

**DELTA STATE UNIVERSITY
UNIVERSITY LEADERSHIP COUNCIL**

Minutes

Meeting date: August 12, 2024

Members in attendance: Dr. Eddie Lovin, Dr. Vicki Bingham, Ms. Arlene Cash, Dr. Edwin Craft, Dr. Nora Gough-Davis, Dr. Leslie Griffin, Dr. Tomeka Harbin, Mr. Mike Kinnison, Dr. Suzette Matthews, Dr. Christy Riddle, Ms. Fawn Ussery, and Dr. Merideth Van Namen (recorder – Ms. Claire Cole)

Members not in attendance: Dr. Dan Ennis, Ms. Amber Hays, and Ms. Hayden Kirkhart

Guests: Ms. Sydney Pittman and Mr. Ray Wolfe

Call to Order: A regular meeting of the University Leadership Council was held in Room 302A in the H. L. Nowell Union on August 12, 2024. The meeting convened at 1:30 p.m. with Dr. Lovin presiding.

APPROVAL OF THE MINUTES

On motion by Dr. Vicki Bingham and seconded by Dr. Van Namen, all University Leadership Council Members present and participating voted unanimously to approve the Minutes of the University Leadership Council Meeting held on June 3, 2024.

BUSINESS

Action

Awarding of University Scholarships policy (revised – first reading).....Ms. Cash

Ms. Cash brought the revised Awarding of University Scholarships policy to the University Leadership Council for review and approval. Scholarships and grants are subject to a maximum yearly amount not to exceed the actual cost of tuition, room and board, and a book and supplies allowance. The total amount of funded scholarships apportioned from tuition is determined during the university’s budgeting process, is subject to change for each fiscal year and is approved by the Mississippi Institutions of Higher Learning. Under procedures and responsibilities, the date by which the Delta State University Foundation provides a listing of scholarships to awarding departments changed to December 1 from March 1. Scholarships are offered to prospective students from November 1 through July 31. Students must accept scholarship packages by May 1. If any scholarships are offered after May 1, a student must accept within two weeks of offering.

Motion: Moved by Ms. Cash to approve the revised Awarding of University Scholarships policy for a first reading and seconded by Dr. Harbin. The motion was approved.

Scholarships and Graduate Assistantships policy (revised – first reading)Ms. Cash

Ms. Cash brought the revised Scholarships and Graduate Assistantships policy to the University Leadership Council for review and approval. University Leadership Council members discussed the requirements of

students applying for scholarships, and members had questions about the requirements. Additional information from a prior Cabinet meeting is needed prior to approval.

Motion: Moved by Ms. Cash to approve the revised Scholarships and Graduate Assistantships policy for a first reading and seconded by Dr. Matthews.

Motion: Moved by Dr. Matthews to postpone the approval of the Scholarships and Graduate Assistantships policy for a first reading until additional information is provided and seconded by Dr. Craft. The motion was approved.

Abuse of Computers and Network Systems policy (revised – first reading) Dr. Craft

Dr. Craft brought the revised Abuse of Computers and Network Systems policy to the University Leadership Council for review and approval. The policy was revised to meet current practice and be in the correct format within PolicyStat.

Motion: Moved by Dr. Craft to approve the Abuse of Computers and Network Systems policy for a first reading and seconded by Dr. Matthews. The motion was approved.

Access to University Information Technology Resources policy (revised – first reading) Dr. Craft

Dr. Craft brought the revised Access to University Information Technology Resources policy to the University Leadership Council for review and approval. The Request for Individual Computer Account form was revised, and the policy was updated to reflect the change.

Motion: Moved by Dr. Craft to approve the Access to University Information Technology Resources policy for a first reading and seconded by Dr. Bingham. The motion was approved.

Appropriate Electronic Storage policy (revised – first reading) Dr. Craft

Dr. Craft brought the revised Appropriate Electronic Storage policy to the University Leadership Council for review and approval. The policy was revised to meet current data storage methods.

Motion: Moved by Dr. Craft to approve the revised Appropriate Electronic Storage policy for a first reading and seconded by Dr. Matthews. The motion was approved.

Cash Collection/Handling policy (revised – first reading) Dr. Craft

Dr. Craft brought the revised Cash Collection/Handling policy to the University Leadership Council for review and approval. The policy format was updated to reflect the PolicyStat format.

Motion: Moved by Dr. Craft to approve the Cash Collection/Handling policy for a first reading and seconded by Dr. Harbin. The motion was approved.

Malware policy (revised – first reading) Dr. Craft

Dr. Craft brought the revised Malware policy to the University Leadership Council for review and approval. The policy was revised to modernize the language used through the policy. Training in malware prevention is mandatory.

Motion: Moved by Dr. Craft to approve the revised Malware policy for a first reading and seconded by Dr. Matthews. The motion was approved.

