



# MINUTES

## LSUA Chancellor Cabinet

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7/29/2020 9:00 AM | *Meeting called to order by* Chancellor Coreil

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### In Attendance

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

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

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

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#### **Chancellor's Updates:**

- Asking all administration, faculty and staff to please set a good example and model the behavior of wearing face coverings when in areas on campus where social distancing is not possible. I am working with Daniel Manuel to put a draft policy together that we can send out to campus regarding face covering requirements. I will be sending a draft to the Cabinet soon and ask them to provide feedback. The Cabinet agreed that face shields will be made available for some faculty teaching in classroom in close proximity to students for long periods of time and the use of masks for faculty and staff and students when in classrooms or moving around buildings or walking in halls, etc.
- The Board of Supervisors meeting on Friday, August 14<sup>th</sup> will be face-to-face for the first time since March. We have some new board members including Richard Zuschlag who was named to replace Jim Bernhard who decided to back out of his board appointment. I've worked and am acquainted with Mr. Zuschlag who is from Lafayette, LA.
- I will be on a call tomorrow with President Galligan regarding the LSU public surveillance study and Qualtrics daily self-reporting platform. Please send any feedback or questions you may have before the meeting so that I can ask for specific information.
- Today, Rob Wright will be featured on Good Day CENLA to talk about our childcare center revitalization plan. Liz made a graphic and it is posted on social media. We hope to highlight marketing and student recruiting opportunities for fall enrollment on campus targeting college students with children and employees with children.
- The National Guard will offer free COVID-19 testing on campus on September 1-2 from 8-1 p.m. This is a service that we would like to continue to offer to campus moving forward.
- There is an upcoming LSU All-Foundation Town Hall meeting for all university affiliated board members representing LSU-BR, LSUA, LSUE, LSUS, Pennington and HSCs in New Orleans and Shreveport to highlight the best practices of all system schools. We want to share our experiences and successes throughout the COVID-19 pandemic response. We asked Cabinet and Task Force members to share COVID-19 response successes we can share during my presentation at the Town Hall Meeting.

- The next Cabinet Meeting is scheduled for Wednesday, August 5<sup>th</sup> at 9:00am.
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## Reports

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### John Rowan

- The fall class type offerings are visible in Self Service. There may be some changes to come, but everything is mostly up to date. I plan on getting with Jerri, Daniel, Kevin and Deron to look at possibilities for student spaces when they are not in class such as Bayou Roberts, the library, etc. to see how many students can fit in these spaces safely.
- Asked the Cabinet for any suggestions regarding faculty syllabi. Faculty has asked for consistent mask requirement to be provided to them for their syllabi. Please let me know if there is anything else that we think should be included before the faculty meeting on Friday. Dr. Bain suggested that it would help students to see the syllabi along with remote instructions and expectations as well.
- Sent a proposed list of peer institutions to the Cabinet for review this morning. There are different lists of peers available, but this is the one that we want to compare to as far as academics. The Board of Regents will look at this when considering our program proposals. There are some aspirational intuitions on the list. I talked it over with the SLT and hope that we can approve this to be in effect for the strategic plan through 2025. Several schools on the list are COPLAC schools. We need to look at where we are and how far we have come in order to align with other institutions that are similar to us. Missy asked about high enrollment for the last institution on the list. That institution is the highest end of the range for enrollment on the list and there is no disadvantage of including it. The Cabinet agreed to move forward with using this list.
- Shelly asked what happens to students who change schedules or add classes after school starts. Dr. Rowan stated that they should let faculty know, especially if changing to face-to face or HyFlex classes. Jerri commented that all students need to stay in touch with their professors and she plans to send out a daily report of additions to professors so that they can see changes daily.
- Academic departments will be back on campus fulltime on August 10<sup>th</sup>.

### Eamon Halpin

- We have scheduled an open meeting for parents and community members interested in our proposed program for students with developmental disabilities that will take place in the Coughlin Hall auditorium on Tuesday, August 4<sup>th</sup> at 6:30pm. We sent out an invitation and Liz did a press release that was featured on KALB. We are hoping for a productive meeting. The committee will have a Zoom meeting tomorrow and we hope to decide on an official name for the program.
- Continuing to work on SACSCOC information for the next five to six weeks.

