

November 2, 2020
Leadership Team Meeting

Roni Biscoe:

Human Resources

- Open enrollment through November 15th
- Payroll deduction remains unchanged for employees who have decided to keep their AFLAC plans with Terry Downs.
- If you want to cancel your AFLAC plans with Mr. Downs, please contact him at down@cp-tel.net.

Institutional Research

- Increase in ad hoc reports from both USL and NSU - analytics were used to address several regarding student achievement; time saver
- Several IPEDS reports submitted

Institutional Effectiveness

Refer to Frank Hall's report

Office of IE & HR

- Working with Ron to redo Interfolio files for 2020 due to COVID-19 and how classes were offered
- NSU COVID-19 Alternate Work Schedule Request available to faculty; forms will be available for staff soon
- Fall 2020 Evaluation of Course & Instructor will be administered from November 13th through December 4th

Tracy Brown:

- Continue to work with COVID response efforts.
 - The University issued a purchase order for an additional 158 laptops. Staff will be the primary recipient of these devices.
 - Any departments that would like to verify any needs, please reach out.
- Instructional Technology supplied technology budgets on grant opportunities. These include BoR and DoE grants.
- Continue to work with CLV and the University on the replacement of the resident hall network. Technical Services has presented several hardware replacement options to CLV for consideration.

Greg Burke:

General

- Football scheduling for 2023 and beyond
- COVID
 - Testing
 - Event Guidelines
 - Travel
- Facilitating Sports Performance Center project
- Beginning process to replace retiring business manager
- Planning details for LHSAA cross country meet
- Oversight/guidance for Demons4Equality student-athlete group
- Working with Demons Unlimited Foundation board to hire development staff member
- Alumni Association Board presentation
- Fall Semester Athletic Council Meeting

Compliance

- 2019-20 APR Update: Projections have 8 teams with a perfect 1,000 score and a department rate of .986, which is one of the best reports the Athletic Department has ever recorded.
- Recruiting Dead Period: Has been extended to January 1, 2021. No on- or off-campus recruiting activities can occur until then. Only recruiting activities, such as phone calls, zoom calls, texting, etc., can occur.
- Name, Image and Likeness Legislation Update: Recommendations have been provided to the Division I Council on proposed legislation. Once legislation is approved, it will be sent out to membership for comment. A vote will occur in January 2021, with an effective date of August 1, 2021.
- Uniform One-Time Transfer Exception Legislation Update: Recommendations have been provided to the Division I Council that would allow all sports (Baseball, Basketball, Football, etc.) to qualify for a one-time transfer exception. Once legislation is approved, it will be sent out to membership for comment. A vote will occur in January 2021, with an effective date of August 1, 2021.
- Season of Competition Waiver Update: Fall sport and Winter sport student-athletes will now qualify for a season of competition waiver for this academic year, regardless of the amount of competition that occurs. Student-athletes in these sports have also qualified for a 5-year clock extension if needed to use their four allowed seasons of competition.

External Relations

- Hired new Director of Marketing Candler Harris
- Working on hiring new General Manager of Corporate Partnerships
- Finalizing plans for Basketball Season
 - Fan Cutouts still on sale
 - Basketball season tickets finally on sale + ALL IN Ticket option
- Thank a Donor Day November 5th 9AM – 3PM Kyser Brickway
- Demon Divas Day Out November 7th (Football Fundraiser)
- Demon Grassfest Tournament (Volleyball Fundraiser)
- Working on plans for Giving Tuesday December 1
- Continued annual fund and N-Club donations
- Assisting with facilitation of Craig Ryan memorial service
- Don't Die Wondering Golf Tournament for Women's Basketball raised over \$10,000
- Presentation to Francis Marion University sport management class (Burke)
- Men's Basketball "Sixth Man Club" membership drive is underway
- Football team is raising \$20,000 for locker room enhancements.

