

May 4, 2020 @ 8:30 a.m. (via webex.com)
Leadership Team Meeting

Roni Biscoe:

- Institutional Research:
 - Working with Registrar and IT to test implementation of new CIP codes (used in funding formula and other reporting to indicate areas of study).
 - Working with Registrar and IT, we've identified a method in Banner that will allow us to code COVID-related course drops. It will work as directed for dual enrollment to allow them to be identified in Board Profile report while not reflecting on student transcripts.
 - NSU is working on ULS task force on data governance to define consistent definitions for measures and dimensions (e.g., grad rate, retention, socioeconomic status, etc.).
 - NSU is working on ULS task force to refine and apply an enrollment projection model for use at system and institutional levels. This model will incorporate factors for both new and continuing students.
- Human Resources:
 - Continue to work with employees regarding questions resulting from COVID-19 pandemic.

Tracy Brown:

- ITS Technical Services ordered 100 laptops to aid in COVID response activities.
- ITS Technical Services assisted the First-Year Experience staff with transitioning Freshman Connection to an online format by using a combination of tools from Office 365 and WebEx.
- ITS Technical Services has been assisting faculty and staff working from home. The staff has been using WebEx and Teams to provide remote support and coming in for on-campus appointments when required.
- Instructional Technology has been providing support to students working online. Also, assisting academic departments in the transition to online instruction.

Greg Burke:

- Compliance:
 - Updating coaches and staff on new NCAA legislation
 - Handling year-end book turn-in
- Academics:
 - Weekly staff web ex calls with student-athletes Monday through Wednesday
 - Preparing for spring semester grade reports
 - Conducted initial web ex meeting with incoming freshmen student-athletes
 - Coordinating summer school registration
 - Planning virtual summer bridge series of web ex meetings
 - Coordinated voting for Vic's Choice Awards, including promoting honorees on social media
 - Held final Student-Athlete Committee Meeting of the semester via web ex and also conducted officer and executive board elections for next year.

- Facilitating student-athlete graduate profiles for social media distribution
- Created and submitted video nomination for Southland Strong Community Service Award
- Nominated student-athletes for various Southland Conference Awards (McCarty Citizenship and F.L. McDonald)
- Distributed student-athlete stoles to graduating student-athletes
- Created virtual tour of the Johnnie Emmons Academic Study Center
- Continuing to assist student-athletes with Summer/Fall registration and the COVID-19 "W" withdraw process.
- Completed NCAA Sexual Violence Prevention Training requirements for athletics staff and student-athletes.
- External Relations:
 - Coordinated social media features to sustain engagement with constituents
 - "Wayback Wednesday" - memorable video moments from the past
 - "NSU Nationwide - Demons Coast to Coast" - highlighting former NSU staff members and coaches now working in college athletics around the country
 - Purple Friday feature
 - Instagram Takeovers by student-athletes
 - Creating general marketing graphics and updating accounts daily
 - Planning for #GivingTuesdayNow including marketing and donation vehicles
 - Collaborating with academics to promote student-athlete graduates
 - Conceiving and implementing Vic the Demon "Town Tour" on May 8
 - Developing 2020-21 Demons Unlimited Foundation annual fund collateral for mass distribution
 - External staff members have been making "check-in" calls to Demons Unlimited Foundation supporters
 - Finalizing 2020 N-Club Hall of Fame ballot for voting and selection
 - Coordinated appreciation videos by student-athletes to their scholarship donors in lieu of the cancelled scholarship banquet
 - Completed hiring process for Director of Marketing and Digital Media (start date pending)
 - Working with Sponsors to bonus content lost from spring sport cancellations
 - Posey's ALL IN t-shirt promotion which will net approximately \$2,000 for the DUF
 - Created new ALL IN Logo to be implemented for 2020-21 year
 - Ordered Yard Signs to promote ALL IN theme partnered with City of Natchitoches + ALL IN Season Ticket Holder Yard Signs
- Miscellaneous:
 - Working towards completion of football scheduling through the 2024 season
 - New strength and conditioning coach Erik Schwager and several coaches gave the weight room a face lift (paint, cleaning, etc.)
 - Coach Schwager completed hiring process for an assistant strength and conditioning coach (start date TBD)
 - Weekly web ex meetings:
 - External Staff

