



Department Operating Unit Summary

Operations Planning & Management	<input type="checkbox"/> Executive Ops Report – This is our first Operations Report; future reports due by 5 th of each month <input type="checkbox"/> Operations Plan for Athletics – Operations Plan for 2017 will be delivered in early June <input type="checkbox"/> Executive Ops Book – Maintaining binder to manage significant projects/tasks in Operating Units <input type="checkbox"/> Unit Management – Installed Quicksheet Reporting system in all Operating Units in March
Leadership Team	<input type="checkbox"/> Team Meetings – Meeting every Tuesday at 8:30 am <input type="checkbox"/> AD's Folio – Finalized all-purpose presentation portfolio for Leadership Team and Development <input type="checkbox"/> HR presentation – Facilitated Director of HR to review Hiring Practices with all staff <input type="checkbox"/> ACT Lawsuit – Initial depositions completed
Academic Services	<input type="checkbox"/> Progress Report #3 – Grade check evaluations emailed to professors yielded 58% response rate <input type="checkbox"/> Learning Specialist – Offer made to and accepted by Ashlee Jennings; start date 6/19 <input type="checkbox"/> External Audit – Audit and evaluation of Certification Process confirmed current procedures <input type="checkbox"/> Student-Athlete of the Year – Conducted interviews and named finalists
Business Office	<input type="checkbox"/> FYE 17 – Preparations for year-end closure; notifications, Payable & Receivables <input type="checkbox"/> FY18 Budget – Leadership Team finalized draft; incorporating salaries from Comptrollers <input type="checkbox"/> FY18 RCAF Budget – Pending meeting with Bryan & Jim; pending Rob's input on Promotions <input type="checkbox"/> Student-Athlete Insurance – Finalize plans for shopping policy; revising internal procedure
Camps & Clinics	<input type="checkbox"/> Camps – Participating in ongoing discussions to finalize process and procedure for Athletics Camps <input type="checkbox"/> Business Processes – Business Manager met with Purchasing to review camp business operations <input type="checkbox"/> New Camp Employees – Met with HR and Cont. Ed. to review procedures for hiring process <input type="checkbox"/> Student Payroll – Meeting is set with Financial Aid to review camp student payroll procedures
Coaches	<input type="checkbox"/> SPA Assignments – Bryan met with all SPAs and Head Coaches to review reporting procedures <input type="checkbox"/> Sport Reports – Due 5/1 <input type="checkbox"/> Head Coach Evaluations – Instruments are completed; meetings are being scheduled <input type="checkbox"/> Team Meetings – End of semester Compliance meetings and exit interviews taking place

<p>Communications</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Football PR – Working with Andre Williams to draft releases and statements as needed <input type="checkbox"/> Website – Updating bios, facilities page, & records while redesigning site with Lead. Team input <input type="checkbox"/> Sports – Nominating SAs for Sun Belt/LSWA honors; drafting football media guide <input type="checkbox"/> Social Media – Finalizing teams’ social media handles; highlights for streamed live events
<p>Compliance</p>	<ul style="list-style-type: none"> <input type="checkbox"/> GSR – Compiling data for the Graduation Success Rate Report (due June 1) <input type="checkbox"/> All Staff Meeting – Newsletter and Kahoot presentation for monthly All Staff Meetings <input type="checkbox"/> Sports – Traveled with Baseball (External review recommendation); end of year mtgs. conducted <input type="checkbox"/> Student-Athlete Affairs – Planning end of the semester events and dinners for SAAC program
<p>Development (Major Gifts)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Football Stadium – Iberia Bank wants 1st right of refusal on naming right; meeting with CEO 5/18 <input type="checkbox"/> Baseball Major Donors – Scott Kerstetter & Richard Chalmers updated on Baseball facility project <input type="checkbox"/> Thank-a-thon – SAs called RCAF members to thank them for their support <input type="checkbox"/> Spring Gala – Mingled with several RCAF donors
<p>Development Annual Fund</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fundraising event – Attended football event run by Gerald with new prospective donors at SAPC <input type="checkbox"/> Key Donors – Troy Meaux, Chad Meaux, Matt Roth, Carl Vincent, Leonard Franques, Clay Higgins <input type="checkbox"/> Softball Fundraising Golf Tournament – Fliers printed and donated by Hulco <input type="checkbox"/> Home Run Challenge – Surpassed 1st base goal (\$60K) raised, soliciting fans at home games
<p>Equipment</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Letterman Jackets – Finished the 2017 Letterman Jacket for all sports; fitting of jackets started <input type="checkbox"/> Spring Football – Started equipment pickup to prepare for reconditioning <input type="checkbox"/> Floor renovations – Floors were replaced; equipment room is being put back in order <input type="checkbox"/> Fall Equipment Orders – Meeting with fall sports to review needs for 2017-18
<p>Event Management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Re-entry and bag policy – Finalizing press release and fan information with UP, PRNS, Univ Admin <input type="checkbox"/> Game Management (Softball) – Hosted conference opponents; submitted NCAA regional bid <input type="checkbox"/> Facility Management (Lamson Park) – Updated streamed video capture capabilities <input type="checkbox"/> Human Resources – Submitted requests for Football and Soccer (W) staffing and payroll

