

DELTA STATE UNIVERSITY
PRESIDENT'S CABINET
Minutes

Meeting date: September 24, 2018

Members in attendance: President William LaForge, Dr. Vernell Bennett, Mr. Charlie King, Mr. Ronnie Mayers, Dr. Charles McAdams, Dr. Billy Moore, Mr. Rick Munroe, Dr. Christy Riddle, Dr. Michelle Roberts, and Mr. Jamie Rutledge (recorder – Dr. Roberts)

Members not in attendance: Dr. Severine Groh

Guests: Mr. Don Allan Mitchell, Co-Chair, Blues Conference, and Chair, Division of Languages and Literature
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 September 24, 2018. The meeting convened at 9:00 a.m. with President LaForge presiding.

APPROVAL OF THE MINUTES

On motion by Dr. McAdams and seconded by Mr. King, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on September 17, 2018.

GENERAL OVERVIEW

- President LaForge welcomed Mr. Don Allan Mitchell to share with Cabinet members plans for Delta State's fifth annual Blues Conference. Mr. Mitchell provided an overview of the conference schedule. On Sunday, September 30, the events will begin at 4:00 p.m. and will be held at GRAMMY Museum Mississippi. On Monday, October 1, the opening session will begin at 8:00 a.m. and all events will be held in the Delta Music Institute. On Tuesday, October 2, the day will start with the keynote address at 9:30 a.m. in Zeigel Hall, and will conclude with the BPAC Performance of Trombone Shorty and Orleans Avenue at 7:30 p.m.
- Last week, The Madison Center sponsored two lectures as part of Constitution Week, and the final lecture is scheduled for tonight. President LaForge had three campaign calls last week, with Mr. Ned Mitchell, Dr. Rose Strahan, and Mr. Frank Smith. Delta State's 93rd anniversary celebration took place on Tuesday and included the announcement of a six-figure gift from Mr. and Mrs. Becky Nowell as well as a six-figure gift announcement that afternoon by Dr. and Mrs. Bob Ferguson. The Lee Ann Womack performance took place at the BPAC on Tuesday. President LaForge said it was a great performance. On Wednesday morning, President LaForge welcomed participants and guests to the Mississippi Private School State Swimming championship, and he hosted his second faculty/staff luncheon Wednesday afternoon. President LaForge attended the visitation and funeral services for Ms. Ginger Pepper on Thursday morning. That afternoon, he participated in a NCAA Division II Planning and Finance committee teleconference regarding grant updates and a potential joint championship in men and women's basketball, and he also had campaign update meetings with Mr. David Robinson, CEO

and co-owner of Robinson Electric, and his son Mark Robinson, as well as with Mr. Hal Burt, President of The Retzer Companies. President LaForge said he thought Pig Pickin' went well overall. Mr. Munroe said he was glad the rain held off until mid-afternoon, but that there was a smaller crowd than usual, which was likely due to weather. Dr. Bennett reported that there more than 100 students registered for DSU Day. She is meeting with Enrollment Management staff later this week to discuss possible changes for next year.

- Mr. Mayers gave an update on Athletics. He suggested having a ribbon cutting for Statesmen Boulevard as part of the Homecoming activities. He reported that the Mississippi Private School State Swimming championship meet went well, and that we will host the North Mississippi Public High School meet in October. The weekly radio show will take place tonight at No Way Jose. Tomorrow, they will host their first Coaches Club luncheon of the year at the Cleveland Country Club. Women's soccer plays tomorrow at 4:00 p.m. against Millsaps College. The golf team plays today in Columbus, GA. The Sports Hall of Fame Ceremony will take place this weekend. There will be a lunch for them at 1:00 p.m. in the Dorgan Center, and they will be recognized during half time of the football game against West Florida, which begins at 6:00 p.m. Women and Men's soccer teams play against Lee University at 1:00 p.m. and 4:00 p.m., respectively on Friday, and against Shorter University on Sunday at 12:00 p.m. and 2:00 p.m., respectively. The Swimming and Diving teams will host a meet against Rhodes College on Saturday morning.
- Mr. Rutledge gave on update on facilities projects. Statesman Boulevard has a few punch list items. Zeigel has been completed. Mr. Rutledge will work with Dr. McAdams to schedule a ribbon cutting ceremony. Young-Mauldin cafeteria is on track to be finished mid-October. Bond funds should come available at the end of November, and they will begin working on those projects.
- President LaForge shared with Cabinet members some of the meetings and events planned for the week. He will host his third faculty/staff luncheon on Tuesday. The Leadership Class that he teaches will meet on Tuesday evening, and Mr. Mayers will be the guest speaker. The "Walk a Mile in Her Shoes" event will take place at noon on Wednesday. Dr. Bennett said the event will take place on the quadrangle, and they have registered 43 men so far. The Cleveland-Bolivar County Chamber of Commerce's Annual Awards Social will take place on Thursday at 5:30 p.m. at the GRAMMY Museum Mississippi. The President's Reception at Saturday's football game will begin at 5:30 p.m. As mentioned previously, the Blues Conference begins on Sunday.

CABINET TOPIC

Budget Management Reports Mr. Rutledge

Mr. Rutledge reminded Cabinet members of the discussion that took place at the Cabinet Advance regarding the need to have budget reports available to help managers better manage their budgets. Mr. Rutledge introduced Dr. Edwin Craft to present to Cabinet members a few of the reports that they can use. Dr. Craft said there are two main budget reports that managers can use: 1) budget status activity report, and 2) Fund Balance report. Dr. Craft said there are approximately 300 reports in the system. Other reports showcased included reports dealing with enrollment, tuition, scholarships, and employee separation. Cabinet members requested that the "scholarship – three year trend" report, which is for university scholarships, be cloned and changed to report on Foundation scholarships. Dr. Craft said he will create a Cabinet folder in Argos and place in the folder the various reports that would be useful to Cabinet members. Dr. Roberts asked Dr. Craft to provide to Cabinet members a budget report that provides an overview, such as percent of budget spent, for all of the budgets in their area.

