



MINUTES

LSUA Chancellor Cabinet

6/3/2020 9:00 AM | *Meeting called to order by* Chancellor Coreil

In Attendance

Dr. Paul Coreil, Dr. John Rowan, Deron Thaxton, Dr. Abbey Bain, Eamon Halpin, Melinda Anderson, Shelly Gill, Dr. Haywood Joiner, Adam Jonson, Elizabeth Jonson, Chancey Slider

Guests: Chief Donald Collins, Jerri Weston, Kevin Vercher, Daniel Manuel

Chancellor Coreil called the meeting to order at 9:00 AM

Chancellor's Updates:

- I know all of us have been watching news updates regarding the murder of George Floyd and protests against racial discrimination in our country. I recently sent out a university statement that reiterates our commitment to social justice and I encourage everyone to feel free to share it. We are getting a lot of positive feedback on our statement, but it is only a statement if we do not put these principles into action in our day to day interactions as a campus. It is time for us to speak up about the fact that social injustice or discriminatory practices are unacceptable. As a university, we need to set a positive example in everything we do.
- Phase 2 of our LSUA Reopening Plan begins on Monday, June 8th and the state phase 2 reopening begins Friday, June 5th. There will be some pretty significant changes to what we have been doing during Phase 1. Region 6 – Central Louisiana Area - is seeing an increase in positive tests and hospitalizations so we still have a long way to go related to COVID-19. We will continue to monitor those numbers. We recently signed an interagency agreement with the City of Alexandria. This is a very positive step forward being our existing agreement had expired 2-3 years ago. Utilities will continue to be funded for the AMoA and we will work collaboratively on community events and their provision of community centers and sports centers made available for use by LSUA. A copy of the agreement can be accessed **here:** <http://lsua.it/f5KM> .
- We need to continue to show our support and appreciation of the city.
- Interviewing 4 faculty members for the Chancellor's Fellow opportunity this week. All are strong applicants and I am very pleased with the interest which will focus on Childcare Center revitalization.
- I have a call today with the LSU leadership team and hope to have more information about our system-wide voluntary COVID-19 testing.
- Continuing to do weekly calls with CLTCC, Northwestern and sometimes LC. Dr. Maggio shared that Northwestern is considering starting classes a week earlier and finishing the fall semester Thanksgiving. This is being done to limit mixing of students after the Thanksgiving Break when they will be traveling extensively then returning to campus.
- The work we are doing with business recovery is vital to our mission. I must compliment the College of Business and Dr. Dupont for continuing to put out the CENLA Economic Dashboard. We are continuing to get a lot of good feedback from community and even President Galligan

has been receiving calls complementing this initiative. We are also proud of the Athletics Department's public service supporting business recovery, especially working in partnership with the Chamber on the **Take A Time Out** initiative.

- We are planning to record a video presentation for spring 2020 graduates who received Latin Honors and Chancellor's Awards.
- Reminding the Cabinet that we need to work on **on-campus enrollment**. Encouraging all of campus to reach out if anyone has any feedback, support, or if there is something that I can do to help. We are again predicting a decline in fall on-campus enrollment. Overall, enrollment looks like it will be about equal to last fall due to continued significant growth in online enrollment. The drop in on-campus student numbers could be due to COVID-19, but we are unsure of all the causes. We must all be encouraged to help us turn around the decline in on-campus enrollment at LSUA and remember our goal is overall enrollment to grow to 5000 students by 2025.
- We send our deepest sympathy and regards to the families and friends of Blake and Ben Cooper whose lives were recently taken in a plane accident. Blake is a friend and the executive director of the Port Commission which is a board that I currently serve on. Their funeral is on Friday and we ask that you please keep their families and friends in your thoughts and prayers.
- The next Cabinet will take place next Tuesday, June 9.

