

# DELTA STATE UNIVERSITY

## PRESIDENT'S CABINET

### *Minutes*

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**Meeting date: January 9, 2023**

**Members in attendance:** Dr. E. E. Caston, Dr. Joshua Armstrong, Dr. Caroline Fletcher, Dr. Leslie Griffin, Ms. Lucia Chacon Habis, Mr. Mike Kinnison, Dr. Eddie Lovin, Mr. Rick Munroe, Dr. Andy Novobilski, Dr. Michelle Roberts, and Mr. Larry Wakefield (recorder – Ms. Claire Cole)

**Members not in attendance:** None

**Call to Order:** A regular meeting of the President's Cabinet was held in the President's Conference Room on January 9, 2023. The meeting convened at 1:30 p.m. with Dr. Caston presiding.

#### **APPROVAL OF THE MINUTES**

On motion by Dr. Lovin and seconded by Dr. Novobilski, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on December 7, 2022.

#### **GENERAL OVERVIEW**

- Mr. Kinnison provided an update on Athletics. All student-athletes participating in Spring sports begin practice this week. Student-athletes on teams competing in the Fall will begin off-season practice next week. The men's and women's basketball teams hosted West Georgia over the weekend; and, they will host Union University and Christian Brothers University on Thursday and Saturday, respectively. The swimming and diving teams defeated University of Montevallo and Ouachita Baptist University over the weekend. They will host Henderson State University on Saturday. Mr. Kinnison provided an update on Gulf South Conference members. Shorter University will align with Conference Carolina after the 2023 football season. North Greenville University may align with Conference Carolina after the 2024 football season; however, the decision is not final at this time. To help with football scheduling issues, the GSC Commissioner has contacted Chowan University about a provisional, two-year membership. Other options for provisional members are being discussed.
- Mr. Wakefield shared an update on Facilities projects. Lighting for the School of Nursing renovation project is being installed. Also, security cameras are ordered. Bidding for the Nowell Union boiler replacement project begins next week. The university will use \$1.9 million in ARPA funds to install a new pump on the west side of campus to help with drainage issues. A design professional has been assigned. The design engineer for the HVAC project was chosen. The university is trimming trees throughout campus for better lighting and security camera coverage. The roof for Kent Wyatt Hall will be repaired next week. Due to freezing temperatures during the holiday, the university experienced issues with burst pipes. Consultants are coming to assess the problem. The Digital Media Arts Center experienced flooding, and staff are working out of Jobe Hall.
- Dr. Caston shared with Cabinet members some of the meetings and events planned for this week. Classes for Spring 2023 began today. The university will be closed next Monday in observance of the Martin Luther King Holiday.

**CABINET TOPIC**

None

**BUSINESS**

**Action**

**FEMA Designation of Applicant Agent for Public Assistance ..... Mr. Wakefield**

Mr. Wakefield, as the Interim Vice President for Finance and Administration, needs approval by Cabinet members to serve as Delta State's Applicant Agent for Public Assistance from FEMA. As the designated Applicant Agent, Mr. Wakefield will be authorized to execute applications for the purpose of obtaining and administering certain federal financial assistance under the Disaster Relief Act of 1974 (Public Law 93.228), amended by Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, (Public Law 100-707) and to file them with the Governor’s Authorized Representative.

**Motion:** Moved by Dr. Novobilski to approve Mr. Wakefield as Delta State's Applicant Agent and seconded by Dr. Lovin. The motion was approved.

**Discussion**

**Institutional Effectiveness and Planning ..... Dr. Novobilski**

Dr. Novobilski provided Cabinet members with a SACSCOC reaffirmation update. The writing team is progressing well and focusing on completing drafts for sections one through six of the university’s strategic planning report (attached.) The newly created assessment fellows are contacting units lacking an Administrative Unit Assessment. Dr. Beverly Moon agreed to assist Dr. Welsh with finalizing Standard 7 which relates to strategic planning institutional history and alignment. Dr. Nuria Cuevas will be on campus for a site visit on February 21-22. Dr. Novobilski requested that the Cabinet members, as the Strategic Plan Steering Committee, meet to discuss the strategic plan outside of regularly scheduled Cabinet meeting.

