



MINUTES

LSUA Chancellor's Cabinet

5/24/2023 10:00 AM | *Meeting called to order by* Chancellor Coreil

In Attendance

Dr. Paul Coreil, Dr. Elizabeth Beard, Dr. Abbey Bain, Dr. Eamon Halpin, Deron Thaxton, Melinda Anderson, Adam Lord, Tyler Unsicker, Don Collins, Shelly Gill, Chad Gauthier, Connie Cooper, Jason Normand, Dr. Carol Corbat (representing Dr. Julie Gill), Dr. Bernard Gallagher, Olivia Chatman

Chancellor Coreil called the meeting to order at 10:00 AM

Dr. Paul Coreil

- Merit increases are all depending on the state budget being approved in the next session. As of now, the state budget includes a 4% increase for faculty and not staff with the exception of police officers. However, we are going to cover staff raises internally.
- Spring 2023 Commencement was great and this was the largest graduating class in LSUA's history. That is something we should all be proud of! These are milestones that become part of our history, so let's celebrate this accomplishment.
- Health Education Campus is in the Capital Outlay Bill with only \$100,000 cash for us to plan and design and they may add more to that. We have raised almost \$8 million in private funding as a state match.
- Student Success Center has \$8 million in state P1 capital outlay funding. In order to build the student center, we need the Capital Outlay Bill passed.
- We are actively going through policy reviews as needed for our re-affirmation of SACS accreditation. Our goal is to have priority policies that need to be done by September 1.
- We need to look at our Continuing Education program and see what ways it could be enhanced. Many jobs in the future will require credentialing that does not require a degree, which we could offer through Continuing Education.
- The LSUA Foundation is reducing the amount of money they are giving us to support the university activities that cannot be funded with state funds. We will supplement this reduction with state funds for Strat Comms due to our marketing needs.

- Chad Gauthier will be taking on the position as the Director of Facility Services as well as Safety & Risk Management Manager. Thank you, Chad for your willingness to serve and take on both roles!
- The next meeting will be June 7, 2023 at 1:00 p.m.

Dr. Elizabeth Beard

- Library Updates –
 - Tutoring Center update – space for in-person and remote/hybrid tutoring sessions
 - Coordinator position job posting ready; hire to be in place for fall
 - Coordinating with Deans and Academic units to prioritize tutoring/learning support needs and identify faculty liaisons in key disciplines
 - Technovation Center – will be located in the loading/tech space on the east side of the library
 - Technovation Committee met last week to generate plans for this as a “Maker’s Space”
 - Cybersecurity Lab – being painted now; furniture and technology ordered
- Faculty Position Updates –
 - College of Business – new hire in Management; additional hires nearing completion in Accounting and Marketing
 - New hires in Computer Science and Psychology with another psychology position in the interview stage; new hires in progress in English (Digital Humanities & Composition; American Literature/minority studies)

Dr. Abbey Bain

- Weeks of Welcome planning is underway. We are heavily focused on making connections with the university, faculty/staff, as well as peers. If you have any new ideas, please send them along to Haylee Malone or myself. We are trying to bring in new partners – like ceramics and the arts for example. We are also bringing in important topics like academic misconduct/Title IX through trivia and games as well.
- We are hiring two professional advisors, one for NURS/ALLH and one for social sciences. Interviews will begin late this week.
- We have two new advisors in student engagement for freshman/sophomores – Hannah Waters and Alex Hammond. Alex will advise students in the College of Social Science. Hannah will advise students majoring in Kinesiology, Allied Health, and Marketing and Management.
- Meauxmentum follow up with outreach for students who don’t have 15 credit hours, really focusing on freshman and sophomores to meet that threshold.
- Fitness classes are ongoing for the summer, so please make sure to join Caleb!
- Registration is still looking strong – up overall around 15% and up 4% on campus. Freshman enrollment is way ahead, but we are still attributing a lot of that to the Admitted

Student Day program this year so we assume that will level out a bit but still hoping to welcome a large freshman class.

