

October 12, 2020  
Leadership Team Meeting

**Roni Biscoe:**

Human Resources (HR)

- Virtual Benefits Fair – Thursday, October 15 @ 9:00 am. HR will share the link in Messenger once available.
- Open Enrollment will run through November 15, 2020. Employees can access the enrollment portal at [uls.nsu.corestream.com](http://uls.nsu.corestream.com)
- Reporting of COVID-19 cases – Remind employees that COVID-19 related issues should be reported to [covid19hr@nsula.edu](mailto:covid19hr@nsula.edu)
  - Full and part-time employees (including student workers) are eligible for paid sick leave under the Families First Coronavirus Response Act. The leave can be used for mandated quarantine, when testing positive for COVID, and to care for a dependent with COVID. The form is located on the University's website. It must be returned to HR using the [covid19hr@nsula.edu](mailto:covid19hr@nsula.edu) address.
  - When completing your electronic timesheet, please select "emergency leave." Payroll will not honor the leave with confirmation from HR. It is important the leave request be submitted.

Institutional Research (IR)

- US News recognition for Social Mobility and for student diversity.
- Cross-functional (University-wide) data quality and availability issues - IR, IT, Enrollment Management, Registrar, and others are working on ways to address Applicant-to-Enrollment process and data flow. Meeting on Wednesday.

Office of IE & HR

- Interfolio – message of invalid faculty; working on matter with Ron Wright (ITS)
- Fall 2020 A-Term Evaluation of Course & Instructor = 46.10%
- Fall 2020 Evaluation to begin November 13<sup>th</sup>
- Various surveys this Fall – Questions for College-Age Drivers (ended), Student Media Survey (current), Faculty & Staff Professional Development Survey (ended)
- Submitted SACSCOC 2020 COVID-19 Pandemic Survey

**Tracy Brown:**

- Telecommunication staff worked with EpicTouch and CLV to make changes to the resident hall network. Software upgrades to the wireless network controller and replacement of two switches in UP2.
- Laptop deployments continue - 162 deployed of 230
- Continue work with CLV for the network upgrade project at the resident halls.
- Budgets for technology projects provided to the administration. Projects budgets included:
  - Classroom Upgrades for AV and HyFlex
  - Laptops for staff
  - Campus WiFi Upgrades
  - Telephone system replacement
  - Banner server hardware replacement
  - Network for five academic buildings
  - Camera system servers and storage
- Online Meetings and Collaboration

- WebEx - 5,036 Total Meetings, 3,473 - Video Enabled, 287,315 -Total Meeting Minutes, 541 - Hosts, 38,613 Total Participates
- Teams - 4,644 - Total Active Users, 1,070 - Active Channels, 5,080 - Reply Messages, 708 - Post Messages, 9,531 - Channel Messages, 1,438 - Reactions, 448 - Mentions, 2,342 - Meetings Organized

**Greg Burke:**

- COVID-19
  - Facilitating, in conjunction with sports medicine staff, isolation and quarantine for student-athletes following testing results
  - Continuing to explore other testing options in response to three times per week NCAA mandate for basketball in-season coaches, players and staff and in preparation for uptick in number of tests for spring semester competitions
  - Preparing for holding home sporting events for 14 teams throughout the course of spring semester
  - Basketball season
    - Coordinating NCAA event management guidelines for home basketball games
    - Awaiting scheduling adjustments due to the NCAA moving back the start of the season two weeks
    - Preparing to sell season tickets once basketball schedules are re-finalized
    - Coordinating precautions for basketball team travel
    - Selling fan cut-outs for home basketball game
  - Meeting held with all teams to continue emphasizing health and safety standards in advance of fall break
- Preparing for the following meetings:
  - Athletic Department on October 15
  - Athletic Council on October 22
- Staff/track coaches preparing to host LHSAA cross country championship meet on November 16-17
- Held first two meetings of the “Demons4Equality” student-athlete group
  - Set goals and objective
  - Prepare for participation in October 14 DemoNSUnite event
  - Prepare for October 27-29 NCAA Inclusion and Diversity Social Media campaign
  - Formal announcement/press release
- Athletic Administration and football program collaborated to raise \$56,000 through a Mobile Cause initiative for the “ALL IN” summer program and \$25,000 from a golf tournament/on-line auction.
- Football Scheduling
  - Completed 2022 football schedule with a game at Montana for a \$250,000 guarantee
  - Met in Shreveport with local sports authority and Independence Bowl representatives along with Grambling AD to discuss 2022 game at I-Bowl
- Continue with efforts to secure major gift for Sports Performance Center project
- High school football
  - Hosting high school football games at Turpin Stadium
  - Renegotiated the Natchitoches Parish School Board contract
  - Crafted an addendum for St. Mary’s to include additional COVID sanitizing and cleaning requirements
- Preparing for spring registration
- External Relations
  - Social media initiatives ongoing (i.e. first day of basketball practice)
  - Planning for Giving Tuesday

