

MINUTES

LSUA Chancellor Cabinet

8/16/2017 2:00 PM | *Meeting called to order by* Chancellor Huang

In Attendance

Dr. Guiyou Huang, Dr. Barbara Hatfield, Deron Thaxton, Stephan Moore, Melinda Anderson, Shelly Gill, Erin Weilbaecher

Chancellor Huang

- Chancellor Huang announced Erin Weilbaecher as the new Senior Executive Assistant to the Chancellor
- Discussed the mission statement of the Cabinet. It should be displayed and readily available for everyone to see. It should be a concise statement that has a strong community emphasis. We should have a final draft by September 1st, 2017.
 - Stephan, Shelly, Dr. Hatfield and Deron discussed the phrasing of the community emphasis that will be added.
- Discussed Fall 2017 Convocation regarding presentations and announcing new employees and job changes. Decided Dr. Hatfield, Deron and Shelly will introduce their new employees in their departments. Dr. Huang will introduce the Cabinet members. It is important to keep all offices open during Convocation. Priorities will be discussed at Convocation.
- Faculty office hours were discussed. He stated the importance of faculty members being in their offices during their office hours and to be held accountable for those hours. Everyone agreed.
- Discussed the upcoming raises and the positive feedback he has received.

Barbara Hatfield

- Reviewed Faculty Office Hours (PS 231), Endowed Professorships (PS 235) and Eminent Scholar Chairs (PS TBD)
- Faculty Office Hours
 - Any deviation from the office hour policy must be approved by department chair and Provost.
 - Office hours are now 8 hours per week and must be spread over 4 days each week.
 - Revised policy was approved with revisions to the Provision statements.
- Endowed Professorships
 - Edited to say that funds will only be given if earnings supported it.
 - Portfolios must be digital in a specific format. Jason Norman in IET developed a method for submission. All submissions are archived.
 - Policy statement was approved.
- Eminent Scholar Chairs
 - Need to set goals that will be reviewed every year to see if they will continue and keep the Endowed Chair position.
 - Endowed chairs report to the department chairs.

Deron Thaxton

- Passed out and reviewed Children's Center and Athletics data.

- Shelly said that the Children's Center should be on most if not all lists when searched for on the internet to spread more awareness. We need the community to know that the Center is not only for on-campus students, faculty or staff, but for everyone.
- Emphasized the importance of maintaining and following a budget.

Stephan Moore

- Discussed a central location that office hours should be available for easy viewing.
- Dr. Hatfield gave him a review on the endowed professorships and endowed chairs.

Shelly Gill

- We are still admitting for Fall 2017.
- We have started to recruit for Fall 2018.
- Enrollment is up about 7.6% thus far. We do still have a purge date coming up, but we are predicted to not fall too much below that.

Melinda Anderson

- Foundation Board meeting is Thursday, August 24th, at 4:00 PM.
- The LSUA Foundation website is to go live Friday, August 18th, 2017. She asked that we all review it once it is live and help with any edits if needed and for any constructive criticisms.
- Working on migration and integration in changing to a cloud based donor database that will happen a few weeks after the website. This will allow for more alumni development and engagement.
- Discussed the Gala on October 27th, 2017 and stated that Save the Dates have been mailed.

Erin Weilbaecher

- Gave a brief personal bio

Next Meeting

- The Cabinet will meet every 2 weeks.
- The next meeting will be August 30th, 2017 at 9:00 AM.