- Athletic Trainers
- Head Coaches/Staff with Athletic Director
- Coaches with student-athletes
- Athletic Director regular web ex meetings, mainly focused on budget planning
 - Weekly Southland Conference Athletic Directors
 - Two University of Louisiana System AD's
 - Southland Conference Finance Contingency Committee
- Re-started hiring process for a new head women's basketball coach on April 4 and completed the process on April 10 with the hiring of Anna Nimz, Associate Head Coach at UT-Rio Grande Valley.
 - Worked with Coach Nimz to hire staff
 - Held virtual press conference for Coach Nimz on April 27
- Athletic Facilities staff worked regular work week sanitizing areas within the athletic complex, doing landscaping and other maintenance duties.

Dana Clawson:

- Making plans to return to clinical June 1. Currently working to acquire clinical learning sites in hospital and outpatient settings for Nursing and Allied Health students. Directors and coordinators working hard to find quality clinical learning experiences for summer semester.
- Starting new BS to BSN concentration of BSN program this summer.
- Freshman connection work started.
- Trying to ensure off campus learning sties are also prepared for return to campus Phase 1.
- Marketing of NA program cannot happen yet – not until LSBN and COA approve even without marketing we have 18 strong expressions of interest in program.
- Recognized each CONSAH graduate on Facebook; students opted to wait on recognition ceremony until the live graduation.
- Chenelle Pillette is hosting wellness Wednesdays Yoga via Zoom.
- Final Spring faculty meeting was held on April 25th per bylaws via WebEx.
- Major challenges are remote testing and veracity.
- NSU's required "Eligibility To Offer Nurse Anesthesia" letter and appendices are being uploaded to the Council On Accreditation of Nurse Anesthesia Program's (COA) portal by Dr. Badeaux this week. Self-Study reports for BSN, MSN, PMC, DNP programs for national accreditation due by June. Site visit scheduled for September 13-17th, 2020.
- Capitation monies being used to support needed Natchitoches faculty.
- Dr. Handel has applicants for CONSAH Dean position.

Frances Conine:

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Frank Hall:

- The Student Achievement website is now in compliance with SACSCOC Core Standard 8.1. Roni sent Crystal an email informing her of the above.

- Appreciate everyone's support concerning the key decisions for 2019-2020. I will push out the introduction of AC 2019-2020 including the executive summary for your review later this week.
- Last week I sent out a AC 2019-2020 Strategic Plan Assessment Document Assignments outline. Let me know if you have any questions.
- 10 June is the next Strategic Planning Team Meeting. Focus:
 - We will cover the following requirements:
 - CR 8.1, and R 8.2.a, - DIE
 - Review R 5.4 – EDIEHR
 - Discuss CR 6.1 – Provost / IR
 - Discuss R 6.2.b – Provost
 - Discuss R 6.2.c Provost Review
- 11 June is the next University Assessment Committee Meeting, focus is on supporting the completion of all program and units annual assessment of Student Learning and Service Outcomes.
- All 2019-2020 assessment data is due 19 June 2020.

Greg Handel:

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Nicholas Hopkins:

- In the process of releasing parts of a mental health video miniseries with Ross Szabo for helping students through COVID-19.
- Partnered with Alpha Lambda Delta to offer a program for students by TJ Sullivan about keeping engaged during COVID-19
- We had a successful virtual Inauguration with administration, faculty, and staff.
- After the inauguration, the new Senate had their first meeting where they passed 2 bills:
 - One that would establish Campus Councils on the CENLA and Leesville campuses;
 - And one requesting that the new event space in the Student Union be named after Dr. Alost.

