

LSU AgCenter Faculty Council  
Minutes of meeting held July 31, 2003

1. The meeting was called to order at 10:05 am. Members in attendance included:

Nona Fowler	Allen Hogan
Bill Branch	Kurt Guidry
Debbie Bairnsfather	Donald Boquet
Jerry Whatley	Arthur Villordon
Chris Clark	Cathy Williams

2. Mike Carl discussed the internet security changes.
  - a. Reasons for the changes included
    - i. Mandated by the LSU Systems Office
    - ii. Physical location of the server
    - iii. More access to Ag Center resources through traditional hard wire and Broadband service at most remote locations. Soon all remote locations will have Broadband internet service.
  - b. A new position was created through the Louisiana Office of Information Technology. Chad Magee has been hired for this position. This office has been formulating new policies in regard to hardware and software security.
  - c. He suggested that everyone keep up with security policies.
  - d. He recommended that everyone protect their identity and provided examples of Ag Center personnel who have experienced problems when personal information was obtained.
  - e. He discussed problems that have occurred when computers are left on and are not secure. Computers can be used as a gateway to other computers which can then be used to store information from other places, send mass amounts of information to clog the system, or to get to more computers to do damage. Mike emphasized the purpose of security is to prevent problems and protect everyone.
  - f. Implementing basic security needs:
    - i. Password requirements have been established. An email reminder will be sent for password changes (every 60 days). A message will also be placed on E center and can be seen near your name when logging in.
    - ii. It is important that everyone keep their computers more secure.
    - iii. Norton antivirus software can be kept up to date by AgCenter IT Support and Infrastructure.
  - g. Mike asked that everyone bear with them through this challenging time. The AgCenter IT personnel are there for assistance.
3. Fred Piazza discussed and demonstrated the new Web Content Management System
  - a. The new system is almost complete and to the point for faculty input.
  - b. The Ag Center took this approach because of the massive volume of content on the web (2 ½ million files and 46,000 web pages). This has become

difficult to manage. There was no strong guiding vision for the website, and it was not an easy website to navigate. Finding information was difficult.

- c. A new system has been created, and the website has been completely revamped. Web based content management is a large data base that holds all content information and helps manage it all.
- d. After this brief discussion, Fred demonstrated the new system. The content is being targeted for the public and is not highly technical information.
- e. This is a very powerful system and is ready to be tested. They need input from faculty and staff. They are currently working on a peer review system for posting articles, and Fred sought input from the Faculty Council on this.
- f. The question was asked concerning the content manager becoming overwhelmed with information. Fred said that 2 positions for channel managers will be filled to work with IT and communications. They will help get content organized and loaded onto the server. These channel managers should be specialists in technology with some technical agriculture background. Also, content advisors will be put in place.
- g. The new system will go live to employees first. This will enable the AgCenter IT Web and Application Development to work through any problems before the system is made public.

4. Approval of minutes from May 27 meeting:

- a. Minutes were reviewed by council members
- b. It was moved (by Allen Hogan) and seconded (by Jerry Whatley) that the minutes be approved as handed out. The motion carried. The minutes will be posted on the Faculty Council's web site.

5. Old Business

- a. Discussion of policy statement PS 42:
  - i. Concerns were raised about same discipline reviewers. Chris suggested addition of a statement indicating the use of same discipline reviewers will be allowed if the applicant so chooses (not mandated). The document already has provisions for seeking reviewers outside the department or unit when there are not enough in the unit.
  - ii. The proposed suggestion was added to PS 42, and the Council will vote at the next meeting. The revised document will then be sent to the Chancellor.
- b. Proxy voting: No quorum was present, so the vote was postponed until the next meeting.
- c. Meeting schedule: The vote (on changing the bylaws which require that a schedule of all meetings be established at the beginning of the year) was postponed until next meeting.
- d. Pay raise recommendations
  - i. Bill summarized comments provided by faculty council members

- ii. The comments were split between merit based raises versus across the board salary increases.
- iii. Comments had been sent to the Chancellor prior to today's meeting.
- e. Vice Chancellor and Unit Head Evaluations

Comments on evaluations for vice chancellors and unit heads were discussed. Recommendations from the Council included:

