

# MINUTES

## LSUA Chancellor Cabinet

8/15/2018 9:00 AM | *Meeting called to order by* Chancellor Huang

### In Attendance

Dr. Guiyou Huang, Deron Thaxton, Eamon Halpin, John Rowan, Stephan Moore, Melinda Anderson, Erin Weilbaecher

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

#### Chancellor's Updates:

- Thanks Dr. Eamon Halpin for his great work as the Interim Provost.
- Organizational Chart is approved by the Chancellor and will be posted on the website shortly.
- Dr. Stephen Kim, Director of Institutional Research, has resigned as of Friday, August 3. The job posting for this position will be listed shortly.
- Thanks Stephan Moore, Darryl Glenn, and the Oaks staff for a successful Move In Day on August 10.
- The new Grounds Supervisor, Jerry Burnaman, is doing an excellent job manicuring and maintaining campus.
- Discusses enrollment numbers.

#### Introduces Dr. John Rowan

#### Salary Equity Adjustments

- About 10% of employees will receive an equity adjustment in addition to the 3% raise. This adjustment is made to only those whose current salaries are obviously below colleagues who hold similar positions and who have served similar lengths of time.
- All increases will take place October 1.
- A memo detailing the salary change and implementation will be released shortly.

#### Convocation

- Friday, August 17, from 12:30PM – 2:00PM, in the Brumfield Caffey Ballroom.
- Dr. and Mrs. Holcombe, LSUA donors, will be recognized at Convocation.

#### Commissioner Reed's Campus Visit

- LSUA hosted a luncheon and discussion session for Dr. Kim Reed, the new Commissioner for the BoR.
- LSUA will continue to work with the Commissioner to ensue LSUA's needs are heard and met.

#### LSUA Parents Club – Stephan Moore

- This would help with LSUA's retention initiative.
- Parents could join this "club" and receive campus information.
- Possible fee when a parent opts in to this club.

## Generals Galley (Student Food Pantry) – Stephan Moore

- Implemented a student food pantry. Partnered with the BCM to install shelves for food and toiletries in the DOSE area.
- Meeting with the Central Louisiana Food Bank. However, they charge \$0.18 per pound of food.
- Chartwells has agreed to provide fresh produce for this initiative.
- LSUA will have a “ribbon cutting” of the pantry and a media release when it is finalized.

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## Deron Thaxton

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- Discussed upcoming salary increases at the last Quarterly CFO Meeting.
- No mid-year budget cuts for this fiscal year.
- LSUA is getting a Student Employment System, which will help with seeing what other campuses are offering in regards to student workers to ensure we are on par.
- Will send out a memo regarding the proper uses of LSUA’s state vehicles. Going forward, policies and procedures will be followed and monitored.
- Enrollment is overall up, especially with online students.
- LSUA has a new logo, which will be unveiled August 22!

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## John Rowan

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- Plans to work with each of the Cabinet members to optimize partnering and growth potentials for LSUA.
- Reviewed noted accomplishments and initiatives in previous Cabinet minutes:
  - The Department of Education had a very successful accreditation visit in May 2018.
  - Allied Health has a 100% pass rate for the ASCP-BOC (American Society for Clinical Pathology – Board of Certification). This examination is a bench mark/standard exam for the Medical Laboratory Technician (MLT) and Medical Laboratory Scientist (MLS) graduates. The 100% ASCP-BOC pass rate was for the MLT graduates.
- The Center for Teaching Excellence is having a Teaching Institute led by Tanya Lueder, held this Thursday and Friday, August 16 and 17.

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## Eamon Halpin

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- Traveling with Dr. Haywood Joiner to discuss the development of an Aviation Program with Mr. Cleophus Wallace, Education Program Specialist with the State Approving Agency Louisiana Department of Veterans Affairs. We need VA approval in order for our VA students to use their funds for this specific program.
- LSUA’s newest J-1 Exchange Visitors arrived on campus last weekend. They are Professors Qiong Wang and Jun Xu, both from Jinan University in Guangdong province of China; and Yue Lu and Tong Tong, both exchange students from Qufu Normal University in China’s Shandong province.
- Hal Scott and Christi Nation are working together to offer a Continuing Education lecture series about the life of Huey P. Long.
- CraftBrews, BBQ, and Blues Fundraising event at the AMoA on August 18 from 6:00PM-9:00PM.