Pat Jones:

- Reminded everyone that all departments are to only purchase essential supplies and services thru 6/30/20. It is understood that due to the essential only policy, some departments will have balances left that they will not have the opportunity to spend. While we expect budget cuts, Business Affairs will not cut budgets based on these unspent balances.
- Requested that all departments review the Year-End Close Procedures that Purchasing issued via email and posted in the Messenger.
- Business Affairs is in the process of preparing next fiscal year's budget and will be reaching out to departments for information during this process.

Jennifer Kelly:

- Physical Plant:

- **Student Union:** Student activities area work room. New ceiling, LED lights and painted the room.
- Painting the 1st and 3rd floor hallways and stairwells
- **WRAC:** Removed matts in the weight room. Cleaned and disinfected floor. Painted floor with a Dryloc paint. Painted walls in weight room. Waiting on new pads to come in to finish the area. Mates will arrive May 1
- **Campus Wide:** Had 5-year sprinkler upgrades done. Working on Elevator inspection findings. This is mostly pit lighting and cleaning elevator mechanical rooms.
- **Kyser Hall,** checked and replaced lights in the classrooms.
- **Field House:** Repaired the lighting in the academic center. Fixed the Shower valves in the locker room.
- **Print Shop:** Installed new rollup door going into the print shop.
- **Bienvenu and Russell Hall.** Working on the classroom and Hallway lights in those building. They should finish up next week.
- Repaired street exit by TEC lab school exiting onto Tarlton Drive.
- Finished up on a work order for some power upgrades to classrooms in HH&PE and Kyser for Jennifer Long.
- **Elevator.** Currently all 3 elevators in the Library are working. Bienvenu elevator problem hopefully has been solved. They found a bad board in the controller.
- Stage elevator is working in AA Frederick.
- **Red River Sanitors:**
 - They have been cleaning campus wide. They have waxed most on the hallways on campus. They are still working on few they have not got to yet.
 - Cleaned the Hallway walls and spider webs on the ceilings.
 - Started carpet cleaning around campus.
 - They have machine scrubbed most the floors of the restrooms on campus. Moving to the Library next.
 - They have sanitized desks and classrooms doors and equipment in classrooms. They will begin floor work next week in the classrooms.
 - Student Union. Scheduled to strip and wax Long Purple Line. Diamond polish The lower and main floors.
 - The floor work we have got done during this down time by Red River which would normally cost us because its not part of the contract. They are using the night crew to work on floors during the day. It is close to \$17,000 in savings. They are not done yet they will do HHPE, TEC and diamond cut and polish the lower level of the Student Union.
 - **Projects planning.** Elevator upgrade at Turpin stadium. Planning is complete we are looking at a May bid date. Construction will not begin till after the fall football season. There is a long lead time in getting the equipment so we want to get it ordered.
 - Getting quotes for flooring at different places around campus if funds are available work can began in May and June.
- **Capital Outlay:**
 - See Capital Outlay Book and Strategic Plan.
- **University Plant Services:**
 - Environmental Health and Safety:
 - The bid for mold remediation in Warrington was awarded April 23 to One Priority. We are currently waiting for the signed contract to be returned to NSU and for One Priority to put up their performance bond. Per Newman Marchive, they

expect work to begin Monday, May 4th if all requirements have been met. Twenty-One days have been allowed for completion.