**Recruitment Update/Overview ..... Dr. Lovin**

Dr. Lovin provided an update and overview of recruitment. He had a meeting with Mr. Trey Wright, Managing Partner for Higher Education at Kaye/Bassman International Corporation, to discuss the Director of Admissions position announcement and applicants. EAB representatives will be on campus in February to discuss additional strategies for recruiting. The university has 105,000 prospects in our system to recruit to the university. Of those accepted prior to Christmas, 630 were admitted to the university prior to the holidays. Also, 63 students have registered for Spring Takin’ Care of Business Days. Delta State’s Honor Band Weekend is this weekend, and 255 students will be on campus for the event. The Office of Admissions scheduled Silent Disco for those students on Friday evening in the Leroy E. Morganti Atrium. Dr. Novobilski announced the enrollment for graduate students as of today is 649, and an additional 50 students are waiting to be admitted and registered. The enrollment for graduate students on the 15<sup>th</sup> day of classes in the Fall was 680. Enrollment for the university was 2,057 this morning.

**Additional Information**

- Mr. Munroe provided an update on the Centennial Campaign and shared an upcoming event will be hosted in Gulfport in February.
- Mr. Munroe shared with Cabinet members a legislative session update. The IHL system will lobby the legislature for bond funds, appropriations, and Repair and Renovation funds. In addition to those requests, Delta State will request funds for the university’s four earmarks – DMI, the Delta Center, Commercial Aviation, and E-Learning – and a re-appropriation of \$2.4 million for facilities projects.

**INFORMATIONAL/CALENDAR ITEMS:**

- Spring 2023 classes begin, January 9
- Martin Luther King holiday, January 16
- Menopause: The Musical, January 19, 7:30 p.m., BPAC
- Blue Man Group, February 7, 7:30 p.m., BPAC

**NEXT MEETING:**

- Next Cabinet Meeting – Monday, January 23, 2023 at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

**Adjournment:** The meeting adjourned at 2:24 p.m.

# SACSCOC Reaffirmation Update

- Writing team off and running this week – focus on completing drafts for Sections 1-6 (there are 14 sections)
- Assessment fellows to contact units re: Administrative Unit Assessment
- Beverly Moon agreed to assist with Standard 7 (strategic planning institutional history and alignment)
- Dr. Cuevas on campus Feb 21-22

# Strategic Planning Report

Effective institutions demonstrate a commitment to principles of continuous improvement, based on a systematic and documented process of assessing institutional performance with respect to mission in all aspects of the institution. An institutional planning and effectiveness process involves all programs, services, and constituencies; is linked to the decision-making process at all levels; and provides a sound basis for budgetary decisions and resource allocations.

## Looking Back

Presidential Priority	Budget	New Hires	Events	New or Improved Policies and/or Practices	Activities	Documentation (link)
Improve Customer Service (Academics)						
Improve Customer Service (Support Services)						
Improve Customer Service (Professional Development)						
Improve Customer Service (Personnel Training)						
Increase Enrollment (smarter recruiting)						
Increase Enrollment (program offerings)						

Increase Enrollment (marketing)						
Increase Enrollment (realistic goals)						
Raise \$20 million for Centennial Capital Campaign						
Improve Financial Sustainability Metric to 90 Days of Cash						
Realign Core Functions and Structure with Budget Realities						
Increase Internal Accountability and Communication						
Prepare for SACSCOC Reaffirmation						
Improve University Standing, Reputation, and Pride with Marketing Campaign						

## Looking Forward:

- *As we anticipate a new strategic plan, what do we need to change about the way we*
  - *Set*
  - *Monitor*
  - *Involve the campus community in*
  - *Report progress on*
  - *Act on and make improvements based on findings of*

*Goals and Metrics of our plan?*