FINANCIAL PLANNING TASK FORCE  
February 9, 1999  
1:30 p.m.

Present: Reneau, Rea, Thomas, Hall, Reagan, Hilgenkamp, Drewett, Elmore, Simms,  
McConathy

Absent: Edmiston.

New Member

President Reneau welcomed Kevan Simms, President of SGA, as the newest member of the Task Force.

Minutes

The Financial Planning Task Force minutes of October 27, 1998, were approved as submitted on a Rea/Elmore motion/second and unanimous vote.

Key Strategic Direction #3, Financial Resources

President Reneau led a discussion on KSD #3, Financial Resources.

Mr. Marvin Robique, Deputy Commissioner for Finance at the Louisiana Board of Regents, agreed to act as an external consultant and review our finalized budgeting/financial planning document. His response was:

"The layout of the plan is excellent. It provides details of the process and the people involved at each stage. Each participant should know at what stage of the process he/she will be involved and be able to provide input and/or feedback.

I feel the overall plan provides a very good planning schedule. I would suggest that the dates in the capital outlay section be adjusted to correspond with the new capital outlay procedure and dates adopted by the Board of Regents."

Following receipt of these recommendations, Vice President Rea revised the Budget Planning Schedule to incorporate those recommended changes. A copy of Mr. Robique’s report and the revised schedule is attached.

President Reneau indicated that he felt we have a good process which we need to follow and update when necessary. A copy will be placed in the library and will be included in the Faculty and Staff Handbook to allow for maximum visibility and distribution.

A Rea/Drewett motion/second to approve the Budgeting Planning process as submitted received unanimous approval.
The final charge of this KSD is that the plan will be continually evaluated by measures which include input solicited annually from faculty, administrators, staff, and external stakeholders. The mechanism for accomplishing this will be discussed at a later date.

Committee Reports, Strategic Plan

Committee reports on Key Strategic Directions #1, 2, 5, and 7 were presented and discussed as follows:

**Key Strategic Direction #1 - Relating to Activities of the Enrollment Management Council and the Office of Enrollment Management**

Mrs. Rasbury summarized the report submitted by Dean Pamela Ford. Statistics were presented on FTE enrollment, retention, and graduation rates:

From the Fall of '95 (benchmark year) to the Fall of '98 FTE enrollment increased 3.5%. For the same period, first-time freshmen enrollment increased 29%.
Since the Fall of '91, retention rates have consistently improved from 62.8% to 77.9% in the Fall of '97.
The Fall of 2004 will be the assessment point for evaluation of meeting the objective of increasing the graduation rate to the rate of selected benchmark institutions, beginning with the 1998 freshmen cohort.

A summary of 1998 Enrollment Management/Enrollment Management Council activities which were implemented in support of KSD #1 was presented. Topics included: reorganization of staff, purchase of new computer hardware, implementation of a "Tech After Five" program, special promotions, improved recruiting procedures, revision of scholarship awarding process, improvements to the University Seminar class, revision of registration procedures, development and administration of a freshman survey regarding orientation, automated grade reporting, revision of the academic renewal policy, preparation for SCT information software, financial aid workshops and improvements, and the hiring of a computer programmer research associate.

A complete copy of the report is attached.

Since the above-mentioned report was written, the 1999 IPEDS Graduation Report has been completed. This report tracts the 1992 freshmen class for four, five, and six years. The six-year graduation rate improved from 34.9% to 42.6%. This particular study tracts two-year and four-year degree students, which differs from the method utilized by the Board of Regents and the NCAA.

**Key Strategic Direction #1 - Relating to Timely Degree Completion - Vice President Ken Rea**

During the 1998-99 year, academic degree programs have been reviewed and the number of hours
required for degree completion has been reduced. In addition to the university strategic direction in this area, the University of Louisiana System’s strategic plan stipulated a reduction in degree hours to 125. As of this date, 14 degree programs have been reduced to 120 hours and 40 degree programs have been reduced to 125 hours or below in required hours. Most changes will be effective with the summer 1999 quarter.

Some degree programs could not be reduced to 120 or 125 hours due to accreditation and certification requirements. A justification was provided for those programs. A copy of this report is attached.

*Key Strategic Direction #1 - Relating to WWW Internet Activities - Vice President Ken Rea*

Louisiana Tech’s presence on the World Wide Web has been greatly enhanced though the efforts of the Internet Committee, the Webmaster, the Web-Editor, the Computing Center staff, and others.

Internet policies and procedures have been developed by the Internet Committee and are defined as Campus Internet Policies as a section of the University Policies and Procedures which appear on the Internet.

