



MINUTES

LSUA Chancellor Cabinet

7/16/2020 9:00 AM | *Meeting called to order by* Chancellor Coreil

In Attendance

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

Guests: Chief Donald Collins, Melissa LaBorde, Kevin Vercher, Daniel Manuel

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

Chancellor's Updates:

- I would like to recognize some individuals who are celebrating birthdays this week. Dr. Halpin's birthday is today, Deron's was yesterday, and Liz and Adam celebrate their birthday tomorrow. Happy Birthday to all!
- Thanks to Dr. Joiner for taking on the role as the interim Chair for the Department of Education. He always steps up to the plate to help and support us and we appreciate his great leadership.
- Our condolences and sincerest sympathy for the family and friends of Dr. Charnia Cheatwood who was a faculty member and served as the Vice Chancellor for Student Services from the 1970s-1990s. He Loved our basketball team and heavily supported LSUA throughout his career and even more after retirement. He was a good friend to all and to our campus and will be missed dearly.
- There was a very positive press conference at the Rapides Parish Coliseum yesterday announcing that NAIA's Round One National Tournament will be held in Alexandria at the coliseum. Adam did a great job representing our athletic department and the mayor's office, the Convention and Visitors Bureau and the Rapides Parish Police Jury were also present for the press conference. The first round of the national playoffs will be in March 2021.
- RRAC voted to postpone fall sports and moved competition to the spring so soccer players won't be playing conference games in the fall. The soccer teams can practice and play nonconference and exhibition games. Adam plans to have a Zoom call with student athletes to explain the consequences of this action. It should be noted that LSUA voted against this action thinking it was premature and done without getting feedback from the coaches and athletic administration.
- In the next couple of weeks, we plan on putting out a directive to require people to wear masks on campus for the fall semester. This plan could possibly be used as wording that faculty could include in course syllabi.
- Hoping that we can work a way for the university to pay for rapid testing for essential employees who need it and do not have health insurance coverage for such a test. Deron is checking on this.

- Got an update from LSU regarding the COVID-19 voluntary study. They need to get information from us regarding campus demographics such as gender, ethnicity, race, etc. Testing will be done in the health center in Coughlin Hall and we will have to coordinate testing and figure out a point of contact for these test on campus. They have asked if we want to do a Zoom meeting on contact tracing through the Qualtrics platform that LSU is using for contact tracing and self-reporting student health conditions on a daily basis. We told them that we are interested, but we have not been given dates for the presentation.
- Have a meeting with the new Board of Supervisors member, Mr. Randy Morris. I recently met with our new board member from Opelousas, Mr. Pat Moreau. Both were appointed to represent the 5th district by the governor.
- The Diversity & Inclusion Advisory Committee will meet on Monday, July 20th. The committee is made up of three faculty members, three students, three staff members and three administrators. We plan on discussing how we can improve diversity and inclusion efforts on our campus. We want to focus on listening right now. So far, we are getting good feedback from students. The goal of the committee is to put together a roadmap for LSUA that will guide us in the future.
- Today, the State Bond Commission will vote to approve a cash line of credit for the LSUA Drainage Project. Senator Luneau called and provided good feedback and we are hoping that it will all be confirmed by the end of today. In order for this to happen, the delegation had to be 100% behind it along with LSU, the governor, and the Board of Supervisors. This will be great news for our campus!
- Everyone can do their part helping us reopen by wearing masks, washing hands, avoiding crowds, social distancing and being careful. We need to be patient, stay calm and listen to all voices on campus. This will better assure that we can flatten the curve and be back on campus in August.
- I am recording a video today regarding the importance of wearing masks and the mandatory directive to encourage abiding by the state mandate for the good of our neighbors, our families and our health.
- The next Cabinet meeting will take place on Tuesday, July 21st at 9:00am.