Dr. Eamon Halpin

- SPERO –
 - Brittany Soden attended the annual SEPSEA Conference (Southeast Postsecondary Education Alliance) May 17-19.
 - Brittany and I are getting ready to interview 5 students and their parents for next year's SPERO class.
- Nate Sammons and I are attending the Annual COPLAC meeting in Asheville, NC, from June 11-13. We are currently provisional members, but COPLAC is keen to make us full members, possible by the end of this year.
- Aviation – Second LSUA Professional Aviation student received his Private Pilot's license last Sunday – Brett Chelette. We're hoping that the rest of the original cohort will have their licenses by the end of the summer.
- SACS – Continuing to work on SACSCOC standards. Making a lot of progress the last few weeks as campus is a lot quieter.

Deron Thaxton

- Equity/Merit Adjustments –
 - In the final stages of finalizing equity adjustments and the merit adjustments will be subsequent to that. Equity raises will begin at \$1,000 for all employees with the exception of civil service – there are other rules with civil service. The equity raises will go up from there depending on positions and where they rank next to local and external peers. Once those are finalized, letters will go out with information on the process, individuals amount and their merit amount. Historically, we have made merit increases effective August 1 or 15 (depending on if you are faculty or staff), but that will be changing this year. All increases will be effective July 1 of this year. At the last commission meeting, it was voted to shift personnel evaluations to a calendar year with all evaluations due December 31. Instead of having multiple deadlines throughout the year, LSU is synchronizing all evaluations with those civil service evaluations. With that change, all evaluations will now open up some time in November and be due on December 31. Previously, we used those evaluations to determine merit raises for the upcoming year. This year, we will not have evaluations for the summer, so the next evaluation will be the December cycle to align it with the calendar year. Except for faculty evaluations, which are already underway.
 - For all staff positions classified/unclassified, each supervisor will be asked to make the determination of merit increases based on either their prior evaluation plus any new information (performance related) that you would like to take into account for merit raises this year. The average is 4% increase, so some will be higher or lower than that – these are merit based and not cost of living increases.

- Transient workers are not included in salary adjustments due to the nature of transient positions. A transient worker should not remain in a transient position longer than 6 months. Any transients that we intend to hire need to convert to a professional hourly position.
- Year-End Deadlines –
 - An email with deadline dates will go out today.
 - Anything purchased this fiscal year must be received by June 30.
 - Make sure your employees complete any outstanding expense reports. As of a few moments ago, we have 717 outstanding credit card transactions from 75 employees – 373 of those transactions are past due. Please send out a reminder.
 - Professorships – expenditures on professorships need to be in on June 30.
 - We have just over \$310,000 dollars remaining of our CARES funds. This \$310,000 will go toward qualified salaries on campus that will close out those remaining funds. This has been the plan all along, it's not a new \$310,000 that we freed up here in year-end. Just an update on where that balance is.
- Enrollment – Typically, late May-June we run a projection of enrollment of what we think it will be census day. The last several years it has been fairly accurate, but there are a few changes this year so we are not sure how accurate we will be. As of now, it is showing a projected 8-10% increase this fall – primarily online.
- Project Updates –
 - Golf Course – Had a good meeting last week with LSU REFF, the facility foundation and B&D, the consultant who has been working with that project. They met with our developer who looks very close to coming to terms on an initial phase for that project. Still many decisions to make and things to agree to, but some progress in the right direction. However, nothing has been finalized as of now.
 - Campus Sewer Line – It's still in a gray area of who owns it from where it leaves our campus to the sewage plants in Alexandria. There have been a lot of agreements that the state still owns that lot. However, we are on the core maintenance of it because if there is a problem, we have to fix it immediately. For years now, we have been working with the City of Alexandria to get them to take ownership.

Melinda Anderson

- Noted that Laura Fowler is out from surgery for the next several weeks – please keep her in your prayers.
- Also, on behalf of Laura – wanted to thank everyone who helped make Commencement go as smoothly as it did!
- June 12/13 – we will be hosting the RPSB with leadership from every school – 175 ppl for two days in the ballroom. (Noted that this is the same day that COPE starts. Lots of folks on campus.)
- Am serving on the Chamber Women in Business Conference committee – conference will be held in October and we usually send a good size group to this conference. Beth Palmer is the Chair of the committee.