- Planning for Thank-A-Donor Day
- Annual fund – ongoing
- N-Club memberships – ongoing
- Demons Unlimited Foundation Board of Directors Executive Committee meeting on October 7
- Graphics for billboards and schedule posters

Weekly external staff meetings

#### **Frances Conine:**

##### **Important dates:**

- November 14 – Fall Nside View Day
- February 19 – Journalism and Media Day
- March 6 – Spring Nside View Day
- March 13 – Scholars’ Day
- April 17-18 & 23-24 - Spirit Group Auditions
- *Literary Rally for 2021 is cancelled*

#### **Enrollment Management**

- Recently completed the Enrollment Management Plan for Northwestern.
- Recruiting is busy with in-person and virtual tours.
- Admissions working hard to admit new students
- Financial Aid working hard to get all students verified and aid posted.

#### **Student Affairs**

- First Year Experience continues to offer a variety of Demons Days Activities
- Fraternal Leadership and Civic Engagement conducted a very successful virtual Greek recruitment.
- SGA continues to meet virtually
- Student Activities is conducting RSO workshops and many online student activities
- Student Affairs continues with Hazing Education
- President’s Leadership Program conducted a successful supply drive for McNeese
- Student Union is successfully managing new protocols for Student Union.
- Counseling is seeing students virtually and Face to Face.
- Health Services is extremely busy with COVID Reporting and Contact Tracing.
- NSU COVID numbers peaked after the first couple weeks of class. We have seen a drop in positive cases in the past several weeks. This data if available on the NSU Website. On campus quarantine spaces are very limited. NSU is working with LSMSA to use Caddo Hall as a quarantine space.

#### **Student Conduct and Accountability**

- Published the Northwestern State University 20/21 Student Handbook which is online
- Conducted Title IX Training
- Updated Webpages for Student Voice and Complaints
- Conduct conferences in progress online and face to face

#### **Dean of Students Office**

- Updating assessment materials
- Completed staff evaluations
- Working with Health and Academic Services to send notifications on quarantined students and students impacted by hurricanes.
- Completed campus wide committee assignments

**Dana Clawson:**

- COA (national accreditation agency for BSN to DNP-NA program) have given us tentative Virtual Site Visit dates of November 9-10<sup>th</sup>, 2020. We will be one of the first virtual visits for a new NA program in the US for COA. A follow-up on site visit will occur in spring 2021.
- CON's held a NCLEX adaptive testing faculty development continuing education event to help faculty prepare for upcoming NCLEX testing format changes.
- CCNE virtual national accreditation site visit went extremely well for our BSN, MSN, PMC and DNP programs. We will have an opportunity to respond to the team's report very soon. I will keep everyone informed.
- Dr. Joel Hicks has been working as CONSAH's assistant dean and will continue in that role through the fall semester. The purpose of this is so that a senior CONSAH administration team member is acclimated to the work of the entire CON and SAH; not just the CON or the SAH. Since Dr. Hicks is the highest administrative team member planning to remain at CONSAH past the Spring semester, he has agreed to take on this task in addition to his other work responsibilities for the Fall semester.
- Dr. Pamela Simmons, senior director of the college of nursing is planning to step down from her current role after the spring semester. Mrs. Carolyn Hartt, Alexandria Campus Coordinator is planning to retire after the Fall semester, but also plans to remain working 2 days a week to orient the new campus coordinator.
- CONSAH is working on making minor adjustments to our infectious disease/COVID policies as well as performance and technical standards for the upcoming spring semester.
- Formally requesting to work with IT department regarding the assignment of advisors for CONSAH students. This is a concern for accreditation, etc.

