



MINUTES

LSUA Chancellor's Cabinet

6/7/2023 1:00 PM | *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, Kelly Pepper, Jerri Weston, Dr. Julie Gill, Dr. Bernard Gallagher, Beth Whittington, Olivia Chatman

Chancellor Coreil called the meeting to order at 1:00 PM

Dr. Paul Coreil

- Looking at ways to address the potential classroom overflow issues we may start to have with enrollment up.
- As we continue to grow, we need to start thinking about housing issues that may arise and how we plan to address them.
- After jumping through a couple of hoops, the equity raises have been approved by President Tate. No other university in the system that we know of is giving equity raises, so LSUA is leading and a great step in the right direction.
- I want to thank SLT for doing such a great job presenting at Rotary yesterday as well as Strat Comms for organizing a well put together presentation. Many people complimented the way we presented and the way everything looked, which goes to show that all of our hard work pays off when we come together as a team.
- Continuing to review policy statements that need to be updated/modified with our deadline being September 1.
- The Bolton Library reorganization/clean-up is underway. Please encourage and thank Dr. Lillian Purdy if you see her around campus. She has been working hard to make the needed changes in the library, but there is still work to be done. Dr. Liz Beard is helping with those changes as well...thank you Liz!
- Strat Comm adding another member to their team will help us all out tremendously campus-wide.
- We are drafting MOU's with both LSU Health Shreveport and LSU Health New Orleans. They see this as an opportunity for them to meet the rural healthcare needs for physicians and dentists. This will greatly impact our recruitment efforts as well here at LSUA. We

look forward to creating this partnership and giving our pre-med, pre-professional students a great opportunity for an interview!

- If you have any suggestions on who might be a good speaker for fall commencement, let us know. We are beginning to look at possible options and are open to any ideas.
- Fall Convocation is on Monday, August 14 at 9:30 a.m. in Coughlin Hall with lunch to follow in the Ballroom.
- Workday evaluations for unclassified staff will not take place this summer. Instead, they will kick off in November and be due on December 31.
- The next meeting will be June 21, 2023 at 8:00 a.m.

Dr. Elizabeth Beard

- CARE Education director new hire: Morgan Willis; hired and will start this month
- Spaces: ETL initiatives, pentagon star emblem in development to emphasize this core set of five initiatives that lead to “Learning with Purpose; Teaching with Excellence”
- Spaces for an office/home base for the Center for Teaching Excellence, CORE, and the QEP project on the 2nd floor of the library; Technovation Maker’s Space is in development on the east side of the library
- Pre-med Advisors team is working to implement an MOU with LSU HC New Orleans and LSU Health Shreveport; will impact Chemistry, Biology, Psychology pre-med majors and potentially Kinesiology pre-professional health majors
- ETL and Career Center are developing a program of faculty Career Champions that will be a year-long institute, during which faculty develop and share an integrated course project that targets career competencies, network with industry partners, develop partnerships for student job shadowing and internships, integrate our Career Center resources into coursework, and present their projects and outcomes at the annual CTE Institute
- Return week all-faculty meeting and QEP focus group: Tuesday, August 15 from 9-noon
- CTE Institute for all faculty is Thursday, August 17

Dr. Abbey Bain

- 15 to Finish Campaign is ongoing. We are sending personalized emails to freshman and sophomores recommending another class to add that fits with their schedule. If they email approve, we are adding the class. We're doing this knowing the research is clear that students with 15 credit hours have higher retention and higher GPA's. With Meauxmentum, we need to clarify and make sure we have the suggested degree sequence available and accessible for students and advisors.
- Two professional advisors have been hired. Haley Simek will be the advisor for college of social sciences and the other professional advisor for the BSN/ALLH is in the hiring process.