Military Payment for Tuition and Fees policy (revised – first reading)..... Dr. Craft

Dr. Craft brought the revised Military Payment for Tuition and Fees policy to the University Leadership Council for review and approval. The policy format was updated to reflect the PolicyStat format.

Motion: Moved by Dr. Craft to approve the revised Military Payment for Tuition and Fees for a first reading and seconded by Dr. Van Namen. The motion was approved.

Petty Cash policy (revised – first reading)..... Dr. Craft

Dr. Craft brought the revised Petty Cash policy to the University Leadership Council for review and approval. The policy was revised to use correct office names and be in the correct format within PolicyStat.

Motion: Moved by Dr. Craft to approve the revised Petty Cash policy for a first reading and seconded by Dr. Bingham. The motion was approved.

Tuition and Fees policy (revised – first reading)..... Dr. Craft

Dr. Craft brought the revised Tuition and Fees policy to the University Leadership Council for review and approval. The policy was revised to update terminology and office names and align with current practices. University Leadership Council members questioned the university’s practice of first and last dollar. Additional information is needed prior to approval.

Motion: Moved by Dr. Craft to approve the revised Tuition and Fees policy for a first reading and seconded by Dr. Matthews.

Motion: Moved by Dr. Matthews to postpone approval of the Tuition and Fees policy until additional information is provided. The motion was approved.

Usage of Social Security Numbers policy (revised – first reading)..... Dr. Craft

Dr. Craft brought the revised Usage of Social Security Numbers policy to the University Leadership Council for review and approval. The collecting of social security numbers is required of all employees of the university, all tuition-paying students, students receiving financial aid, and other individuals for which state and federal laws require the reporting of social security numbers. The policy was revised to reflect current practices including the deletion of Information Technology Governance Committee (ITGC.) The ITGC is no longer a practicing committee.

Motion: Moved by Dr. Craft to approve the revised Usage of Social Security Numbers policy for a first reading and seconded by Dr. Matthews. The motion was approved.

Use of Removable Media and Mobile Computing Devices policy (revised – first reading)..... Dr. Craft

Dr. Craft brought the revised Use of Removable Media and Mobile Computing Devices policy to the University Leadership Council for review and approval. The policy was reviewed due to the annual cycle of reviewing information technology policies, and no changes were made.

Motion: Moved by Dr. Craft to approve the revised Use of Removable Media and Mobile Computing Devices policy for a first reading and seconded by Dr. Matthews. The motion was approved.

Housing and Residence Life policy (revised – first reading) Dr. Lovin

Dr. Lovin brought the revised Housing and Residence Life policy to the University Leadership Council for review and approval. The policy was revised to update terminology and office names and align with

current practices. The application fee and lost/damaged key charge amounts were removed from the policy. The tampering of security detection systems was added to the prohibited list of items for students. Nails are not allowed in the residence halls. Ms. Cash suggested changing the application fee to a deposit, and the recommendation will be revisited in 120 days.

Motion: Moved by Dr. Lovin to approve the revised Housing and Residence policy for a first reading and seconded by Ms. Cash. The motion was approved.

Student Code of Conduct policy (revised – first reading).....Dr. Lovin

Dr. Lovin brought the revised Student Code of Conduct policy to the University Leadership Council for review and approval. The policy was revised to update terminology and office names and align with current practices. University Leadership Council members suggested the university’s non-discrimination policy be included within the policy.

Motion: Moved by Dr. Lovin to approve the revised Student Code of Conduct policy and seconded by Dr. Harbin. The motion was approved.

Student Grievance policy (revised – first reading).....Dr. Lovin

Dr. Lovin brought the revised Student Grievance policy to the University Leadership Council for review and approval. The policy was redeveloped to match current practices of the other institutions in Mississippi Institution of Higher Learning.

Motion: Moved by Dr. Lovin to approve the revised Student Grievance policy for a first reading and seconded by Dr. Bingham. The motion was approved.

Student Right to Know & Campus Security Act policy (revised – first reading).....Dr. Lovin

Dr. Lovin brought the revised Student Right to Know & Campus Security Act policy to the University Leadership Council for review and approval. The policy was overhauled to include more information about the Campus Security Act.

Motion: Moved by Dr. Lovin to approve the revised Student Right to Know & Campus Security Act policy for a first reading and seconded by Dr. Matthews. The motion was approved.

Vapor and Tobacco Use on Campus policy (revised – first reading)Dr. Lovin

Dr. Craft brought the revised Vapor and Tobacco Use on Campus policy to the University Leadership Council for review and approval. The policy was revised to include the procedure to be taken for contract workers not adhering to the policy.

Motion: Moved by Dr. Craft to approve the revised Vapor and Tobacco Use on Campus policy for a first reading and seconded by Dr. Lovin. The motion was approved.

Discussion

None

Additional information

- None

NEXT MEETING:

- Next Meeting – Monday, August 26, 2024, at 1:30 p.m.

Adjournment: The meeting adjourned at 3:33 p.m.