

June 1, 2020 @ 8:30 a.m. (via webex.com)
Leadership Team Meeting

Roni Biscoe:

- Institutional Research:
 - Multiple projects during this teleworking period – too numerous to list.
 - ULS IR Project has expanded to include not only Dashboard, but Data Governance, Forecasting, and Real Time Data and Technology.
 - Great Colleges Institutional Questionnaire – 44% response rate and faculty responded at 50%. The report will be available in July.
- Human Resources:
 - Ready to assist as Phase 2 approaches.
 - Will keep abreast of any information provided by State Civil Service.
 - Have continued to onboard and separate employees.
- IE-HR
 - Student Evaluations of Course and Instructor will occur during the Summer.
 - Title IX Committee continues to meet to revise University policies and procedures to meet new USDOE, OCE regulations – must be implemented by August 14th.

Tracy Brown:

- ITS Technical Services received 100 laptops to aid in COVID response activities.
 - Collecting laptops used for the initial COVID response and returning those to departments.
 - Twenty-two of the new laptops are deployed, with more appointments being scheduled.
- ITS Technical Services and Instructional Technology provided support to First-Year Experience staff with the virtual Freshman Connection to an online format by using a combination of tools from Office 365 and WebEx.
- 2,960 Cisco WebEx and Microsoft Teams hosted meetings held during May.
- Instructional Technology is working on lab policies with EHS Office and Jennifer Kelly.

Greg Burke:

- Athletic Administration:
 - 2019-20 Budget Wrap-up
 - 2020-21 Budget Planning
 - Southland Conference Finance/Competitive Plan Committee
 - Athletic Department “Return” Plan (office, home competitions, team travel, etc.)
 - Voluntary Student-Athlete Plan in collaboration with sports medicine and strength/conditioning staff
 - Weekly head coach/staff WebEx meetings
 - Southland Conference Advisory Council Meeting Zoom (Greg Burke, Haley Taitano, Jody Biscoe)
 - Southland Conference Board of Directors Meeting (Dr. Chris Maggio, Greg Burke)

- Continued future football scheduling; 2021 schedule completed with home and home series finalized with Alcorn State
- Media interviews (Greg Burke):
 - WWL in NOLA radio interview regarding COVID-19 athletic department adjustments
 - KTBS-TV 3 in Shreveport zoom interview regarding NCAA approval for voluntary student-athletic workouts
- NSU Phase IV Committee (Greg Burke)
- Compliance:
 - Updating coaches and staff on new NCAA legislation
 - May Mental Health Awareness promotional plan
- Facilities/Events:
 - Repairing Prather Coliseum speakers
 - Preparing for three graduation ceremonies in Prather Coliseum and Turpin Stadium in early July
 - Continuing landscaping around athletic facilities
 - Power spraying Turpin Stadium
- Student-Athlete Development:
 - Finalizing spring semester eligibility for all teams
 - Registering student-athletes for summer school
 - Planning for Student-Athlete Advisory Committee summer meetings and fall retreat
 - Zoom orientation sessions for incoming freshman student-athletes
 - Academics-Compliance Huddle WebEx on May 21
- External Relations:
 - Received a gold and a bronze medal at the 2018 NACMA “Best of” Awards ceremony. NSU’s award winning proposals were two of over 800 submitted in 16 different categories.
 - Continued revenue generating efforts:
 - GivingTuesdayNow generated almost \$30,000 to kick off 2020-21 annual fund drive
 - Sponsorship renewals and new partnerships
 - Football season tickets on sale
 - N-Club Hall of Fame class voting (committee and N-Club members)
 - Ongoing social media engagement
 - Planning for fall reunions (25th soccer anniversary, football reunion at Homecoming)

Dana Clawson:

- CONSAH revised our mission statement to be congruent with University. President Maggio and Director of Assessment, Frank Hall, sent copy of mission statement. Will present to Strategic Plan Committee in one week and send all members copy of revised strategic plans.
- Programs having 2-day retreats this summer.
- Returning to clinical June 15th. Working on PPE acquisition.
- BS to BSN concentration work started – Ashley Briggs instrumental in ensuring that thus far 133/148 of CONSAH’s students are registered. Faculty doing great job!
- Gathering data for Phase for Fall return to campus has started. Evaluated seat availability for each campus and trying to make decisions about course delivery options.

