

October 9, 2017 @ 8:00 a.m.  
Leadership Team Meeting

Absent: Marcus Jones, Greg Handel

- Darlene Williams:
  - Completed extensive Moodle production management archive of over course 1,000 files.
  - Provided support for 21 university events.
  - Complete installs and upgrades in 6 video conferencing suites.
  - Participated in LCTCS Conference to recruit for online programs.
  - Maintaining system to track military affiliation status – in discussion about additional coding strategies and use of permanent repository.
  - Continued participation in Air Force Community Partnership strategies.
  - Since July 1, (5) proposals have been funded totaling \$817,442. Additional proposals are pending funding decisions and others are in development.
  - Conducted strategic planning meeting with ECE, SBDC, Alexandria, and Leesville.
  - Digital marketing efforts to recruit online students continue in preparation for spring, 2018.
  - Ongoing discussion with Regents and LOUIS around Open Educational Resources (OER).
  - In discussion about transition of management of LCRP to NSU.
  - Ongoing SBDC strategies to engage the region in economic opportunities.
  - Ongoing community engagement through TIED staff collaboration and participation in local and regional meetings throughout Shreveport/Bossier, Alexandria, and Leesville.
  
- Margaret Kilcoyne:
  - Outpatient Medical Center's professional development day-customer service presentation.
  - Wings Over Natchitoches Event – providing experiential learning opportunities for our students and showcasing our programs to the community.
  - Signing PROSTART agreement for articulation with high schools and HMT culinary arts will be held Wednesday, October 18.
  - J. Walter Porter Forum [It's Not Business as Usual] will be held Thursday, October 19, 2017, beginning at 9:40 a.m. with a welcome from Drs. Maggio & Kilcoyne. Speakers are Rob Robertson, Nikki Ceaser Small, & Tommy Wright.
  - School of Business Advisory Board Council will be meeting on Friday, October 20, 2017.
  - College of Business and Technology Homecoming Reception to be held on Saturday, October 21, 2017, beginning at 11 a.m. with Hall of Distinction beginning at 11:15 a.m.
  - Hosting on Wednesdays our Coding Club event after school with our CIS students and local schools.
  - October is Manufacturing Month - Engineering department went to St. Mary's on Monday, October 2, 2017, to make a presentation and then we hosted two high school groups on campus – Saline High School and Woodlawn High School.
  - Host Continuing Legal Education classes on Friday, November 17, 2017, at Russell Hall.
  
- Drake Owens:
  - Successful presidential investiture- reception hosts contributed over 60k
  - Successful home tailgating events for Lamar (750+ attendees) and Southeastern (850+ attendees)
  - Finalizing plans for November 1<sup>st</sup> fundraiser for the Rose Landry Long Scholarship featuring John Folse

- Preparing for annual Alumni Association, Foundation, and Gallaspy Trust board meetings to be held Oct. 20<sup>th</sup>
  - Finalizing plans for numerous Homecoming activities including golf tournament, concert, award/induction ceremonies, reunions, and decade socials
  - Completing annual audit reports for NSU Foundation and Gallaspy Trust
  - Preparing mail out and follow up solicitations for annual “Columns Fund” giving drive
  - Meeting scheduled with academic deans and department heads to review Top 10 fundraising needs and discuss participation in “Flavor of Louisiana” event
  - Initiated Long Purple Line selection process; committee to meet and select slate by the end of October
  - Grad Fest at the Natchitoches campus was held on Wednesday, October 4<sup>th</sup> and will be held on the Shreveport campus Monday, October 9<sup>th</sup>
  - Finalized timeline for acquisition of 912 University Parkway/119 North Street; cash flow negotiations with marketplace vendors currently underway
  - \$1.2 million in private funds secured last quarter
- Carl Jones:
    - Current year budget looks good
    - Waiting to see what the state is going to do at mid-year and for 18-19 budget
- Roni Biscoe:
    - Working with ITS on a way to possibly put all hiring packets online
    - Trying to get personnel actions in Adobe instead of having to complete on multi-part forms
    - Maria Miranda left Institutional Research to work closer to home
    - 30%+ response rate for A-term course evaluations
    - Graduate school getting ready to send out graduate surveys
    - Graduating Student Survey (UG) currently being administered
- Greg Burke:
    - External
      - Two home football games to date
        - Have averaged 10,000 per game
        - September 16 home opener
          - Cox Sports Television airing game live (all of Louisiana, much of Gulf Coast and a dozen other states); athletic department sold sponsorships to cover cost.
          - Very positive feedback to new video board
      - Demons Unlimited Foundation annual fund in progress
      - Perpetually Purple – updating collateral in anticipation of another mail out
        - Three recent meetings regarding new scholarships
          - One definite
          - Another has NSU in estate but considering increasing that amount
      - N-Club Membership Drive – direct mail piece sent
      - Marketing plans for football, soccer and volleyball seasons developed/implementation in progress
      - Basketball promotional meeting held September 21
        - Tip-Off Event scheduled for November 2
        - Season tickets on sale
        - Promotional plan for season finalized