- 1. These should be conducted annually just like faculty do now
- 2. All faculty, not just the Faculty Council, should be able to conduct a review.
- f. The new evaluation process was discussed.
  - i. Agents liked this form better than previous ones.
  - ii. Many people experienced problems with the computer aspect of the process, such as downloading, saving, or seeing results and feedback.
  - iii. The form itself was not a problem and seemed to be well received. The major problems encountered by many were computer related.
- g. Website Recommendations
  - i. No quorum today, so no recommendations could be sent forth to Fred Piazza.
  - ii. Brief discussion was held by council members. Jerry recommended that the proposed structure for the main AgCenter site was fine, but separate channels for parish, branch station, and department web sites may prevent overloading.
  - iii. Frankie Gould is currently serving as acting IT Director and is heading a search committee for Gene Baker's replacement.
- h. GIS Recommendations
  - i. GIS meetings have been held on campus and at off campus locations such as St. Joe and Red River Stations. A wide representation of faculty has attended. A general introduction to the program was presented
  - ii. Software will be downloaded onto personal computers if requested. Staff members will provide instruction to employees if needed.
  - iii. The Chancellor wants GIS software available to all in the Ag Center.
- i. Annual Conference
  - i. Comments from Faculty Council members were previously sent to Bill Branch. A summary of these comments was presented to the Council.
  - ii. The comments have been sent to Dr. Richardson.
- j. PM 12:
  - i. The Faculty Council will recommend that Chancellor Richardson support the proposed changes to PM 12
  - ii. These changes would allow dependents of faculty and staff to receive tuition waivers.
- k. Distinguished Fellow Award
  - i. The Chancellor asked that this award be established for someone outside the Ag Center to be recognized for service to the Ag Center.

- ii. The Faculty Council supported the idea but recommended that the name of the award be changed. A “fellow” award usually is given to someone within an organization.
  - 1. Master Plan
    - i. No report was given today.
    - ii. Bill Branch agreed to look into the Master Plan situation since the Chancellor asked the Faculty Council to do so.
  
- 6. Chancellor Richardson had the following comments to the council:
  - a. Reported on the budget situation. He commented on pay raises. These will be effective July 1.
  - b. Department and Regional review data are being analyzed.
  - c. Drs. Richardson, Brown, and Coreil are meeting to determine prioritization within programs. This does not involve firing or releasing personnel. Some may be reassigned but will not lose their jobs. Some items are politically challenging, but the discussions are becoming more focused.
  - d. Positions are being prioritized in the departments. Rather than cutting positions now, they are giving 12 months for evaluation.
  - e. Faculty appraisal system: Dr. Richardson was not pleased with the mechanics. A committee is in place to study the technical aspects and assess whether needs are being adequately met. This must be done by January 1, 2004.
  - f. Department head evaluations: Dr. Richardson was disappointed with the amount of participation. This must improve, and the challenges involved in this process must be evaluated.
  - g. Printing expenses:
    - i. Excessive printing of materials (bulletins, etc) has become a problem. Many of these materials sit in warehouses and thus funds are wasted.
    - ii. Dr. Coreil is working to impose tighter regulations on this.
  - h. Additional commodity summits
    - i. No plans for more
    - ii. Horticulture has another one planned
    - iii. Difficult decisions must be made based on recommendations from the previous 2 summits
    - iv. Looking seriously at CSREES reviews. These should be timed to prevent excess work.
    - v. Faculty would like to see a summary of the results from summit recommendations.
  - i. Efferson Hall security:
    - i. System being put in place for more security within the building.
    - ii. This is to prevent problems in the future.
    - iii. Certain doors will be locked to control flow of traffic through the building.
    - iv. There will be an information desk to direct visitors.

- j. PM 12 is a budget issue. The Baton Rouge campus hasn't moved forward with it. Dr. Richardson doesn't see it happening in the near future.
- k. Validating leave: This was requested by the legislative auditor.

7. New Business

- a. Communication Specialist Position
  - i. Three employees were promoted in the Ag Communications Department. One person was not promoted because he is not in a tenure track position.
  - ii. This employee has been given the title of specialist. The Chancellor asked the Faculty Council for approval of this position title.
  - iii. Some Faculty Council members asked why communications and HRM employees should be in tenure track positions. These are more service oriented units.
- b. Grandfathering and Inbreeding
  - i. In response to a letter from the Associate Dean of the graduate school to Ag Center Administration, Dr. Paul Coreil responded with a letter.
  - ii. The Faculty Council recommended that a memo be sent to Dr. Coreil in appreciation of his efforts to "cool the waters".
- c. Nominations for faculty council will begin in September. Mike Carl will set up the electronic voting system as used last year.
- d. The executive committee will meet on August 25.
- e. The next meeting of the Faculty Council will be held on Wednesday, August 27, at 10:30, in the Sullivan Conference Room, Parker Center.
- f. Motion was made by Nona Fowler, seconded by Cathy Williams, that the meeting be adjourned. Motion carried. Meeting adjourned at 2:30 pm.