By recent count, 90 faculty members have established home page/web sites. Many utilize these home pages and e-mail in course instruction. Each university faculty and staff member is provided an e-mail account and e-mail access.

English 303, taught as the first Internet course in 1997-98 continues to be offered two or three times per year. Additional Internet offerings include Architecture 311 with English 202 and Journalism 202 planned as Internet offerings this spring.

Faculty development activities have been designed and offered to assist faculty with instructional design using the Internet. A complete listing of these activities is included in the complete report which is attached.

Also, an Electronic Learning Council has been appointed and is active. This group is charged with coordinating all electronic learning on campus. The Council is composed of the associate deans in each college and is chaired by Mr. David Cargill in the Library.

The Board of Regents singled out Tech for our accomplishments in compressed video. We were cited by SREB as a good example to utilize for the development of distance learning courses.

*Key Strategic Direction #1, Relating to Cultural Programs - Vice President Jean Hall*

Dr. Hall presented a report from Mr. Dan Erickson, Chair of the Cultural Programming Task Force. The recommendations made by the task force focused on three areas: 1) increasing opportunities for interaction between international and American students to facilitate understanding and
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friendship, 2) finding better ways of collecting and disseminating information about cultural events on campus in addition to encouraging these events, and 3) to expand the current cultural festival in the spring sponsored by the international students on campus to include other groups and more diverse cultural programs and activities.

Progress has been made toward these goals:

1. Two positions were added to the International Student Office and the programming coming from that office - a secretarial position and a second graduate assistant position.
2. As a result, responsibility for international admissions and recruitment was shifted from the Admissions Office to the International Student Office.
3. A web site entitled “Study in the USA” has been made available and we are receiving 50 to 75 inquiries daily from students. This is one of the most widely used contacts.
4. A campus-wide inter cultural newsletter was printed and disseminated in the summer of 1998. Another issue is due out in mid-February to include programming highlights from different departments and colleges during the coming spring quarter.
5. The International Days Celebration has been expanded with several added events.

A complete copy of the report is attached.

A Rea/Hall motion/second to accept the reports regarding Key Strategic Direction #1 received unanimous approval.

Key Strategic Direction #2, Faculty/Staff Development - Vice President Ken Rea

This proposal provided a recommended organization structure and budget for professional development activities for Faculty/Staff/Administrator Development. The proposal included the addition of two centers: a Center for Educational Excellence and a Center for Instructional Technology to provide professional development and technological support to students, faculty, and staff. The proposal recommended that both centers be housed administratively under the Vice President for Academic Affairs, rather than under the Division of Continuing Education as was previously recommended by the Council.

An initial budget of $118,000 was proposed for the Center for Educational Excellence. The Center for Instructional Technology would require additional funding. The centers would work collaboratively, share resources, promote faculty and staff development, and promote distance learning.

President Reneau indicated that he was most interested in faculty/staff development and is supportive of the project. Faculty/staff development relates directly to the Strategic Plan, and is a priority item for funding.
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Dr. Rea indicated that several questions were raised at the last Administrative and Planning Council regarding their proposal. Questions included a mechanism for funding. Therefore, he and the Council of Academic Deans recently met to revise the proposal and will resubmit to the APC and the Financial Planning Task Force.

Key Strategic Direction #5, Research Efforts - Dr. Terry McConathy

Several measures were taken this year to streamline infrastructure necessary to facilitate scholarly activity.

- several workshops were conducted to provide professional development and training in the preparation of grants and proposals.
- the University contracted with Morrison and Associates to assist in developing technology transfer capabilities, which included patent and licensing polices.
- Consultation was provided by an external agent regarding the infrastructure of the Office of Research.
- An experienced Research Contracts Administrator was hired in June 1998.
- The Director attended a four-day seminar as the University’s Facility Security Officer.
- Several professional development and training meetings were attended by various staff members.
- A new Coordinator position was added to the Office of University Research to enhance the university’s research infrastructure.
- Job descriptions and responsibilities were redesigned to permit the advertising and hiring of a technical writer who will provide service-desk capabilities to the faculty and staff.
- Funds were provided to update the equipment in the Office of University Research.
- Tech was invited to join SURA, Southeastern Universities Research Association. Funds were provided to do so. The Director of University Research attended the Council of Presidents Meeting on Dr. Reneau’s behalf in November 1998.

Measures were also taken for evaluating and rewarding success in research consistent with the University’s mission:

- The first issue of the Office of Research and Graduate School newsletter was published in November 1998.
- Input is presenting being sought from two committees identified in this objective.

