

DELTA STATE UNIVERSITY

PRESIDENT'S CABINET

Minutes

Meeting date: April 22, 2024

Members in attendance: Dr. Dan Ennis, Dr. Edwin Craft, Mr. David Gladden, Dr. Leslie Griffin, Dr. Christopher Jurgenson, Mr. Mike Kinnison, Dr. Eddie Lovin, Ms. Holly Ray, Dr. Michelle Roberts, Ms. Haley Rooks, Ms. Ashley Tanksley, and Mr. Larry Wakefield (recorder – Ms. Claire Cole)

Members not in attendance: Mr. David Gladden

Guests: Ms. Amber Hays, Chair-Elect, Administrative Staff Council
Mr. Shaun Kelly, President, Faculty Senate

Call to Order: A regular meeting of the President's Cabinet was held in the President's Conference Room on April 22, 2024. The meeting convened at 9:00 a.m. with Dr. Ennis presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Lovin and seconded by Ms. Rooks, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on April 16, 2024.

GENERAL OVERVIEW

- Dr. Ennis gave an overview of the activities and events from the last week. Hayes Cooper Center will utilize Delta State University facilities until the end of their school year. The Institutional Executive Officers and IHL Board of Trustees had their monthly meetings last week. Dr. Ennis attended the Mississippi Economic Council Annual Meeting, and he attended a member and volunteer recognition event at GRAMMY Museum® Mississippi. Dr. Ennis visited with Commissioner Willie Simmons. The Office of Human Resources conducted the Retirement and Service Awards Ceremony.
- Mr. Kinnison provided an update on Athletics. The football team finished their Spring training last week. The golf team is competing in the Gulf South Conference championship tournament in Valdosta, GA today beginning today. The men's tennis team competes in the Gulf South Conference championship tournament this weekend in Montgomery, AL. The baseball and softball teams compete at Mississippi College this weekend. The Green and White Awards are Monday, April 29 at the BPAC. The senior day for tennis is on Tuesday during the softball game against Harding University. The senior day for baseball and softball is Saturday.
- Mr. Craft gave an update on Facilities Management projects. The leak in Jobe Hall Auditorium is being patched, and the stage will be painted once the patch is complete. Jobe Hall Auditorium will be unavailable for use until further notice. One of the University chillers is not working, and Facilities Management is waiting on parts. Repairs are being made to the roof of Ewing Hall. Dr. Craft is planning a walking tour for Facilities Management staff to determine any needs in order to provide the best impression for guests. The marquee for the BPAC is failing; however, a quote has been requested for a replacement. Also, BPAC staff are finalizing the Fall 2024 schedule; it will be announced in June. OIT

released a mandatory training module for all employees to complete by May 15, 2024.

- Ms. Rooks provided an update on student activities. The Student Government Association hosted the William H. Young Outdoor Recreation Area Dedication Ceremony last week. Ms. Hayden Kirkhart was elected Student Government Association President. The Big Green Event had 158 student volunteers, and it was a very successful event.
- Dr. Ennis shared with Cabinet members some of the events and activities for the week. Dr. Ennis travels to Jackson tomorrow for additional meetings with legislators. The confirmation hearings for the new IHL Board of Trustees is Tuesday. Two members of Senator Roger Wicker’s staff will be on campus on Wednesday, and they will be provided a tour of campus. The Enrollment Group meets on Thursday. The Bolivar County Alumni Chapter Seafood Boil is Thursday evening.

