

# MINUTES

## LSUA Chancellor Cabinet

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5/6/2020 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, 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

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

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

- Thanks to Daniel Manuel for all his work on developing a 3-phased draft LSUA Return-to-Work (reopening) Plan.
  - Some may hear in the news that there is a possibility of the legislature pushing for businesses and organizations to open up sooner than May 15, but we plan to stick to the date of May 18<sup>th</sup> for phase one of our reopening plan and we will be following the governor's directives.
  - The next Cabinet meeting will take place on May 13<sup>th</sup> at 1:00pm
  - The next COVID-19 Taskforce meeting will take place on May 11<sup>th</sup> at 9:00am.
  - Right now we are concentrating on finalizing our Return-to-Work Plan and hope to have it completed and released to the LSU Campus Community after the governor Monday briefing next week. We will then move forward with getting it out to faculty and staff.
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### Reports

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Deron Thaxton

- We are ready to award CARES Act dollars to students and are working on finalizing the final details of our plan. We hope to have it finalized by this afternoon. Getting with Liz on creating a FAQ page. We are now in line with other schools in the state and LSU System schools. These dollars cannot go to international students or 100% online students. Students who are eligible to receive these dollars must meet Title IV funding qualifications and have a FAFSA on file. We will give time for other students to complete a FAFSA if they do not have one on file. We will hold back around 24% to be set aside for students who need financial assistance in the future. We are hoping to get these dollars out to students as soon as possible. We have not received institutional dollars and do not have a detailed plan yet, but we are working on it. The institutional dollars can be used to pay for costs the university has incurred due to COVID-19. For now, we are focusing on student side of the funding. There is a 3<sup>rd</sup> piece of the act that we were just notified we are eligible to receive. This funding is to

strengthen institution programs. We, LSUE, and LSUS are all eligible for these dollars to go towards strengthening programs and instruction, but we are not sure of the amount of funding we will receive. We should know more in the near future.

- Will be receiving \$97,000 from the state to go toward minority students and we are waiting to get more guidelines and information regarding these dollars. We were also awarded \$14,300 for a child care grant that we applied for that will go towards child care center COVID-19 related expenses.
- Budgets are looking good and we have a surplus compared to the deficit compared to this time last year. There will be no issues with closing out this year with a balanced budget . A few large items are pending and we are waiting to find out more about the academic partnership payout after switching to LSU online. We are waiting for attorneys to close out contracts, but everything is still up in the air. We are having weekly budget meetings. Thank everyone for sticking to budgets this year and for working through a difficult year.
- The state has asked for a 5-10% reduction plan scenario of how cuts to appropriations would impact our students and they have now asked for a 15% scenario plan. We are working on that now. We have had some areas to help absorb some of these situations if there are cuts so that personnel are not impacted, but 15% will leave us with hard decisions to make. We are hoping that the CARES Act and other dollars could help to offset any reductions in funding.
- Chartwells will be closed for the summer. Residents at oaks will be transported into town once a week for groceries. We are continuing to plan for this change.
- We have been having discussions for about a year now concerning purchasing Engage software for recruitment, advising, and enrollment and have tentatively made the decision to move forward with this. We are working through contracts now. It will be a significant cost, but we have the funds and it will have a direct impact on enrollment and allow us to better communicate and track student needs, as well as engagement. Implementation is lengthy so we may not be ready to go until Spring 2021.

