

For Distribution

MINUTES

PRESIDENT'S CABINET

May 25, 2004

8:30 a.m.

Members present: Dr. Stephen T. Hulbert, Dr. Eugene Dial, Dr. David Boudreaux, Mr. Larry Howell, Mr. Lionel Naquin, Jr., Mrs. Sharon Daigle, Mr. Mike Davis, Mr. Mike Delaune and Miss Stephanie Caballero.

Members absent: Mr. Larry Howell and Dr. David Boudreaux

Guests Present: Dr. Al Davis for Mr. Howell, Dr. Becky Tucker-Pennington for Dr. David Boudreaux and Linda Peltier

1. Dr. Hulbert stated that Parking Citations will be discussed at another meeting to decide what will be done.

2. Dr. Hulbert stated that he has a meeting with Trey with the Grid Iron Club this p.m. He (Trey) wants to provide \$15,000 for new uniforms for the football team. Dr. Hulbert stated that we appreciate donors, especially since we have so few in support of athletics, but we're not going to have a donor damaging the integrity of the organization or playing games with the coaches.

3. Dr. Hulbert handed out the AASCU e-mail regarding Student Reservists federal student aid problems, dated 5/21/04. He stated that it warns us that the Reservists are expected to pay back their federal dollars (financial aid). **Dr. Hulbert stated that we needed to get a formalized monitoring and reporting system in place in Veteran's Affairs (Dr. Dial's area) and report to Cabinet for us to keep up with this.** Dr. Hulbert noted that the numbers are such that we are playing around with the FTE of students and there is an impact. Beyond that, Dr. Hulbert is concerned with what happens to these people. Dr. Hulbert is concerned that we have some type of formalized program to work with these people to make sure, that if they leave the campus, we have protected them financially, which is our obligation. They need to be informed. **They also need to be given an e-mail, from the Veteran's Office, that anytime they need us to help, whether coming back to school or becoming active in another school, how we can assist them.** Dr. Hulbert stated that we were able to protect Dr. Steven Michot, who has been called up for active duty. His was an employee classification that wasn't covered by existing policies. He would have suffered significant financial loss because he is not an officer. **Through support of Sally Clausen and Carroll Falcon, we were able to draft a policy which will be approved by the Board in June. This policy provides faculty coverage between differential of military salary and the base salary during the academic year they would have worked.** This will allow Dr. Michot to keep his house. Dr. Hulbert has heard from Hunt Downer who indicated about 12 individuals have lost their homes due to being called up for active duty in our immediate parish area (Terrebonne).

4. ROTC – Dr. Hulbert stated that he is trying to get ROTC back on the campus. It is a fantastic scholarship program now, and has been for recent years. Especially for individuals that are disadvantaged and wanting to go into medicine and law and other things like that. Dr. Hulbert stated that Hunt Downer has found a back door into the program. We will be a sub-unit or branch of LSU. Once we get in, and are producing the numbers, then they will give us the opportunity to have our own program. Dr. Hulbert plans to pursue this over the early fall months.

5. Dr. Hulbert requests that he receive advice, once everyone gets into this, and give him a briefing of what's going on with veterans. He would like to have an active list of who's been called up and he wants a letter to go to every one of them or their families. Dr. Hulbert wants them to know that we are here to help them any way we can. Dr. Hulbert stated, once we get down the road a little, we may want to do an article or news release with coverage on what we're trying to do to help.

Mr. Delaune stated that the Nicholls Worth is doing a story of how many are being called to active duty. Mr. Delaune is talking to Carol Mathias in the Library about organizing a display.

Dr. Davis stated that for desert storm they were asked to find a cohort who could communicate with e-mail connections with those individuals involved in active duty.

Dr. Hulbert stated any suggestions you can come up with to get them to Dr. Dial. Dr. Hulbert would like an article beyond the student's newspaper. He wants to get an article out there on what we're trying to do. **Also, let's try and identify those returning and what we're trying to do to help** them move back in, because they have some real needs, some of it involves counseling.

6. Budget – Dr. Hulbert stated he never has experienced such little advice from a System Office or the Regent's Office. He has never experienced such a budget deficit where the Legislature is so nonchalant. Dr. Hulbert has decided that we would not have a full blown Cabinet discussion at this point of the budget process. He will ask the Vice Presidents to work with him and Linda Peltier to talk about budget and see where we are. Dr. Hulbert stated our differential (not a deficit until we can't cover it financially) has gone anywhere from \$400,000 to 2.6 million and now it is at 2 million. That figure includes about \$300,000 overspent in scholarships.