- The PO for Phase II of new floor plans for NSU facilities has been approved. As soon as the mandates have been relaxed a bit, the walk-through process will begin. Phase II will be complete by June 30th.
- The UL System Management & Leadership Institute has held several Zoom meetings. The plan from the ULS is to pick up where we left off, as soon as we can safely do so.
- We have 2 more recent Workers Comp cases that EHS, HR and Sedgwick are virtually collaborating on.
- EHS has been working with Sedgwick on insurance claims from previous storms.
- EHS will participate in an URMIA (University Risk Management and Insurance Agency) webinar on Thursday, April 30th.
- Plant Services:
 - Warehouse is working on securing stock items-PPE for Covid19. We have been able to purchase enough items, in small quantities to provide NSUPD and NSU Maintenance workers with PPE. We expect to continue to make small quantity purchases for these areas. A large order has been made with expected delivery dates of May 25-2,000 disposable, surgical facemasks and June 25-8,000 disposable, surgical facemasks.
 - Warehouse and Central and Central Receiving are rotating workers so that 1 employee handles both areas 1 ½ days per week.
 - The Asset Manager, Warehouse Manager, and the Director of Plant Services have a ½ day training session with TMA (our software) on Monday, May 4, 2020. This is to go over new accounting features, tech support in some areas and looking ahead to TMA7, which is coming soon.
- Grounds:
 - Assisted Carpenter shop in retaining wall demo and repair.
 - Started Summer waste pickup schedule a month early.
 - Started weekly mowing contract.
 - Relocated 4 extra trash receptacle to walking track.
 - Street, sidewalks, and parking lot cleaning
 - Street sign washing.
 - Trapping and removing skunks.
 - Herbicide application across campus.
 - Insecticide application across campus.
 - Campus Shrubs Pruning. Ongoing
 - Campus Tree Pruning. Ongoing
 - Spring color change. Main Gate, South Jefferson Gate, Sam Sibley Gate, Hillside bed, and Presidents residence. All hanging baskets will be replanted. I have this scheduled of the first week of May.
- University Police:
 - Working with Jon Caliste, on Annual Security Report
 - Compiling crime data

- Officer training on social distancing, in correlation to job duties
- University Safety and Compliance:
 - As of this date all of our letters requesting statistics for student travel are sent out to the other agencies. We have received a few replies and to this date none have added to our statistical crime count. I am currently working on updating the main campus annual security report with the help of several other departments to update the safety and security policies. In addition I have decided to give the document a face lift so to speak to make more visually appealing and easier to read since it is a publicly available document. My hope is to have the document submitted for review by August for an October 1 release as is required by law.
 - On the Shreveport campus we are in the midst of making plans for faculty members returning for the first week of May to prep for the upcoming summer schedule. We are doing our best to limit the amount of people on campus so that social distancing measures can be properly applied. We have agreed to a staggered entrance into the building where employees can enter their requested date on a shared calendar so that the new number do not exceed 20 employees at a time. While here they are encouraged to wear mask and stay in their office and limit their interaction with others. Also we have positioned hand sanitizing stations near the elevators and entrances to encourage use in areas that may not be wiped down with every touch. Interior commons area doors have been left open to minimize shared contact with surfaces.
- Campus Living Villages:
 - Students who could return home vacated by March 30 to receive 25% housing refund
 - After March 30, on-campus occupancy down to 6%
 - Housing office closed to in person traffic but remains staffed
 - RA staff reduced from 24 down to 6
 - Some staff working remotely to promote workplace distancing
 - May and June summer camps and summer school housing canceled
 - Spring Move-Out the week of May 4 – 8 by appointment only
 - Opening offices to in-person visits will occur when directed by corporate office. Remote work will continue until directed otherwise.
 - There is no decision yet on housing for the month of July, early arrivals and the fall. Scenarios are being developed for how housing will open in the fall in terms of staffing, assignments, restrictions, and overall general operations.
- Sodexo:
 - We are currently feeding those still in the residence hall at Iberville or Chick-fil-a with DCB. We are getting organized and are ready for any possible re-open or needs the University might have.
- University Post Office:
 - The NSU Post Office (PO) has had one student worker the last month. They have created, updated, and found followers for an NSU Post Office Twitter Account. This account will mirror the NSU PO Facebook page and will serve as another method to disseminate information to NSU students.
 - Our full-time employees have done a variety of tasks including:
 - Researching other University Post Offices and seeing if any of the services they offer could be incorporated here.
 - Completed on-line trainings from the USPS.