- Radio Network - \$13,000 swing/\$5,000 profit
- Bryant Lewis real estate gift
- Proposal for \$250,000-\$500,000 for tennis center being considered

#### Academics

- Community/Campus Service/Engagement
  - Form for coaches/staff
  - Student-athlete community service to date = 2,356 (within 300 of last year's total)
  - Raised \$500 for Beaumont/Lamar University at home opener
- Hiring of EAP coordinator completed (Carlea Ulrich from Howard College)
- Hiring process for Director of Development/Engagement has begun
- Guest Coach Program

#### Facilities

- TBA Architect firm planning – receiving initial estimates on some facility projects
  - Productive coach/staff meeting on October 4
  - Meeting with coach/staff and TBA Architect scheduled for October 11
- Hosting high school football games (NCHS and St. Mary's) at Turpin Stadium
- "Front porch" of Turpin Stadium enhancement (starting with repaving the road, then adding banners, plants, etc.)

#### General

- Preseason team meetings (mental health is a top of mind topic emphasized by the NCAA Sports Science Institute) completed
  - Mental Health policy completed and in process of being distributed
  - Attended "Safe Haven" workshop on September 22
- SACS – continue to monitor and assign metrics to staff members
  - Met with staff on September 22 to assign monitoring of metrics for strategic plan
  - Making some edits in plan/metrics
- Attended October 2 meeting regarding "Rose Landry Long Scholarship" and will make calls to secure support
- Met with representative from licensing company (Learfield) – annual royalties growing at average rate of 18% over past three years
- Planning meeting for LHSAA Cross Country Championship Meet held on October September 27
- N-Club Hall of Fame – official notification letters sent; planning in progress
  - Set for Homecoming, October 21
  - Pre-recording inductee introductions
- Retiring Jersey/Number - policy drafted and being reviewed for comment
- Football Scheduling (Mississippi State for 2022, potentially TCU in 2021 and Memphis in 2020)
- Doubleheader in newly renovated Rapides Coliseum on December 9 – contract finalized
  - Must sell \$2,000 in sponsorships to break even
  - Will utilize as recruiting and outreach opportunity for entire university
  - Planning meeting on October 10
- Lunch with SGA President Tre Nelson and VP Trey Roberts
  - Self-assessed student fee for athletics – review committee to be formed/meeting held
- Playing LSUS in Shreveport on December 16

- Vivature – professional services contracts for team doctors signed; program up and running; announcement made; hoping to receive initial distribution soon
  - Athletic Department meetings – three set for fall semester (sexual violence workshop in October per NCAA mandate)
    - Lori LeBlanc conducted Sexual Violence workshop at October 3 meeting, per NCAA mandate
  - Athletic Council meeting for fall semester – November 1
  - Greg Burke to Indianapolis on October 16-18 for NCAA Committee on Academics Meeting
- Jerry Pierce:
    - Based on the quarterly reports, this quarter has been the busiest one:
    - WRAC participation is up
    - Wellness & Bootcamp have been successful
    - Davey Antilley videoed the Investiture, Lady of the Bracelet Pageant, Fundraising promos, Chef Leah Chase’s presentation took place in the TV studio
    - Golf course is undergoing some renovations to the cart path & driving range
    - Cole worked on the Investiture, billboard designs, and advertising for Chef Leah Chase’s visit
    - Social Media analysis is showing an increase over previous years
    - Support of Foundation Initiatives
    - Promotion of CAPA events
  - Frances Conine:
    - SafeHaven training was last month. Some of the efforts are funded by a suicide awareness grant obtained by Rebecca Boone. SafeHaven provides students with personnel on the campus who can help a “safe place” for all students to go and receive help.
    - NSU is doing mental health awareness the month of October. Suicide speaker and vigil this week.
    - Student Health Services has signed a Memorandum of Understanding with Outpatient Medical Center to provide medical services to our students
    - Working to make admissions processes easier for military personnel
    - Working on a reorganization in the Student Experience
    - Homecoming parade route will go down University Parkway and come up Sam Sibley Drive this year due to the construction on Front street
    - Pep Rally will be at Collins Pavilion
  - Thomas Reynolds:
    - Faculty Senate had its second meeting on Tuesday, September 26<sup>th</sup>.
    - Three issues came up during the meeting:
      - Need to establish a leave policy for faculty, Dr. Gentry & Roni Biscoe are currently working on this matter and have sent surveys to Faculty Senators for faculty input
      - Ben Rushing is chairing a salary committee that is currently focused on summer pay. They have compiled data from other universities and presented committee findings to the Senate. The committee is concerned about pay discrepancies with our current policy since faculty summer pay is based on annual salary. Senators were asked to bring the report to the faculty and return with feedback.
      - Parking around Kyser is an issue because students often have access to the parking lots due to the gates not being put down. In addition, the handicap spaces by the Grill are often misused by students. Campus police will be monitoring the parking lots more often to assist with this matter and insure that students are not using these lots.