#### Abbey Bain

- Advising is going well. We are down about 75 continuing students and one of our priorities right now is getting current students to register. An email went out that announced that students may be back on campus for face to face classes in fall and we hope this encourages enrollment.
- Folders with information are being mailed to first time freshman for a seamless transition. The folders contain information regarding many areas of campus including FYE, advising, residential life, financial aid, etc. We mailed out 130 on Monday and will continue to mail them out weekly.
- Still working on a student conduct policy that will address many areas including academic plagiarism, dishonesty, and behavioral conduct. We are hoping to have draft ready to send to administration next week to have ready for Fall 2020. Thanks to Dr. Rowan for being very involved. Catherine Kent and Brittany Dixon have worked hard on this document. We would also like faculty senate and other members of campus to review the policy to be sure this a document that will work for everyone.
- Sent a document yesterday to administration concerning an emergency relief fund for students. I am working with our foundation to create a fund. Thanks to Melinda and Shere' for all of their research and support. We hope that students can apply themselves or be

referred by faculty or staff. The fund would cover medical, essential bills, or items to help them remain enrolled. We would form a committee of 5 individuals that would include staff and at least one faculty member to review applications. The idea is to get students in need of financial support the help they need ASAP. While researching, we discovered that across many other campuses, the maximum award is \$500 within one year. We would also like students to meet certain enrollment criteria regarding how many courses they are enrolled in. We are still discussing qualifications and processes with administration.

- Planning for tentative programs in the Fall and taking into consideration that sizing may be restricted. Thanks to Missy LaBorde and her 5 Star PR class for presenting a week-long birthday bash anniversary proposal. I am so proud of their work and appreciate their suggestions and planning. We hope to continue planning for the 60<sup>th</sup> anniversary events in the near future.

#### John Rowan

- Summer classes are online 100% and will start next week. We are looking ahead to fall and planning for array of contingencies. We are also having discussions on what social distancing may look like for classrooms and areas on campus.
- Department chairs will soon be thinking about the next fiscal academic year and budget planning will start ramping up. I will be reaching out to Melinda, Deron, and a few others to help get some questions regarding budget answered.
- Academic departments will be engaged this summer in some marketing and recruiting this summer, and in general will continue to increase visibility in the community. The College of Business is doing a great job under Dr. Dupont's leadership. Dr. Joiner has also done a great job with community involvement.
- A recent LSUA ad features student testimonials on how we have responded to COVID-19 challenges. We hope to have another ad for parent testimonials made soon. I asked the Cabinet to feel free to make recommendations for parents who might want to take part.
- Getting back to strategic planning is a priority. I let academic departments know that their plans can wait until later in the summer, but the university plan needs to start in 2020. Unit plans need to be settled in the next few months. We are looking ahead and need to position ourselves for the enrollment cliff that is coming in the next 5-6 years. The cliff will have significant impact on public regional universities which could lose 15-20% of enrollment due to fewer high school graduates.
- Scholar Day went very well! Thanks to the leadership of Sandy Gilliland, IET, and many faculty members who mentored student research projects and participated.

#### Eamon Halpin

- Continuing Education hosted a virtual graduation for students in the paralegal program. The graduation rate was 100% and 12 students took part and over 40 of their friends and family members attended the virtual ceremony. This nine-month program shifted to online during the COVID-19 stay at home order. Sending a special thank you and kudos to Hal Scott, Lakeshia Williams, Hayley Edwards, and Richard Robinson for their hard work in shifting to online courses and for supporting these students.
- Recently sent out a survey regarding student satisfaction. The last time we did this was about five years ago. We got about 250 responses and about 47 comments. We received a lot

of informative and positive comments. Asked Cabinet to send any feedback and additional questions that should be added to the survey over to me.

- Our testing center typically hosts 2 ACT sessions over the summer and about 300 student attend each session. We have decided to limit the number of students testing to possibly 100 (still having discussions with administration) and have them test in more than one space on campus to meet social distancing requirements. Prometrics operates in the testing center and they are fairly eager to reopen. I plan to discuss this with administration to get a proposed opening date for them.
- Expecting a call back from Acadian Aviation today regarding information needed for the proposed aviation management program.