- We are reviewing yield communication to admitted students. We have more students admitted and more students registered early, so it is important we are clear in our communication of what is next. We want to make the most of their time to get "business done" so they're prepared for the start of the semester.
- We submitted the application to be recognized a Hunger Free Campus by the BoR. We plan to reach out to the Food Bank to see how we can partner to get resources to students who are food insecure and do a food drive for donations as faculty/staff return in August.
- The Presence application/website is getting worked on to help student organizations have more structure for campus. Students can see what organizations are available, learn more about how to join, when they meet, etc. Students will also have a place to complete online forms (how to become an organization, SG request for funding) that are currently done by paper and email with Haylee.
- Calendar protocol moving forward is to have Mona and Haylee oversee the "events" calendar. Academic Affairs should forward their events to Mona to add to the calendar and Haylee will oversee Student Engagement events. This won't be perfect, but we want to try to find a way to mitigate multiple things happening at one time, if we can.
- Enrollment is looking very strong online and on campus. Right now, we are up with freshman enrollment, up in retention, and up overall 6% on campus. We want to keep the momentum and push hard to ensure this is still the outcome at census date.
- Housing is looking very healthy with capacity.
- Kathy Wimmert retiring this month and going away reception next Wednesday so please come by and thank her for her 26 years of service. We are finalizing the transition and working with Michelle to revamp our work with "at risk" students. She will do a variety of Accelerate workshops (time management, test taking strategies, stress management) this fall and offer academic coaching.
- Working with Michelle Rozas to better prepare a lactation room for our campus this fall.
- Some freshman classes are looking full so we are working with Academic Affairs to get additional seats/sections open. This will be a priority issue to address. We all worked hard to be in this position.

Dr. Eamon Halpin

- Discussed the Council of Public Liberal Arts Colleges (COPLAC). You can read more about that here: [COPLAC Fact Sheet](#)

Deron Thaxton

- Summer enrollment is up 1,901 (up almost 14%)
- Budget –
 - For our summer revenue, which ends prior to fiscal year, we have the option to book that revenue this year or defer it to next year. It depends on finances at the time, but we will most likely defer it to next year. The plan is to book it this year, push it out into a restricted account and spend it next year.

- Budget for next year – The session will end soon and there have been no changes to House Bill 1, which is where our state appropriations are.
- Raises –
 - Civil Service employees will receive their notice next week. They will show their annual market adjustment, which is merit based. From time to time, civil service will do pay structure adjustments, which is when they adjust the pay scale for various positions. There are 15-16 employees who will be impacted by this and some are pretty significant raises. Those notices will go out as well.
 - Equity and merit raises will be effective July 1. This is significant for LSUA since this is the first time we have been able to do these salary adjustments.
- Enrollment is looking very good for next year.
- Since 2013, our annual operating budget has doubled – 2013 à \$15.8 million vs 2023 à \$31.4 million.
- Workday – Several of us in here had a call earlier for LSUA and LSUS Workday kickoff. Starting in November, we will begin our work sets, which are 2-week processes of analyzing and converting data. It will be an extreme amount of work on various departments on campus. The end result will be a fundamental change to the way we do business here at LSUA. We will go live with Workday in Fall of 2025.
- Last week, we had an incident take place on campus with one of the feral cats. This just goes to show that there is a safety concern with all of the feral cats on campus. We are working with a company that is going to come and try to remove all of the feral cats off of our campus. Prior to the next Cabinet, I plan to send out a draft of a pet and animal policy for campus. Please emphasize to your departments and students to avoid feeding and touching the cats.
- Yesterday, several individuals met to discuss endowed professorships. The letters for those awards this year will go out in July.
- A contract was signed this week on the Tutoring Center, but there is not a start date yet for construction. This will be a great start to our incremental library plans.
- Continuing to push the 15 to Finish Campaign. Students taking 15 hours per semester finish earlier and save almost \$7,000 in tuition/fees.
- Hiring someone to help in finance and admin department with university travel as well as some administrative assistant responsibilities in the near future.

Melinda Anderson

- Kudos to SLT and Strat Comm for putting a wonderful presentation at Rotary this week. Outstanding job!
- Dr. Coreil and I have been in Baton Rouge a lot during this fiscal legislative session.
- There will be a Legislative Appreciation Luncheon hosted by the Chamber on July 12.
- I am working with the City of Alexandria on several updates and items.
- Shrimp Jam activities will soon kick off. Mark your calendar for September 21.
- Administrative Committee document – updating and completing.
- The RPSB leadership team of 175 people will be on campus Monday and Tuesday, June 12/13 for their leadership retreat.

- At Rotary next week – Dr. Greg Gormanus will be receiving the Service Above Self Award. This is the highest award the Rotary awards.
- Next week we will be meeting with ROM and updating him on the Accountants for the Future, Nurses for the Future, and the Pre-Engineering proposal.
- June 30 is the next opportunity to serve at the Manna House. Please let me know if you are interested.

Adam Lord

- Hiring for a newly created position - Communications Coordinator
- Working with Shelley, Josh, and academic units to build FY24 marketing strategy
- Public Relations Association of Louisiana state conference is here on campus on 22 JUN
- Revamping our LinkedIn page with articles and job postings

Tyler Unsicker

- Shrimp Jam on sale June 15 - Date is September 21, 2023
- Reviewing policy and procedure manuals
- Planning student-athlete orientation for Tuesday August 22nd
- Summer Book read the 5 dysfunctions of a team by Patrick Lencioni
- Heading to NACDA National Association of Collegiate Directors of Athletics next week.

