Bureau of Buildings will meet with Mr. Rutledge this week and he hopes to have all projects ready to advertise. Eley Guild Hardy Architects were chosen as the architect for the pre-planning of the Robert E. Smith School of Nursing addition. FEMA and MEMA will pay 82.5% of our insurance deductible to help pay for storm damage. Since we have to pay the deductible up front, the Bureau of Buildings has agreed to pay the money and we will pay them back with FEMA and MEMA funds.
- President LaForge shared with Cabinet Members some of the meetings and events planned for the week. The BPAC performance of Finding Neverland takes place tonight. President LaForge will speak to the DMI Class “Meet the Beatles” on Wednesday, and he will attend a meeting to discuss pre-proposals to submit to the Robert M. Hearin Foundation. President LaForge begins his residence hall visits this week with visits to Lawler-Harkins Hall, Brumby Castle Hall, and Foundation Hall. President LaForge hosts a Faculty and Staff Luncheon this week, and he will meet with the Cleveland School District Deputy Superintendent.

CABINET TOPIC

None

BUSINESS

Action

Academic Standing policy (revised – first reading).....Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams brought the revised Academic Standing policy to Cabinet for a first reading. Students on academic probation are limited to enroll for a maximum of 15 hours in the regular semester. Enrollment beyond 15 hours must be approved by the student’s advisor, chair, and dean. The student will be expected to use the resources of the University for assistance in returning to Good Academic Standing.

Motion: Moved by Dr. McAdams to approve the revised Academic Standing policy and seconded by Mr. Rutledge. The motion was approved.

Course Enrollment policy (revised – first reading)Dr. McAdams

On the recommendation of Academic Council, Dr. McAdams brought the revised Course Enrollment policy to Cabinet for a first reading. The Course Enrollment policy didn’t adhere to current practice and was not in sync with Banner. An undergraduate academic load is 15 to 19 hours each regular semester. Enrollment beyond 19 hours must be approved by the student’s advisor, chair, and dean. The maximum number of hours a student may enroll in a regular semester is 24.

Motion: Moved by Dr. McAdams to approve the revised Course Enrollment policy and seconded by Ms. Swindle. The motion was approved.

Performance/Evaluation – Non-Faculty policy (revised – first reading) Mr. Rutledge

Mr. Rutledge brought to Cabinet the Performance/Evaluation – Non-Faculty policy to Cabinet for a first reading. The policy was revised to reflect current practices in the performance/evaluation of at-will employees. Cabinet members discussed editorial changes, and they will work with Mr. Rutledge and Ms.

Lisa Giger on updating the policy prior to the final reading.

Motion: Moved by Mr. Rutledge to approve the Performance/Evaluation – Non-Faculty policy for a first reading and seconded by Dr. Roberts. The motion was approved with one abstention.

Search and Hiring Requests..... Cabinet Members

In response to the Cabinet’s decision that all requests to search for and fill vacant positions will be considered on a case-by-case basis by the Cabinet, Dr. McAdams brought to Cabinet a position for consideration. The position presented does not impact the salary savings identified previously to address the budget shortfall for this fiscal year.

Academic Affairs Staff Request

Dr. McAdams presented the request to search for and hire a part-time Administrative Secretary for the Roberts-LaForge Library. The staff member in this position was hired as the new Library Assistant II.

Motion: Moved by Dr. McAdams to approve the searching and hiring of a part-time Administrative Secretary for the Roberts-LaForge Library and seconded by Mr. Rutledge.

Discussion

None

Additional information

- Mr. Rutledge gave a quick budget snapshot. The cash flow statements were finalized and sent to Mr. John Pearce and Mr. Charles Lindsey for their review. In preparing the cash flow statements, Mr. Rutledge used last fiscal year’s expenditure amounts; however, he feels confident we won’t reach those expenditures with the spending freezes put into place in early January. By using last fiscal year’s expenditure amounts, the amount of cash the university would have on hand at the end of June would be \$6.8 million and we have to have \$6.1 million to meet the requirements of IHL. Mr. Rutledge is set to meet with Mr. Pearce and Mr. Lindsey on Thursday to get a snapshot of where we are in our budget plan, and he will provide an update at the next Cabinet meeting. President LaForge would like to meet with Mr. Rutledge, Mr. Oguz, and Ms. Killebrew after Mr. Rutledge’s meeting with Mr. Pearce and Mr. Lindsey to delve into the details of the budget process and the development of a budget committee.
- Ms. Swindle announced Student Legislative Day is March 18. She thanked Mr. Munroe for his help in securing a date and his help in planning.
- Mr. Munroe shared he has an optimistic outlook on the legislative session. He stated the legislators were very receptive to IHL’s four-year bond plan.
- Dr. Bennett gave Cabinet members an update on enrollment. Recruiters are busy traveling and promoting Statesmen Spotlight Day on February 28.
- Mr. Munroe shared information on the second annual Delta State University Foundation’s Spring for Success Day. The sponsored microgrants will be chosen Friday, and the date of Spring for Success is March 19. Mr. Munroe updated Cabinet members on the searches for the Delta State University Foundation’s CFO and Athletic Development Officer. Also, Communications and Marketing won two awards in web design from the Council for Advancement and Support of Education (CASE).
- Dr. Moon informed Cabinet members graduate enrollment has increased a bit. She expressed thanks

for the dedicated effort from all academic departments across campus.

- Mr. Rutledge announced Ms. Crystal Beach, Interim Accounts Payable and Procurement Coordinator, is now a Certified Mississippi Purchasing Agent.
- Mr. Kinnison announced Mr. Cody Clark is the new Coordinator of Media Relations. He previously served as a graduate assistant for Delta State a few years ago. Mr. Fred Sington is now the Coordinator of Sports Information Services, and Mr. Barkley Falkner is the Assistant Athletic Director of Operations.
- Mr. Oguz shared his plan to create a Rotaract Club, which is a branch of Rotary, at Delta State. He has met with Mr. Michael Lipford to learn his first steps in the process.
- Ms. Swindle announced Okra Fest occurs March 27, and the SGA elections will be at the end of March, as well.
- Dr. McAdams shared with Cabinet members the Elementary Education Program in the Division of Teacher Education, Leadership, and Research is one of only 15 undergraduate elementary programs out of more than 1,000 graded nationwide to earn an A+ in reading instruction for teacher candidates, according to the National Council on Teacher Quality (NCTQ).
- Dr. McAdams shared two Delta State students have applied for the very prestigious Goldwater Scholarship.
- President LaForge reminded Cabinet members Mr. Walt Bettinger, CEO of Charles Schwab, will give the Commencement address and receive an honorary degree at the Spring Commencement ceremony.
- President LaForge announced he spoke with the son of the late Mr. Jimmy Wilson. Mr. Wilson was a donor and Foundation Board member. He left a gift of \$50,000 to the Yurkow Fund at the Delta State University Foundation.

INFORMATIONAL/CALENDAR ITEMS:

- Finding Neverland, February 4, 7:30 p.m., BPAC
- International Business Symposium, February 18-19
- Statesmen Spotlight Day and Academic Insight, February 28
- An Acoustic Evening with Mark Chesnutt and Joe Diffie, March 5, 7:30 p.m., BPAC
- Spring Holidays, March 9-13

NEXT MEETING:

- Next Cabinet Meeting – Monday, February 10 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

Adjournment: The meeting adjourned at 3:07 p.m.