- Working on Shrimp Jam – tickets and links etc. will be rolling out in June.
- PM 5 – Official Holidays for the system – should be coming out soon for 23/24 and forward.
- June 30 – next opportunity to serve at the Manna House – I will send outlook invites to everyone – share with your people!

Adam Lord

- Chancellor's Spring Report is in production (start arriving early next week)
- New Image Use policy submitted to SLT for review
- New Crisis Communications Plan (like LSU's) sent to SLT for review
- Press Releases coming out for New Deans and SPERO funding.
- Working on "Top 5 Wins" to be included in LSU's annual report.

Tyler Unsicker

- Tennis lost in the 2nd round of the NAIA National tournament to finish their season.
- Pool progress - filled in, working on painting and lighting before putting the floor down.
- Unofficial Spring GPA 2.998. With the Fall GPA we are over a 3.0 GPA for the year.
- Dimario Jackson is our new Men's Basketball Coach and he starts on Monday. There will be a press conference on Wednesday, May 31 at 11:00 a.m. in the Fort.

Don Collins

- University Police has hired Three new police Officers and pending hiring a Fourth if he passes all pre-employment requirements.
- We are in our training months so many of us will be qualifying at the firing range and taking refresher defensive tactics courses.

Shelly Gill

- Applications remain up this week. 56.2% for Summer and 31.2% for Fall.
- Our office is currently short staffed and everyone is working hard to keep up with the increase of applications. We ask that everyone be patient as we may be a little more delayed than usual – in getting decisions made.
- We are interviewing for multiple positions this week and hope to identify new staff as soon as possible with a goal of being fully staffed by the second week of June.
- Joshua Perrodin will be reaching out to academic colleges, schools, departments and to support areas requesting a time to meet with the Recruiting and Advising Staff throughout the summer. This meeting is to provide our offices with information we need to be able to recruit and advise students about particular programs or procedures.

Chad Gauthier

- COVID –
 - As of 5/19/23, the Louisiana Dept of Health is no longer updating the COVID dashboard.
 - According to the CDC data, Hospitalizations related to COVID have dropped overall in Louisiana, however a small bump in central part of the state.
 - Last week, we had 0 cases on campus, this week we have 1 student
- TROPICS/WEATHER –
 - Nothing to report on Tropics or Severe weather.
- Facility Services –
 - Many projects both large and small. We will be doing a lot of painting inside classrooms that need work.
 - Work ongoing in CyberLab in Mulder
 - Concrete has been completed at Fitness Center to fill in pool. We are looking to proceed with the next steps on that project.
 - Waiting on contracts for the library exterior metal work to be repainted.
 - Focusing on some flower beds around campus this summer. We will be doing some work at Chambers next. Then other areas to follow.
 - Deron discussed sewer line.
- Risk Management –
 - Quarterly Safety Newsletter went out last week, please urge all members of your department to respond back to them. This is a requirement for our annual audit.

Connie Cooper

- Diversity Training –
 - Total FT Faculty and Staff: 262 Total FT Faculty and Staff Completed DEI Training to Date: 145 (55%)
 - Will be adding additional dates across the summer and early fall w/a virtual option to get the other 45% completed for year 2023. Some are registered to take Diversity 101 tomorrow. Working with Lynette Burlew on a comprehensive FT employee list so that we do not miss anyone. Received positive feedback on the workshops: appreciate having topic options, like the diversity or trainers, find the workshop information enlightening and beneficial, and the virtual option is a win. Opportunity for improvement: seek assistance from IET to improve the way the workshops are listed on the mandatory training tracker to eliminate confusion as to which trainings faculty and staff have completed and which ones they still have to complete. This is not IET's fault – we're learning as we go and we appreciate what IET has done and their flexibility.
- COPE, Inc. –
 - The COPE, Inc. group will be back on campus this summer. Their projected headcount is 70 students. The group has eliminated the art component from their program so hopefully we will not have those issues again. Also, we stressed the importance of taking care of the