BUSINESS

Action

Hiring Requests.....Mr. Mayers/Dr. McAdams/Mr. Munroe/Dr. Roberts

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, Mr. Mayers, Dr. McAdams, Mr. Munroe, and Dr. Roberts brought to Cabinet several positions for consideration. The positions presented do not impact the salary savings identified previously to address the budget shortfall.

Athletics Requests

Mr. Mayers requests to hire seven full-time staff for their Okra Scholars program: Program Coordinator, Head Strength and Conditioning Coach, and five Athletic Trainers. Funding for these positions will come from the Bolivar Medical Foundation grant we just received. There is no cost to the university budget.

Academic Affairs Requests

The Center for Community and Economic Development requests approval to re-hire five staff members: For the Local Government Leadership Institute, which is funded by grants from the Hearin Foundation and Casey Family Programs, the positions are: Project Director and Administrative Assistant/Education Coordinator. For the Delta Education Opportunity Center (DEOC), which is funded by a grant from the federal TRIO Program, the positions are: Project Director, Academic Counselor, and Administrative Assistant. These are not new positions; rather, they are simply grant renewals.

The Childcare Center requests approval to fill one position: Substitute teacher. The teachers’ and assistants’ salaries come almost entirely from the children’s tuition.

University Advancement Requests

Mr. Munroe presented four positions for approval to search and hire. In the Alumni Affairs department, they are working to change the title and salary of the Secretary to Alumni Engagement Coordinator. Mr. Munroe will vet the changes with the Human Resources office, and will bring the position back to Cabinet in order to complete the process. In Communications and Marketing, there are two positions: Staff Writer and Videographer/Photographer. There is one position in Development: Annual Fund Coordinator (part time). Mr. Munroe plans to use salary savings to bring in consultants.

President’s Office/Vice President for Executive Affairs Request

Dr. Roberts presented one position for approval to search and hire: Administrative Secretary.

Motion: Moved by Mr. Mayers to approve the searching and hiring of the above referenced positions for FY19 and seconded by Mr. Rutledge. **The motion was approved.**

Probationary Period – Non Faculty policy (revised – first reading) Mr. Rutledge

Mr. Rutledge presented to Cabinet members the revised Probationary Period – Non Faculty policy for first reading. The proposed changes include adding a section related to employees who are promoted and/or transfer to another department.

Motion: Moved by Mr. Rutledge to approve the revised Probationary Period – Non Faculty policy for first reading and seconded by Dr. Roberts. **The motion was approved.**

Tuition Remission – Employees and Spouses policy (revised – first reading) Mr. Rutledge

Mr. Rutledge presented to Cabinet members the revised Tuition Remission – Employees and Spouses policy for first reading. The proposed changes include outlining the eligibility requirements for grant and/or auxiliary employees.

Motion: Moved by Mr. Rutledge to approve the revised Tuition Remission – Employees and Spouses policy for first reading and seconded by Dr. Roberts. **The motion was approved.**

Discussion

Campus ForumsPresident LaForge

President LaForge discussed with Cabinet members the need to host a campus forum for faculty, staff, and students this semester. Suggested topics include: enrollment, budget, successes in fundraising, new initiatives, and campus projects. The proposed date is Tuesday, October 16.

City of Cleveland’s request regarding light pole banners.....President LaForge

President LaForge reported that he received a request from Cleveland’s First Lady, Mrs. Becky Nowell, to place “50 Nights of Lights” banners on the approximate 12 decorative light poles on the DSU property on Highway 8. The City of Cleveland will put up and take down the banners. President LaForge said the Executive Committee believes this is a great town-gown project, and they approved the request.

President’s Home Update Mr. Rutledge

Mr. Rutledge said that he had two productive meetings last week regarding the new president’s home. They are close to being ready to sign a contract with the contractor. The construction fence will go up this week. They are working to finalize the project sign. It will take approximately 10 to 12 months to build the new home. Mr. Rutledge met with President and Mrs. LaForge last week, and he is working with the bankers this week to finalize plans for the line of credit.

Additional information

- Dr. Moore invited Cabinet members to the International Business Symposium events on October 12 and 13. There will be a reception at 5:00 p.m. on Thursday, and Dr. David Abney will speak at 6:00 p.m. On Friday, the lecture will take place from 9:00 a.m. – 12:00 noon, and there will be a lunch afterwards in Broom Hall.
- President LaForge shared with Cabinet members a recent ad in the *Clarion Ledger* that promotes the University of Southern Mississippi’s enrollment increase.

INFORMATIONAL/CALENDAR ITEMS:

- Delta State football vs. University of West Florida, September 29, 6:00 p.m. (wear white), Parker Field
- President’s Reception at 5:30 p.m., Dorgan Center
- International Conference on the Blues, September 30 – October 2
- Trombone Shorty and Orleans Avenue performance, October 2, 7:30 p.m., BPAC
- Colloquia Series Lecture with Dr. Mark Emmert, President of NCAA, October 9, 6:00 p.m., Jobe Hall
- International Business Symposium, October 11-12
- Octoberfest, October 12-13, 2018, Downtown Cleveland

NEXT MEETING:

- Next Cabinet Meeting – Monday, October 1 at 1:30 p.m.
- Next Cabinet Meeting Topic – Communications and Marketing Update (Mr. Munroe)

Adjournment: The meeting adjourned at 10:35 a.m.