Don Collins

- In the process of hiring another police officer, John Giles. He should be joining the team Monday and LSUA PD is excited to have him.
- Continuing to take care of campus while also making daily trips to our downtown campus as well.

Shelly Gill

- Reviewed the Application Report
- NEW STAFF EMPLOYEES/POSITION OPEN –
 - Moriah Dorsey, Admissions Counselor/Recruiter
 - Annisa Moton, Admissions Counselor/Recruiter
 - Identified DE Coordinator – currently running background ck before offering
 - Still open: 1 Admissions Counselor/Recruiter and an Office Assistant responsible for receiving and posting documentation.
- Reminder of Summer Trainings for Admissions and Advising Staff – if anyone has been contacted by Joshua, please be sure to get with him on times to meet with the team.
- Joshua and I are meeting with academic departments to discuss next year – goals for the department and how Admissions/Recruiting can assist in meeting the goals.

- Look for a special STEM Recruitment Day next year – probably late Jan - in addition to STDAA in October and Feb.
- YIELD – I encourage everyone to help yield all admitted students for the fall.
- Reminder that the document deadline for Summer 2 is Monday. No new Fall applications will be processed until the last day to add courses for Summer 2.
- Working with Teresa Seymour and the Education Department on Zoom informational sessions for the Elementary Ed program – specifically targeted to current elementary school employees.
- Met with a group from Jena Choctaw today. We are discussing ways to connect with their youth and host them on campus for a day during their summer camp. Learned so much about the opportunities their youth have and how they can assist with college costs, support, etc. The group is also interested in having LSUA staff come to the reservation and presenting to tribal members – Finances, Safety, Cybersecurity. Will also connect with the Career Center – interested in being invited to the Job Fairs and posting open positions.

Chad Gauthier

- COVID –
 - As of 5/9/23, the Louisiana Dep. of Health is no longer updating the COVID dashboard.
 - According to the CDC data, Hospitalizations related to COVID have dropped overall in Louisiana
 - New COVID hospitalizations are up this slightly up this week
 - Last week, we had 1 case on campus, this week we have 0
- TROPICS/WEATHER –
 - Nothing to report on tropics or severe weather.
- FACILITY SERVICES –
 - Sid and his team are working on floors across campus.
 - Many projects both large and small. We will be doing a lot of painting inside classrooms that need work.
 - Work still ongoing in CyberLab in Mulder
 - Contract on library space went out today
 - We are looking at lighting and painting in the former Fitness Center pool area.
 - library exterior metal work painting should start this week or next.
 - Focusing on some flower beds around campus this summer. We will be doing some work at Chambers next. Then other areas to follow.
 - Generator replacement at Bo Nipper tomorrow.
- RISK MANAGEMENT –
 - Thank you for all the response for quarterly Safety Newsletter. This is a requirement for our annual audit.
 - Please ask about risk situations.
 - Last week – Incident with feral cats.

Connie Cooper

- The COPE, Inc. group is moving in today (Chambers 135 and 139). They had a successful instructor and parent orientation Monday. Joshua Perrodin, Michelle Cloud and I addressed and welcomed the instructors and parents in representation of LSUA. I have one recommendation with regard to effectively managing issues that may arise during COPE, Inc.'s time on our campus. Acknowledging that SLT is ultimately responsible for LSUA and the leading authority on campus, I would like to request that I, as lead liaison with regard to COPE, Inc., be designated as the first point of contact for concerns pertaining to COPE, Inc. – concerns that could come from COPE, Inc. staff and LSUA faculty and staff. In this way COPE, Inc. would be held accountable and LSUA faculty and staff have one person responsible for receiving and managing concerns without having to take on an extra load. This would minimize miscommunication, sustain our goal of providing a welcoming learning environment/exposure to our university, and ensure that LSUA spaces are safe and equipment/resources are cared for and kept in good repair.
- The Juneteenth Commemoration event was changed to June 15. We will have students from the local COPE, Inc. group in addition to COPE groups from Natchitoches and Sabine parishes on campus for the event.
- I recently completed an EEOC PRIDE in the Workplace workshop. It was very enlightening. The OoDEI looks forward to hosting a Lunch and Learn for information sharing on this topic. I have reached out to Lynnette Burlew to schedule a meeting so as to identify opportunities to collaborate on providing Lunch and Learns to educate our faculty and staff on HR and EEO matters.
- Dates for Summer and Fall DEI training are pending and will be announced as soon as we have them confirmed. The SLT and department leaders will receive an update soon informing them who has and has not completed training to assist with compliance.
- Partnering with the Library to develop a Diversity and Cultural Film Series. Rusty Gaspard, with support from Dr. Lillian Purdy, is representing the library in this effort.