CABINET TOPIC

Budget RecommendationsMr. Wakefield

Mr. Wakefield shared with Cabinet members a budget revenue worksheet including the 2024 revenue budget line items compared to actual revenue received as of April 12, 2024. Also, the worksheet contains the 2025 proposed revenue budget line items. The 2025 revenue budget will be adjusted upon knowing the amount the University will receive in State support. The University has received an overage in tuition of \$309,211 compared to the budgeted amount of \$16,822,279. Mr. Wakefield needs assistance from Cabinet members in determining the level at which he sets tuition revenue – increase, flat, or decrease in enrollment. His current draft for FY25 has tuition revenue as flat. Summer school tuition for the past two years has increased, and Mr. Wakefield is waiting on a final headcount for summer school enrollment for Summer 2024. The support from the Delta State University Foundation was over budgeted for FY24, and so the FY24 budget will be lessened. At this time, the University has received 93% of its budgeted revenue for FY24. The proposed revenue budget for FY25 is \$47,120,100. The proposed budget does not include any forthcoming budget cuts.

Mr. Wakefield shared with Cabinet members a worksheet of designated funds as of the end of March 2024. All designated funds with a balance of \$30,000 or more need a comprehensive review. Dr. Griffin has requested all chairs provide an overview of the premise of the designated funds under their purview and their plans for using the funds. Some designated accounts need to be split into several accounts, and training needs to be provided to the managers of designated accounts. Dr. Ennis approved all designated funds at this time, with a comprehensive review forthcoming.

Mr. Wakefield shared Delta State University is charging a \$125 fee for Dual Enrollment students. The State scholarship for Dual Enrollment covers 40% of the average community college credit hour tuition, and it was \$65.08 in 2023-24. Mr. Wakefield recommended increasing Delta State’s fee to \$195 to match the State scholarship offering.

BUSINESS

Action

Dual Enrollment Fee..... Mr. Wakefield

Mr. Wakefield recommended increasing the Dual Enrollment fee from \$125 to \$195.

Motion: Moved by Mr. Wakefield to increase the Dual Enrollment fee from \$125 to \$195 and seconded by Dr. Lovin. The motion was approved.

Course Fees Dr. Griffin

Upon the approval of the Curriculum Committee and Academic Council, Dr. Griffin brought to Cabinet the 2024-25 academic course fees for approval. The fees presented to Cabinet members are new fees or fees changing in amount. Cabinet members discussed fees for the Commercial Aviation Department, School of Nursing, Art Department’s Master in Fine Arts Low Residency program, and Division of Mathematics and Sciences. Several areas have a substantial amount in their undesignated funds, and Cabinet members questioned the reason for fees. All fees presented had a different reason from the designated fund usage. Cabinet members discussed the need for a revised fee request process.

Motion: Moved by Dr. Griffin to approve the 2024-25 course fees and seconded by Dr. Lovin. The motion was approved with one opposed.

Academic Transcripts policy (new – first reading)..... Dr. Griffin

Dr. Griffin brought the new Transcript policy to Cabinet for a first reading. The Transcript policy was created in response to federal regulations. Academic transcripts will not be withheld from students based on outstanding financial obligations with the University. Students may order and receive academic transcripts from Parchment regardless of unpaid balances with the institution. However, students are still responsible for outstanding balances and should contact Student Business Services to set up an affordable repayment plan. Cabinet members suggested removing the fee amount for transcripts from the policy to prevent recurring edits if the fee changes.

Motion: Moved by Dr. Griffin to approve the Academic Transcript policy for a first reading and seconded by Dr. Lovin. The motion was approved.

Leave of Absence Without Pay policy (revised – final reading)..... Mr. Wakefield

Upon the approval of the University Leadership Council, Mr. Wakefield brought the Leave of Absence Without Pay policy to Cabinet for a final reading. A leave of absence without pay may be granted to regular employees for a period of up to six (6) calendar months at the discretion of the employee's responsible vice president. Leave may be granted for, but not limited to, the medical disability of employees or their family members, enrollment in educational course work relating to the employee's position, professional development beneficial to the employee and the University, or a family emergency.

Motion: Moved by Mr. Wakefield to approve the Leave of Absence Without Pay policy for a final reading and seconded by Dr. Lovin. The motion was approved.

