

MINUTES

LSUA Chancellor Cabinet

5/29/2019 9:00 AM | *Meeting called to order by* Chancellor Huang

In Attendance

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

Guests:

Brittany Dixon, Office Manager of The Oaks

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

Chancellor's Updates:

- Thanks to Dr. Halpin, Nina Cox, and our students who traveled to China to represent LSUA at Chinese universities.
- Dr. Paul Coreil will begin his transition as Interim Chancellor starting next week. He is very familiar with LSUA and has in-depth knowledge about the campus since he was an Interim Chancellor from 2013-2014. I have full confidence in Interim Chancellor Coreil.
- Congratulations to SGA President Ricky Brazzel for being selected as the Student Supervisor for the Board of Supervisors.
- Thank you to the faculty, staff, and students who sent kind regards and wishes to me concerning my transition from LSUA Chancellor to President of Edinboro University in Pennsylvania.
- Supervisor evaluations have been received and will be passed along to Dr. Coreil. Thank you to all faculty and staff who participated in the evaluations.
- LSUA is continuing exploration of membership with COPLAC. Dr. Rowan and Dr. Halpin will be attending a COPLAC conference in the near future.
- Thank you to Dr. Moore, Darryl Glenn, and Brittany Dixon for all of their hard work and improvements made to The Oaks.
- We currently have a high number of applications for the Fall Semester.
- Dr. Rowan will continue to look at faculty and program development for the future.
- Thank you to Donna Torres for her dedication to LSUA and all of the hard work she has put in over the last six months to make improvements to our campus.
- Sincerest appreciation goes to the Cabinet members being on my leadership team and for serving the University.

Discussion Items

1. The Oaks Survey Review

- Ms. Brittany Dixon, Office Manager of The Oaks, presented information regarding surveys that were sent out to residents of The Oaks in last October and March.
- 94 of 224 residents who reside at The Oaks completed surveys. The surveys were broken down into two groups: Freshman and Upperclassman.
- Overall, students seem very satisfied with student staff and climate. There is still room for improvements to be made with social activities and physical programs. The survey also revealed room for improvement with maintenance and facilities, but some surveys were taken before LSUA facilities and The Oaks started collaborating.
- The Oaks plans to share comments and quotes received from the surveys with the Admissions and Recruiting Department for marketing purposes.
- Ms. Dixon also mentioned that there have been discussions amongst The Oaks administration and staff regarding a future visit to LSU's housing facilities for training purposes.

2. 2020-2025 Business Plan

- The LSU System is requiring each campus to submit a five-year business plan before the end of the summer.
- Donna Torres has the following ideas regarding the five-year plan:
 1. Continue transition to partnership with LSU On-line.
 2. Expand On-line course offerings.
 3. Expand presence in downtown Alexandria with Allied Health and Continuing Education programs.
 4. Expansion of Continuing Education programs to the community. This summer, there will be numerous summer and enrichment classes for K-12 students.
 5. Renovating and expanding the Testing Center to enhance the partnership with Prometric.
 6. Fund raising for the new Student Services building.
 7. Increased student engagement activities for FY20.
- Donna also mentioned that we need to decide university priorities and align them with the strategic plan.
- Dr. Rowan inquired if there is a template for the five-year plan. Donna plans to follow up with LSU to find out.
- Dr. Rowan also expressed concerns that it will be difficult to finish the Business Plan by the end of summer and before the Strategic Plan is completed in the fall.
- Shelly Gill asked if we could send an amendment to the plan after it has been submitted. Donna also plans to get this information from LSU and report back to the Cabinet.

- Dr. Huang expressed that suggestions from all departments are welcome in regard to the five-year plan and should be communicated to Donna Torres.

3. Graduation & Latin Honors

- A communication was received regarding Latin Honors for associate degree candidates after the recent commencement ceremony. The current policy in place only gives Latin Honors to bachelor degree candidates.
- Dr. Rowan asked the Cabinet to express their thoughts about changing the policy to include associate degree candidates.
- After some discussion, the Cabinet agreed that the current policy will not be changed at this time.

4. Honors Experience

- Dr. Rowan has been having conversations with Shelly Gill concerning how we can attract high achieving students. Our current Honors Program does not offer anything to high achieving students upon acceptance to the University. Dr. Rowan and Shelly agree that changing the Honors Program could increase the number of high achieving students who apply and also increase retention rates.
- Dr. Rowan would like to offer members of the Honors Program a different, more unique experience with focus not only in the classroom, but in the community as well, in order to create a more active campus. The goal is to offer a more conceptual and discussion-based experiences for students in the Honors Program.
- Dr. Rowan will work on a proposal and work with the Foundation on the financial aspect of the new program. A plan is hoped to be solidified for Fall 2020.
- Donna Torres noted that we have to get approval from the Board of Supervisors for any new or amended university/state funded scholarships. We hope to get this item on the agenda for the September or October meetings.