- Retyped manuals and other documents we have lost during computer changes.
- Created training questions by reviewing The Domestic Mail Manual and International Mail Manual.
- Viewed and summarized TED Talks on the subjects of customer service and innovation.
- To facilitate a smooth reopening The NSU Post Office will continue steps in place including:
 - Wiping down counter/door handles hourly with cleaner.
 - Wearing masks while helping customers at counter.
 - Waiving signature requirements per USPS instructions.
 - Placing all items that will fit into a mailbox right into a mailbox to reduce amount of in-person interactions.
- Emailing students if they have something too large to fit into mailbox to reduce number of trips to the Post Office.
- Limiting the people entering the work area by keeping backdoor and inside entrance to work area locked.
- Taking out our own trash and sweeping our own floors to reduce the number of time custodial staff is in the Post Office.
- Some items we may want to consider:
 - Most Post Offices and retail outlets have installed a barrier between customers and employees (plexiglass shield). If we decide to reopen for retail transactions this would be a great help as we do have people from off campus (including travelers from I-49) utilize our services.
 - As there are no "offices" in the Post Office we are handling the same items, breathing the same air and despite how much cleaning we do it is highly probable if one person was to become infected with covid all in the NSU Post Office would be stricken as it is virtually impossible for all us to be 6 feet apart during the day. Given we see at least one person from almost every department every day the potential impact to NSU would be quite severe. Any suggestions on how to staff while reducing proximity to each other in the Post Office would be helpful.

Margaret Kilcoyne:

- The faculty members, staff, and students are collaboratively working in the online learning environment. We are participating in virtual classrooms and meetings using WebEx and other platforms like GotoMeet.
- In efforts to support our university and the community, several faculty members and students having been working on various projects. Drs. Perez-Mira and Kilcoyne [using personal funds and donating time] have created ear savers for our healthcare providers. Dr. Perez-Mira, also, created a 3D facemask which we've given to a healthcare professional to test. Ms. Connie Jones has been making cloth face masks [using personal funds and donating time] for frontline workers. One of our CIS students, Evan White, created a emergency work at home manual and how to get remote

support from ITS right now. Collaborately Drs. Parker, Coordinator of Special Projects and Community Outreach, along with Drs. Miranda and Prejean and the Natchitoches Chamber of Commerce will launch our Lunch and Learn: Small Business Sustainability Strategies in Turbulent Times. Dr. Vianka Miranda and Dr. Elizabeth Prejean will teach strategies to help our local business during this time of crisis. The virtual event will be held on Thursday, May 14, 2020 at 12 p.m. to 1 p.m. We cordially invite you to see the link for the flyer for further information. The link can be found at <https://infograph.venngage.com/ps/LQ7mqt4rd8/nsu-vbs2020>.

- Our College of Business and Technology Student Advisory and Outreach Board held its end of the semester meeting virtually. A couple of the SAOB members are part of the frontline workers providing services to our community. One helped with the transition of the maternity ward of a hospital to another location in Shreveport, and one provided assistance as a firefighter with the Front Street fire.
- We are preparing for a virtual AACSB on-site visit in fall 2020, and Drs. Parker and Swanstrom participated in the AACSB Annual Conference via virtually.

Fran Lemoine:

- We couldn't be more proud of the efforts that our faculty have made to move into the online environment. All classes seem to be going well.
- **Biological and Physical Sciences and Engineering Technology:**
 - Ms. Anna Dugas, Assistant Professor of Physics, and Dr. Shahriar Houssain, Assistant Professor of Industrial Engineering Technology, have been working using their respective Departmental 3D printers to create face shields for local medical facilities. The first shipment of Ms. Dugas' shields were delivered to NRMC last week. Additional deliveries are expected soon.
- **CAPA:**
 - Music:
 - Under the virtual direction of Dr. Nick Cummins, the NSU choir performed a recording of "Not One Sparrow is Forgotten." The Marketing and Branding office paired the recording with images of our current and former students/faculty/staff serving on the front lines of the coronavirus fight. We are very proud of the collaboration.
- Announcements of new positions/appointments:
 - Dr. Kirsten Bartels will be stepping down as Louisiana Scholars' College Director. Dr. Thomas Reynolds will be serving as Interim Director beginning on July 1.