Reports

John Rowan

- The faculty meeting yesterday went very well and we discussed current plans and where things stand for the fall semester. We got some great questions and I would like to ask the Cabinet for some feedback. We will need to provide faculty with topics that they should have on their fall syllabi such as the policy on masks and information on proctoring. I would like suggestions for any other topics that may need to be covered. A question that came up is do we need to state upfront what our practices will be when a student or faculty member is diagnosed with COVID-19 and if that class will stop meeting and for how long if so. Are there any other questions regarding faculty that you all have heard or suggestions for topics to cover on syllabi? Another question that came up is how should faculty address students who refuse to wear a mask? We do not foresee having many cases like this, but faculty would like to know the protocol. Daniel Manuel replied that we are offering remote and online courses for students who do not feel comfortable wearing a mask. The Cabinet agreed that students who come to class and refuse to

wear a mask should be addressed by the department. If they still refuse, Dr. Bain should be contacted to address the student. If at that point, the student still refuses to wear a mask and will not leave the classroom or building, campus police can be called to calmly ask the student to leave campus and continue their course work remotely. It is important that we are very strict during the first week of classes in order to set firm expectations for the rest of the semester. We have been and will continue to positively encourage mask wearing on campus via social media and communications to students. We will have a plan communicated to campus that specifically states all of this. The remote & online options are the accommodations for people who have health issues and cannot wear a mask. Students with health conditions preventing them from wearing masks who work in labs can get approved to wear face shields by bringing the proper documentation to Daniel Manual. Dr. Rowan will put together some wording regarding these policies, get feedback from taskforce, and present it to the Cabinet for approval soon. Thanks to Dr. Coreil and administration for supporting the discussion yesterday. We got some positive comments and feedback from the faculty.

- International students are now able to stay in the US and take fully remote courses or remote from their home countries. Thanks to Dr. Coreil for being a leader in helping contact politicians to stand up for our international students as well as our student athletes regarding fall sports.
- Dr. Joiner is officially the interim Chair for the Department of Education as of yesterday. Dr. Holly Wilson, the interim Chair for History and Political Sciences, moved offices and is now located across the hall from Dr. Joiner in Dr. Sanson's old office. Nathan Ponder is moving to Dr. Wilson's old office so that all chairs will be in one place.
- Kinesiology should have a straight option available in January. Details are still being finalized. Sports management is still offline until we can get a faculty member to teach the course.
- Abbey and I are meeting tomorrow afternoon with our counterparts at LSU to talk about enrollment and to get ideas to see if there's anything that we can do differently or anything that we are missing. We have been very creative and done extensive work regarding enrollment, but hope to get more insight.

Abbey Bain

- Reviewing the updated student code of conduct handbook that I sent to administration earlier this week. Thank you all for your feedback. We would like to get it on website as soon as possible. Please send over any additional feedback as soon as possible. The Cabinet voted in favor of publishing it.
- Released the Text Tank graphic this week. Messages are sent to me and Deron. Thanks to Liz for helping us get it set up. We are getting a lot of good questions about our fall plans.
- Working with residents of The Oaks. We have about 95 students didn't complete an exemption form or application. Our policy states that students will be charged until they complete these. We are texting and calling students this week and getting a lot of feedback and submissions. We are being as proactive as possible so that they don't get unnecessarily charged.
- Working on tips for remote learning and Zoom sessions to get out to students.
- Had a great meeting with the education faculty and advising department. We are working to advise students regarding degree plans and courses that they need to take.
- The Advance Plan has gone out. We are working with international students on schedules. Some may not be able to get to campus on time due to travel bans and we are doing our best to work out plans for them. Some faculty have expressed their willingness to be flexible with international students, but some are worried about more hands-on courses. Missy requested that we get a list all international students who may be entering face-to-face courses late to her

so that she can communicate with the faculty. We will get with Nina Cox to find out which students do not have schedules and try to get that information sent as soon as possible.

- We are working on student expectations for online and remote learning. We would like faculty feedback on the student responsibility side of things so that we can proactively get that information to students. We want to help students get prepared for online and remote learning expectations for the fall as soon as possible.

Haywood Joiner

- Work is continuing in preparation for fall 2020 face-to-face courses. Perkins funds are being used for the purchase of necessary PPE and lab supplies to accommodate students enrolled in courses with laboratory components. We also continue to work with clinical sites in the placement of clinical students for the fall 2020, spring 2021, and summer 2021 sessions.
- Our thanks to Rapides Regional Medical Center's Department of Engineering for their assistance in locating and fixing the water leak problem on the Jackson Street campus. The apparent problem was a stopped-up air-handling unit drain on the second floor, that overflowed, resulting in water leaking through the ceiling onto the first floor. The space is drying out. Damaged ceiling tiles will be replaced by RPMC.
- Thanks to all of the faculty, staff, and administration for working so diligently on our return plans for the fall.

