

# MINUTES

## LSUA Chancellor Cabinet

---

2/20/2019 9:00 AM | *Meeting called to order by* Chancellor Huang

---

### In Attendance

---

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

Guests: Scott Colley, Jason Normand, Brad McCandless

---

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

---

#### **Chancellor's Updates:**

- Congratulations to all faculty who received tenure and promotions.
- Thanks to Prof. Sandra Purifoy for organizing and hosting a successful Science Fair on February 16<sup>th</sup>.
- The Foundation Board has a productive meeting on February 19<sup>th</sup>.
- Commendations to the Business Department for organizing and hosting the visiting ACBSP accreditation team. A very special thanks goes to Dr. Dupont, Dr. Lachney, Dr. Halpin, and Dr. Rowan.
- Thanks to IET for accommodating the ACBSP accreditation team and for supporting the recent events hosted by the Education Department.
- Donna Torres is the point person for the new student services building.
- Thanks to Scott Colley, Jason Normand, and Brad McCandless for developing the Retention Dashboard.

---

### Discussion Items

---

1. Retention Dashboard
  - Scott Colley, Jason Normand, and Brad McCandless presented the Retention Dashboard to the Cabinet. The purpose of the retention dashboard is to provide users with accurate, real-time information concerning retention numbers.
  - The Cabinet made several suggestions such as including percentages by departments, the reason for withdrawal, and day to day comparisons of admitted applications and applications received. The Cabinet also suggested obtaining students' personal email addresses for more effective communication.

## 2. Photo Updates

- Dr. Rowan suggests encouraging faculty and staff to update directory photos every three years. The Cabinet discussed having a photographer available before or after convocations.

## 3. Budget Allocations

- Currently preparing for the next upcoming fiscal year and beyond to make sure processes are set in place and align strategic plans. Dr. Rowan proposed getting updated financial overviews to unit heads and holding a special budget retreat meeting for the Cabinet. Donna Torres mentioned that the strategic initiatives of LSUA and the Foundation should align and programs need to be reviewed.
- The Cabinet will act as the Budget Committee until a plan is in place to create a more formal committee with clear directives. A budget retreat meeting has been scheduled for the Cabinet in April.
- Position budgeting starts on July 1, 2019. Department chairs will be provided with regular financial updates and training to run financial reports.

---

## Division Reports

---

### **Stephan Moore:**

- Registration and advising campaigns will kick off starting February 25<sup>th</sup>.
- A Total U Series session, "Let's Talk About Sex", will be held on February 20<sup>th</sup> at 5:00PM in Coughlin Auditorium.
- Advising will be contacting new admitted for SU19 and FA19 advisors load and finalized in Moodle.
- CSS Retention and Advising Specialists will be traveling to the regional conference for Academic Advising (NACADA) next month.
- The Director of Counseling and Disability Services position has been posted online.
- Welcome the new interim part-time temporary Coordinator of Disability Services, Pam Boersig.
- The Ms. LSUA Pageant will be held on April 27<sup>th</sup> at 7:00PM in the Brumfield Caffey Ballroom.
- The Career Fair will take place on March 12<sup>th</sup> from 9:30AM to 1:30PM.
- The Student Government Association (SGA) will be hosting all SGA presidents for the annual Board of Regents review on April 5<sup>th</sup> and 6<sup>th</sup>.
- The Oaks is currently transitioning over to summer housing. The Oaks is proposing three buildings will be offline in the summer for cleaning and renovations.
- Kudos to Jerry Burnaman and Facility Services for the work they have been doing on campus and at The Oaks.
- Testing Services is working on the NCTA accreditation application due March 6, 2019. Kudos to Katie Cooley and Liz Beard for submitting a proposal on LSUA's

College Readiness Boot Camp Success, which was accepted by ACT State Organization for the regional conference in Baton Rouge on March 28, 2019.

- Vice Chancellor Moore's proposal to the National Association of Student Affairs Professionals for the national conference in March was accepted.
- UPD is in the final stages of searching for a new officer.

**John Rowan:**

- Several events were recently held on campus and hosted by the Education Department, including the Educators Rising event and the NIET Conference of School Principals. Kudos to the faculty and staff in the department for all of their hard work, especially Patsy Jenkins, Susan Myrick, and Arlene Duos.

