The LSUS Staff Senate meeting was called to order by President Daniel Miller at 2:00 pm on Wednesday, February 13, 2013.

Staff Senators present included:  Rebecca Chiles, Christianne Wojcik, Linda Wimbley, Katie Simpson, LaBroderick Standokes, Tracy Lear (proxy for Susan Gutierrez), Ken Seale, Daniel Miller, Kelly Wynn

Staff Senators absent were:  Faye Lampkin, Cheryl Irvin, Alex Mitchell, Marilyn Thomas

Minutes from January 2013 meeting were approved with no changes (motion by Senator Wojcik, 2nd by Senator Wynn).

President’s Comments
Senator Miller reported on the February 1, 2013 Board of Supervisors meeting.  Blake Chatelain, chair of the LSU System Presidential Search Committee was not in attendance at the meeting he scheduled. In Lieu of Mr. Chatelain’s meeting, Kevin Cope, Professor at LSU Baton Rouge, held a discussion on a few topics that included:  the desired qualities of the new system president, the Media Sweeps, communication and transparency among the various LSU Institutions.  At the 9:30 am System Presidential Search Committee Meeting,  the Faculty and Staff Councils attended to present their interest in the process; it was then that Supervisor Chatelain apologized for not being at the 8:00 am meeting.  The Staff Councils have not met since December, so there are no additional items to report on.

The LSUS Chancellor Search Committee was approved by Dr. Jenkins.  Staff representatives are Kristen Fiser and Adnan Samhan.  The LSUS Foundation may provide funds to hire an outside firm to create a quality pool of candidates.

Transition Advisory Sub- Committees have been created, LSUS’s representatives are:
Mike Ferrell- Finance and Revenue
John Vassar- Academics
Shelby Keith- Operations and Technology
Dalton Gossett-Research and Discovery
Lisa Pickering-Student Experience

Faculty Senate President Jarzabek met with ALFS Summit on February 2nd, and the main topic of discussion was revenue.  House Representative Dixon reported that the legislature will not entertain the notion of tax increases for additional revenue.  Another item heavily discussed at the summit was frustrations with the lack of pay raises for faculty and staff.  The Board of Supervisors has been made aware of this issue as well.

Budget Crisis Committee
Revenue is down.  There is a deficit for this fiscal year.  Sources of funds are being researched, and plan is being formulated as to how we will plug deficit; while meeting our obligations. One option being discussed is to use restricted funding sources in lieu of the general fund.

Basketball Tailgating Event-January 24, 2013
LSUS beat University of St. Thomas.  Senators Wimbley and Chiles did a great job in organizing this event with the help of student worker, Jessica Powell.  They are to be commended for their exceptional work.
Treasury Report
Treasurer Standokes reported the current balance of the Staff Senate’s account is $2,985.96 including 238.66 in staff contribution and 226.50 in disbursements. There are no pending transactions to date.

Guest Administrator Reports
Chancellor: Dr. Sisson reported a contract in the works with Academic Partnerships, a private firm out of Dallas, TX.
The Master of Education program is being revised and redesigned into a completely online format with 6 seven week terms. Once the program is revamped, it will be marketed heavily and success is forecasted. Many have been involved in this process, including Financial Aid, Admissions and Records and the Dept. of Education.
A new proposal is in the very beginning stages to provide 7 week terms (6 in a year) for several undergraduate programs. These programs must be redesigned and reformatted to accommodate the new terms.

Phase 1: Fall 2013-A select number of undergraduate programs will be offered in the new terms that will align with the start of the Fall and Spring semesters. The new terms will not conflict with existing semester schedule. The seven week term in the summer will have the same start date as the Summer 1 (8 week) session.

General education classes will be advertised to students allowing most students to take 2 classes per term.
Example: Fall A term-2 classes @ 6 hours each

Phase 2: Fall 2014-Convert all undergraduate and graduate programs into the 7 week format.
Thus, all programs will be reformatted to include online, on-site, and hybrid class offerings.

Dr. Sisson spoke with Carolyn Hargrave who was both shocked and pleased but gave the proposal her blessing.