5. Risk Mitigation Assessment

- The Cabinet has been working with Chad Brackin and Tara Ball from the LSU Office of Internal Audit to complete a risk assessment. We are now in the final stages of the assessment, which needs to be completed by the end of the summer.
- Donna Torres recommended assigning risks to leadership in the areas the risk falls under. The assignments are as follows:
 1. Information Technology – Donna Torres
 2. Finance –Donna Torres
 3. Faculty & Staff Workload – John Rowan
 4. Enrollment – Shelly Gill
 5. Campus Safety -Stephan Moore
 6. Infrastructure – Donna Torres
 7. Disaster Recovery & Business Continuity – John Rowan & Donna Torres

8. Training – Donna Torres & Stephan Moore
9. Athletics – Paul Coreil and Adam Jonson
10. Foundation Relationship/Collaboration – Melinda Anderson

- Donna recommends appointing a staff member to lead the assessments as a leadership and mentoring opportunity. Donna will ask Tara Ball to lead the first assessment with selected assessment leaders so that they can complete the assessments on their assigned areas.
- Once the assessments are completed, they will be submitted to Chad Brackin, who will include them in the overall system risk assessments to determine what will be on audit maps for next year.

6. FY20 Meal Plans

- The final proposal from Chartwells includes two meal plans: one for residents of The Oaks and one for commuter students who take six or more credit hours on LSUA's campus (not including students who attend classes at the downtown campus).
- After much discussion, all members of the cabinet agreed (some with hesitation) to move forward with adding this topic with an attached condition to the Board of Supervisors meeting agenda in June. It may be withdrawn before the meeting takes place, depending on circumstances.

7. LaVetCorps Representative & Location

- So far, no applications have been received for an LSUA Navigator. The position is only available to Veterans or family members/spouses of Veterans and requires 30 hours of work per week. We hope to hire someone for this position before the end of August.
- We are currently exploring locations on campus for the Navigator's office.

8. Student Death Policy/Protocol

- LSUA does not currently have a student death policy or protocol.
- Dr. Moore spoke with employees from LSU and LSUS to get ideas and feedback concerning the implementation of a student death policy.
- Dr. Moore feels that we should have conversations about crafting a student death policy that will include information about campus notifications, grief counseling, and records processes for active students.
- Christine Tilley, an LSUA Counselor, offers students support in many areas, including grief counseling. She is on campus regularly, but takes emails, texts, and phone calls from students in need of her services when she is not in office.
- All Senior Student Affairs Officers of LSU System from LSU, LSUA, LSUE, and LSUA are meeting in the near future to discuss whether or not we should mirror LSU's current policy concerning student death or if we need to develop our own policy. Dr. Moore plans to follow up and bring more information to the Cabinet in the near future.

Reports

Stephan Moore

- Kudos to Ricky Brazzel for being appointed to the Board of Supervisors and for working on many campus initiatives. Also, thank you to Eloisa Rubio and Monica Aguilera for representing LSUA at the May Board of Supervisors meetings.
- Center for Student Success has been working on registering and advising students. Rosemary Robertson-Smith is retiring this week. A celebration will be held on May 30th in the Art Gallery.
- The transient ADA as accepted a position with another organization. Paula Atkins will provide ADA accommodations for the time being.
- Fall move-in dates are set for August 20th, 21st, and, 24th.
- There will be a Facility Services Appreciation Hour tomorrow from 2:00-3:00 PM in the Bayou Robert Room to thank Facilities for all of the hard work they do on the campus, grounds, and facilities.
- The Administrative Assistant position in the DOSE office has had a name change to “Office Manager” upon the recommendation of HR.
- We are still waiting for acceptance of LSUA’s application for certification to the National College Testing Association. If accepted, we will become the first and only testing center in Louisiana accredited by the NCTA.
- DOSE is reaching out to individuals on campus to help with the Wow Weeks of Welcome Committee.
- We submitted a proposal to Campus Federal as a follow-up to a meeting held seeking opportunities to reengage the campus events and activities.
- The Faculty Advising schedule has been released from Academic Affairs.

John Rowan

- Letters of intent for the four-year Marketing and Management degrees are on the Board of Supervisors agenda for this Friday.
- The Board of Regents will be approving the four-year Accounting program next month.
- The National Council on Teacher Quality recently sent out letters concerning a study on national Education Departments. LSUA ranked in the top 120 programs out of 864 that were studied and was also the only college in the state of Louisiana to receive “A” ratings in the top three categories.
- The Cabinet agreed a press release should go out to the public concerning this achievement.
- Congratulations to Sally Cowan, who previously worked in Academic Affairs at LSUA, for being promoted to the Executive Director of the Cenla Community Action Committee.

Melinda Anderson

- The Foundation had a very good Board meeting last week.
- Attended Legislative Day in Baton Rouge on May 23rd.
- LSUA's Foundation co-hosted a reception with the Chamber, which was very well attended by the legislators.
- Working with Spencer Martin, as well as Gary and Annie with CCS, on the Feasibility Study for the new building.

Shelly Gill

- Welcome Tiffany Adams as the new Admissions Office Assistant.
- Matt Benham's last day is today and there will be a reception for him in Abrams. Over 44 applicants have applied for this open position and nine will be coming in for interviews next week.
- Working with Strategic Communications for 2020.
- Working on registration for the Fall.
- Working closely to finalize International Students.
- Thanks to Dr. Rowan and Haylee Malone for assisting with high school scholarship presentations this year.

Respectfully submitted by Chancey Slider

The Next Meeting will be Monday, June 10, at 2:00 PM