- Hired CRNA Assistant Coordinator: Katrina Vice O’Conn; all NA program affiliations complete.
- Campus facilitators/admin. Assistants now having weekly or every other week meetings to streamline processes.
- Working on Spring Alumni newsletter which has been delayed.
- Pam Holcombe processing over 650 ASN and BSN applications.
- Preparing CCNE and COA self-study reports.
- BSN seniors developing comprehensive COVID education for the community which they have decided is “NSU”! so they will be contacting various groups on campus to work on community education projects.
- University assessment reports for SACSCOC completed by all CONSAH programs.

Frances Conine:

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John Dunn:

- Faculty Senate had new elections to note in an (almost) entirely new Executive Council:
 - Dr. John T. Dunn, President
 - Dr. Wanda Golman, Vice President
 - Dr. Sarah McFarland, Secretary
 - Dr. Paula Christensen, Parkiamentarian

Frank Hall:

- Please review the 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:
 - SACSCOC Fifth-Year Interim Report – Crawl, Walk, Run Approach – following meeting standard owners need to review their assigned requirements.
 - 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. The focus is on supporting the completion of all program and unit annual assessments of Student Learning and Service Outcomes.
- All Assessment Cycle 2019-2020 assessment reports are due 19 June 2020.

Greg Handel:

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Nicholas Hopkins:

- On June 18th, SGA will be partnering with the Natchitoches Chamber of Commerce to host a candidate forum for Natchitoches mayoral candidates and City Council candidates.

- We are in the process of planning our SGA retreat for the summer.
- We are working on initiatives and programs/events for the upcoming school year but are waiting to finalize those based on what future social distancing guidelines will be.
- In the process of addressing student concerns around issues involving diversity and inclusion at NSU.

Pat Jones:

- Reminded the Team that to cover this fiscal year's shortfalls, we should continue to ask all departments to make only essential purchases that are needed to get them thru 6/30.

Jennifer Kelly:

- Physical Plant:
 - Stadium elevator pre-bid was held Tuesday. Had a good turnout; probably 6-7 general contractors. Bids open next Thursday. Construction will not begin until after the football season.
 - Carpenter shop has completed the painting in the Student Union. They painted the upper and lower levels plus the stairwells between the lower and main level.
 - Student Union bookstore remodel is about finished. Should be complete next week.
 - The sidewall addition by the Iberville stage is about finished. They have some brick work left on it.
 - Welders have constructed 35 hand sanitizer stands. We will make more if needed.
 - Red River Sanitators have stripped and waxed most of the hallways on campus. They are moving into the classrooms next.
 - The windows at the Student Union were cleaned this week. That includes the front inside and out and the ones in the courtyard.
- Capital Outlay:
 - NSU Tommy Whitehead Sign Replacement Project of the Historic Normal Sign for Corral in triangle in front of WRAC Center. Sign has arrived and has been redone. Tommy is planning to have DAR Chapter rededicate the sign once campus has reopened.
 - NSU Dodd Hall Demolition Project has been sent to Baton Rouge to Ellen Jenkin DOA to advertise and send out the bid request for the project. Project will begin as soon as FPC (Facility Planning and Control) receives back the bid package and awards the project to the winning bidder.
 - Caspari Street Overlay Project was awarded to Hunter Lancaster, Engineer, he has developed the plan and has sent it to Baton Rouge for FPC approval. FPC will put the project out for bid as soon as possible. We will be notified with bid dates out and opening of the bids.
 - Capital Outlay Project for Kyser Hall has been approved by House and Senate Committees. It is scheduled to be introduced to the Selection Board for an appointment of a Designer. Programming for the building will begin as soon as a designer is awarded the project. NSU has chosen to meet and interview the possible designer and pick the company of NSU choice. Designer will work with a Project Manager to ensure that the project comes in within the awarded funding from Capital Outlay Program.
 - NSU is working with Bobby Boudreaux with FPC to plan for the demolition of Caddo Hall as soon as LSMSA vacates their women's current housing complex. This is the location

for the Kyser Hall Project. Demolition will begin in the Spring 2021 when the LSMSA students move into their new housing complex.