Reports

Adam Jonson

- Sent a document created by COVID-19 athletics team to Cabinet members for review earlier this week. The document was presented during the meeting. This team is comprised of athletics trainers, Kevin Vercher, Daniel Manual, Coach Poropat, and myself. Our goal is to get a stamp of approval from the Cabinet for implementation of our procedures and protocol to begin tomorrow and during the phase 2 return to campus plan. The Cabinet agreed to finalize our plans for Athletics. Some details of the plan include:
 - Fitness Center will remain closed to general public
 - Athletic trainers and coaches are encouraged to work from home and only come to office when necessary
 - No travel for business purposes
 - Groups will be limited to 10 or less and all must wear masks, follow social distancing guidelines, and call upon arrival to meet coaches outside when on campus
 - Fitness Center can be viewed during campus tours, but temperature checks and screenings must be done upon arrival. Anyone with a temperature of 100.4 or more cannot enter and their screening information must be sent to Daniel Manual. We are working with Kaitlyn and Shelly on campus tours so that they are scheduled in advance
 - Individual group activities will be allowed inside for student athletes, but the weight room, pool, and laundry area will remain closed
 - Recruited students and current athlete appointments must be made to use facilities and a coach must be present for any groups of five or more participants. All equipment must be sanitized after sessions
 - Sports medicine area will remain closed, but we will offer some limited availability by appointment only

- We will advise everyone to wash hands when entering and exiting facilities and discourage use of water fountains
- Conditioning activities will take place only outdoors
- Sanitizer will be made available
- Next, we will talk about prospects of athletic team camps in July/August. We are waiting to get more information from NAIA who sent surveys to chancellors and athletic directors last Friday regarding reduced scheduling frequency for fall and winter sports.

Deron Thaxton

- Some departments have ordered thermometers and we have ordered a few that should be here next week. We are still working to determine which areas will need them.
- House bill 307 is being moved. This is a supplemental bill to support allocation of institutional Cares Act dollars. LSUA is included in the group who should receive these dollars and we hope that they will help with cuts for next year. We will know more after the bill is passed.
- Thanks to everyone for sending in COVID-19 expenditures for May. We are doing well compared to other institutions regarding expenses and revenue losses.
- Have been meeting with the enrollment taskforce and we now have several subgroups. We met yesterday to look at all currently registered students and work to make sure they remain registered and enrolled throughout the fall. We are looking at data from last year fall data and about 300 students registered and dropped for various reasons. We are digging into this information to find out why students dropped so that we can be proactive about retaining current and future students. So far, we have determined that students who dropped last fall were spread out among many class levels and departments, but business and nursing had the most drops compared to other areas. We are working on breaking down data to see comparisons in TOPS scholarships, Pell grants, loans, etc. because it seems that finances are one of the main reasons for non-attendance. We will continue to collect and analyze data and hope to have more information soon.

Abbey Bain

- The Enrollment Task Force is continuing to meet and has split into three subgroups. One group is focusing on keeping registered students enrolled, the second group is working on the yield of students who applied and need to register for courses, and the third group is working on getting the group of continuing students who have not registered for fall to register. We will meet again on Friday to discuss our findings for each subgroup.
- Addressing things for the upcoming fall semester and the phase 2 return to campus plan. We will know more after the Board of Regents meeting on Thursday. We are following LSU guidance in regards to plans for event and course protocol. We hope to have more information in the next coming weeks.
- We will be hosting modified orientations for the fall semester beginning on July 3rd and we will be including 100% online options for students who cannot/don't feel comfortable coming to campus. Students will be broken into smaller groups. We are also working to spread out move-in days at the Oaks.
- We are looking at plans for the Ms. LSUA pageant that was postponed in the spring. We are hoping to do something in July so that Ms. LSUA can be voted in and be a part of campus activities for fall. If we host an event, there will be limited number of people allowed to attend the program. We are currently working with facility services to plan for the set-up.

- We had a Zoom session last week for admitted students to meet and greet with each other that was led by student ambassadors and about 20 students joined in. We received some great feedback and plan to continue to host these sessions throughout the summer and encourage students to make connections.
- Later today, we have Zoom session on understanding financial aid award letters. Kristen and Jeff will be on the call for support and to answer questions. We plan to continue to do targeted Zoom sessions like this one and would like for departments to host some focused sessions for their students.
- We want to expand the Health Center for fall to be full-time. We are working with Dr. Cormier and hope to know more information soon.
- Enrollment is close to where we were last year and we are up about 40 first time freshman students. We are down by about 40-50 continuing students, but we are continuing to work on this group and confident that we will be strategic to get more students to enroll.