Measures were taken to identify and market research areas that integrate the University’s external resources, faculty expertise, and technical capabilities:

- The Director is a member of the Executive Committee of the Advanced Technology Strategic Study and serves as Chair of the Advanced Technology Task Force for Lincoln Parish.
- The Director made a presentation about Tech’s technology transfer efforts at the
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Technology Transfer Center in Shreveport.

- The University continued to engage the services of Van-Scyoc Associates in Washington, DC. Officials of that company act as a liaison between the University and agencies of the federal government.
- The President and the Director met with congressional representatives in Washington during March. The President made a presentation to key congressional aides regarding Tech's strengths and potential to conduct meaningful research and technology transfer.
- Dr. Paul Hale was named as Associate Dean of External Programs and Director of the IFM Technology Transfer Center in Shreveport.
- The Director attended three meetings of the Louisiana Economic Development Council in Shreveport and Baton Rouge. Tech has been included prominently in the six target areas for knowledge-based economic diversification identified by the State Department of Economic Development (Vision 2020 program).

A complete copy of this report is attached.

In addition, Tech has recently been granted membership of the National Association of State Universities and Land-Grant Colleges (NASULGC). Various administrators from Tech have been appointed as representatives on their councils and commissions. Others members of this prestigious organization in the State are LSU, Southern, and UNO.

A McConathy/Elimore motion/second to accept this report as presented received unanimous approval.

Key Strategic Direction #7, Task Force on Process for Effective Stakeholder Input - Vice President Jean Hall.

Dr. Toms Means is chairing the task force and authored the attached report. Since the Division of Student Affairs is targeted for the implementation process this year and Dr. Means has worked closely with that Division, Dr. Hall reported on the progress.

This year the objective is to inventory and evaluate stakeholder input with regards to Student Support Services. This area of the University has been subdivided and assigned to specific Task Force members. The process needed for gathering the input for each subarea of Student Support Services has been identified, and the Task Force is in the process of organizing questionnaires in order to distribute them for the inventory of stakeholder reactions. Information is being gathered on how they receive information, how and what services they provide, how input is received back, and how we incorporate information received from stakeholders back to our users and in our mission statement.

A Hall/Simms motion/second to accept this report received unanimous approval.
1999-2000 Budgeting for Key Strategic Directions

Discussion ensued regarding budgeting priorities for next year as they relate to the Strategic Plan. The Task Force was pleased with the accomplishments toward KSD #1, 2, 4, and 5 as presented at the October meeting of this group and hoped to see further accomplishments.

A Rea/McConathy motion/second to recommend the continuation of the same four priorities for 1999-2000 received unanimous approval. The four priorities are:

- KSD #1 - recruiting, retention, graduation rates
- KSD #4 - integrating advanced technology
- KSD #5 - infrastructure to encourage research efforts
- KSD #2 - faculty/staff/administrator development

Performance and Incentive Funding

President Reneau indicated that each university as well as the governing boards have been required to submit Strategic Plans to the Division of Administration (DOA). Information from Tech’s plan was pulled from the 1997-2001 Strategic Plan.

Strategic plans are required by all state agencies and will be utilized to drive operational planning and budgeting and will be evaluated as a part of performance audits and Legislative sunset reviews. By law, all strategic plans must be revised and updated at least every three years. Staff of the Board of Supervisors provided information from colleges and universities under their jurisdiction for 1998-99; therefore, our Strategic Plan submitted extends through the year 2002-2003. As previously stated, we will be given an opportunity to revise and update each year.

Tech’s required Operational Plan was submitted to the DOA in November 1998, setting forth specific measurable objectives which we feel can be accomplished during 1999-2000. We will be required to report quarterly on our progress. Continuation of budgeting at status quo will be dependent upon our progress.

Deferred Maintenance

President Reneau reported on the approximate $2,000,000 of deferred maintenance projects which are in progress.

Dormitory Updates

President Reneau announced that we are seeking permission to restructure our dormitory debt and
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extend the payoff schedule to allow for the utilization of approximately $500,000 annually over the next few years to update the dormitory rooms. This money would be used to modernize the dormitory rooms and make a substantial difference in the quality of living for residential students.

CD Rom for Recruiting

Vice President Hall announced that the CD rom which was funded by the Alumni Foundation for recruiting purposes was complete and being reproduced for large-scale distribution.

Promotional Tape, Athletics

The Task Force watched a new promotional video on athletics entitled “Louisiana Tech, Hard to Beat.” The video was produced in January 1999.

Adjournment

Meeting adjourned, 2:30 p.m.