# DELTA STATE UNIVERSITY
# PRESIDENT'S CABINET
*Minutes*

**Meeting date: June 16, 2025**

**Members in attendance:** Dr. Dan Ennis, Dr. Curtis Coleman, Dr. Edwin Craft, Mr. Peter Dean, Dr. Leslie Griffin, Dr. Eddie Lovin, Mr. Mike Kinnison, Ms. Hayden Kirkhart, and Dr. Suzette Matthews (recorder – Ms. Claire Cole)

**Members not in attendance:** Ms. Holly Senter

**Guests:** None

**Call to Order:** A regular meeting of the President's Cabinet was held in the President's Conference Room on June 16, 2025. The meeting convened at 1:30 p.m. with Dr. Ennis presiding.

**APPROVAL OF THE MINUTES**

On motion by Dr. Lovin and seconded by Dr. Craft, all Cabinet Members present and participating voted unanimously to approve the Minutes of the Cabinet Meeting held on June 3, 2025.

**GENERAL OVERVIEW**

- Dr. Ennis and Cabinet members gave an overview of their activities and events of the last few weeks.
- Dr. Craft gave an update on Facilities Management projects. Construction began on Hayes Cooper Elementary School to expand spaces within Kethley Hall to be more aligned with their needs. The RFP for the scoreboard for Parker Field is almost complete. Dr. Craft believes the new scoreboard will be in place during the upcoming season. The university is working on adding QR codes to all equipment to help easily track all inventory.
- Mr. Kinnison gave an update on Athletics. Student-athletes from the football team, soccer teams, and cross country arrived today for voluntary summer workouts.
- Dr. Griffin announced Dr. Heather Miller will be providing leadership for the Gertrude C. Ford Center for Teaching and Learning as she assumes the role of Director on July 1. She will retain her role as Director of Sponsored Programs and Special Projects with oversight of the Delta Center for Culture and Learning and the Office of Institutional Grants. Ms. Rosa Becerril-Nieves has resigned as Director of Institutional Research, Effectiveness, and Planning. Dr. Griffin will begin searching for a replacement soon. The Student Success Center is moving to the Roberts-LaForge Library, and the move should be completed by the time students arrive for classes in August.
- Ms. Kirkhart provided an update on Student Government Association activities. Students are applying for Student Senate and Student Court positions. SGA is working with the university and community on needs for the Wiley Garden. Ms. Kirkhart is hosting a retreat for her elected and appointed SGA Cabinet members on August 12.
- Dr. Ennis gave an update on his schedule of events for the week.

**CABINET TOPIC**

**None**

**BUSINESS**

**Action**

**Annual Operating Budget ..... Dr. Craft**

Dr. Craft presented and explained Delta State's 2025-2026 annual operating budget to Cabinet members. Upon approval, the annual operating budget is submitted to IHL for approval.

**Motion:** Moved by Dr. Craft to approve Delta State's annual operating budget and seconded by Dr. Lovin. The motion passed unanimously.

**Authorized Software policy (revised – final reading) ..... Dr. Craft**

On behalf of the University Leadership Council, Dr. Craft brought the revised Authorized Software policy for final reading and approval. All university owned/used software must be approved by the Information Security Officer and appropriately licensed.

**Motion:** Moved by Dr. Craft to approve the Authorized Software policy for a final reading and seconded by Dr. Lovin. The motion passed unanimously.

**Designated Funds policy (revised – final reading) ..... Dr. Craft**

On behalf of the University Leadership Council, Dr. Craft brought the revised Designated Funds policy for a final reading and review. This policy aims to encourage the responsible use of designated funds rather than their accumulation and to promote active financial management.

**Motion:** Moved by Dr. Craft to approve the Designated Funds policy for a final reading and seconded by Dr. Lovin. The motion passed unanimously.

**Password policy (final reading) ..... Dr. Craft**

On behalf of the University Leadership Council, Dr. Craft brought the Password policy for a final reading and review. Users are responsible for assisting in protecting the network and computer systems they use. The integrity and secrecy of an individual's password is a key element of that responsibility.

**Motion:** Moved by Dr. Craft to approve the Password policy for a final reading and seconded by Dr. Lovin. The motion passed unanimously.

**Purchasing Law and Dollar Limit for Commodities and Equipment policy (revised – final reading) .. Dr. Craft**

On behalf of the University Leadership Council, Dr. Craft brought the revised Purchasing Law and Dollar Limit for Commodities and Equipment policy for a final reading and review. The Mississippi Office of Purchasing, Travel and Fleet Management manages state contract bids for commodities and equipment and the Mississippi Department of Information Technology Services governs the procurement of technology. Delta State is required to use contracts and purchasing rules from these two entities. Purchases totaling $5,000.00 or less may be made on the open market through a requisition submitted via Banner, provided the items are not covered by a state approved competitively bid contract. Even though the item can be procured without competitive bid or second quote, the purchaser is required to always negotiate the best price when choosing a vendor. If a vendor is suspected of having a higher price it is the

responsibility of the purchaser to obtain additional pricing information to always ensure the university is spending funding wisely. For purchases exceeding $5,000.00 but not exceeding $75,000.00, two quotes are required. To streamline the process, user departments may contact vendors directly for written quotes. Emailed quotes are acceptable if sent from a company email account. If the lowest quote is selected, the department needs to attach the two quotes to the purchase requisition in Banner. If the lowest vendor is not selected, the department will request permission to proceed by submitting justification for choosing the higher vendor to procurement via email. Procurement will evaluate the request to determine if it meets state purchasing laws.

**Motion:** Moved by Dr. Craft to approve the Purchasing Law and Dollar Limit for Commodities and Equipment policy for a final reading and seconded by Dr. Lovin. The motion passed unanimously.

**Responsibilities for Assets policy (revised – final reading) ..... Dr. Craft**

On behalf of the University Leadership Council, Dr. Craft brought the revised Responsibilities for Assets policy for a final reading and review. The policy states the department head holds ultimate responsibility for the assets to their department.

**Motion:** Moved by Dr. Craft to approve the Responsibilities for Assets policy and seconded by Dr. Lovin. The motion was passed unanimously.

**Discussion**

**Enrollment Update ..... Dr. Coleman**

Dr. Coleman shared with Cabinet members an update on enrollment. In the first-time freshmen category, 351 students are confirmed and 262 of those students have registered for a Takin' Care of Business Day. In the transfer student category, 244 students are confirmed and 183 of those students have registered for Takin' Care of Business Day. In the graduate student categories, seventy-eight first-time students are confirmed, and eleven returning students are confirmed.

**INFORMATIONAL/CALENDAR ITEMS:**

- Takin' Care of Business Day, June 18
- Desoto County Alumni Happy Hour, June 19
- Night of Champions, August 8
- Pig Pickin' Weekend, September 5-6
- Foundation Scholarship Reception, October 16
- Foundation Board of Directors Meeting, October 17
- DSU 40 Under 40, October 17
- Delta State Homecoming, October 18

**NEXT MEETING:**

- Next Cabinet Meeting – Monday, July 14, 2025, at 1:30 p.m.
- Next Cabinet Meeting Topic – TBD

**Adjournment:** The meeting adjourned at 3:00 p.m.