



MINUTES

LSUA Chancellor Cabinet

7/8/2020 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, Adam Jonson, Elizabeth Jonson

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

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

Chancellor's Updates:

- We have a lot going on related to coming back in the fall and the Diversity and Inclusion Advisory Committee.
- Dr. Rowan did a great job on Good Day Cenla yesterday. His message was very clear and positive.
- Individuals who frequently submit late spend authorizations need to take travel policies more seriously. A consistent audit finding for LSUA found multiple years of some employees not submitting spend authorizations travel in a timely manner. We must abide by PM 13 that states that all spend authorizations must be submitted and approved before travel takes place. We also have some employees that do not submit their travel expense report in a timely manner. In the future, late travel expense reports will not be paid and the expense will be the responsibility of the employee.
- Adam and I visited with President Brewer at LA College recently regarding their plans to partition to move into the NAIA. Our shared goal is to develop an across town rivalry that would include a tradition of competition rivalry between LSUA and LC sports teams in the future, with the possibility of major sponsors of a basketball double header in the Rapides Coliseum. We would be very favorable of helping to make this happen for the good of the community and the two institutions.
- Thank you to the custodial staff for keeping Tank's Café clean and for opening and closing it daily. The campus seems to be enjoying it and we are happy to provide coffee, water, and snacks throughout the rest of this month before the semester begins.
- With masks required this fall, we are going to provide one cloth mask to every student, faculty member and staff member for the fall. Daniel and Deron are planning for the best way to distribute them. We will also have a limited supply of disposable masks for anyone who comes to campus without a mask.
- We are working out details regarding the Student Code of Conduct and how we will handle students who do not want to wear a mask. These students will be able to transition to remove learning for on-campus courses they are taking....this will give them off-campus access to

classes. All faculty, staff and students on campus will be mandated to wear a mask for the fall semester.

- The Diversity and Inclusion Advisory Committee appointments went out yesterday and all members agreed to serve. We are setting the first meeting very quickly. The goal of this committee is to advise our campus on how we can be more inclusive and improve respect for diversity. The goal is the development and implementation of an LSUA Roadmap over the next year or so.
- COVID-19 testing update: LSU Health Science Center - Shreveport will handle testing here in our student health center. They want to do the nasal swab test here and at LSUS. They will conduct saliva tests at LSUE and LSU. Swab tests can be discomfoting and we are concerned that there will not be many volunteers coming back to re-test after the first test. We want them to consider doing saliva tests at all institutions. They plan to take a 10% voluntary sample for students, faculty and staff to see how the virus is reacting and infecting the population.
- The Cabinet discussed important dates for the week before classes start. The All-Faculty meeting will be virtual and face-to-face in Coughlin Auditorium on August 17th, Convocation will be conducted via Zoom on August 19th, and move-in days for residents at The Oaks will take place on August 21st-22nd. Classes officially begin on August 24th
- I made contact with the two new LSU Board of Supervisor members that represent our district. One is Mr. Pat Moreau, an attorney in Opelousas and the other is a healthcare administrator in West Carol Parish, Mr. Randy Morris. I visited with Pat at his office in Opelousas on Monday and he was very friendly and excited to learn more about LSUA. He wants to come to campus later in August. I hope to meet with Randy Morris soon.
- Rodney Anderson is home and recovering well. We are very glad to hear this good news.
- Welcome two new members of the board, Collis Temple who was the first black basketball player at LSU starting in 1970 and Jim Bernard who's been in a variety of business developmental roles. They are both from Baton Rouge.
- Plan to send out the initial fall semester plan tomorrow morning to faculty and staff, and then to students later in the afternoon. A lot has already been sent out, but Liz, Daniel and Abbey put it together with many from the LSUA COVID-19 Task Force contributing. It is an initial plan since things may change.
- The next Cabinet Meeting will take place on Thursday, July 16th at 9:00am.