Shelly Gill

- We anticipate a large amount of enrollees for dual enrollment in the late summer and we have some already enrolled.
- The LSUA facemasks came in and we are excited to offer them to our tour groups.
- Focused on reopening and scheduling tours.
- Thanks to Dr. Coreil for advocating us on news and social media. We appreciate his recent remarks on diversity and social justice.
- Had a meeting last week about recruiting which will look different for the fall. We are looking into new delivery methods so that messages can be delivered on social media and new ways to recruit.
- The virtual map has been sent to some administrators for feedback. It is looking good, but are continuing to tweak and make changes. Tomorrow, a group will be doing some soundbites for overviews of buildings. Overall, this map is going to be a great addition to our website.
- My department appreciates everyone being focused on enrollment as a whole entity instead of just our one department.

John Rowan

- Phase 2 Update:
 - Academic Affairs will be sending out written plans and schedules soon that will begin on June 8th.
 - The Provost's Office will be open for regular hours and staff will be rotated.
 - Academic departments will be open at least two days per week and we will know schedules by the end of this week.
 - We are continuing to urge faculty to work remotely as much as possible to limit our total campus population. Any faculty who needs to report to campus for a significant amount of time will check with me.
 - Registrar's Office will be open Monday, Tuesday, and Thursday and will be working remotely for the rest of the week.
 - The library will be open for regular hours on Monday-Thursday and we hope to add Friday during phase 3.

- The Testing Center will be open for regular hours, but testing will be by appointment only and with limited seating.
- The Alexandria Museum of Art will open slowly, with the gallery will be open for members beginning June 16.
- The offices of institutional advancement, continuing education, and international programs will continue to work remotely for phase 2.
- Attended a meeting yesterday for the chief academic officers of the LSU system. Many topics were discussed including Fall planning. The Board of Regents is considering getting very involved regarding protocol and parameters for classrooms and maybe even residence halls. The current thought is for classrooms to be at 50% capacity, with masks required for all students and faculty. The BoR is also discussing enforcing 6 feet social distancing but is not considering any requirement of temperature checks upon entrance. LSU has a system-wide goal of doing comprehensive tests and tracing, perhaps with the aid of apps that track symptoms and contacts. The meeting closed with recognition that each LSU institution is different and must implement protocol individualized to their campuses.
- Would like to remind everyone that Dr. Patsy Jenkins has retired and I am temporarily overseeing the Department of Education. All communications regarding this department should be sent to me and please copy LaMonica Wallace unless the information is confidential.
- Some departments are asking questions about purchases for COVID-19 related items such as temperature scanners, masks, etc. We need to decide something soon and get back to them. We also need to consider funding since we want to do things consistently across the university. We will hold off for now until a university-wide decision is made.

Eamon Halpin

- Scott Colley and I were able to provide students enrolled in spring courses with an electronic survey to evaluate spring instruction. All courses were evaluated and department chairs and faculty have access to the reports that can be accessed online. The online evaluation system worked very well.
- The steering committee for the proposed program for students with intellectual disabilities is continuing to meet and at each meeting we are addressing components of the program. At the most recent meeting, we discussed admission requirements and the application process for students who want to become mentors.
- Continuing to work on SACSCOC materials. All responses have been written and we are working to add documentation. Please get this information over to us as soon as possible if we have requested it.
- Thanks to Daniel Manual for updating our emergency procedures plan. One of the SACSCOC standards that we must address for our interim report has to do with campus safety and institutional plans and this plan helps with the required documentation.
- Testing center is reopening on Monday and Prometrics will be back on campus as well. They will only allow three students to test at any given time. Katie Cooley asked for plexi-glass to be installed in their reception area in testing center. Kevin will get it taken care of in the next few days and is waiting to get more supplies from Red River Glass.

Jerri Weston

- We are working on coordinating a team to box diplomas and graduation goodies to be mailed out.
- A-session started on Monday and the drop date for non-attendance and non-payment is today and the drop date for summer courses is on Friday.
- We are working to figure out course and class configurations for the fall.
- Also working with the Enrollment Taskforce to get more continuing students registered for courses.