Shelly Gill

- The current application report is trending ahead and we are getting anywhere from 35-55 applications per day. Majority are for online for the fall. We are working through applications as quickly as possible.
- Held Zoom sessions for academic departments and they are all going well. The recordings are available on YouTube under the LSUA channel. We have had departmental chats with nursing, biology, and HIPS so far and we are working to get other departments scheduled. We would like to have a faculty member from every discipline present for these meetings. This is a great initiative for our campus and we thank all departments for being supportive and participating.
- Currently researching ways to recruit remotely since we will not be allowed in high schools in the fall. We are working to find creative ways for recruitment. In Microsoft OneDrive, you can create a slide for a virtual office similar to a Bitmoji world. Dan is doing some research on this. We are working to contact admitted students for new schedules and offering support to make sure that they log into their MyLSUA accounts. We are also walking them through the process to set up advising appointments. We are being as proactive as possible and reaching out to as many students as we can. We are also withdrawing applications for those who indicate that they are not interested in attending LSUA.
- Thanks to everyone who participated in the international discussion. We had over 30 students participate on each one. We are very pleased and had good feedback from students and parents. We are answering follow up questions.
- We are waiting on official guidelines to be submitted so that students can be made aware of international visa remote learning information.
- Question: when will staff have a meeting to learn more about what we are doing? I feel that we need to reach out to staff since the students and faculty are primarily the only groups that we have been communicating fall plans to. The Cabinet agreed that more communication would be great and plans to set up a staff meeting to communicate our fall plans.

Deron Thaxton

- COVID-19 rapid tests can be covered with institutional cares dollars or private funds for essential employees. Currently working on a procedure for how we can go about paying for these expenses. We hope to be able to pay them once a procedure is in place for payment.
- Text Tank has had a lot of texts coming in. The number one question that we are getting is regarding what Hy-Flex is. We have gotten good feedback so far and we are encouraging students to check their email accounts and LSUA's social media for updates.
- The cut to next year's budget is expected to be about 2.6 million. Yesterday, we had it reconciled to where leftover funds can be carried over into next year. We have been working with LSU and have finalized these plans. The expected total cut next year will be around \$40,000. Another impact on next year's budget is that all classified civil service employees are receiving their market increases this year effective July 15th. Letters are going out to all of these employees to inform them of their new pay rate. This will cost us around \$50,000-\$55,000 per year, but is very good news for our civil service employees.
- A big concern now is on-campus enrollment that is trending down. Online is trending up and numbers will likely be close to even compared to last year, but revenue projections show us around \$500,000 down from self-generated tuition and fee revenue. We are looking at contingency plans for how we should move forward. We are going into this new fiscal year with flat budget and plan to be flexible and make adjustments along the way as needed. The 2021 budget has to be entered by the 24th to LSU and we are on track to meet the deadline.
- Currently up around \$200,000-\$250,000 in revenue for Summer 2020 which will help with drops in fall revenue.

Melinda Anderson

- Working on plans for the upcoming foundation committee meetings that are scheduled to take place the first week of August. We hope to have face-to-face meetings since it is a small group of people. On August 6th, we are planning to have a small gathering to honor and thank Blake Chatelain for his time on Board of Supervisors and support of LSUA.
- We are getting Lynne settled in and transitioning to less paper transactions and more electronic.
- Looking at how we can reschedule events for 60th as well as recruiting and alumni for fall.
- Have had several meetings with Dr. Halpin regarding the proposed program for students with developmental disabilities
- I met with Dr. Coreil, Dr. Cormier, Dr. Rowan, and Liz regarding the CENLA Nurses for the Future nursing grant.
- Saddened by the passing of Dr. Charnia Cheatwood, a long time former DEAN of Student Affairs, and dear friend. I am waiting to get information regarding arrangements for services and plan to get it out to campus as soon as I have more information.

Eamon Halpin

- Met with Melinda and Penny Smith from the steering committee for the proposed program for students with developmental disabilities about protocol for soliciting financial support from individuals in the community. It was a good meeting and thanks to Melinda for participating. Penny had a great list of people we may contact and she is a strong supporter of this program. She will be very helpful at securing funding and getting this program up and running. We scheduled a second parent meeting and sent an electronic invitation for August 4th We also would like to invite the Cabinet to attend. I plan to get with Liz to plan for a possible media

opportunity. We still need to officially name the program and we plan to discuss this at meeting next Tuesday.