Reports

John Rowan

- Grateful to Dr. Joiner for taking on an additional department this year. He is now serving as the interim Chair for the Department of Education. He will be assisted by Dr. Rhonda Wilson. They are working on planning for how that division of labor will operate.
- For fall, we collected input last week on some key questions and got input from students, faculty, staff and administration. We made some decisions and are hoping to move forward. The fall calendar will be adjusted slightly so that students will not return to campus after the Thanksgiving break. The last week of classes and finals will be remote. Fall break will not be cancelled, so on-campus classes will not take place on October 1st-2nd. None of this impacts 100% online courses. Liz sent out a graphic last week announcing all of the course options that we plan to offer for fall. The three types of course offerings for fall include face-to-face on

campus courses when the enrollment for the class is less than the class's maximum capacity, Hy-Flex courses will be offered for courses whose enrollment is more than the maximum capacity and cannot safely seat every student for every class session, and fully remote course options if a faculty member has a legitimate preexisting health condition. Faculty can make requests to teach 100% remotely that will be reviewed by myself and Dr. Coreil. We hope to have as many students as we can on campus in a safe environment. Hy-Flex means that half of the students in a course will attend face-to-face and the other half will attend remotely and then they will switch so that all students are face-to-face and remote.

- Monday afternoon, we learned that international students could face some real challenges with federal government guidelines. They are required to physically take some classes and cannot be here in the US or in their home countries and only take online or remote courses. This is concerning in that we may need to shift to a 100% online and remote campus. The Cabinet had a brief discussion regarding how this will impact international students and our campus.
- Students will be required to wear masks when on campus in the fall. Faculty will be required to wear face shields or masks that will be provided by the university while in any public areas including the classroom. The only time that faculty may not be required to wear a shield/mask is when they are alone in their offices. Seats for students will be designated in classrooms for adequate social distancing.
- Chairs are working on assessing the three types of courses and what will be offered for each course. We hope to have a timeline sent out by next Wednesday.
- We have an All-Faculty Zoom meeting next Wednesday to get more information out and answer questions.

Eamon Halpin

- The steering committee for the proposed program for students with developmental disabilities recently met and Steven Whitlow from Merakey joined us. Merakey is a service provider for health and education services for people with disabilities. The goals of their program in Baton Rouge are similar to the goals that we have in place for our proposed program. We are trying to connect with as many groups and individuals as we can to get feedback and ideas as to how we want our program to operate. Planning to have another meeting on the 4th of August at 6:00pm tentatively in Coughlin Hall with parents interested in this proposed program. We plan to invite the parents who attended the first meeting, as well community members who are interested in the program. Planning on getting in touch with Liz to do a media announcement.
- Continuing to work on our SACSCOC materials.

Deron Thaxton

- FY 2020 ended June 30th and we are working to close out the year end. We are looking at plans for the next fiscal year. We ended the year (numbers are subject to change) with a surplus of \$1.13 million in unrestricted operating funds. \$750,000 has been set aside to close out the academic partnerships contract, but we are still in negotiations. \$363,000 is the true number left over this year. A large impact of this surplus was due to the COVID-19 closure that slowed down spending at the end of this fiscal year. I am asking that as we go into next year that supervisors emphasize the importance of staying within budgets to all direct reports. We do not have information regarding our budget for next year, but we are expecting some cuts. We received about \$999,000 for the student portion of Cares Act dollars and we have allocated about \$853,000 to students in the form of aid refunds. On the institutional portion, we received

about \$999,000 and we have spent about \$82,970. We will plan to use the funds to offset cuts and expenditures due to COVID-19. I am working on year end memo to go out to campus soon.

- Enrollment is a major concern in regards to revenue for the next fiscal year.
- There was a recent change to the system travel policy, PM 13, that states that all travel must have a spend authorization prior to travel taking place. Anyone who does not follow protocol will not be reimbursed for their spending.
- Adam Jonson asked how to go about getting reimbursement to PG's that have approved spend authorizations where travel or events had to be cancelled. Deron said to get the information over to him.
- Dr. Rowan asked if there is a timeline for dollars that are rolling over for Endowed Professorships. Deron said that they can be spent any time next year, but ideally the sooner spent, the better.
- Melinda asked if we should send out a letter regarding Endowed Professorships and Deron agreed to send something to the recipients of the Endowed Professorships.
- We received 50 laptops from the Board of Regents and they will be available for students to checkout at the beginning of the fall semester. We plan to look at the specifications of the agreement to see if they can be used by faculty members. Missy LaBorde asked about getting potential hotspots for faculty members who need them. There has been no decision made regarding hotspots and they are not provided by the Board of Regents.

Jerri Weston

- Last week, we were able to find classrooms for all math and english co-requisite classes so that they can meet every day.
- Talked with Dr. Joiner yesterday about the classrooms and labs downtown. I will be getting with Nathan Sammons regarding biology labs tomorrow. We are considering face shields for students in labs so that they can work more closely.
- Assessing auditoriums this week to determine capacities.