Facilities/Events

- Trying to figure out how to replace all that was lost in Laura since insurance is not covering a lot of costs
- Searching for a new GA to replace Luke (apps been posted, but no applicants have taken GRE)
- Preparing for state high school cross country meet
- Preparing for NSU basketball season
- Continuing to host high school football games every week

Academics/Student-Athlete Development

- Student-Athlete Registration - working to get 100% student-athlete registration as quickly and efficiently as possible. Big shout-out and praise to all departments and advisors across campus. Thank you for working so hard with all student-athletes to ensure completion of pre-registration sheets.
- Student-Athletes and Athletic Staff completing required NCAA Sexual Violence Prevention Training. Also working towards 100% of student-athletes completing the NSU Hazing Prevention Training.

- Progress Report Requests - Sent out via email/GradesFirst on Wednesday, Nov. 4th. Any information that can be provided would be greatly appreciated and critical to the academic success of student-athletes going into the final weeks of the Spring Semester registration
- Process to replace assistant academic coordinator
- Every other week SAAC meetings

Frances Conine:

- Reported, student, positive Covid-19 cases, in quarantine, have remained between 15-20 for the last couple weeks. This does not include students in quarantine for exposure. Many thanks to the Health Services staff: Carla Walker, Jessica Nash and Yvonne Grant who continue to test, treat, trace, and report Covid cases on our campus.
- A special thanks to Annette Allen in the Vice President for the Student Experience Office for managing the emails related to Covid and the recent hurricanes.
- Academic Services email continues to receive requests from students who were impacted by Hurricane Zeta. Many are related to poor or nonexistent internet services.
- Many student organizations are looking for community service opportunities.
- Enrollment Management is working on spring registration in a variety of ways. Please encourage all faculty and staff to reach out to students.
- In response to LA law, the Board of Regents instituted a policy to combat the opioid crisis in the US. Higher Education is required to designate and train employees to administer Naloxone, a lifesaving drug, for opioid over doses.
- Selected faculty and staff across campus will be contacted soon.

Dana Clawson:

- Cindy McGuire and Ashley Briggs have developed a Pinterest sight for students to receive scholarship information. Very creative.
- Maxine Johnson has been orienting Cindy on grant-work and as you all know is planning to retire either the end of December or January. Maxine desires to complete a current grant she and Cindy and Darlene are working on.
- Strategic Plan for CONSAH had revisions made regarding academic excellence initiatives. I will share revisions in the Strategic Plan revised document.
- Ashley Briggs is working on recognition ceremony to be what the students desire, since the ceremony now needs to be separate from graduation.
- Having increasing problems with students not attending campus activities.
- Still working on PPE acquisition for Spring. Students voted that bookstore should provide.
- COA Virtual Visit, one of the first virtual visits for a new NA program in the US for COA. (national accreditation agency for BSN to DNP-NA program) will occur November 9-10th, 2020. A follow-up on site visit will occur in spring 2021. Please respond to Dr. Badeaux's request promptly regarding this visit.
- The respond to the CCNE onsite review was submitted. Minor edits made.
- Dr. Simmons has agreed to remain through the Spring and Summer 2021 semesters at two days per week.
- Ashley Briggs spearheaded the use of Bookings for online advising and that is working well this semester. Ashley has been a blessing to CONSAH.
- New Building team established to help with simulation needs in the new building. Composed of Tamara Baxter, Debbie McInnis and Dr. O'Conn along with Dr. Hicks.

John Dunn:

- Last Tuesday, the senate met to discuss the big item on our agenda, which was the resolution to make student evaluations optional in counting toward tenure and promotion for the fall 2020 semester. The senate met with Dr. Handel to discuss some of the finer points of the resolution such as coming up with a viable replacement for the evaluations and the need for streamlining communication through department heads. Special thanks need to be mentioned to Dr. Handel for assisting the senate throughout this process.

