

MINUTES

LSUA Chancellor Cabinet

3/3/2019 9:00 AM | *Meeting called to order by* Chancellor Huang

In Attendance

Dr. Guiyou Huang, Dr. John Rowan, Dr. Eamon Halpin, Dr. Stephan Moore, Donna Torres, Shelly Gill, Melinda Anderson, Chancey Slider

Guests:

Chad Brackin, Chief Auditor, LSU Office of Internal Audit
Tara Ball, Audit Manager, LSU Office of Internal Audit
Ed Pittman, Staff Auditor, LSU Office of Internal Audit
Jeff Massey, Director of Financial Aid and Scholarships, LSUA

Chancellor Huang called the meeting to order at 9:00 AM

Chancellor's Updates:

- Thank you to the team from the LSU Office of Internal Audit for presenting risk management information to the Cabinet today.
- The LSU Board of Supervisors approved the addition of a four-year accounting program at LSUA. Thanks to all Business Department faculty, especially Dr. Randall Dupont, Dr. Kent Lachney, Provost John Rowan, and Vice Provost Eamon Halpin. The proposal is still awaiting approval from the Board of Regents.
- Congratulations to Dr. Stephan Moore for earning his Ed.D. from Georgia Southern University.
- The funding for the drainage project, if or when materialized, will be provided by the United States Department of Housing and Urban Development (HUD).
- Dr. Huang discussed the possibility of campus-wide recycling with the Cabinet, but there is not a local recycling facility. The Cabinet proposed communicating with the Recycling Committee on campus to discuss possible ideas and solutions.
- The LSU Board of Supervisors plans to meet on LSUA's campus in January, 2020.
- LSU Day is taking place at the Louisiana State Capitol on April 16th. LSUA will be well represented.
- LSUA's LAVetCorps application has been approved. Kudos to Dean Gill for working on the application.
- An All-Campus Meeting will take place today from 3:00-4:00PM in Coughlin Auditorium.
- Louisiana SGA Presidents will meet at LSUA on the morning of Saturday, April 6th for the Louisiana Council of Student Body Presidents Meeting.
- An ALFS meeting will take place on the morning of April 27th in the Live Oaks Conference Room.

Discussion Items

1. Risk Assessment

- Chad Brackin, Tara Ball, and Ed Pittman from the LSU Office of Internal Audit gave a presentation on risk management and supported the Cabinet in preparing a risk assessment document concerning many areas of risk at LSUA. The goal of the session was to brainstorm ideas for potential areas of risk, organize them into categories, and then rank the items in order to create a heat map that reflects the variances of risks.
- Some of the areas that were noted in the document were enrollment, infrastructure, finance, campus safety, disaster recovery, information technology, training, Foundation collaboration, athletics, and faculty/staff workloads, pay, and resources.
- The Cabinet will work to rank the categories and produce a heat map of LSUA's risks in the near future.

2. Financial Aid Audit

- Jeff Massey, Director for Financial Aid and Scholarships, presented a report from the LSU Office of Internal Audit based on the findings from a Scholarships and Financial Aid audit that started in September, 2018. Overall, the report was well-received.
- The recommendations of the report include reviewing all scholarships and tuition exemptions to ensure they have been properly authorized and include eligibility criteria, assessing the University's strategic plan for enrollment management and revise the Scholarship and Exemption Policy to ensure alignment with the plan, implementing controls to ensure that scholarships and tuition exemptions are reconciled in accordance with the LSUA Scholarship and Exemption Policy, strengthening controls over system access and student privacy, developing and implementing written procedures to ensure that federal deadlines for return of Title IV funds are met, developing and implementing a written policy to identify/track and process official and unofficial withdrawals timely and accurately, and implementing internal controls to ensure timely and accurate enrollment reporting.

3. Epps House

- Sherry Smith-Ellington, Executive Director and CEO of the Alexandria/Pineville Area Convention & Visitors Bureau, has been in touch with the Chancellor regarding the Epps House located on LSUA's campus. Mrs. Ellington is interested in collaborating with LSUA and community members in efforts to renovate and reopen the house.

4. PS 203

- PS 203 concerns Performance Evaluation of Vice Chancellors, Deans, Department Chairs, Non-Classified (Professional and Administrative) and Non-Teaching Academic Personnel. This policy states that all supervisors with five or more direct reports should be evaluated biannually. Results are given to the evaluated individuals and their supervisors.

- Dr. Rowan proposed that individuals who are evaluated should write follow-up responses to the post-evaluation reports to make the process more relevant and meaningful.
 - Donna Torres proposes that the policy be updated.
 - The Cabinet agreed to update the policy after Spring 2019 evaluations.
5. Graduation
- Dr. Rowan will be meeting with the Chancellor's Office and the Registrar's Office in the near future concerning 2019 Spring Commencement planning.
6. Summer Advising
- Since many faculty members are not on campus in the summer, Dr. Rowan and the Cabinet discussed several possible solutions to assist with advising. No decision has been made at this time, but the Cabinet plans to have future conversations concerning summer advising.
7. Spring Operating Budget
- Donna Torres reported her findings and suggestions concerning the Spring operating budget to the Cabinet. LSUA is expected to have a year-end deficit.
 - Suggestions made to better the situation with the Spring operating budget include leaving positions unfilled until July 1st, fully utilizing work study and making student worker cuts if necessary, and minimizing travel and office expenses.
 - Revenue has continued to increase yearly, but most of the revenue increase is due to an increase in online students. We continue to see deficits because 50% of profits from online programs are contractually paid to academic partners and another 8% goes to Instructional Resources, a contractor that provides teaching assistance to online faculty. This does not take into account salary raises. The current online revenue model does not generate enough profit to sustain needs on campus.
 - The Cabinet discussed potentially increasing online tuition to a market-rate in order to increase revenue. They also discussed the need for more fundraising and grant writing.

Respectfully submitted by Chancey Slider

The Next Meeting will be Wednesday, April 17, at 9:00 AM