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## Shelly Gill

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- Thanks Sarah Black and Liz Jonson for their hard work on a new travel piece for Shelly and Admissions during the summer. This will also be distributed to each department.
- Showed a new pennant for advisors as a thank you.

- New staff:
  - Courtney Spivey – Admissions Counselor/Recruiter
  - Matthew Benham – Admissions Counselor/Recruiter
  - Paige Kolder – Office Assistant with Admissions
  - Candace Hamilton – new title: Transfer Student Coordinator.
- Already recruiting for Fall 2019.
- Wrote a Customer Service Policy for the Office of Admissions and Recruiting. Everyone on campus should look for individuals carrying a yellow plastic bag – this means they are visitors!
- Student Bridge videos are on the website under Prospective Students: <http://explore.lsua.edu/explore.php>
- Offices of Admissions and Recruiting, Marketing and Strategic Communications, and Continuing Education met with Ugly Mug Marketing to optimize their Facebook outreach.
- Shelly Gill and Kaitlyn Nichols travelled to the NSCEC (National Small College Enrollment Conference).
- Doing research to start a Strategic Enrollment Plan.
- National Student Clearinghouse was down for a period of time on August 1.
- Over 200 students attended each orientation, totaling 600 students.
- Partnered with Career Compass, who will help LSUA reach a larger number of students to recruit.

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### Melinda Anderon

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- Attended Congress on Campus with Dr. John Rowan, Stephan Moore, Dr. Haywood Joiner, and Sarah Black.
- Thursday will be the first Alumni Advisory Council meeting.
- Melinda is ordering a bronze plaque that will honor the Mulder Family in Mulder Hall.
- LSUA Foundation Board Meeting on August 21 at 8:00AM.
- Capital Campaign is still underway. Sarah Black is working on graphics.
- Working with Deron Thaxton, Shelly Gill, and Jeff Massey on a scholarship committee.
- Family Fun Day – August 26! Eddie Ponce, Foundation Board Member, hosts this event. It will take place from 4:00PM-7:00PM at Los Pinos in Forest Hill.
- Two new scholarships
  - Jacob Willson, owner of Huckleberry Brewing, has donated to establish an Arts and Theatre scholarship
  - FitBody has raised \$10,000 for scholarships and is interested in providing full ride scholarships to a student they vet. Will be working with them in the months to come.
- Working on three grants to fund the IT Initiative for the Foundation Strategic Plan.
- LSUA Gala! – Oct. 26.
- LSUA Foundation has set aside \$160,000-\$180,000 for university marketing. LSUA’s website will be updated through Deran Schilling, which is an approximate \$40,000 project that the Foundation will fund.

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### Stephan Moore

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- Thanks Ethan Lipsey and the Ambassadors for a great Fall 2018 Orientation. Parent Session went well.
- Group advising starts today. Sessions are at 9:00AM, 10:00AM, and 12:30PM in the Computer Lab.
- Students that have to go into pre-requisite or remedial classes will receive a one-on-one advising session.
- Partnering with Walk-Ons for the annual Block Party –September 20 at 5:00 PM. Come wearing LSUA gear!
- Meeting with Dr. Michael R. DeCaire, Executive Director of Central Louisiana Human Services District to continue the conversation regarding LSUA receiving a full-time counselor.
- Hosting a Back-to-School Pool Party this Sunday, August 19, at the Oaks from 6:00PM-9:00PM.
- Next week is Welcome Week, full of activities. Please come out to support and engage our new and returning students.
- Friday, August 17, is the final Move In Day for continuing students at the Oaks.

- Thanks to the Oaks team for a smooth New Student Move In Day, which was on August 10. Also, thanks to all the volunteers who came out to assist – Athletics, Department of Nursing, DOSE, and the CSO and BCM clubs.
  - The landscaping at the Oaks has continued to improve. Thank you to all staff and community members who donated items, such as mulch.
  - Met with the Oaks RAs last night and they are excited to start off a new year helping improve our on-campus housing.
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Respectfully submitted by Erin Weilbaecher

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The Next Meeting will be Wednesday, August 29, at 9:00 AM

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