A few other takeaways:

- Faculty are VERY concerned about administrative evaluations this year. Many faculty members feel they are not at their instructional best, even with the advanced prep and professional development there is an overwhelming number instruction given in a new format this year. There is a growing sense of paranoia that administrators are not going to be sensitive to the absurdness of the 2019-2020 AY. There is an understanding amongst the faculty that evaluations need to be done, but many questions regarding the logistics of an administrator providing an evaluation for an online class. Perhaps the administration can release a statement providing faculty with a little more guidance as to the process?
- An increase in faculty mental health issues due to the burden of increased accommodations. With so many students being affected by the hurricanes and Covid, many faculty felt the strain of maintaining academic integrity and rigor against the hard deadline of midterms. Balancing this with the many excuses students have had renders midterms grades almost useless, when you stop to consider that some students haven't turned in work since the second week of school, yet maintain they are going to complete the work on their own schedule, not according to the schedule the professor gives. It is hard to balance the entitlement of students with those who have been doing the work on time with no interruption. Maybe a statement from the SGA or the Dean of Students on this issue would help spread the message?
- Finally, it was pointed out that for those faculty members who decide to exercise the option of the one-year freeze on their tenure calendar, that this affects the policy of rehire. If a second-year professor opts out, and retention is denied, their contract ends in May. Extending the calendar to "redo" a second-year professor's contract means they have one more year of potentially being fired in May. Whereas a third-year professor gets that extra year to find another job. Faculty senators have been tasked with spreading the word of these potential issues with extending the tenure process, maybe the message can be spread with a faculty in-service presentation in the spring?

Frank Hall:**Assessment Update:**

- The 2020 Assessment Institute will post all recorded sessions to their website by the end of November. For more info <https://assessmentinstitute.iupui.edu/index.html>
- The next Strategic Planning Team Meeting is 11 November 2020. The focus is on those SACSCOC Fifth-Year Requirements in blue below. Each will be reviewed and have the Step 1 Outline presented. Those red requirements will be introduced on 10 February 2021 and have the Step 1 Outline presented on 10 February 2021.
 - Discuss R.10.5 – VP SE
 - Discuss R10.6 a-c – VP TIED
 - Discuss R10.7 – Provost/Registrar
 - Discuss R10.9 – VP TIED/Provost
 - Discuss CR12.1 – VP SE
 - Discuss R12.4 – VP SE

- On 12 November 2020, the University Assessment Committee and University Core Competency Coordinators will meet to discuss the AC 2020-2021 mid-year report format and the progress made regarding the assessment of core courses at Pineville High School.
- All Student Achievement data is due on 1 February, allowing a 12 February website update.
- On 3 February 2021, all mid-year assessment data is due for the Mid-Year Brief scheduled for 10 March 2021. The concept for the delivery of the brief remains the same as last year.
- Northwestern will be officially awarded the Excellence in Assessment award by NILOA on 3 December 2020 via a virtual ceremony.

Greg Handel:

Nicholas Hopkins:

- Passed 2 bills at the meeting last Monday
 - Expanding the SGA Grants program from \$20,000 to \$45,000
 - Lowered minimum number of students on Leesville Campus Council from 5 to 3
- Another bill is up for a vote tonight
 - Restructure the Media Board as the Student Media Advisory Board to provide better oversight and guidance for student media at Northwestern State University
- In the final stages of our Civic Engagement push for this Election Cycle
 - Social media graphics encouraging students to vote
 - Encouraging students to vote through a book giveaway
 - If students send in pictures of themselves at their polling location or with their “I Voted” Sticker, they are entered into a drawing to win a copy of John Meacham’s book “His Truth is Marching on: John Lewis and the Power of Hope”
 - Continuing the posting of the non-partisan PAR Graphics that explain the amendments
 - Banners hanging from the union bridge
- Bringing in Mari Ann Callais for a speaking engagement November 12th
- Partnered with CID for an LGBTQ+ Table Event on Keyser Brickway on 10/29
- Planning for Leadership NSU will begin this month
- UL System Student Advisory Council selected Sunday, November 22 as a service day to travel to McNeese and help them clean and restore campus

Pat Jones:

- Reminder that we are still in the “essential purchases only” status and travel is still limited per state directives.
- Time and Attendance issue – Thanks to all for assisting with making the timesheet submittal and approval process run as smoothly as possible. The bi-weekly payroll has run much smoother for the last two payrolls. The monthly employees are still quite resistant, but progress has been made.
- This process is being initiated due to 2 years of Legislative audit findings. A third finding will require Dr. Maggio to testify before the Legislative Audit Advisory Council as to why NSU fail to verify time for its employees. This is a serious matter and would be a severe embarrassment for the university. Therefore, please continue to push all employees that each of you supervise to comply with this mandatory requirement.

