

Reflecting Activity for April 2017

Executive Operations Report
In Support of Presidential Leadership and Control for:

Louisiana
Department of Athletics



Prepared for:
Joseph Savoie, PhD
President

Presented by:
Bryan Maggard
Director of Athletics

Prepared by:
Jessica Leger
Deputy AD

Approx. Reading Time = 60 Minutes



MEMORANDUM

To: Joseph Savoie, PhD – President
From: Bryan Maggard – Director of Athletics
Date: April 28, 2017
Subject: Executive Operations Report in Support of Presidential Leadership and Control

Purpose of Document

The purpose of this Executive Operations Report is to provide you with a comprehensive, consistent, and timely flow of information about the significant facets of our monthly operations – all in support of Presidential Leadership and Control for the Louisiana Department of Athletics.

For your formal review, comment and approval is our first version of the report. Please note that this report reflects a summary of the significant activities that occurred in the month of April 2017. I am confident that these reports will facilitate our regularly-scheduled meetings and communications. They should also allow us to strategize and prioritize in an effective and efficient manner.

I am proceeding and leading with a spirit of openness and inclusion in all areas of our work – and as a Department, as we continue to strive for unity in all our planning, management, and communications. A continuous improvement mindset remains the order of the day!

Description of Executive Operations Report

Please note this document is divided into two sections:

- 1. University Community Summary**
Provides a summary of our significant activities within the University Community
- 2. Department Operating Unit Summary**
Provides a summary of the significant activities within each Operating Unit of our Department

As an aside, special thanks to Jessica Leger who has provided assistance in gathering and formatting the information contained in this report. Her involvement has been invaluable.

Critical Review and Comments

I look forward to your review and comments on this report – as well any suggestions for improvement. I am fully aware this is a summary document, and as such, conversations and supporting documentation might often be required to provide context to a specific issue. Please know that I always remain available to address your requests, questions, or concerns.

Above all else, I remain available to speak with you on any issue that represents risk or opportunity to our Student-Athletes, our Department of Athletics, or the University of Louisiana.

Honored to serve!



University Community Summary

President Savoie	<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
University Units	<input type="checkbox"/> Housing – Compliance met with Housing; sent email to Head Coaches regarding Assignments <input type="checkbox"/> University Athletics Committee – Meeting 5/15 for UAC to report proposed changes to Bryan <input type="checkbox"/> Admissions – Finalizing incoming class admission status for Summer and Fall 2017 <input type="checkbox"/> VP Meetings – Reviewing SEVIS protocol for TOEFL requirements with Dr. Bowie
University Academics	<input type="checkbox"/> Provost – Christy A. met monthly this semester to report SA Academic Center needs <input type="checkbox"/> Deans – Coach Hud, Christy, & Jessica addressed Dean’s Council on grade check response rates <input type="checkbox"/> GPA – 2.947 FA16 SA GPA compared to 2.87 FA16 Student Body GPA <input type="checkbox"/> GSR – 80% 2016 Report (09-10 cohort); 4 yr. SA FGR avg. 66% compared to 46% student body
University Advancement	<input type="checkbox"/> Director of Foundation – Working with Julie Falgout on \$1M ask from Lafayette General <input type="checkbox"/> Shared Activities – Staff members attended EAB presentation on transformative gift opportunities <input type="checkbox"/> Key Donors – LHC group CEO \$1M verbal pledge; follow up meeting with CEO and CFO set <input type="checkbox"/> Alumni Support – Attended Gala in support of Ed and Rickey Domingues along with Lagniappe Day
University Finance	<input type="checkbox"/> Financial Planning – Scheduling meeting with VP Finance to review FY18 draft budget <input type="checkbox"/> <input type="checkbox"/>
Community Activities	<input type="checkbox"/> Outreach – 9 members of Athletics attended lunch at Capitol on 4/19; ULS Day <input type="checkbox"/> Acadiana Outreach Tours – Completed Acadia and St. Landry Parish tours; scheduling others <input type="checkbox"/> BNI Presentation – Spoke to local Business Networking Group on sponsorships and season tickets <input type="checkbox"/> Coaches’ Caravan – Working on dates for NOLA



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>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>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"/>