

MINUTES

LSUA Chancellor Cabinet

9/13/2017 9:00 AM | *Meeting called to order by* Chancellor Huang

In Attendance

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

Guests: Melissa Whitley

- Dr. Huang welcomed the Faculty Senate President, Melissa Whitley. It is important for the Cabinet and the Faculty Senate to communicate and be informed about important campus topics.
- Melissa updated everyone on the Faculty Senate and the concerns they have, including committee load. Dr. Huang will work with the Faculty Senate to consolidate the committees, which would help to ease the work for each faculty member involved. Deron said that at larger universities they do not have a committee representative from every department, and we should start to act in the same way. Dr. Huang mentioned that with some committees it is important to have a representative from each department, but with others it is not necessary.
- The Cabinet has been in effect since August 1st since the change from the Chancellor's Executive Council. We need to finalize our mission statement and have it displayed. The Cabinet works towards larger goals of the LSUA community.
- Dr. Huang briefed the Cabinet on the Board of Supervisors meeting from September 8th. Betsabet Vasquez Hidalgo, one of the international students and a member of the tennis team, and Anthony Felps, Student Government President, represented LSUA at the Board of Supervisors meeting. Betsabet was in charge of the invocation and Anthony recited the Pledge. It was a great presentation from our students and I was very proud of them. Stephen Perry was announced as the new Board Chair and James Williams as the new chair elect. Chancellors reported on enrollment. LSUA reported to have 3,402 as of last week. As of today we have 3,378, which is a 3% increase from last year. LSUA has increased 51.3% over the past 4 years. DACA, the Deferred Action for Childhood Arrivals, was also reviewed. We want our students to have the ability to get a good education as well as feel safe on our campus. If the students are attending LSUA, they must be given these full benefits.
- World Religions, Accounting (Letter of Intent), and the establishment of three departments will be on the Board of Supervisors agenda for the October 13th meeting.
- The Retention Plan was released. It was emphasized that this is a campus-wide effort to make sure our retention number increases. The committee will continue to report to the Chancellor and will do so for years to come. The committee will be restructured to include fewer Cabinet members and more faculty. We all have to work together to make this plan successful. Our goal is to have a retention number that is greater than 65%, which would be a 10% increase. Dr. Huang asks that everyone become familiar with the Retention Plan to better aid in this mission.
- The Provost search is underway. LSU has completed their initial screening and has narrowed the pool down to 9 candidates. The search committee has been formed and consists of 8 faculty and 5 staff members. The goal is to select a new Provost by Thanksgiving with a start date of January 2018.
- The LSUA Campus Policy Regarding Student Employment was reviewed. We discussed the requirement of having a cumulative 2.0 GPA or higher to be a student worker. The Cabinet decided that students still must

have a cumulative 2.0 to apply to be a student worker. However, if they do fall below a cumulative 2.0 during a semester, it is up to the supervisor's discretion to keep them on as a worker with the stipulation that the student's GPA must rise back to a cumulative 2.0 the next semester. Education is the utmost priority for our students. However, we do understand that there could be a semester that does not go well for a student and falls below a cumulative 2.0. If that does happen and the supervisor does want to keep them as a worker, it is important to make sure the student goes to tutoring. There will also be an appeals process, which will be led by Deron. He will meet with the student to assess the situation to see if the student should remain a student worker until the GPA is raised to a cumulative 2.0. Everyone agreed about this process.

- An issue with the salary and raise memo was addressed. The Chancellor's August memo did state that raises, if LSUA met its enrollment goal, would be in effect September 1st. However, Civil Service employees' pay schedule starts later than the 1st (in this case it came into effect on September 2nd). This date was overlooked in the memo. Even though LSUA did not meet the enrollment goal, we are still honoring the raise.

Melissa Whitley

- The Faculty Senate has had one meeting so far, which was on Monday, September 11th.
- They are reviewing policies that need to be updated as well as editing bylaws that are affected by the changes in the departments.
- She would like for the Cabinet to update the Faculty Senate on any current and future changes or plans so they can ensure the policies and bylaws will remain up to date.
- Having a representative from every department on university committees is a little overwhelming for some of the faculty. Some faculty are on 6 or 7 committees, which adds tremendously to their work load, especially for those in smaller departments.
- It would be great if we could consolidate some of the committees to ease the amount of work for each person. Dr. Huang agreed and will work with the Provost and Faculty Senate to look into this matter.