**John Dunn:**

- Special thanks to Greg Handel, Roni Biscoe, and especially Lisa Harris for answering a myriad of questions from the senate this month answering questions about timesheets, paycheck stubs, and changes to insurance.
- The executive council has been busy this month making a legacy group for the Faculty Senate in Microsoft Teams and are looking for old agendas/minutes from previous months and years to help build the database.
- A resolution was passed in the senate about student course evaluations which will be presented to the administration later this week. It addresses the faculty concerns about the fall semester student course evaluation for a similar method of approach as to what we did with the A-term student evaluations: making them optional in the tenure and end-of year evaluation process.
- There is also an interest in renewing the push for masks and social distancing. Faculty have noticed a sense of complacency regarding this issue.
- Many faculty are interested in addressing a student pattern of entitlement regarding classroom attendance and the submission of assignments. There is a general feeling of anything goes from the students, if they mention the hurricanes or Covid that they can skip assignments, miss class, and take tests whenever they want. This attitude has been especially difficult to manage by faculty across the board.
- There was a lot of discussion about Covid and the university's guidelines about recruiting BIPOC students and the hiring of BIPOC faculty members.

**Frank Hall:**

**Assessment Update:**

- Assessment Cycle 2019-2020 Decision Matrix is complete, thereby ending the cycle.
- October 14, 2020, at 3:00, is the next Strategic Planning Team Meeting. The focus is to present the *Step 1 Outline* on those requirements in bold text below. Those in regular text will be introduced and discussed only.
  - **Review CR 9.1 - Provost**
  - **Review CR 9.2 – Registrar**
  - **Review R.10.2 – Registrar**
  - **Review R.10.3 - Registrar**
  - Discuss R.10.5 – VP SE
  - Discuss R10.6 a-c – Provost/VP tied
  - Discuss R10.7 – Provost/Registrar
- The 2020 Assessment Institute hosted by Indiana University–Purdue University Indianapolis will be held virtually Sunday, October 25, 2020, through Wednesday, October 28, 2020. There are more than 9,000 registered attendees representing all fifty states and more than 40 countries. Over 250+ unique educational offerings will be presented covering a myriad of topics. For more info <https://assessmentinstitute.iupui.edu/index.html>
- October 15, 2020, at 3:00, is the Student Achievement meeting with IR, College Coordinators, and Career Services. The focus is on establishing predictably in updating the University criteria.

**Greg Handel:**

- Getting ready for advising and registration
- Looking at graduation and commencement options
- Working with Dr. Snowden for continued Professional Development sessions for Faculty and Staff'
- Graduate School: applications are up; working with Recruiting to streamline process
- Testing: proctoring of many exams during midterms; additional SAT and ACT test dates
- International Center: Streamlining admissions process; 20 prospective international students for Spring 2021; orientation for OPT training; dual-degree agreement in process with Instituto Tecnológico de Xalapa in BUAD and IET

**Nicholas Hopkins:**

**Pat Jones:**

- Budget Process - We expect our Operating fund budget update for 2020/21 as of September 30 to be completed by Friday 10/16 and will submit to the President and Cabinet for discussion. We continue to request that only essential purchases are made.
- FEMA Claim for COVID-19 expenses – Our first submittal has been filed. We are waiting for a FEMA representative to contact us to discuss what will be covered and how long they will continue to cover COVID expenses.

**Jennifer Kelly:**

- Dale Wohletz, Physical Plant:

- Stadium Elevator: All hardware is ordered. All submittals have been approved by the designer. Start date is set for Dec. 7. This will be the Monday after the Christmas Gala if it is held in the Stadium. All the machinery and parts will be delivered before the start date. The contractor is figuring 30-45 days construction time. They should have plenty of time to complete before our first Football game on March 7.
- Jon Lentz, Physical Plant: provided a fully detailed report of all TMA activity.
- Julie Powell, EHS & Plant Services:
  - EHS
    - The safety audit went well. Cheryl told us that she thinks our score will be 98.43!!!!!!! We are **VERY** proud of that score! It represents the entire campus working with our office and willingly doing their part. We are blessed with good relationships campus-wide!
    - Insurance Claims continue to process. We have received 4-Scope of Work statements verifying coverage so far:
      - Baseball back drop
      - Tennis wind screens
      - Warren Easton-flooring, window, wall
      - Baseball equipment storage
    - I will be meeting with Dale Martin today (Oct. 6) to discuss procedure for the repairs.
    - Sedgwick informed us that outdoor lighting damaged by wind is not covered by insurance.
  - Plant Services
    - Orders have slowed greatly/basically stopped for COVID PPE orders at the current time. We have a good stock. As stock goes down, we will replenish in smaller quantities.
- Mead Goings, Grounds:
  - Clean up from storms.
  - Preparing for cross country track meet.
  - Planted wheat and ryegrass seeds cross country track 2 miles.
  - Put out mums.
  - Bed maintenance.
  - Color change next week, weather permitting.
- Craig Vercher, University Police, & Jon Caliste, University Safety & Compliance:
  - We are in the midst of preparing for hurricane Delta and ensuring that our department has the equipment and employees needed to keep our campuses safe during the weather event and its aftermath.
  - Our relationship with LSU Health Police Department is continuing to improve.
- Stephanie Dyjack, Campus Living Villages:
  - **Leasing**
    - -Completed Occupancy Verifications to determine Fall 20 Leased Beds percentage
    - -Maintained updated Housing website messaging
    - -Quarantined residents in specified units at all villages
    - -Updated rosters generated weekly Emergency Binders and University Police
  - **Finance**
    - -Audited all housing billing
    - -Prepared new Financial Aid & Installment Plan Spreadsheet for tracking residents
    - -Forwarded reminder of payment notice to all residents that had a balance
    - -Identified those from 1<sup>st</sup> Missed Installment
  - **Facilities**