Dr. Hulbert stated we just don't know at this time. He will work through the Vice Presidents and Linda Peltier in order to conduct a review of the budget. Once that has been done, we will come together as a Cabinet and go through the budget with some detail. He stated the biggest issue will be the personnel actions (R1 & R2), which we are significantly over-committed. Unless something really happens, to help us at the Legislative level, unless we are able to add an enrollment surcharge (on top of tuition increase), which he believes is still in the back of Sally Clausen's head, we're going to have serious problems. He stated we have things that we have to commit to. We are going to do the branding/imagery this year. We are going to join Louisiana Campus Compact for Service Learning, a cost of \$3000 approximately. Mr. Naquin asked what that was. This is how we help students develop, personally, and in understanding their commitment to the broader communities, by civic engagement. Finding enough

volunteers for non-profit entities is a serious matter and a concern in our region. Service Learning is a national agenda. The whole objective is to get students involved, through class activities and through course work (which is where they are really trying to take service learning).

Dr. Hulbert stated that we did have everyone's preliminary budget reductions of 4%. He knows Mr. Howell wants to look at his, because he has some concerns. Dr. Hulbert stated that even with that, there is a significant differential. Either we have to be protected by additional money being returned to us, tuition increases or wholesale budget cuts. Regarding filling positions, Dr. Hulbert is not going to sign off on very many more positions, until he gets a degree of comfort for what's going on. Dr. Hulbert stated that he may have to terminate some of the position searches. He would rather terminate the search than to find the institution in a significant hole.

Mr. Naquin stated that they have factored in the latest that has taken place in terms of Legislative action. Dr. Hulbert stated we have about a \$2 million differential, how much can we recover through the 4% cut. Mr. Naquin stated \$1.5 million. So we would have about a \$500,000 differential. Mr. Naquin agreed.

Mr. Naquin stated that regarding the J1s and J2s, details of classified and unclassified, to work with in the budget process, was in pretty good shape at this time. Regarding the positions approved to be advertised and/or funded for FY 2004-2005, comparing to the budget for FY 2003-2004, come up to additional expenditure of approximately \$1.5 million. Mr. Naquin stated that everything that we know of has been cranked into the budget (\$327,840 scholarships costs, \$150,000 cost fee exemption, additional cost in maintenance contracts for coming year, increased utilities \$100,000, etc.). Dr. Hulbert stated that we needed to factor in \$50,000 for the imagery costs. Mr. Naquin thought there was still a possibility some might come out of this fiscal year. Dr. Hulbert stated he thinks that will all come out of next fiscal year budget.

Dr. Dial stated that one of the things, that hit us this year, was the number of hardship waivers that we gave for certain fees. Dr. Dial stated that they are presently working on a policy that would help reduce this cost. Mrs. Peltier stated that has been factored in. Dr. Dial asked what the \$150,000 increase on fee exemption was. Mrs. Peltier stated for out-of-state waivers and graduate assistants. Mr. Naquin stated some of the things they are talking about, occurred in this fiscal year that had not been budgeted, like out-of-state waivers costs the University about \$120,000 that we had not budgeted for this current budget year. This cost has been factored in for this coming fiscal year. Dr. Hulbert asked Mr. Naquin what he had for attrition. Mr. Naquin stated it is currently budgeted at the same level as was budgeted for this current year. Mr. Naquin stated we would not end up with that figure. Mrs. Daigle asked what was the actual and Mr. Naquin stated \$150,000 or \$125,000 less than what was budgeted in the current fiscal year.

Dr. Dial stated that he thought the out-of-state waivers were a wash. Mrs. Peltier stated that, in a way it was a wash, because you get more revenue than out-of-state fees. We did budget on the revenue side, but also had to budget on expenditure side (fee exemptions for out-of-state). Dr. Dial stated that the actual impact on the budget was a wash. Mrs. Peltier stated pretty much.

Dr. Hulbert asked Mr. Naquin what we budgeted Athletics at. Mr. Naquin stated exactly the same as the current fiscal year. Dr. Hulbert stated that was fine. He

continued by saying that was going to be a huge headache, with tuition increases, fee increases, Athletics is going to take it on the chin. Mr. Naquin stated that was going to be one of the earlier parts when we get into details of the budget process.

Mr. Naquin stated that for the current year, what began as a \$589,000 problem they may fall short by \$25,000-\$23,000. Mr. Naquin stated that the biggest problem for next year, from what they see, is that there are no significant game guarantees from football or basketball to help them deal with their really big problem. Dr. Hulbert stated that football was going to have to get into fund raising.

Dr. Hulbert stated that we would begin, almost immediately, to focus on hirings within the faculty and which ones need to go back. What's happening is we're being cornered by prior commitments and accreditations. Because we haven't gotten this process in gear, to his comfort level, we haven't gotten the deans involved. Dr. Hulbert stated that they are on the line and have to communicate with the faculty. If they're not part of this team, and they're focusing on accreditation, and not recognizing the institution cannot afford a \$90,000 person in whatever program. We don't have a level of understanding between deans and central administration and we have to reach that.