Jennifer Kelly:

- Dale Wohletz, Physical Plant:
 - Contractor began work on the stadium elevator this week. They are getting the electrical work started. They have installed the switch boxes and breaker panels and room lighting for the new elevator and A/C System. They will be back next week to install the fire panel and run the wiring for the fire alarm. They should have all preliminary electrical work completed next week. After

they get completed the A/C vendor will be on site installing the new A/C system for the elevator room.

- Working on cleaning and installing new light lens at the Library walkway.
- Upgrading a restroom at TEC building for a unisex ADA restroom. Should be complete next week. It will serve all the pods in TEC.
- Just finished the yearly inspections of the Fire Panels, Sprinklers systems and Fire extinguishers across campus.
- Next week the City will begin water Main Flushing across town. This will take a month to complete. During this time we may experience lower water pressures and slight color to the water across campus.

- Julie Powell, EHS & Plant Services:

- EHS
- Working with Sedgwick on Hurricane Claims
- Working with FEMA on Hurricane Claims
- Entering requisitions for repairs and replacement items for hurricane damage
- Working with Purchasing on these requisitions
- NSU's official Safety Audit Score is 98.43%.
- We have some work to do in getting with the Physical Plant on the auditor's building inspections, but it is basically minimal compared to past years.
 - Plant Services
- Perry Johnson-Central Receiving Coordinator is retiring as of December 25, 2020.

- Mead Goings, Grounds:

- High school football games clean up
- tree stump removal
- prepping High School State Cross Country meet
- set up and clean up for several events on campus
- treated ants at elementary play grounds, Iberville green
- changing out trash bags daily and twice on Fridays. 50 cans in total.
- Litter pick up daily
- Pruned and landscaped areas campus wide
- Landscape design and cost Russell Hall

- Jon Caliste, University Safety & Compliance:

- We attended a webinar discussion with Jim Moore with the Clery Division of the Department of Education. The discussion focused on the changes upcoming for the Clery Act.
- The discussion focused on Campus Security Authorities (CSA's) and determining who the institution is going to determine why the institution chose or did not chose to list particular people as CSA's. As long as we are reasonable in our determination we will be in compliance.

- Stephanie Dyjack, Campus Living Villages:

- **Leasing**
- Contacted students for housing needs
- Prepared Application Fee Money Draw List for Business Affairs
- Processed Lease Cancels
- Created Spring 21/Summer 21 Leases
- Began meeting with Summer 21 Camp groups
- Quarantined residents in specified units at all villages & delivered meals

- Conducted Resident Satisfaction Survey
- Attended ACUHO-I Business Operations Conference
 - **Finance**
- Audited weekly Balance Reports from Business Affairs
- Processed October Housing payments received from University
- Updated Financial Aid & Installment Plan Spreadsheet weekly for tracking resident's payments
- Performed Mid-Month and End of the Month system audits
- Processed refunds
 - **Facilities**
- Worked with Epictouch and NSU IT for updates to wifi infrastructure at University Place
- Completed resident work orders
- Began planning for University Place Phase I bedroom door and closet lock replacement (Shared Units Only) project.
- Attended ACUHO-I Housing Facilities Conference
 - **Residence Life**
- Created and sent out Virtual Building Meeting in place of Face to Face Building Meetings
- Hosted 22 Virtual Programs
- Attended ACUHO-I Academic Initiatives Conference
- Responded to Incident Calls and addressed policy violations
- Participated in Judicial/Incident Report Training