- -Completed work orders.
  - -Changed Air Filters.
  - -Inspected properties for damage from Hurricane Laura.
- **Residence Life**
  - -Hosted virtual programs.
  - -Responded to incidents.
  - -Delivered meals for quarantined units.
  - -Ensured keys turned in for residents required to isolate/quarantine off campus.
- Steve Kauf, Sodexo:
  - New District Manager – Charles Diggs, will be coming by soon.
- Bruce Dyjack, University Post Office:
  - The NSU Post Office has kept up with our modified departmental delivery schematic and it is receiving positive feedback.
  - We are beginning to see an increase in the amount of both incoming and outgoing mail over the last 30 days (which is good news).
  - Heading into the peak season for the USPS, UPS, DHL and Fedex we will explore staying open later on Fridays as we have in years past. This will allow us to deliver packages to students which arrive late on Fridays as our delivery partners cannot make it here by 12:00 most Fridays during late October, November and December.

**Fran Lemoine:**

All departments are busily preparing for advising/registration for Spring 2021. The schedule goes live today!

- **School of Biological and Physical Sciences**
  - This is an exciting time of year in the Sciences as many of the seniors are going on professional school interviews with many already beginning to hear of acceptances!
- **Criminal Justice, History, and Social Sciences**
  - Collaborating with SoBPS on the RSST certificate
- Possibly working on grant with SWEPCO to meet workforce needs
- Effort spearheaded by Tommy Hailey and Billy Culver
- **CAPA**
  - **Music**
    - A percussion ensemble led by Dr. Oliver Molina was recently selected to present a New Literature Showcase concert at Percussive Arts Society International Convention in 2020 (performance has been postponed to 2021 due to COVID-19).
      - Remember Dr. Molina’s students won the 2019 Percussive Arts Society International Convention Concert Chamber Ensemble Competition so we are thrilled to have them represent Northwestern State for the second year in a row.
    - Dennette McDermott and Doug Bakenhus, both members of the Austin Baroque Orchestra, traveled to Austin on August 26th, to make a video recording concert that was premiered livestream on YouTube September 19th. The link is still there for a few more days. This group is led by NSU alumni Billy Traylor and he brought the big group to NSU in September 2018 and presented an all French program.
      - This video we recorded (in lieu of a live concert) involved only principal players of ten people and everyone played at a distance and with all safety measures possible for the current COVID guidelines.

- **Theater and Dance**
  - Del Shores, Hollywood Director, arrives today to teach two B-term classes: Playwriting and Acting for the Camera
  - Modern in Motion was postponed due to Hurricane Delta. It will be held downtown on the mainstage at the riverbank this weekend with performance Friday and Saturday at 6pm as well as an additional live performance on Saturday at 3pm. There will also be a streamed version that will be emailed out on Sunday for anyone who could not attend in person.
  - The Halloween Ghoul will be livestreamed from A.A. Fredericks on Friday, October 23 and Saturday October 24 at 7:30pm.
- **Engineering Technology**
  - Announced last month: Both degree programs (Electronic Engineering Technology and Industrial Engineering Technology) have been accredited by ABET until September 2026.
  - The Department will be conducting a virtual open house on Monday, October 19 in conjunction with manufacturing month.
  - Faculty are continuing to be active in professional development:
    - Dr. Sapkota – recently published a paper in a peer-reviewed journal.
    - Dr. Hossain – earned two new certifications related to robotics.