#### Jerri Weston

- The proof for a T-shirt for graduates has been sent to the Cabinet and over 100 students responded to the online T-shirt order survey. We will be sending out an additional email to get the rest of our graduates to complete the survey.
- Enrollment is trending up compared to this time last year. We have about 1101 students enrolled for summer and about 1405 enrolled for Fall.
- Talked with Faculty Senate yesterday and asked everyone to continue efforts to reach out to continuing students to encourage them to enroll.
- Sending out text to students to remind them to register.
- Ordered boxes to put the diplomas and graduate goodies in to mail out in June.
- Working with Jeanie and Beverly on end-of-term transcripts. We will be putting out messages on our webpage and the ordering site to let individuals know that that it could take up to 3-4 weeks before transcripts can be sent out due to timing of getting grades in. We should be able to begin mailing out transcripts during the week of May 25<sup>th</sup>.

#### Shelly Gill

- Sent the current application report from last week to the Cabinet. We are trending up and received about 54 applications over the weekend.
- Proud of my staff for maintaining a high level of customer service and for working hard to process everything quickly.
- Liz and I are working on a virtual map tour. We are in the process of getting photos of buildings for the tour right now.
- Worked with Deron on getting Engage software and we are very hopeful that we can hire an IT person to assist with this process. Engage is going to significantly improve our recruitment and marketing efforts.
- Working on initiatives to streamline our office processes. Thanks to IT and many departments for working with us on this. We are working on improving online applications so that students can apply for any term they would like instead of only being able to select one term at a time.
- Admissions and recruiting staff has been meeting with students through Zoom and phone calls. Students are continuing to reach out and we are accommodating them.
- All mailings for the yield are still going out.

- Very anxious about next year's recruiting cycle since it will be very different. Plan to attend a LACRAO meeting on May 15<sup>th</sup> and hope to hear their thoughts.
- Some schools are dropping tuition rates and some are offering new scholarships. Many are offering lower costs for students right now. Our tuition is one of the lowest in the state and with TOPS and Full PELL some students do not have to pay out of pocket for LSUA courses. We are looking for ways to market this. Liz and Lafe have been having discussions regarding this and the Cabinet had an in depth conversation about ways that we can market these points during and after COVID-19. I think getting more student testimonials for marketing is a great idea.

#### Adam Jonson

- Focusing on outlook for fall and many contingencies are being explored for fall sports. We will continue to try to be creative and come up with options to fit the upcoming situation.
- Had a draft of a shortened-season soccer schedule go out to athletic directors yesterday as something to consider if we are unable to play the full conference schedule due to either COVID or budget.
- NAIA sent out communication that they are looking at options and their goal is to have a pretty solid plan by July 1<sup>st</sup>. Their intentions are to have national fall events scheduled.
- We are having discussions about what travel could look like considering social distancing with transportation and lodging.
- Athletic trainers had their conference last week and we are trying to figure out what training schedules and athletic training room regulations could look like once students are back on campus.
- Waiting for more information and guidelines from NAIA.
- Continuing to discuss opportunities for conference memberships.
- Focusing on closing out semester and encouraging student athletes and register for the Fall.
- Would like a list of student athletes who have classes in carts that are not registered so that coaches can encourage them to register.

#### Haywood Joiner

- The Department of Allied Health's Virtual Pinning Ceremony is scheduled for Tuesday, May 13, at 5:30 p.m.
- Sona Kumar, MLT Program Coordinator, Sheryl Herring, Adjunct Instructor, and I met with Gabrielle Juneau, CEO, Central Louisiana Area Health Care Center (CLAHEC) to discuss the possibility of holding the annual Medical Application of Science in Health (MASH) program this summer. MASH is a program designed to introduce area high school students to the health sciences programs offered at LSUA through hands on activities. Students completing the program receive 3 hours of college credit; 1 credit hour for HESC 1003: Introduction to the Health Care System, and 2 credit hours for HESC 1004: Client Care Interactions. This year MASH will be conducted virtually. We expect to enroll 20 students.
- Carl Perkins Basic Grant Coordinators from each of the Perkins eligible campuses have been meeting via Zoom over the past three weeks to undergo Perkins V training. At the completion of training Perkins Coordinators will begin writing the Local Application Plan (LAP) for their respective campuses. The amount of LSUA's Perkins award for 2020-2021 is

expected shortly. Funding is used for professional development, supplies, and equipment for the LSUA Perkins eligible programs in allied health and nursing.