Abbey Bain

- Busy planning for the fall. It is a moving target, but we are doing the best that we can to support students and give them guidance regarding expectations. We have been sending communications to students to get them prepared for fall. We have made decisions regarding orientations and they will be 100% online. Ethan and I are working with Keyra and IT to get a format set for the online orientations. We are pushing move-in at The Oaks back to August 21st and 22nd. We will have social programs and informational sessions that weekend before classes start. WOW events will more than likely intertwine later in the semester. We are also planning an online parent orientation. We want to get students engaged early this summer and we have been doing Generals Meet sessions so that students can meet and get to know each other. We plan to do another one next week, as well as a parent session so that parents can speak with Dr. Coreil and administration.
- Ethan Lipsey finished his annual report and the findings were extremely positive. Out of the 9 QEP targeted factors, we statistically ranked higher than many other universities in almost every comparative group and achieved the highest rankings against all institutions who participated this year. The LSUA 1001 course had a great report and we are looking forward to continuing enhancing it.

- Working with Shelly and Nina regarding new I-20's for international students. We are also making preparations at The Oaks for them and I hope to have a Zoom session soon with Adam, Michael, and Deron regarding some international students who may come later on in the semester due to travel bans.
- Our part-time counselor, Christi Tilley, oversees the suicide prevention online assessment grant provided by the American Association of Suicide Prevention through Dr. Cynthia Thomas and it was just renewed for another three years. This is a huge help to our department and I would like to thank Dr. Thomas for her help in getting this grant again for us.

Adam Jonson

- I will be on an RRAC athletic directors call at 10:00am today and we plan to share information concerning the return-to-play and guidelines that our athletic trainers have put in place. We also hope to get a potential update on other teams in our league who may or may not be competing in the fall. The guidelines that our athletic trainers have put together align with a draft document that the NAIA provided for return-to-play guidelines last week. Seasons have been pushed back for the fall. At least 50% of schools who sponsor sports have to play so if that number falls below 50%, the NAIA will not have the season and that will be on a per sport basis. They have set minimum and maximum numbers of matches that a team must play to be eligible for post-season competition. Competition guidelines went out and all athletes must be screened within 6 hours of any competition. All student athletes must receive a negative PCR test no more than five days before the first day of competition before a season. I plan to follow up on that information during the call.
- Next Wednesday, the Convention of Visitors Bureau will hold a press conference at the Rapides Parish Coliseum that announces the hosting of the national basketball championship opening round. If LSUA is selected to play in the championship, we will play at this site.
- Looking forward to hosting the golf tournament at Oakwing Golf Club on Friday, August 28th. Partnered with the Hackers Cup in the next couple of weeks where we will provide LSUA gear and promote our tournament at the event to encourage participation.
- Looking into a potential night golf event on our campus and the possibility of hosting a golf tournament at the Casino in Avoyelles Parish in the spring.

Shelly Gill

- The current application report is trending ahead, but majority is online. The dual enrollment applications have come to a standstill, but this is expected because we were not able to recruit at schools during the COVID-19 closure.
- financial aid hosted a zoom session about special circumstances for students whose income has changed due to layoffs, etc.
- Many students are participating in our Zoom sessions and watching the videos on social media. We are working with academic departments on specific departmental Zoom sessions and we hope to reach many perspective, current, and newly admitted students. Nursing and biology have scheduled Zoom sessions coming up and I am working with Liz to get that information out soon. Thanks to all academic departments for participating and supporting this initiative.
- We are concerned for international students for the upcoming year regarding federal regulations. All international students need a new I-20. Working with Nina to get everything

that we need prepared. We have several students who are traveling and they are being resourceful regarding ways to get back on campus.

- Have a meeting tomorrow with LSUE regarding advising transitions for LSUE students on our campus since we no longer have an LSUE advisor here.
- Gearing up for a dual enrollment rush. Counselors are off this week, but we will be back on track for next week. We plan to push dual enrollment on social media and via Zoom sessions next week. Students can do virtual learning with their high schools and receive credit for college credits as well.

