

# March 2021 Leadership Team Meeting

## **Roni Biscoe**

### **Human Resources**

- If you have not done so, please complete both the *Taxable Compensation* and *Outside Employment* forms. Remind those you supervise to complete as well.

### **Institutional Research**

- Nothing to report.

### **Institutional Effectiveness**

- Refer to Frank Hall's report.

### **Office of IE & HR**

- The deadline to complete the Preventing Sexual Harassment (PSH) and PSH for Supervisors (if applicable) trainings is Friday, April 9<sup>th</sup>.
- Ruffalo Noel Levitz Student Satisfaction Inventory (RNLSI) closed on Friday, April 2<sup>nd</sup>. The response rate was 25%.
- Spring 2021 Student Evaluation of Course & Instructor opens on Friday, April 9<sup>th</sup> and will close on April 30<sup>th</sup>.

## **Greg Burke**

- Celebrating National Student-Athlete Day this week, Tuesday, April 6<sup>th</sup>, with appreciation videos through social media and providing all student-athletes with Smoothie King.
- Collaborating with Career Services and others to conduct the inaugural VICTorious for Life Graduating Student-Athlete Program – Monday, April 12<sup>th</sup> from 3pm – 6:30pm. Program content will include resume/cover letter writing, interview preparation, financial literacy for life after college, and other life skills topics.
- Working on turf designs for the 2022 replacement project, along with other ancillary costs to the original contract. To reiterate, whatever those costs total will still end up saving NSU \$300-350K by working through the Superdome/Turf Alliance entities as opposed to purchasing turf from a retail company.
- Fund raising continues for the Sports Performance Center project – hope to exceed \$1 million in private gifts by late spring.
- Facilities and events staff continue to be involved in hosting a number of athletic events on a weekly basis in addition to planning for what is now up to four graduation ceremonies in our athletic facilities, not including the six to be held by NSU.
- NSU qualified for the NCAA Academic Unit based on its performance during the 2019-20 year, which should yield approximately \$65,000 for the academic budget.

## **Frances Conine**

### **John Dunn**

- Special thanks to Dr. Snowden for coming to talk to the senate about ideas and plans for faculty involvement with his office.
- The senate met and discussed ideas with topics ranging from the faculty handbook to the Covid vaccine response and plans for the summer and fall semesters.

### **Frank Hall**

#### **Assessment Update:**

- The Spring semester's University Assessment Committee (UAC) and Core Competency Coordinator (CCC) meeting will be at 3:00 on April 8, 2021, via WebEx <https://nsula.webex.com/meet/half>. The meeting's purpose is to confirm we are all on the same level of understanding regarding the annual assessment requirements.

## **March 2021 Leadership Team Meeting**

- This month we will conclude the crawl phase of preparing for the SACSCOC Fifth Year Report on April 14, 2021. The standards below will be reviewed during this meeting and have the Step 1 Outline presented.
  - Discuss R14.1 – EDIEHR – Publication of Accreditation Status
  - Discuss R14.3 – VP TIED – Comprehensive Institutional Reviews
  - Discuss R14.4 – EDIEHR – Representation to Other Agencies

Also on the agenda:

- Strategic Plan 2023-2028 – Initial thoughts. We will revisit this topic during our June meeting.
- Writing your Draft response – some considerations
- Respective drafts for input to AC 2020-2021 Strategic Plan Assessment – The Way Forward has been distributed for updating. Please return by June 18, 2021.

### **Greg Handel**

- Registration for Summer and Fall is ongoing
- Working with FYE to reimagine the academic sessions during Freshman Connection, and ways to make advising and registration more efficient and effective.
- Several things on the ULS Board agenda:
  - CoNSAH converting PBCs to UCs: CT, MRI, and Interventional Cardiovascular Technology. More demand for UCs than PBCs
  - MOU with Rapides Regional Medical Center to provide clinical experiences for Students in SoBPS.
  - MOU with Caddo Career and Technology Center to articulate credit and expand crosswalk for students in technical theatre and costuming.
  - BFA in Production and Design (Convert the existing BS in Theatre with a concentration in Design and Technology). This is per NAST recommendation. When BFA in Musical Theatre is approved, CAPA will offer all professional degrees in their respective fields.
- Several students and Faculty participated in the UL System Academic Summit and Performing Arts Showcase
- Graduate School: processing papers for students graduating in May.
- Testing Center: working on FAA certification for the new Drone/RSST program—do not yet qualify. Worked to get certified to offer the DSST test, and readying for Freshman Connection/Accuplacer
- International Center: reviewing the dual-degree addendum between NSU and Libre University in Colombia; J-1 redesignation approved; F-1 re-certification pending; Fall programming; Spring series of luncheons with international students.