### Jerri Weston

- LSU has been selected to participate in a public surveillance study for COVID-19 tracking. The system registrars had a meeting yesterday regarding data needed for the study. I am working with Daniel Manual and Scott Colley to get a random sample of students and hope to have the information sent to LSU by Thursday. An IRB was signed off on and we will not release any student information that we are not legally permitted to.
- We are emailing students about completed evaluations so that they can reach out to their advisors.

### Deron Thaxton

- Shared screen with Cabinet to review financial documentation regarding the fiscal year 2020 that was closed out this past week. The year ended with a \$1,106,120 surplus. \$750,000 was set aside for the Academic Partnership contract payout. The remaining was placed into Auxiliary Reserve accounts. The athletics deficit was reduced from \$1,111,543 at the beginning of the year to \$776,994 at year-end. Net assets increased by \$5,279,313. This number is somewhat inflated due to FY21 CRF dollars being booked in FY20, as well as the \$750,000 carry-forward.
- We are working on planning for FY2021. Our draft budget was entered to LSU last Friday. We are expecting some cuts for mid-year 2021, but we do not have more information at this time.
- Working to allocate remain Cares dollars to students. We are holding onto most institutional dollars to plan for the offset of cuts for next year.
- Enrollment is pretty flat right now since we have had an increase in online enrollment and a decrease in on-campus enrollment. This means that the net effect for revenue is expected to be down. State appropriation cuts will be offset by CRF dollars, but we are not sure how/if it can impact the expected decrease in revenue. We are working on contingency planning.

### Abbey Bain

- We are going over the public surveillance study. The planned range for the sample is 5-14%. The system wants to have a larger net of how campuses are doing and want to keep campus members safe. They plan to use platform made by Qualtrics, a common survey tool. There will be an initial registration form for all faculty, staff and students. They are mainly concerned about collecting information on people coming to campus, but online students will also be included. Those coming to campus will answer more questions about their background and activities on campus. Members of campus will also be asked to participate in a daily symptom checker. Users will choose the preference of receiving a daily text or email for a one-minute survey regarding daily health that will conclude with a red or green light to come to campus. The study also includes a tracing mechanism in case anyone tests positive. It will ask who individuals had direct close contact with and the platform will notify those individuals. We plan to send information to campus as soon as we know more. LSU is still working with legal and purchasing for the platform so we do not have any more to share at this time, but we do encourage everyone to participate.
- The Ms. LSUA Pageant took place on Saturday. Congratulations to Emily Galindo, a native of Minden, Louisiana and an LSUA Biology major. Please offer her congrats and support as she begins her reign.
- All orientation virtual sessions are posted on the website and the one-hour course goes live on August 1<sup>st</sup>.
- Residential life occupancy for the fall is about 70%. We will continue to recruit students to live on campus and support our residents at The Oaks.
- WOW is kicking off and we are asking for support with "Ask Me" stations for the start of the semester. Haylee sent out a signup sheet recently. Please feel free to forward to campus members who may be willing to help. We plan to welcome students, offer some give-aways, encourage the wearing of masks, and help students find their classrooms on the first couple of days of the semester.
- Enrollment is pretty flat compared to this time last year and we are down by about 50 first-time freshmen. Although the overall number is about the same, we down significantly with on campus students. We are working hard to get students enrolled.

- Deron and I along with others are looking at Cares dollars left over for students. Most was distributed at the end of spring semester, but there is some left for students in need as we move forward. We are working on a form for students who may be eligible for additional funding due to losses incurred by COVID-19. Any on-campus students enrolled in March, 2020 and has a FASFA on file are eligible to apply.

### Shelly Gill

- The current application report is trending ahead, but many admitted students are not scheduling and some are taking gap year. We are changing our focus for recruitment this year and hope to get students enrolled and back on track.
- The state department recently published more information regarding international students. The students who were here for the spring and choose to take all online or remote courses from home will remain in ACTIVE status in SEVIS and will not require a new I-20 to return Spring 2021. International students who are transferring or new to college are not allowed to stay in active status and study outside of the US. These students will have to delay their SEVIS start date until the spring. We are planning to have more Zoom sessions for new and continuing students. If for any reason, we have to go to a 100% online course mode, international students will be permitted to live in the US and complete their studies here. We plan to be careful and stick to intent of state department. Students who are in the US will be required to take some face-to-face classes as long as they are being offered. We will know more after 11:00am today.
- We are starting to get some invites for face-to-face recruitment and student events, but we cannot gather in large groups right now. I am working with Daniel to see if we will attend some of these events.
- Started an in-depth conversation with Engage regarding our new CRM platform and we are excited to get it going. It will make a big difference in how we communicate with students.
- Met with Liz, Abbey and the marketing team on Friday to discuss future communications for perspective and admitted students for next year.