- Tre Nelson:
  - Top 4 SGA executives attended the ASGA Conference in DC last week
  - Homecoming Announcements – Homecoming Court & Mr. & Miss NSU
  - SGA to host a luncheon in November for the Leadership Team
  - Working with KNWD for student body representation at Voodoo Fest
  
- Liz Knect:
  - The University's Ethics Liaison is now Yalanda Taylor in Human Resources. All questions regarding ethics training are to be directed to Human Resources.
  - Reminder: The Ethics Liaison may not provide opinions regarding Louisiana Governmental Ethics. Only the Louisiana Governmental Ethics Administration may determine if situations violate or do not violate the state's ethics laws.
  - Client surveys will be issued after audit engagements beginning with fiscal year ending 2017-2018.
  - Projects in process: Follow-up to Movable Property and Single Audit Follow-up Exercise. The exercise entails applicable departments "Reviewing audit findings from other schools to ensure that we do not receive the same findings."
  
- Dana Clawson
  - NSU Nursing was a sponsor of the Louisiana Association of Nurse Practitioner's annual conference and provided lanyards to all participants. This was a hit and we plan to repeat this next year. Great marketing.
  - State hospitals are needing nurses, due to the current and impending nurse faculty shortage and are offering to help in-state nursing schools with positions, etc.
  - NCLEX pass rate is currently at 100% for ASN for this year; and thus far no one in BSN last graduating class has failed. I will keep you all posted.
  - Graduate Nursing Program and CE Coordinator partnered to offer a Pharmacology CE conference for Nurse Practitioners and NP students; which received great reviews.
  - Need additional help in Cenla – still searching for faculty member to fill current position.
  - Nursing program administrators are evaluating undergraduate and graduate positions based on enrollment to ensure that faculty coverage is where we need.
  - A graduate nursing position funded by grant money will lose funding in May because graduate nursing program enrollment has not increased, the university will not be converting the position to a hard-line position.
  - New Counselor in Shreveport is wonderful; I have heard nothing but positive reviews from students and faculty.
  - Nursing's student support services offices have been reconfigured so that all of the Student Support offices are together including the newly development Student Health Clinic. A faculty member, Ms. Anna Morris, is working on this clinic as a project for her DNP program.
  - Rapides Medical Center has agreed continued support of the Baccalaureate Nursing Program in Alexandria.
  - Working on a newsletter for the department, first issue to be sent in the Spring. Dianne Graham is helping as well as Sarah Douthit to make this happen.
  - Planning to require all clinical undergraduate students to purchase iPads that will be preconfigured by our IT department and used for computerized testing, ATI & course

testing, and student reference materials. Students would be able to keep the iPad upon graduation.

- Vickie Gentry:
  - Deans, Department Heads, and Directors are now meeting the same Monday as Leadership Team; Deans meet at 11:00 am and DHs/Directors at 3:30.
  - The Faculty Leave Survey will be distributed to faculty senators today and will remain live for a 2-week time period. This is the same instrument distributed to VPs/Deans/Directors last week.
  - There have been numerous request for facility space trying to determine the best use for any available space
  - Working on establishing a Veteran's Services center, which will include a network of support to veterans who are NSU students
  - Gallaspy College of Education's Induction ceremony will be at 1:00 p.m. on Saturday, October 21<sup>st</sup>
  - There have been 10 complete applications for the Dean of Education and Human Development and 16 for the Dean of Arts and Sciences. The top candidates for each position will be selected this week and interviews will begin soon. Both positions should be filled by January 2018.
  - Midterm grades are due October 18<sup>th</sup> and October 30<sup>th</sup> is the last day to withdraw from 16-week classes with a W, both dates had to be pushed back due to school closure with Hurricane Harvey
  
- Chris Maggio:
  - The land and Magnet School building at the front of campus is currently leased to the Natchitoches Parish School Board. Since the NPSB is not currently utilizing the building there are discussions about the building and land being turned back over to NSU. We are having an environmental study being done on the building and will be determining the best use for this building.
  - December ULS Board Meeting has been moved from Baton Rouge to NSU. This meeting has been moved up a week to December 1<sup>st</sup> and will be held that afternoon. By having the meeting here, Board members will be able to attend GALA and Christmas Festival festivities that weekend.
  - A couple of Higher Education statewide taskforces are currently meeting to discuss the Taylor Opportunity Program (TOPS) and a statewide Dual Enrollment Policy. We continue to stay engaged in discussions that impact a number of our students and potential students. Dr. Maggio also mentioned that beginning this year, High school students in the state of Louisiana must complete the FAFSA in order to graduate
  - Will meet with Dr. Huang, LSUA Chancellor, regarding LCRP
  - Recruiting and Retention is still a high priority at NSU
  - Dr. Gentry and others have been working on moving the Testing Center from Kyser to the Library and moving Academic Advising from FACS to the Library, have met with the architects regarding design and best space usage. The process is moving along.
  - We continue to request capital outlay needs at the university. Building maintenance and deferred maintenance remains a high capital outlay priority as well as replacing Kyser Hall.

Next meeting scheduled for Monday, November 6 at 8:30 a.m. in the Henderson Conference Room