- Prudhomme Hall Demolition will be the next project we will begin to develop. This project will also begin after the LSMSA Men Student Body moves into the new LSMSA housing complex in Spring 2021.
- Fournet Roofing and Vent Hood replacement is being developed by Brazos Roofing Company. We should receive plans from Brazos for budget planning. We hope the complex project will fall under an emergency plan due to the nature of the chemical used in the vent hoods by student labs.
- Deferred Maintenance Project Request 1: With future deferred maintenance funding from the state, NSU wants to replace the existing 75-year old steam pipe system to the remaining 3 buildings on the loop. Russell Hall (Business Building), Warren Easton NSU Elementary Lab School, University Print Shop and Art Department Labs. All other buildings have been changed to hot water loop from steam loop for heating in these buildings. Replacement of this loop would complete the change from steam to hot water system. These three building are all located around the power plant for easy access to the hot water source. Replacement cost \$410,000
- University Plant Services:
 - Environmental Health and Safety:
 - Warrington-The mold remediation job at Warrington has been completed as of 5/27/2020. Air sampling has come back clean. The Physical Plant will now have the carpets cleaned, walls painted, a reception desk built, and new ceiling tiles placed.
 - Quarterly Safety Meeting Preparation-Topic: COVID 19 Safety Guidelines-Hand Washing, coughing/sneezing, facemask use, cleaning hi touch items, prevention....
 - EHS & Plant Services:
 - Cory LaCaze, Zachary Sepulvado, Perry Johnson, John Carter and JaReyna will be back to campus full time on June 1, 2020. Tiffany Summerlin (Asset Management) & Chelsea Eddington (Assistant to EHS) will continue to telework 2 days per week for another couple of weeks. These 2 positions telework very well. I vary. I come in 3 days most weeks and telework the rest. If it is a high traffic day, I will telework. If I need to come in to take care of something, in particular on a telework day, I come in. I am taking extra precautions due to having active asthma.
 - Plant Services:
 - Daily searching, securing, and ordering PPE items continues.
 - The first shipment of 2,000 masks has been received (early). The second shipment of 8,000 masks should be received by June 25th.
 - We have secured 500 bottles of gel sanitizer, and 200 packs of 50 each, 75% alcohol wipes. Sanitizer will deliver today (5/27) and wipes should deliver within 2 weeks. We also have more gallons of liquid hand sanitizer ordered from "Trace" (Richard Armstrong), here in Natchitoches.
 - Dale Martin and I will be writing an Emergency Declaration to cover large COVID-19 related purchases. I will be sending that over this week for signature.

- Water Fountains: Adding the retrofit bottle filler attachment to existing water fountains and shutting off the water supply to the current drinking spouts looks like the best way to proceed with updating water fountains. I have talked this over with Dale Wohletz. He agrees. Adding the bottle filler will give chilled water for about \$400.00 per fountain. A chilled bottle filler only unit costs about 1,500.00 each. Dale will get the brand names and number of units then Cory will order the attachments through the Warehouse.
 - Warehouse will close the week of June 22nd for annual inventory. Every item (nut, bolt, and all), must be counted and inventoried. This takes place annually at year end. No sales may be processed during this time. Per the Purchasing Department, all Warehouse Requisitions must be received on Banner by 2:00PM on June 12th. Final end-of-year deliveries will be made the week of June 15th and inventory will take place the week of June 22nd.
- Grounds:
 - Color change.
 - In process of installing hanging baskets, replacement parts on order.
 - Tree pruning.
 - Shrub pruning.
 - Landscape cleaning, around buildings.
 - Removal of hanging limbs.
 - Applied 600 gallons of herbicide.
 - New trash contract for June and July, closed all but 4 dumpsters and picked up 50 out of 130 plastic cans.
- University Police:
 - Working with NSU Freshman Connection (Virtual Parent/Student connection)
 - Meeting with Student Accountability, Title IV, and EEO on the Department of Education's new, Title IV guidelines.
 - Round Table meeting with Parish leaders.
- University Safety and Compliance:
 - I am still working on updating the main campus annual security report, with the help of several other departments, to update the safety and security policies. My hope is to have the document submitted for review by mid-August for an October 1 release as is required by law.
 - On the Shreveport campus we are in the midst of making plans for the campus to reopen. Signs are in the process of being made to provide instructions to students and visitors to the campus. Customer Service shields are being installed in the library, security desk, student services, 2nd floor lobby, and the 4th floor lobby. In addition, common spaces have been rearranged to allow for social distancing, and stairways have been assigned to allow for ascending only, or descending only, to limit the amount of traffic flow in the stairways. Hand sanitizer stations are being placed in strategic positions and hallway doors are being left propped open during operational hours to limit touching of common surfaces.
 - The new Title IX regulations are out, and we are in the midst of reviewing the new regulations with the Title IX coordinators to draft plans of actions and policy changes that will need to take place before the August 14th deadline. The major changes that will need