Advantages

- Attraction of “do-over” semester or mini-semester. Greater opportunity to keep TOPS.
- Bachelor’s degree can be completed in shorter time. Students are fonder of shorter terms
- LSUS will be allowed to charge for every class taken, thus removing the cap on tuition and fees collected.
- If One LSU (LSU 2015) moves forward, every LSU entity will want to have its own niche and distinguishing feature.

No plans to officially publicize this proposal for change at this time. Financial aid and athletic eligibility issues will be worked out.

VC of Academic Affairs: Dr. Vassar offered praise to faculty and staff personnel in working out the details regarding this innovation. The LSU Collaboration Open House was attended by about 70 members of the community. LSUS had all stakeholders present at the Open House ready to answer questions and resolve issues.
Proposals for a Bachelor of Fine Arts and letter of intent for the Master of History were approved by the B.o.S and have been sent to the Board of Regents for final approval.

VC Student Affairs: Dr. Butterbaugh spoke on the Enrollment Process Committee, an inter-departmental committee designed to discuss ways to make the enrollment process as seamless as possible.
Proposals: To distribute financial aid funds electronically (EFT)
Admissions- retained a consultant with ideas to revise publications, presentations, and communications.
New software is also being purchased for recruiting.
**LSUS Foundation:** Laura Perdue, Executive Director, has been in position for 6 weeks and is enjoying this new environment. She reports continued support for the campus through scholarships and assistance in increasing enrollment. She is committed to raising funds to support LSUS.

**Director of Accounting Services:** Eddie Samhan reported meeting with the Chancellor Search Committee that he serves as a staff representative with Kristin Fiser. They are working on presenting 2-3 names to present to the new system president when selected. Eddie also introduced the new cashier, Cakeita Hall.

**Director of Human Resources**- Bill Wolfe reported that April 17, 2013 a ceremony will be devoted to recognizing the LSUS employees for their service. He also reported that Cindy Armstrong, Director of Purchasing will be retiring and HR is currently searching for applicants. Gina Starnes, Director of Career Services, has resigned. Her position has yet to be opened to applicant. Bill suggested any questions regarding the opening of the position be referred to Student Affairs.

**Director of Financial Aid**- Betty McCrary reported the implementation of Electronic Funds Transfer (EFT) for financial aid disbursements. Books can be charged at the bookstore in anticipation of a disbursement. This idea, which has been controversial with students, was well-presented at SGA meeting. Accounting Services has informed students and communications will be sent out via letters, emails, and website postings.

**Old/Current Business**
There is no old/current business

**New Business**
Nominations for a new secretary in the wake of Senator Simpson’s resignation were taken. The floor was opened by President Miller; he then nominated Kelly Wynn for the new secretary. Senator Wynn accepted the nomination and the floor was closed. A motion to accept was made by Senator Wojcik, and 2nd by Senator Chiles.

**Joint Faculty/Staff Unification**
The Campus Beautification Committee was proposed to be created by the Dean’s Council. After discussion there is no known formal committee, but has been a project taken on by various faculty members to remove old broken furniture and items that need to be surplused. President Miller suggested that the Senate reach out to its constituents for volunteers, if needed, to assist with this project. A representative from Purchasing was suggested as many of the items will need to be tagged and put into surplus. Other areas of concern: cracks in walls and floors stairwells in Admin Building, the hallway outside of Admissions & Records, etc. President Miller okayed Senator Wojcik to take is initiative to the Faculty Senate, but warrants further discussion.

**FORCE Committee:** Senator Wojcik reported this attempt for student retention that took place over the break where 1800 students were contacted, 697 were retained. Recruitment will be targeted as faculty members attempt to contact the students who have been conditionally admitted (290 to date) to close the deal. Potential transfer students will be contacted to determine if course qualifications have been met. Another outreach event will be held at BPCC in the near future.

**Future Tailgating Event**
Senator Chiles reported that Chad McDowell, Director of Athletics, would like to fund a faculty/staff appreciation event scheduled for February 25, 2013 which is the last home basketball game. Senators Chiles and Wimbley will begin work on the invitation.
Since there was no further discussion, President Miller called for an adjournment.

The meeting was adjourned at 3:10 pm (motion by Senator Wojcik, 2nd by Senator Simpson).