Professional Leave policy (revised – final reading) Mr. Wakefield

Upon the approval of the University Leadership Council, Mr. Wakefield brought the Professional Leave policy to Cabinet for a final reading. Any employee who became a member of the Public Employees' Retirement (PERS) system before July 1, 2007, and has at least four years of membership service credit, or who became a member of PERS on or after July 1, 2007, and has at least eight years of membership service credit, may be granted professional leave without pay for professional purposes directly related to employment in state service and shall receive creditable service for the period of professional leave without pay.

Motion: Moved by Mr. Wakefield to approve the Professional Leave policy for a final reading and seconded by Dr. Lovin. The motion was approved.

Facility Request for Facility Use by Cleveland Central High School Dr. Craft

Dr. Craft announced Cleveland Central High School requested to use the Leroy E. Morganti Atrium in Kent Wyatt Hall for their prom on May 4, 2024. If approved, Cleveland Central High School would set up on May 3. The fee for using the Leroy E. Morganti Atrium is \$1,000.

Motion: Moved by Dr. Ennis to empower Dr. Craft to approve the request based on information provided by Cleveland Central High School and seconded by Dr. Lovin.

Discussion

Hiring Requests Cabinet members

In following the hiring guidance set forth by Dr. Ennis, Cabinet members presented their requests for review. After review by Cabinet members, Dr. Griffin, Dr. Lovin, and Mr. Wakefield will meet with Dr. Ennis to provide additional context as to the need for the given position or positions prior to Dr. Ennis granting or denying hiring approval.

Student Affairs request

Dr. Lovin requested to search for and hire a Police Officer. This position will replace an employee who resigned.

Academic Affairs requests

Dr. Griffin requested to search for and hire Assistant Professor of Teacher Education and Master of Arts in Teaching Coordinator. This position will replace an employee who resigned.

Hiring Requests Approval..... Dr. Roberts

Dr. Roberts announced no hiring requests were approved since the last Cabinet meeting.

SACSCOC Update..... Dr. Griffin

Dr. Griffin shared with Cabinet members the SACSCOC on-site visit was a positive experience, and the on-site team was complimentary of the University’s Quality Enhancement Plan. SACSCOC will send a letter in the coming weeks detailing findings by the on-site team, and the University will have six months to respond.

Recruitment Update/Overview.....Ms. Tanksley

Ms. Tanksley provided an update on recruitment efforts. Ms. Tanksley shared data provided by EAB, and it shows an influx of out of state students and students of color for the upcoming Fall semester. The Office of Admissions is trying to schedule a Presidential Tour in Madison County. The first Takin’ Care of Business Day was a success, and Ms. Tanksley and her staff will have a debrief meeting this week.

Budget Update Mr. Wakefield

Mr. Wakefield provided his update during the Cabinet Topic discussion.

Legislative Update..... Dr. Roberts

Dr. Roberts did not have an update to share with Cabinet members.

INFORMATIONAL/CALENDAR ITEMS:

- Springfest, April 25, 6:00 p.m., Coahoma Street (East)

- Bolivar County Alumni Cajun Seafood Boil, April 25, 5:30 p.m., Kent Wyatt Hall Parking Lot
- Athletics Green and White Awards, April 29, BPAC
- Walk-N-Wags, April 30, 12:00 p.m., Quadrangle
- Town Hall meeting, May 2, 3:00 p.m., Auditorium, E.R. Jobe Hall
- SGA Inauguration, May 2, 5:30 p.m., Lena Roberts Sillers Chapel
- Student Hall of Fame Ceremony and Dinner, May 9, 6:00 p.m., State Room, H.L. Nowell Student Union
- Commencement, May 10, 10:00 a.m. and 2:00 p.m., Sillers Coliseum

NEXT MEETING:

- Next Cabinet Meeting – Monday, April 22, 2024, at 9:00 a.m.
- Next Cabinet Meeting Topic – FY25 Budget

Adjournment: The meeting adjourned at 11:10 p.m.