Elizabeth Jonson

- Waiting on reports from Jerri and Brad in order to get the Dean's and Chancellor's lists published.
- The multimedia coordinator position has been posted. We are working to get the marketing office organized and structured so that it can operate at top efficiency. Jaycee is now on board and Dr. DuPont is helping to get an intern involved with our department.
- The Tank committee needs to meet soon in order to create tank manual for scheduling operations.
- We talked about getting more press for Tank at a recent Enrollment Taskforce meeting. I am also meeting with Chelsea from the bookstore this afternoon to discuss getting a tank plush doll for the bookstore.
- Launch of our initiative with the Chamber called take a time out is out has been released. We are getting a lot of good feedback, as well as community and small business involvement. We plan to continue to do videos throughout the next week to push this initiative and working on creating great partnerships with the community.
- Excited about our partnership with Walker Automotive. We have a meeting set up with their marketing manager for tomorrow.

Melinda Anderson

- Thanks for all the support last week. I appreciate all of the thoughts and prayers. I also want to thanks all who attended my dad's funeral service. I plan to be back in office this week.
- Lynn is moving into Mary B's office and we appreciate the help of facility services with the move.
- Shere' has been working with Abbey on a press release for the emergency relief fund and we hope to get something out shortly.
- I was just notified that the 70th annual Cabrini Ball that was rescheduled for August has been cancelled due to COVID-19.
- Continuing to work with the City of Alexandria on unique activities that we can collaboratively host. There is possibly a drive in movie on LSUA campus in the works.
- Shout out to everyone who helped with the Foundation Board meeting last week, as well as the marketing and strategic communications meeting that took place on Friday. We received many nice comments and feedback from board members.

Haywood Joiner

- The Department of Allied Health continues to plan for this summer's virtual session of MASH (Medical Application of Science in Health), a program designed to introduce high school students to the health science programs offered at LSUA. Twenty high school student will

participate in MASH this summer. Boxes containing supplies needed for laboratory exercises used in the program will be sent to participants the week of June 8.

- The Department of Allied Health met via Zoom on Monday, June 1, to discuss plans for the return of students to campus this fall. Planning centered around the reopening of the A.C. Buchanan, III Allied Health Education Building, 807 Jackson Street, and the main campus Pharmacy Technology classroom and lab, with regards to class size, social distancing, use of disinfectants, the use of masks, and other LSUA and CDC guidelines. Program Directors will work out the specifics for their particular programs and report back to the group so that a comprehensive plan can be developed for reopening.

Chancey Slider

- Tank's Summer Lounge is up and running in the Magnolia Café and has been very well received. We are encouraging faculty and staff to go by and grab complimentary coffee, tea, water, snacks and they are welcome to take breaks and eat meals from home there. Everyone must follow social distancing and sanitation protocol. Thanks to Kevin and facility services for helping us to set up and for keeping it clean. We plan to keep it running throughout the remainder of the summer.
- Working on a schedule for our Abrams Hall front desk student workers to return next week beginning Monday. I also sent an email to supervisors in Abrams asking for any special instructions that need to be communicated to these workers to best serve our offices and guests. I will have more information after admin meets to discuss Abrams protocol for next week.
- Would like to remind Cabinet members to please turn in edits/approvals for Cabinet minute contributions on time so that they can be promptly published.

Daniel Manual

- Phase two begins Monday and we have a good plan in place.
- We are continuing to monitor the tropical storm expected to arrive in the gulf.
- Working to get approval for the updated emergency operations plan. Some sections have been added to the original plan including active shooter information. We aimed to follow LSU guidelines. Dr. Coreil encouraged administration to review the proposed plan and send feedback over to me as soon as possible so that we can get Cabinet approval and can share with campus, as well as publish on our website.

Kevin Vercher

- Continuing to work on several campus projects including renovations to UA, The Oaks, and the back of Chambers Hall. We are also doing some tree trimming around campus and preparing for the possible storm in the gulf. We have sandbags on hand and are cleaning campus drains. We are also working on installing more plexi-glass screens around campus. Please send any requests for campus needs to me.

Respectfully submitted by Chancey Slider

The next meeting will take place on Tuesday, June 9th.