- Steve Kauf, Sodexo:
 - I am retiring around the end of December. Shaq Broussard, has been hired as my replacement and will start November 7. He is an alum of Northwestern State - Graduated in 2012.
 - *We are available for catering if the departments need it. Contact Jena at jena.elfer@sodexo.com and she can walk you through what we can do!
 - *Our survey is available - check out messenger next week for links to it. Here is a link you can scan:



- Bruce Dyjack, University Post Office:
 - The NSU Post Office is progressing as normal. We had our first large in-house non-profit mailing since March when we dispatched 22,024 postcards for N-Side View this past week. Amazon Prime Day led to an increase in the number of packages we received recently.
 - A few issues we are facing include:
 - In regards to next week's election we have put on our social media the deadline for mailing and having a ballot arrive on time. However, people will still show up next week or late this week to mail in their ballots. We are trying to find an available fax machine on campus so we can redirect them to fax in their ballot when that occurs.
 - As we approach the Holidays, all our shipping partners (USPS, Fedex, UPS, DHL) will start to arrive later. We have been letting our customers know about this as they have been asking why the mail is getting later.

- NSU Postal Services has been exploring options to keep Postal Services operating in case one of us is diagnosed with covid and we all must quarantine. Any assistance in this area would be appreciated.
- Jon Lentz, Physical Plant: detailed TMA report submitted.

Fran Lemoine:

All departments are busily preparing for advising/registration for Spring 2021. Registration begins today! Schedule is similar to Fall 2020 in terms of modes of instruction and seat capacity in all classes – especially gen ed core.

Criminal Justice, History, and Social Sciences

Collaborating with SoBPS on the RSST certificate in an effort spearheaded by Tommy Hailey (CJHSS) and Billy Culver (SoBPS)

- On October 22, the ULS Board of Supervisors approved the Undergraduate Certificate in Remote Systems Science & Technology

CAPA

- Congratulations to Director Scott Burrell who is being honored this week by his alma mater, Catawba College, with an induction into their Theatre Arts Department’s Blue Masque Hall of Fame. Congrats, Scott! This is a well-deserved honor.
 - **Music**
 - Four music faculty (Leah Forsyth, Francis Yang, Andrej Kurti, and Chialing Hsieh) have each been awarded a Varnado Hall Professorship to provide workshops and extra-curricular activities to the residents of Varnado Hall.
 - The Spirit of Northwestern entertained the audience at Turpin Stadium on Thursday, October 29 with a “Band Extravaganza”. It was a wonderful event showcasing the artistry and work of the students under the direction of Jeff Mathews, Dan McDonald, Oliver Molina, as well as Estelle Murr, Renee Oates, and Jena Elfer.

Engineering Technology

- The Department conducted a very successful a virtual open house on Monday, October 19 in conjunction with manufacturing month. The demonstrations/presentations were filmed by a COMM class to create an informational video to be posted on the Department website and used for recruiting purposes.

Kim McAlister:

Drake Owens:

- NSU Foundation and Alumni Association annual meetings were held on October 16; audit reports were approved; officers were selected for 2021.
- Mary. R. Gallaspy Trust #2 approved allocation of \$700,000.00 for FY 21-22 cohort; \$25,000.00 grant received from Magale Foundation.
- NSU Alumni Association has contracted with PCI for oral history project; alumni will be contacted to submit photos and personal stories for inclusion in the project.
- Reviewing Graduway services to determine next steps with demoNSUnite.net and compatibility with Handshake career portal.

- Planning and research is underway for the Golden Jubilee Reunion; class of '70 will be combined class of '71 and recognized during spring commencement ceremonies.
- Development staff is working on year end giving campaigns including annual Columns Fund drive, IRA mailer, and Child and Family Network tax credit appeals.
- Special session adjourned October 23; highlights include SB 32-operational autonomies, SB 44/45-out of state board members, and HB 40-TOPS adjustments.