**Kim McAlister:**

**Drake Owens:**

- Meeting with Deans/Department Heads concerning fundraising policies and procedures
- Recent contributions- \$50k from BCBSLA for hurricane relief; \$25k from Brookshires/Super 1 Foods to establish scholarship fund; \$35,000 in Columns Fund receipts
- Annual NSU Foundation/Alumni Association audit reported favorably; net assets have increased despite fluctuations in the market
- Working with PCI on oral history project for alumni; additional database services to be added to contract
- Working with alumni diversity and inclusion committee to develop survey
- Working with Follett to renegotiate bookstore operating agreement to include ACCESS program
- NSU Foundation/Alumni Association/Gallaspy Trust annual board meetings to be held October 16
- Long Purple Line/Flavor of Louisiana/Greek Centennial to be held April 9 and 10
- Special session convened on September 28; adjourns October 27; meeting with ULS Council of Government Relations weekly to monitor legislation affecting higher education

**Curtis Penrod:**

- Had successful peer review team visit for AACSB reaccreditation; will have official reaccreditation decision in Spring 2021
- Dr. Parker has worked with the Natchitoches Chamber of Commerce on several webinars regarding sustainability for businesses in troubled times
- J. Walter Porter Forum was going to be held (and now was held) on October 15<sup>th</sup>. Mr. Boyce Upholt discussed “Money in the Time of Floods”.
- Dr. Parker worked with EAP to help launch the annual “Inferno Pitch” competition
- Faculty continue to work with students to adjust for the effects of the pandemic and hurricanes.

**Jerry Pierce:**

- Marketing & Branding



- We have hired a new Assistant Director of Marketing/Digital Media Coordinator. NSU Alum Zack Breaux will start next week.
- We have begun a new series of student testimonial videos, and they have been airing on television.
- Northwestern Hills
  - We had about 25 trees that were affected by hurricane Laura. We have cleaned up all the debris from the golf course. We have completed all the repairs to the cart shed and opened it back up to the members.
  - The golf course is in really good shape. We have received nothing but compliments on how great the condition of the golf course is. Business has not slowed down. As soon as we opened back up after hurricane Laura business went back to where it was.
  - We are preparing for two upcoming golf tournaments in October. Natchitoches Young Professionals (NYPGA) golf tournament on 10-17-20 and the Don't Die Wondering on 10-24-20
- Media Relations
  - Worked with Information Technology, Marketing and other campus units in ongoing efforts to disseminate information on COVID protocols, Hurricane Laura relief and other crisis communication, including providing graphics, photo images, web and social media content and printing needs.
  - Sports Information, in addition to ongoing efforts to keep the Demons in the news, develop content for social media and NSUdemons.com and keep fans updated on developing events, worked with football team members on interview strategies and continued coordinating radio segments
  - Continued coverage of campus events (virtual and otherwise), student and faculty accomplishments and other news
  - Coordinated visits from correspondents from three morning news outlets to showcase hurricane relief efforts
  - Completed numerous customized information packets for individual departments regarding COVID protocols and related materials

**Michael Snowden:**

- October 13, 2020 Attended the Natchitoches Voter and Civic League Meeting
- October 14, 2020 Demons Unite for Change Event sponsored by OID and CID
- October 15, 2020 Attended the Demons4Equality Meeting
- October 16, 2020 Presented to RSO in Degy World

**Darlene Williams:**

- EAB recruiting strategies continue and internal efforts that target recruiting of online students.
- CompeteLA effort continues. Initial processes completed to begin implementation of course equivalents to be loaded in FlightPath by Registrar's Office.
- Initiating recruitment of new online students for spring 2021.
- Completed multi-campus assessment of technology classroom modifications to address Covid – Phase II.
- Completed and submitted OCR Civil Rights review. Awaiting confirmation of dates for onsite facilities and off-site virtual review.
- In discussion with ESO of Fort Polk Education Center regarding NSU Ft. Polk offerings.
- Work continues in development of Department of Education grant to be submitted this month.
- Assisted faculty/staff in developing, writing/editing, and submitting fifteen (15) proposals totaling \$6,661,705 to state and federal funding agencies during the period of July 1, 2020, through September 30, 2020. As of September 25, 2020, four (4) of those proposals are pending a funding

decision. Eleven (11) proposals received notification of funding during this timeframe in the amount of \$5,149,094.

- System upgrades and system maintenance ongoing.
- Continued participation in virtual meetings and professional development.
- 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:**

The next scheduled meeting will be held on **Monday, November 2 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, December 14**