to be implemented include live hearings, the evidentiary standard (preponderance or clear and convincing), actual notice, and the definition of sexual harassment. Basically the new regulations have provided a clearer due process model, however, with the adding of live hearing there are complications and liabilities that will need to be talked through and vetted. We are meeting this week to begin a comparison of the old policy and the new regulations to determine what needs to stay, be added and/or removed.

- Campus Living Villages:
 - Not much new given housing is empty.
 - All students vacated by May 9, end of academic lease term.
 - One international student remains on campus for summer. Three Resident Assistants are hired for the summer.
 - All vacant units inspected for cleaning and damage charges.
 - Final account statements sent to residents outlining any remaining housing balances related to semester housing fees, damages and cleaning charges.
 - Make ready and turn started on units for Fall 2020 move-in.
 - Prepared Phase 1 re-opening plan and submitted to CLV for approval.

- Sodexo:
 - We are just doing research and waiting to see what will be needed. We have meetings next week with The University to begin the fact-finding process for the fall.
 - We are open at Iberville and Chick-fil-a.

- University Post Office:
 - For the last few weeks the full-time employees not here working have been researching other campus post offices, trying to come up with ideas to enhance our services in this environment, doing on-line trainings and developing ideas for package distribution in the Fall given our windows will have plexiglass on them.
 - For the Fall reopening we need to examine a few items. I have thought about each of these and my thoughts are below:
 - For the first week we have several hundred students a day come in to get their box assignment and combination. How this process can be done and maintain social distancing will be a big issue. The Post Office lobby can only fit about 10 people at a time and maintain 6 feet distance. In addition, we will also have to pass several hundred pieces of paper a day to students. All are chances for possible transmission. Working with IT to develop a process to give the students this info. via email or through their account would be the best solution.
 - The previously mentioned package situation will also be an issue. For the first few weeks we have over 100 packages a day arrive to be distributed to students. We will have to utilize our side door this process (which is new). We will also start to email students when an item arrives to cut down the trips they take to the Post Office. This will be an additional step and will delay items being given to students lead to another possible transmission point as we hand items to students. Many colleges have gone to contactless package delivery via a locker system to avoid this situation.
 - For an immediate campus reopening this Summer it would be best to still have departments come over and get their mail. The mail has been very light (both in and out-going) and the possibility of having COVID and being in each office on campus would be potentially devastating. Alternatively, many campuses have

gone to a centralized drop off/pick up location in each building. This allows for contactless mail delivery. Some campuses have gone to virtual mail delivery where each item is opened and scanned by mail services and then put on a cloud or emailed to further avoid contact between departments.

Margaret Kilcoyne:

- Engaging, innovating, and impacting.
- NSU and the Natchitoches Area Chamber of Commerce will host the June installment of the Virtual Business Series from noon – 1:00 p.m. Thursday, June 11. The virtual Lunch and Learn is intended to help small business owners develop strategies to remain afloat during turbulent and uncertain times. The upcoming session will focus on payroll protection program, and it is led by the School of Business faculty members – Drs. Miranda, Aldredge, and Swanstrom.
- Collaborating working with our onsite AACSB team and out AACSB liaison to establish our accreditation onsite visit for late September.
- Working to actively encourage our students to register for classes and provide advising recommendations.