7. Mr. Delaune stated that when the system communicators met last week, Dr. Clausen mentioned something about the possibility of doubling the Academic Excellence Fee. Dr. Hulbert stated that he didn't know if she was thinking about that but there was conversation among the presidents, if we could get some degree of autonomy over enrollment, over tuition, that we could put a temporary surcharge until the state was able to put appropriation back in.

8. Mr. Delaune inquired about the Foundation Legislation. Dr. Hulbert stated that he heard it would be watered down. As it stands, right now, any individual transaction amount over \$1,000 would have to be reported. The ULS Board has a policy, put in place this past fall, if they asked he would be required to turn over an itemized statement of discretionary spending or any spending for any member of the University (employees) through the Foundation. The legislation is receiving a lot of resistance from the foundations.

9. Dr. Hulbert stated that the first \$2.5 million for the land acquisition is in cash. The second \$2.5 million was a Priority five in Capital Outlay and the Commissioner of Administration worked a deal to put it in the budget this year. In doing so, instead of it going to Board of Regents for allocation, as usually would have been done, he earmarked it to the Regents for allocation to Nicholls State University for land acquisition.

10. Dr. Hulbert stated, based on what we have here, what concerns him, other than not having a process and series of parameters in place to do some real planning, is that we have no tuition contingency fund in the event of a further down turn in the FTE production for next year.

11. Branding Consultant Update – Dr. Tucker-Pennington.

The consultant kept going back and forth as to whether they would contract with Nicholls. As of yesterday, they said they would do it. Mr. Naquin asked who the

company was. Dr. Tucker-Pennington stated Lapham Miller, Mr. Dick Planck, with the company, came and gave presentation in February 2000.

12. Mr. Davis reminded everyone about the architect selection for the Recreation Center will have their presentations Thursday, June 3, in Conference Room A at 8:00 a.m., 9:30 a.m. 11:00 a.m. and 1:00 p.m.

13. Dr. Tucker-Pennington stated they have had their first successful conversion of the data base of Athletics into their system.

Mass Communications and Biology want to do mail outs to alums.

14. Dr. Al Davis, in conjunction with the Reorganization Plan, stated all the decisions have been made and they are making an executive summary of all the changes showing the specific name changes. The proposal itself, needs more detail work that he is working on.

Mr. Delaune asked if this was a done deal. Dr. Hulbert stated, not until he wrestles with it. He and Dr. Falcon will go over it with Mr. Howell and Dr. Davis. If they make these changes, it will be effective down the road a bit, it will not be effective July 1. Dr. Hulbert stated that they may make them effective July 1. Mr. Delaune was concerned about department name changes for the new magazine. Dr. Hulbert stated to go with what it is right now.

Dr. Hulbert stated that we will go ahead and work out those items that are name changes/structural changes that we know we are going to go with (Nursing and Allied Health). Dr. Davis stated that he and Mr. Howell agreed that those are ready. Dr. Hulbert stated, next week, for them to sit and go over. They will see if they can get that out and make that decision.

Mr. Naquin stated whichever ones we could do for the beginning of the Fiscal Year, there are a number of things which need to be done. Dr. Hulbert knows. Ms. Caballero stated that those changes would have to be submitted to the board as an agenda item with justification. Dr. Davis stated they are trying for the June Meeting with name changes. Ms. Caballero stated that the Board would have to receive by June 7, but she needed to receive in the President's Office by June 3, 2004. Mr. Naquin stated that we may want to check with the Board, the organizational charts are submitted to the Board for the new fiscal year and that submission is not due until the August meeting, when they approve the budget. Dr. Hulbert stated that the justification will be from recommendations from the Institutional Review by Jim Fisher as much of the changes are from those recommendations.

15. Dr. Hulbert stated, when he does put together objectives for himself for next year, it will flow from things we are all doing. He will indicate that these are subject to change as a result of the transition of the Provost and V.P. for Academic Affairs. Once Dr. Falcon comes in and they start discussing Strategic Planning of what we want to do as an institution, it will change some priorities that we put in place now. We are trying to meet the deadline for June 21 for the five year Strategic Plan update for the Regents that Dr. Clausen wants to see.

16. Dr. Hulbert handed out the President's Master Calendar. He indicated that it was dates that involve the Vice Presidents or the Academic Deans from the previous year and dates/events for next year. **If they have any fixed dates that can be provided to Dr. Hulbert,** he would appreciate receiving.

After this is done, **he wants a major event calendar for the institution that we have that is updated periodically.**

Adjourned at 9:30 a.m.

THINGS AGREED TO DO ARE IDENTIFIED IN BOLD PRINT