**Shelly Gill:**

- Expecting to have day-to-day admission comparisons by next week.
- Currently ahead with applications compared to this time last year.
- Meeting with Student Bridge weekly to review analytics of online videos.
- Received over 69 applications for the Mulder Scholarships. Notifications go to the Mulder Scholars today. Thanks to Dr. Rowan and Melinda Anderson for helping with the process.
- Planning for Spend the Day at A is going well and agendas should be ready tomorrow.
- The first subscription envelopes went out to new and continuing students. The second subscription envelopes will be going out in May.
- The first list of new admitted students has been sent to departments and Dr. Abbey Bain.
- The list of students who qualify for the Honors Program has been sent to Melissa Whitley and Dr. Holly Wilson.
- Working with the Nursing Department to attract high achieving applicants.
- Dr. Cormier will be presenting a Facebook Live and an InstaLive video on February 28<sup>th</sup> at 3:30PM to give potential students information about the Nursing program.
- Mandatory Admissions staff training will take place on February 22<sup>nd</sup>.
- Reviewing Microsoft 365 software that may be offered on campus in the future.

**Eamon Halpin:**

- The official launch of the BS Kinesiology is Monday, February 25<sup>th</sup>.
- Received confirmation from the Board of Regents that the proposal for the accounting degree will be on the agenda for the April 23/24 meeting.
- Working with Dr. Dupont to write letters of intent for new programs in marketing and management.
- Two new Chinese visitors arrived on campus on Saturday, February 16<sup>th</sup>. Welcome, Scholar Yen Chen and her thirteen-year old son.

- An international student trip to China is being planned by Nina Cox and Eamon Halpin for the last two weeks of May.
- Visiting scholar, Dr. Donald Wang, will give a presentation on American Missionaries in Early 20<sup>th</sup> Century China in Mulder 147 on February 26<sup>th</sup> from 12:30PM-2:00PM.
- Dr. Seth Bovey, who is about to publish a book on garage bands, will be giving an on-campus presentation on his new book and on how to publish a book on March 12<sup>th</sup>.
- Welcome the new Administrative Manager of Continuing Education, Hayley Edwards.

**Donna Torres:**

- Finalizing numbers to wrap up registration.
- Working on fee audit for Spring 3 and hope to have completed today.
- Meeting with Jerri Weston this afternoon to set up registration task force and make plans for going forward. The emphasis will be on communication to the students and collections.
- Things are going well at The Oaks regarding facilities' new role.
- Waiting on information from Chartwells to form a new financial plan.
- Looking into Barnes and Noble First Day program to make books more affordable and accessible to students.

**Melinda Anderson:**

- Meeting with City of Alexandria to continue conversations concerning co-branding opportunities.
- We look forward to the Black History Luncheon on February 21<sup>st</sup>. Special thanks to Shere' Thaxton and the Foundation for all of their hard work.
- Attending the CASE Conference on February 25<sup>th</sup> and 26<sup>th</sup> in Grapevine, Texas.
- Still working on the Mulder Scholarships. Shout out to Shelly Gill for her hard work. Kudos to Ethan Lipsey, Sheila Hudson, Haylee Malone, Shonu Nangia, Alice Blackwell, Susan Bowers, and Long Li for being a part of the Mulder Scholar selection committee. Thanks to SGA for working to select a student representative.
- Meeting with Spencer Martin and LSU Foundation on Thursday about the capital campaign.
- The Executive Committee is very close to determining a consultant.
- The Foundation audit is complete and information will be going out to board members very soon.
- Facilities has been made aware of campus needs to prepare for the LAWHE and CLCU conferences in March.
- Met with Sandra Gilliland to discuss LSUA Scholar Day being held on April 26<sup>th</sup>.
- The campaign for students to write thank you cards to scholarship donors will be taking place again this semester.

**Jason Normand:**

- Lost a database server last Sunday. Kudos to Josh Ducote and Richard Robinson for helping with restoring lost data.
- The release of the housing application is coming soon.
- Email phishing is occurring more frequently. Faculty and staff should be very cautious and proactive when sending and receiving communications via email.
- The release date of the new website is coming soon.

Respectfully submitted by Chancey Slider

---

The Next Meeting will be Wednesday, March 6, at 9:00 AM

---