<p>External Affairs</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Multi-Media Right Preparation – Collecting current and available inventory to begin RFP process <input type="checkbox"/> Football – Spring game completed with alumni/fan attractions; conducting fan experience survey <input type="checkbox"/> Geaux program – Renewal and new sales ongoing <input type="checkbox"/> Sponsorship renewals – Meetings are being scheduled; including McDonald’s; pitch made to Agave
<p>Facility Operations</p>	<ul style="list-style-type: none"> <input type="checkbox"/> SA Academic Center – Received NCAA funding and permission to proceed; awaiting design plans <input type="checkbox"/> Golf Facility – Working on timelines for inside buildings; planning ribbon cutting near 6/1 <input type="checkbox"/> Baseball Facility Management – Approved A/V system; discussing loge boxes; Press box cabling <input type="checkbox"/> Sponsorship/Development Roles – Determined signage at gates at Cajun Field is Sponsorship role
<p>Human Resources</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Appointments – Meetings for Bryan with ALL Staff (one-on-one questionnaires) 10% completed <input type="checkbox"/> Organization Chart – Updating chart & creating Sport Program Administrators Organization Chart <input type="checkbox"/> Hiring Position – Starting hiring process for Admin Assistant 4 (serves Sr. Leadership Team) <input type="checkbox"/> FLSA – Finalized compensation for non-exempt employees with payroll per HR request
<p>Sports Medicine</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Concussion Management Protocol – Submitted to NCAA <input type="checkbox"/> Interviews – In the process of filling certified Intern Positions <input type="checkbox"/> Insurance Policy – Met with Joey Pons to determine best policy; meeting 5/1 with Bryan <input type="checkbox"/> Drug Free Sport – Considering using for institutional drug testing in 17-18
<p>Strength & Conditioning</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Spring Football – Workout program <input type="checkbox"/> Football – May workout packets distributed to Players <input type="checkbox"/> Director for Olympic Sports – Search committee Skype interviewing 6 top-candidates next week <input type="checkbox"/> Professional Development – Skype sessions with FIU and Detroit Lions
<p>Ticket Operations</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Football Season Ticket Renewals – Sales at 6205 up from 5497 from last report <input type="checkbox"/> Football Renewal Reminder from Hud – Letter emailed to fans who have not yet renewed <input type="checkbox"/> Basketball (M) – Submitted proposal to Leadership Team for Season Ticket Pricing <input type="checkbox"/> Season Ticket Printing – Getting quotes from 3 firms

<p style="text-align: center;">Video</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Gerald Hebert Fundraising Presentation –Edited & Produced Presentation of facility updates <input type="checkbox"/> Video Production – Junior Day Presentation and 2017 Red-White Spring Football Game <input type="checkbox"/> NFL Pro Day – Releasing a video with highlights from 2017 NFL Pro Day <input type="checkbox"/> Football Season Ticket Video – In progress
<p style="text-align: center;">Other Items</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Title IX Compliance – Ongoing distribution of Interest Survey to all prospective Students <input type="checkbox"/> Diversity & Inclusion – Attending Roundtable Discussions conducted by Office of Diversity <input type="checkbox"/> Social Justice Committee – 17-18 SAAC initiative; discussed SA activism & National Anthem <input type="checkbox"/>