Kelly Pepper

- AMoA Board Meeting is on June 12
- Please save the date of September 21, 2023, for Shrimp Jam 2023
- We are still in an active capital campaign for the LSUA Health Education Campus, so if you have any philanthropic needs, please check in with the Foundation before soliciting donations.
- The Grove House is listed for sale by the LSUA Foundation. Details about the house can be obtained by contacting the LSUA Foundation Office or a local real estate agent
- The LSUA Foundation will be moving to a new donor management system that is part of the LSU Foundation. This integration will take place on July 1.

- This is a reminder that all endowed professorship reports are due June 30 to the Provost Office.
- We want to thank the leadership who attended the LSUA Foundation Board Retreat in May. We are working on identifying three to four pillars, and a new strategic plan will be completed by year-end.

Jerri Weston

- Per our discussion this morning in enrollment management, I have sent the link to the scheduling dashboard and an open classroom report to Liz. I know her and the deans are doing an assessment of classes to meet our needs for the fall.
- I ran the pre-req report and sent this to the advising center and deans to review.
- Drop for non-attendance summer and A session occurred today and we dropped 2 students. All University withdrawals and drops in the que have been processed.
- We will be sending out catalog sections to the appropriate departments and personal for updates to the 23-24 catalog. The Catalog will be published July 1st.
- Spring Diplomas were ordered and have shipped from our printer to the students.

Dr. Julie Gill

- The Faculty Senate is working to finalize the last courses required as co-requisites. We need the MCO's for courses that are required to be modified before they are sent to the Board of Regents. The plan is to have that done within the next day or so.
- Senators will be reporting back to departments at the end of the semester regarding the P.S. 202 suggested revisions. We hope to have further revisions for the first week that we return to campus.
- Faculty Senate received the Chancellor's Funds during the spring 2023 semester and were able to advertise for additional applications in May which would allow for travel prior to June 15. Overall, we anticipate that there will be approximately \$1,500 remaining funds. We were excited that people were financially smart with the funds so that others could apply for funds, as well. Since the funds have been transferred to Faculty Senate, we have been looking at modifications on the requirements to apply.

Dr. Bernard Gallagher

- Flash Fiction contest is underway and if you would like to enter, please go to the link: [Flash Fiction Contest](#). The deadline to enter is July 15 and the awards will be announced on August 15. There is a committee of judges – blind judging.
- The English department is working on assessments and completing the evaluation of senior essays, which is a lengthy process. One of our colleagues has come up with an idea of starting "Creating Day at A" where instead of featuring scholarships, we feature music, art, painting and that sort of thing. In the process of figuring out how to develop that idea into

reality. Whether it be implementing it into Scholar Day or having it as a sperate day, it is something we would like to see happen.

- Dr. Christopher Stacey announced that he has signed a book contract. His book on wrestling will most likely be published in 2024.
- Cavanaugh Lectures – Dates and times are still being determined.
 - Adam Lord will discuss Ukraine
 - Connie Cooper will discuss DEI
 - Dr. Holly Wilson will discuss her book on happiness
 - Dr. Brian Salvatore (LSUS Chemistry Professor) will discuss climate change
 - Plan to have the McSharma's do another film review

Beth Whittington

- Departments are finishing up Faculty Evaluations, as well as Program Assessments.
- Psychology has one hired one new professor and in the process of final interviews for a second faculty hire.
- The LSUA Criminal Justice Training Institute held 2 simultaneous trainings laws week, one with our federal partner and the other with the Ninth Judicial District Attorney's Office.
- We've had a total of 5 trainings this month.
- Dr. Randall Dupont, Nina Cox, and Anne Duo are headed to Japan and Viet Nam with students and will also be working on agreements with several universities.

Olivia Chatman

- Forms for the hiring process have been updated. Please save and use these going forward with any new hires.
 - Request to Fill Vacancy or Create New Position:
[Request to Fill Vacancy or Create New Position Form](#)
 - Hire Memo:
[Hire Memo Form](#)

Respectfully submitted by Olivia Chatman

The next meeting will take place on Wednesday, June 21, 2023, at 8:00 a.m.