### Melissa LaBorde

- The Faculty Taskforce is working on various things regarding getting back into classrooms. We are testing equipment and we will do a trial run with Zoom in classrooms on Friday.
- I have been getting some emails about the uneasiness of what to do if someone in a class tests positive for COVID-19, especially if the faculty member teaching the course does not have the freedom to move the class to remote delivery. If a faculty member is teaching a course and only a few students are attending face-to-face due to an exposure, is there a cut off number where the faculty member can switch the class over to fully remote? Dr. Rowan stated that we are not planning on setting a standard for that, but if there is a severe situation that comes up then we will address it at that time.

### Elizabeth Jonson

- Working with Shelly on admissions pieces.
- We are so glad to have Nathan on board and he is doing an excellent job. Thank you to Dr. Coreil for allowing us to get this position filled. It is invaluable for our university marketing.
- Meeting with DOESE tomorrow regarding social media management.
- Had good a discussion about Nathans objectives for this semester. We intend to restructure some social media platforms and get more photos and videos for future usage.
- Met with Deron, Torch and a few others regarding the creation of a secondary university logo.

- Continuing to work on the store front. We hope that LaCarte cards can be used for purchases instead of PGs. The storefront will offer letterhead, business cards, etc. through Emprint in Baton Rouge so that all areas of campus are consistent with documents.
- Working through the process to getting storefront for internal apparel.
- Stickers and signs for campus reopening are still being worked on.
- Working on getting masks available in the bookstore.

### Haywood Joiner

- LSUA received an additional 250 masks from Rotary District 6190 for use by allied health and nursing clinical students. This brings the total number of masks donated by District 6190 to 750.
- I received a call last week from Spencer Martin, member of the LSUA Foundation Board, regarding our downtown property located on Desoto Street. Spencer is interested in getting ideas as to what it will cost to clear the site. I did a walk around and a walk through the building with representatives from Ratcliff Construction to determine what is needed in order to clear the site. The Ratcliff Construction representatives will provide Spencer with their assessment. We hope to expand our allied health and continuing education offerings at the site in the event that a new building is eventually constructed there.
- The Department of Allied Health and the Department of Nursing continues to move forward with plans for fall clinical rotations at area health care facilities. Currently everything seems to be on track.

### Adam Jonson

- We received some big news yesterday that the NAIA made the decision that all fall championships will be moved to the spring. The soccer national tournament will not be played in November or December, but we hope to have some guidance on what the calendar will look like in the spring soon. We still speculate that moving sports to the spring could impact the spring sports calendar. We will have opportunities to have fall competitions, but there will not be conference matches. Competitions will count on the national level. We are not bringing soccer students back for camp in the fall.
- Working on our back to campus plan for athletics and we hope to have draft together in the next couple of days. We are looking at testing requirements for athletes and protocol for if someone tests positive on a team. I will be getting with Abbey to find out more about the tracer study and daily reporting app.
- Sent an email to the Cabinet to open a discussion for potential camps. We are preparing to reopen campus and would like to explore some one-day camp possibilities for August. Asked the Cabinet for feedback. Dr. Coreil suggested working with Daniel as a first step. Dr. Bain did not see any issues with this proposal as long as staff and athletes model social distancing and safety procedures. The Cabinet approved the implementation of camps, and that the next step is to ensure that we maintain proper requirements in hosting camps. I will move forward by talking to Daniel and hopes to get some plans in place soon.
- We have a transition with our athletic trainer position and we are looking for options for that area. We are working with our team doctor on ways for us to best move forward. We want to adequately staff for the spring since it will be busy season.
- The GAA golf tournament is on track and the GAA board had a great meeting last night.

**Daniel Manual**

- I sent a request this morning for face shield orders to be placed for each office and department on campus and will disburse them soon.
- Planning to get a maximum capacity number for the ballroom this week.

**Chancey Slider**

- All is going well as we gear up for the fall semester and there is nothing significant to report at this time.

**Donald Collins**

- Campus is safe and secure and there is nothing significant to report at this time.

**Kevin Vercher**

- We are geared up and ready for students to return to campus. Dr. Coreil mentioned how great campus is looking and thanks facility services for their hard work.

Respectfully submitted by Chancey Slider

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The next meeting will take place on Wednesday, August 5<sup>th</sup>.

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