#### Melinda Anderson

- Getting ready for the Foundation Executive and Finance committee meeting tomorrow that will take place through Zoom. Budgets for The Oaks GAA, AMoA, and The Foundation will be presented. We are hopeful to be able to hold a late may board meeting face to face on campus.
- Quarterly newsletter is posted on our Foundation website. It also went out via email.
- Recently met with Dr. Rowan and Dr. Halpin concerning program funding possibilities.
- Received \$10,000 from a donor contribution to address student and university needs for the emergency relief fund. The donor requested to remain anonymous, but we are very grateful and appreciative for their support.
- Had a great meeting with Dan Layzell, President Galligan, and Chancellor Coreil yesterday. We appreciate them staying in touch and communicating with us.

#### Elizabeth Jonson

- Sending off the spring 2020 commencement program today to be printed.
- Working social media commencement teasers.
- Lafe is working on helping us with profile pictures of graduates and hashtags. We will be meeting on Thursday for more planning.

#### Chancey Slider

- The virtual spring commencement recording went very well on Monday. We are excited for it to go live on May 14<sup>th</sup> at 10:00am. We encourage all of our faculty, staff, and students to take part in this very special celebration. Thanks to Dr. Coreil, Dr. Rowan, Laura Fowler, Elizabeth Jonson, David Shanks, Jerri Weston and her staff, Abbey Bain, and Melinda Anderson for all of their hard work and support. Also, a special thank you to Mr. Blake Chatelain for participating as our Board of Supervisors degree conferrer and our commencement speaker.

#### Donald Collins

- Everything is safe and secure at all of our sites and all officers are in good health.

#### Kevin Vercher

- Will be full-staffed starting next Monday and we will be focusing on sanitation inside of all buildings. A plan for sanitation has been put together. We are very happy to have our facility employees returning to work and look forward to seeing everyone.
- We have several projects going on right now including demo work at chambers for the nursing department and renovations are taking place at Oakland Hall where UA is housed. We hope to have these projects wrapped up in the next couple of weeks.

#### Daniel Manuel

- Developed a plan for reopening phasing for campus. The plan is modeled from LSU's with modifications made to better suite our campus. We plan on beginning phase one of the plan

on May 18<sup>th</sup> if the governor does not extend the stay at home order. Phase one consists of moving core essential staff back to campus to resume operations while following all social distancing requirements. We will not open to public and students will not be on campus. We ask that all meetings be held via Zoom or other video conferencing software during this phase. Employees will be required to wear masks when working within 6 feet of someone else and we plan to provide employees with these masks if they do not have their own. Exceptions can be made regarding returning to work for employees in vulnerable situations. If we enter phase 1 and have no spikes in cases in community or on campus, then we will transition into phase 2. During phase 2, we will allow one-on-one appointments for students, the library will be open for limited hours, and the testing center would reopen with limited seating. All employees who are dealing with public will continue to wear masks. If we can get through phase two without any spikes in COVID-19 for two weeks, we would then move into phase 3. During phase 3, the testing center would expand the number of seats offered, research labs would re-open, and the student center and books store would reopen, but with social distancing and we would follow all safety protocol. There is no definite termination date for phase 3. The Cabinet discussed communications to students and also the possibility of essential student workers coming back to work during phase 1. We are hoping to get this plan approved and get it to Liz to send out to campus after the governor's next announcement regarding COVID-19 is made next week.

Respectfully submitted by Chancey Slider

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The next meeting will take place on Wednesday, May 20<sup>th</sup>

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