- Dr. Rowan and I met with the education faculty about their programs to get clarifications on some issues with naming and purpose and requirements, etc. They have a larger array of programs than any of our other academic departments.
- Very focused on our SCASCOC report that is due on September 15th. We need to be wrapped up by the end of August. We plan to follow up with some individuals on campus for some missing pieces that we need next week.
- A handful of policy changes will to be submitted to cabinet soon. Many are minor and involve typo changes and cleanup on language. We have a policy on policies that states that whenever a new policy is changed or created that an announcement should be sent out to campus. I plan to get some examples from Dr. Coreil for the SACSCOC report.
- The testing center has another ACT test scheduled for this Saturday and we plan to follow almost the same protocol set in June. The test will take place in multiple buildings with social distancing and masks required. We will try to have some masks on hand for anyone without one. We will have the governors mandate available for anyone who refuses to wear a mask and they will not be allowed to test if they refuse to comply. Campus security will be in place if needed.

Melissa LaBorde

- The faculty meeting went well yesterday. Thanks to everyone who participated and the administration for answering questions.
- Will faculty be told if someone in their class tests positive for COVID-19? Daniel replied that the class will be notified if reported to us, but if not reported to us then state will not inform the university unless there is a major outbreak. Dr. Bain commented that a lot of times students report directly to a faculty member who then informs administration.
- The faculty wants to know what movement through hallways and public areas on campus will look like for the fall semester. Daniel, Jerri, and Deron are currently working on those plans.
- The faculty would like for verbiage regarding COVID-19 classroom protocol and mask directive for syllabi to be provided by administration for consistency.
- We would like for signs to be posted all over campus to remind students to wear masks and socially distance.
- Some faculty members sent a letter to administration to voice their concerns that we may be opening too soon. They appreciate the administration's hard work, but have concerns about safety and health. Dr. Coreil commented that we will always remain open to receiving input and ideas on how we can do better making plans for the fall. We must all remember, however, that we are governed by Higher Education management boards (LSU Board of Supervisors and LA Board of Regents), Governor's directives, and the Legislature, so decision must be consistent with these guidelines. Besides receiving letters of concern from some faculty members, we have also received emails and letters from students who are urging us to reopen due their preference for face-to-face class options and/or due to the lack of broadband connectivity concerns that cause them to prefer face-to-face access. We are committed to keeping everyone as safe we can.....but we do realize there is sincere concern. We always welcome input, want to remain open minded and we will give feedback serious consideration.
- How will the distribution of masks be handled? Dr. Coreil asked that the faculty senate discuss this matter and come up with a suggestion. Dr. Bain commented that we will probably have a designated spot for faculty to pick up masks, but we are still working on plans for students. We

will have “Ask Me” stations for the first week of classes and can provide masks there. We do ask that to please let us know anyone has any feedback or suggestions for mask distribution.

Daniel Manual

- Working through plans and researching accommodations for those who can't wear masks. Working on the FAQ page with Liz for the Advancement Plan. Please pass along any feedback or concerns to us.
- Pushing a wear mask initiative on social media soon.
- Region 6 public health data call yesterday took place yesterday. One topic that was discussed is that even at 6 feet people are still at risk. The Journal of the American Medical Association published an article regarding two hairstylists were positive and both saw about 140 clients while wearing masks and none of their clients tested positive. This goes to show that wearing masks is proactive in preventing COVID-19 exposure.

Chancey Slider

- Employee Recognition awards have been mailed out.
- The Manna House is not taking volunteers, so our scheduled LSUA volunteer day for August 7th has been cancelled.

Kevin Vercher

- Renovations to The Oaks are ongoing and on track to be completed before students return to campus.
- Working on Oakland Hall to complete the facelift on the outside.
- Continuing to work on the back of Chambers on nursing room and plan to be completed by August 15th. We hope to have the space opened and ready for the beginning of fall semester.
- Please let us know if anyone needs a plexi-glass partition so that we can order them.

Donald Collins

- Asking as individuals and departments plan events to please let the police department know in advance so that we can have officers scheduled.
- Willing to support faculty with any students who refuse to wear masks after departments have done their best and talked to Abbey. If departments cannot get students to abide by the mask mandate, then we will calmly talk to them. If they still refuse to wear a mask, then we can politely ask them to leave campus and resume classes remotely.

Respectfully submitted by Chancey Slider

The next meeting will take place on Tuesday, July 21st.