Curtis Penrod:

- Dr. Parker led a successful Inferno Pitch competition with the Entrepreneurial Accelerator Program. Winners were determined last week and a press release should come out soon.
- We also had our virtual J. Walter Porter Forum on October 15th.
- On the 23rd, Accounting, Business Administration, and Computer Information Systems held our annual advisory board meetings (virtual this year).
- Dr. Williams, Dr. Snowden, and Dr. Penrod presented at the annual LaSTEM Conference.
- We are continuing to work with external entities such as DMI and Delgado Community College (Dr. Hardy is working on an articulation agreement).
- On advising for the Spring 2021 semester, advisors are reaching out to students and we are sending out reminders on a weekly or almost-weekly basis.

Jerry Pierce:

Marketing & Branding

- We launched a new geofenced campaign for top performing high schools in the Shreveport/Bossier City area to push applications for the next 30 days. This is our first digital campaign with KTBS, so it will be used to test the effectiveness of targeting high schools.
- Our bus wrap in Shreveport is being updated. The previous advertisement was for CAPA, and the new wrap will feature the RN to BSN program.

Public Information and Media Relations

- Continue to work with faculty, staff, students and alumni to highlight awards, accomplishments and other noteworthy news items to show the public that campus learning and the student experience continue even with health and safety protocols in place
- Highlight campus groups who participated in hurricane relief efforts and ongoing covid relief efforts
- Highlight student-athletes and alumni and finding creative ways to keep NSU athletics in the news and on social media
- Continuing to work with faculty, staff and students in developing support graphics and photos for virtual presentation and printed materials.
- Continuing sales of Steel Magnolias scrapbook and In Good Taste cookbook

WRAC

- Going through applications for the Coordinator of Competitive Sports position (manages new e-sports room)
- Working with Physical Plant on a couple of larger projects in the near future (roof/outside walls weatherproofing/window weatherproofing)
- Continue to do a good job in keeping up with COVID cleaning and protocols within the facility

NSU Recreation Complex

- The golf course has been busy. We cleaned up the course after Hurricane Delta. We did not sustain any damage other than some flooding. The course has dried out fully and is back to being in great shape. Business has remained steady heading into the fall.
- We hosted the 32nd Don't Die Wondering Golf Tournament on Saturday, October 24th. They had a great turn out for the tournament (20 teams). Coach Nimz and her staff really did a great job with preparations for the golf tournament. They were very organized and put a lot of effort into making the golf tournament a success. It was a pleasure to work with them.

Emily Posey:

- The ULS board approved our request to update to the Internal Audit Charter to include the requirement of an external assessment every 5 years.
- I plan to begin the internal audit of the Procurement Card and Travel Card very soon.

Michael Snowden:

- October 21, 2020 Served as a panelist for the CLSHRM session of Inclusion, Equity, and Diversity
- October 28, 2020 Presented for the STEM Summit with Drs. William and Penrod regarding region 6 STEM Center
- October 30, 2020 Presentation for the IGNITE Program
- People that attended the Demons Unite For Change activity can complete survey information at link below - https://www.surveymonkey.com/r/?sm=G2dYH90SUIYtGw6WHYe5FQ_3D_3D

Darlene Williams:

- EAB recruiting strategies continue and internal efforts that target recruiting of online students.
- CompeteLA effort to implement FlightPath equivalents is in process.
- Recruiting efforts for new online students for spring 2021 is underway.
- Initiating procurement of technology for faculty, staff, and instructional areas.
- Preparation for Civil Rights review that is scheduled for the week of November 9 – 13.
- Submitted Department of Education grant to enhance technology infrastructure.
- 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:

- Completed multiple Banner updates over the past month. These ranged from behind the scenes infrastructure to financial aid regulatory changes.
- Completing integration with the new Corestream employee benefits provider. Testing is ongoing with Human Resources and payroll.
- Working on the implementation and testing of the next generation of Degree Works. New version will be more mobile friendly and have deeper integration with the Banner Registration components. Scheduled for rollout early spring.
- Engaged in conversations with SGA regarding the replacement of the Facebook student concerns page.
- Working with recruiting on updating and enhancing their online recruiting cards and technology based communication strategies.
- Already working with campus areas on opening up Fall 2021 for applications, financial aid, and scholarships.
- Pre-registration numbers and special populations - 330 student 3500 SCH.

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