spaces that they will be utilizing. We will do a walk through with them at move in and move out. Connie Cooper is the point person, so please do not hesitate to let her know if you or your teams encounter any issues. We are waiting for their Certificate of Insurance with LSUA named as an additional insured and information for the certified life guard which they will be providing. This information was provided to Chief Collins and Chad Gauthier from a safety and risk management perspective. And, it will share with other campus leaders. Chief Collins will address the group during their Kick Off Event on June 12th as is customary for safety and such. Thanks to Dr. Bain and Hannah Nyman for coordinating the Oaks for the Wrap Party. And, thanks to SLT and every who helps to make this possible.

- Key Dates & Information –
 - Move in Dates: June 1-2 & June 7-8 (Chambers)
 - Kick Off Event: June 12 (Science Auditorium)
 - Wrap Up Party: July 18 (The Oaks Apartments/Pool)
 - Graduation/Showcase/Awards Ceremony: July 19 (Ballroom)
 - Move Out: Last Week of July
- Juneteenth Celebration – Scheduled for Monday, June 19. Details to be released next week. The local COPE, Inc. students in addition to students from Sabine and Natchitoches will be attending. Admissions is mobilizing to provide support/engagement.

Jason Normand

- Presented Software Acquisition and SOC2 policies for review.
- Interviews for Ed Tech position begin next week (5/31/23).
- Application inventory for the Enterprise Application and Data Governance Committee is due in June and on schedule to be completed.
- Integration of Panopto and migration away from VidGrid beginning in June and ending at beginning of August.
- Re-Up integration beginning in June.
- Online University Withdrawal form almost ready for testing. Will be tested over the summer and go-live planned for Fall.
- Workday cohort 2 kickoff meetings scheduled for July 25-27 in Shreveport.

Dr. Carol Corbat (Representing Dr. Julie Gill)

- Faculty Senate Updates –
 - Senate does not meet in Summer.
 - We finished up the review of the last of approaching 200 Course & Curricular actions – adding and modifying courses or curricula. Faculty responsibility for courses and curriculum requires a huge amount of work by the faculty each year.

- Next year we will be using the Software CurricuLog for the courses & curriculum approval process. The software will make it easier to track all the C&C actions and make it easier for Eamon to pull things into the catalog.
- The Senate also worked on providing input to several policy revisions at the end of the year. A very important faculty policy (PS 202) underwent a major revision by an ad hoc committee appointed by the Senate. The proposed revision is now being sent to faculty in departments so that it can be considered at the first department meetings in fall.

Dr. Bernard Gallagher

- College of Liberal Arts –
- The College of Liberal Arts sponsored an online poetry magazine for the month of April (National Poetry Month). It published the poems of thirteen different poets, all of whom are CENLA residents or former resident. Each entry had a photograph of the poet, a brief biography, and then one or two poems. Later, the College of Liberal Arts hosted a reception and reading for the poets, their friends, and anyone who cared to attend. 20-25 people were in attendance.
- The College of Liberal Arts, in conjunction with Michael Wynne and CENLA Author's Club, hosted a Zoom session with Pulitzer Prize Winner, Robert Olen Butler, in Mulder 145 and then in Mulder 144. Mr. Butler distinguished between formula fiction and literary fiction, explaining that both kinds of fiction rely on plots in which a character has to overcome obstacles in order to achieve a goal. The difference, however, between the two forms of fiction is that formula fiction relies on prefabricated goals that often focus on limited and materialistic concerns while literary fiction involves a character's yearning to discover who she/he is in the face of a vast and mysterious universe. Butler also emphasized that writers of literary fiction must inhabit their characters as opposed to thinking about their writing solely in terms of technique. Butler also recommended that aspiring fiction writers consider enrolling in an acting class so they better learn how to inhabit a character.
- LSUA's Department of English and Humanities is sponsoring its annual flash fiction contest this spring. Deadlines for submissions are July 15.

Olivia Chatman

- No update.

Respectfully submitted by Olivia Chatman

The next meeting will take place on Wednesday, June 7, 2023, at 1:00 p.m.