Haywood Joiner

- The Department of Allied Health is continuing work on the fall schedule relative to our downtown campus. Things seem to be on track with the medical lab science program. Our plan to move those students up to the laboratory that would normally seat 20 students and has adequate spacing for social distancing. The lectures and the labs will be conducted in the same area.
- We are also in the process of working with faculty to determine the types of PPE that we need to order for the fall 2020 semester.
- We are also looking at additional testing equipment that will be required for labs, since students will not be able to work closely together in pairs, and will therefore have to work individually. Thankfully we have Carl Perkins funds as we are now in the process of completing a Perkins budget revision to cover the costs of the extra PPE and equipment needed to conduct the labs.
- Pharmacy technology classes meet on campus. Space is available for adequate social distancing based on the class size. Students will wear masks and other PPE as required.
- We do have some concerns about the radiologic technology program, since it is our largest allied health program. I am working with Melissa Whitley, who is the coordinator for that program, as to how we will conduct labs for students at the allied health building. We have been offered a room at Cabrini Hospital as an additional energized x-ray room so that we could split the clinical class. This would allow some students to do their x-ray labs at Cabrini and other on Jackson Street campus. We hope to have plans finalized in the next day or so.
- As Department Chair, I am working with faculty to complete the max caps and course types reports for the Department of Education and the Department of Allied Health.
- We anticipate that students will be able to return to hospitals for clinicals in the fall.

Melinda Anderson

- Working on trying to schedule an event for the Mulder Scholarship finalists.
- Working with foundation committees and the board to plan for the August meeting.
- Setting up a few “coffee with Coreil” Zoom meetings to keep a direct line of communication open with the executive board and the Chancellor so that he can personally give updates on the university and our plans for fall.
- It has been a seamless transition with getting Lynne on board and things are going great.

Elizabeth Jonson

- Shared some reports regarding the digital ad campaign with the Cabinet. We are getting a lot of impressions for the nursing campaign. Our click through rate is about .25-.30 which is excellent. The documents gave specific breakdowns as far as where the ads are being seen/heard and the dynamics of the population listening. For our brand campaign, the report is broken down into

primary (local parishes) and secondary (outer parishes) categories. Our click through rates are high, but we are getting a lot of views and our ads are performing very well.

- Working on getting information out to the media to push for mask wearing for the fall.
- We just started a Tik-Tok account and we have stickers on Instagram that are both getting great usage and feedback.

Melissa LaBorde

- The Faculty Senate has not met as a whole, but the AdHoc committee has been meeting regularly and Dr. Rowan has been sitting in on the meetings. Many faculty members are glad to have received some updates on information and the upcoming All-Faculty Meeting will also help to get information out.
- Will advising be remote? Will we be expected to keep regular in-office hours or can some be remote? We are concerned that some offices are so small that it is impossible to socially distance properly. Dr. Rowan stated that some office hours can be done remotely, but some offices hours do need to be on campus. Students will be on campus and may want to go see professors in-office. It will not send a good message to students if professors are not available in office sometimes.
- Will we be provided podium shields in addition to face shields? Dr. Coreil responded that the face shields should provide good protection especially with everyone sitting in the class wearing masks.
- Is there any talk of how we can improve air quality in buildings? Deron said that he is meeting with Kevin today to discuss this, but we use high quality filters and will continue to have conversations about what else we can do. Will air units be left on in Mulder? Kevin replied that we plan to leave them on during normal business hours, but from time to time they will be cut off on weekends.
- Can we get updated paint on the middle faculty parking spaces in the library lot? Deron and Kevin will talk about this.
- Trying to find a time for the Faculty Senate to meet in the fall and will keep you all up to date.
- Requests that we continue getting information out to faculty and staff before the media makes announcements.

Kevin Vercher

- The last plexi-glass shield was put out on Monday, please make the request if more are needed so that we can have them made. There may be a delay since we do not have them in stock.
- Continuing work on big construction projects in Chambers, at The Oaks, and Oakland hall. Everything is on track.

Donald Collins

- Campus is safe and secure and I don't have anything significant to report.

Daniel Manual

- PM 73 revision process is running a little behind, but we hope to have a new PM issued in the next few weeks and we will be able to update our process for Title IX reporting. LSU is working hard to make it as clear and simple as possible.
- Met with Dr. Cormier yesterday to go over nursing labs and the reality is that students will have to get close to each other in order to perform some of the lab work, but they will be using full

PPE which includes a mask, face shield and gloves for each student. Limiting roughly 10 students per lab and spreading them out so that risk is as minimal as possible.

Respectfully submitted by Chancey Slider

The next meeting will take place on Thursday, July 16th.