Fran Lemoine:

- All departments are busily completing their end-of-year assessment reports and prepping for different contingencies for Fall 2020.
- **Biological and Physical Sciences and Engineering Technology:**
 - Dr. Daniel Rivera has learned that his BoR eLearning Innovation grant proposal was recommended for full funding. The proposal entitled “Creation of an eLearning Platform for Basic and Applied Math to Enhance Preparedness in STEM” was a collaborative, interdisciplinary effort that included the following individuals:
 - Dr. Christopher Lyles, School of Biological and Physical Sciences
 - Dr. Yohaselly Santiago Rodriguez, School of Biological and Physical Sciences
 - Dr. Li Ma, School of Biological and Physical Sciences
 - Mr. Michael Scanlan, School of Biological and Physical Sciences
 - Mrs. Jessica Church, School of Education
 - Mrs. Emily Perritt, Electronic and Continuing Education
 - Mrs. Melissa Kelly, Mathematics
 - The total award is \$16,700 for the AY2020-2021 and will hopefully set the stage for a much larger, multi-year NSF grant in the near future.
- **CAPA:**
 - New Media, Journalism, and Communication Arts
 - Mr. Nick Taylor and Ms. Melody Gilbert, Assistant Professors of Communications, has students collaborate on a project to create the “NSU-TV March 19th, 2020” newscast. The students in “News Producing” (COMM3430) wrote/produced the newscast, students in “TV Producing and Reporting” (COMM4470) worked in the studio to guide the production and ensure that the newscast was ready for upload, and students in “Advanced Video Journalism” (COMM4420) provided the stories. Students throughout the NMJCA department edited, ran cameras, etc. and

David Antilley mentored them throughout the process. Additionally, Dr. Brian Gabriel met with students and provided input on the final script. This newscast was awarded a Bronze Telly Award in the Category of Non-Broadcast Educational Institution. It is comparable to a “regional Emmy”.

Here is a link to the award announcement:

<https://www.tellyawards.com/winners/2020/non-broadcast/general-educational-institution/nsu-tv-newscast-march-19-2020/233756>

Here is link to the newscast:

<https://www.youtube.com/watch?v=EdKefmJB67c>

- **Mathematics:**

- We have had another great semester in our MATH1020/1021 co-requisite course. During the Spring 2020 semester, 81.25% of the students passed (71.875% with a C or better) and 18.75% of the students failed. This is a tremendous accomplishment considering the online conversion of the course!
- Announcements of new positions/appointments:
 - Mr. Scott Burrell has been appointed as the Director of the Dear School of Creative and Performing Arts.
 - Dr. Chris Lyles will continue to serve as Interim Director of the School of Biological and Physical Sciences.
 - Dr. Brian Gabriel will continue to serve as Interim Department Chair of New Media, Journalism, and Communication Arts.

Kim McAlister:

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Drake Owens:

- Positive feedback from virtual commencement ceremony held on May 8.
- Regular legislative session ends June 1 at 6 pm, special session begins immediately upon adjournment and ends June 30.
- Tracking higher education bills; HB2 currently includes \$1.112.5M in P1 funding for Kyser Hall replacement planning for FY21.
- Working with NSUF board to identify prospects for 60/40 ULS match for two STEM professorships.
- Alumni membership program strong, new members/renewals up despite economic downturn.
- Developing alternative plans for events postponed due to COVID-19 including Long Purple Line Induction and 50-year class reunion.
- Estate gift of \$200,000 received from Eleonor Garbrecht Trust for student scholarships.
- \$30,000 contribution from Shawn Daily to support student scholarships and coronavirus assistance fund.
- Check requests to NSUF can be submitted electronically to vienej@nsula.edu; checks regularly held for pickup will be mailed.

Jerry Pierce:

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Darlene Williams:

- EAB recruiting strategies continue and internal efforts that target recruiting of online students. Adjustments implemented with the recruitment of graduate students.
- CompeteLA effort continues. Flat rate implemented for summer, 2020.
- CompeteLA effort to implement degree audit system underway.
- Ongoing recruitment of new online students for summer and fall 2020 using enhanced strategies.
- Development of strategies to address implementation COVID – Phase II and planning underway for Phase III.
- Preparation of strategies to address safe distancing in instructional video and lab spaces.
- Received and preparing BoR laptops and machines procured through the university for faculty/staff.
- Continued participation in virtual meetings and professional development.
- Work continues on grant submission 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, July 6 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, August 3**
- **Tuesday, September 8**
- **Monday, October 12**
- **Monday, November 2**
- **Monday, December 14**