Kim McAlister:

- The Department of Social Work is hosting a virtual Senior Recognition Ceremony on Thursday, May 7th @ 6:00 p.m. for graduating seniors, scholarship recipients, and their award winners at GCEHD Honors Convocation. The seniors have also created a senior video to share with all. So regarding to see SOWK embrace this virtual opportunity.
- The Department of Psychology initiated undergraduate and graduate students into honor society Psi Chi virtually on April 28, 2020.

- The first cohort of CLIP residents (grant between School of Education and the Orchard Foundation) will begin final semester of coursework in summer 2020 and set to graduate in August. Interviews for cohort 2 are set for May 11-15.
- The next edition of the Gallaspy Gazette is set to release this week. This issue is devoted to those students who received awards in the GCEHD Honors Convocation. Students were encouraged to submit photos, videos, and information to share with faculty, family, fellow students, and alumni. This will be sent to all Leadership Team members as well.

Drake Owens:

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Jerry Pierce:

- Communications and Marketing and Branding areas have worked for the past few weeks on media releases, videos, virtual events, advertising, social media messaging and other communications related to university operations during pandemic.
- WRAC and Recreation Complex have been involved in maintenance and upkeep initiatives and are making plans to reopen for limited times and participation May 18, if possible.
- In governmental affairs area, increased activity in monitoring legislation, capital outlay projects, etc., as legislature convened this week.

Thomas Reynolds:

- The Faculty Senate held its final meeting of the 2019-2020 academic calendar on Tuesday, April 28. At that meeting, the business of the academic year was concluded. Voting was moved online in order to facilitate participation during the COVID-19 pandemic. Elections were held for new Executive Council membership. The new officers for the Faculty Senate, who will take office on May 18, are as follows:
 - President – John Dunn
 - Vice President – Wanda Goleman
 - Secretary – Sarah McFarland
 - Parliamentarian – Paula Christensen
- The Senate also approved the following items:
 - Revisions to the Faculty Handbook that will be sent to Dr. Handel for review, and
 - A proposal to address concerns about the 2021 Academic Calendar that will be sent to the Calendar Committee for consideration.
- Future concerns about Faculty Senate should be sent to Dr. John Dunn, incoming Faculty Senate President.

Darlene Williams:

- EAB recruiting strategies continue and internal efforts that target recruiting of online students.
- CompeteLA effort continues and preparing to implement ULS flat rate tuition model during the summer.
- Ongoing recruiting of new online students for summer and fall 2020 using enhanced strategies.
- Much work in the area of technology to include support of faculty/staff/students to support transition to virtual environment.

- Awaiting additional hardware to support faculty/staff transition in virtual work environment.
- Implementing BoR plans for adjustment in criteria for dual enrollment students for 2020-2021.
- Increased participation in virtual meetings and professional development.
- Work continues on grant submissions through appropriate agencies.
- As appropriate, ongoing community engagement through TIED staff in local, regional, and state 'virtual' events and meetings throughout Shreveport/Bossier, Alexandria, Leesville, Marksville, DeRidder, and Natchitoches.

Ron Wright:

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The next scheduled meeting will be held on **Monday, June 1 at 8:30 a.m.** in the Henderson Conference Room (or via webex.com). The meeting dates for the remainder of the first half of 2020 are as follows:

- **Monday, July 6**
- **Monday, August 3**
- **Tuesday, September 8**
- **Monday, October 12**
- **Monday, November 2**
- **Monday, December 14**