Barbara Hatfield

- Two new departments have been put on the agenda for approval for the next Board of Supervisors meeting in October: Psychology and Criminal Justice.
- LSUA is also going to rename the Behavioral and Social Sciences Department. It will be named the History and Political Science Department. This will help clarify what the department contains. The Data Committee will meet to change this for incoming 2018 students as soon as possible.
- We have applied to be a Governor's Military Friendly Campus. We should be approved again.
- Two searches are underway:
 - Find a new Library Director.
 - Find a new LCRP (Learning Center for Rapides Parish) Director
- Hope to have the new LCRP director and staff relocate to the Allied Health Building in downtown Alexandria.
- When the MyLSUA website was redesigned, the Institutional Effectiveness (IE) data base was removed so there was not a mechanism for each budget center manager and each program coordinator to submit institutional effectiveness data. IET is working to provide everyone with access to the IE database. Once this is available, all budget coordinators will need to submit their goals/objectives, how they will be measured, and the criteria for measuring the results. This is due each fall semester per PS 225 Planning and Assessment.
- LSUA was on monitoring for two years for not being able to provide SACSCOC evidence that there was an ongoing IE process. We do not want that to happen again. Once the data base is available, everyone is expected to submit his/her report for 2017 and fill in any missing IE data.

Melinda Anderson

- Patrons & Pastries will be held September 19th in the Art Gallery. This is to honor our donors and those students who have benefitted from the donations. It would be great if faculty, staff, and students could attend.
- The LSUA Gala is October 27th!
- The LSUA Foundation website is up. Please visit www.lsuafoundation.org to view.
- Nina Cox is looking into giving international students recognition/awards who are doing well academically and otherwise. We will recognize their achievement and try to give them some aid if possible.
- Rapides Parish Contracting Committee is looking into the transportation issues between campus and Alexandria. Jonathan Bolan is in charge of this project for Rapides Parish.
- Deron, Spencer Martin, and Melinda are working on Foundation funds for department needs.
- Meeting with the new LSU Foundation Director next week.
- Blake Chatelain forwarded the I AM LSUA video to the Board of Supervisors, which generated some very positive feedback from the Board. This is good because it helps educate people about the university.
- There were inquiries from local companies about our job fairs. Wasmer Business Solutions is a great company and is looking to hire paid interns. These intern positions would most likely be permanent. You can view their web page at www.wasmer.com.

Deron Thaxton

- September 28th is the Capital Outlay Meeting, which will address the drainage project.
- The fence at the Oaks is near completion. There was a slight delay due to an electrical issue, but that has been resolved. It is up to the management at the Oaks to assign gate access once it is complete.
- The Rugby Field is near completion. There were several delays due to rain.
- Rugby and Rodeo have made great efforts with fundraising.
- We have received \$600,000 in state repair funds. We are hoping for an additional \$300,000. This helped with the roof repairs.
- Mulder fire alarm/sprinkler system. The state has sued the contractor on our behalf. We are waiting to see if it will be a partial fix or a complete replacement. We will not know the result for about 12-18 months. We need to plan for disruptions in Mulder. We will try to have as little class disruption as possible once the repairs begin.

Shelly Gill

- We are still admitting for Fall 3 and the enrollment numbers are expected to increase slightly.
- We are looking into why we are about flat to last year in admissions.
- Have three new staff members: Travis Edwards, Dan Weaver and Taylor Smith. All are LSUA alums. The goal is to have them trained this week. Will update the website and social media with new staff shortly.
- Because of being a little short-handed with recruiters, a couple of events had to be cancelled. However, the trip to East Texas will be rescheduled, so we did not miss that opportunity.
- Turned on 2018 online applications and are admitting already!
- Addressing DS3036 application – work in progress.
- Admissions is now fully in charge of all campus tours. Please contact Kaitlyn Nichols to schedule. The tours are now available every Saturday.
- Call Center. Calling 2018 graduates for pre awards and mailing 20-30 letters each day.
- Communication Plan for 2018 new applicants is active. This is important for retention.

- Has a strategic plan for his areas, such as Student Life, Advising, Housing, etc.
 - Had a productive meeting with the department chairs regarding retention. Everyone is very receptive of the Retention Plan.
 - Reached out to all students who were from or had family in the affected areas due to Harvey.
 - Speaking with schools in affected areas due to Harvey to see if we can help take on their international students. This is being looked into.
 - Communication Plan is in effect. Currently reaching out to FTF (First Time Freshmen).
 - LSUA Cares Form should be live next week.
 - Working with Melinda to secure professional development funds.
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Respectfully submitted by Erin Weilbaecher

The Next Meeting will be Wednesday, September 27, 2017, at 9:00 AM