### **Joel Hicks**

- All 200 initial doses of Moderna vaccine administered; 2<sup>nd</sup> set of doses underway.
- Faculty and students in Natchitoches, Leesville, and Shreveport continue to collaborate with clinical agencies to administer vaccines to patients.
- Shreveport District Nurses' Association (SDNA) hosting Legislative Breakfast April 5, 2021
- CoNSAH hosting “Unconscious Bias in Healthcare” on April 12<sup>th</sup> from 8-10 AM. Speaker is Dr. Lisa VanHoose, Director of ULM's Physical Therapy program.
- School of Allied Health (SAH) submitting three undergraduate certificate program (UGC) proposals to ULS: CT, MRI, and Interventional Cardiovascular Technology.
- SAH seeking consultant to help with sonography program proposal.
- CoNSAH exploring multiple ways to host recognition/pinning ceremonies for nursing and radiologic graduated in current state COVID phase.
- Maxine Johnson unanimously voted to ‘Professor Emeritus’ of College of Nursing by CoNSAH peers. A memo signed by Dr. Maggio conveyed this title to Ms. Johnson on March 8, 2021.

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## Nicholas Hopkins

- Safe Spring Break event was a success.
  - Passed out CDC Traveling guidelines, Drug and alcohol abuse awareness information, and general college travel safety tips.
- Will be hosting VL Roy Service Day this Friday, April 9<sup>th</sup>
  - Variety of projects, both on and off campus
    - NSU Campus cleanup, working in the E-lab butterfly garden, Working at the Natchitoches Parish Library, Natchitoches Hope for Paws, Council on Aging, LifeShare Blood Drive, and planting in the City of Natchitoches Nursery
- Student Questions and Concerns Platform is up and running.
  - Student Concerns Facebook Page will be taken down this week.
  - NSU Information Exchange Facebook Page is up and running.
    - Strictly a place for the exchange of campus/community information, not questions
- Bringing in Will Creely to do a talk called “Free Speech on Campus 101” on April 8<sup>th</sup> at 6:00
- Seven Oaks Stage Dedication will be held Friday, April 23<sup>rd</sup> at 1:00
  - Plaque is finished.
  - Alumni (or their families) are in the process of being contacted.
- Dedication for the Dean Hendrick Room
  - Waiting to hear back before we set a hard date.
    - Looking at some time during the week of April 19-23
- Student Media Leaders were approved by the Senate at our meeting on March 22<sup>nd</sup>.
- SGA Elections will be Tuesday, April 13 beginning at 8:00 AM through April 14<sup>th</sup> at 8:00 AM
  - 2 Presidential tickets
  - 41 Senate Candidates
  - Treasurer will be Carly Blondin.
- SGA Inauguration will take place on Monday, April 26<sup>th</sup> at 6:00

## Pat Jones

- HEERF II – Institutional Share - The Department of Education’s guidance is still unclear regarding which expenditures are authorized. ULS has scheduled a meeting with CFOs for Tomorrow (Tuesday) afternoon to discuss the guidance they have received last week from DOE. This update will be shared with Dr. Maggio and the President’s Cabinet so that the team can begin to prioritize our list of requested needs.
- Annual Certification of Bank Accounts – All full-time employees are required to disclose any accounts for which they have care, custody, and/or control of funds of student organizations, clubs, or other organizations affiliated with the University. A notice and the required certification letter were included in the 3/30/21 Messenger. Please remind all employees in your departments to print the letter, complete it, and forward it to Student Accounting via their email address: [studentaccounting@nsula.edu](mailto:studentaccounting@nsula.edu) by 4/30/21.

## Jennifer Kelly

### Dale Wohletz, Physical Plant

- Turpin Elevator construction will begin next week. Completion date late June.
- Floor replacement at the Alice Dear House in Alex underway. Removing carpet in the bedrooms and hallways installing LVT.
- Roof replacement at the Golf course should begin in the near future. P.O and contract has been issued for replacement of the Club House and Pool house.
- Warren Easton outdoor classroom roof cover should begin soon. This was paid for with funds that Warren Easton received from a grant.

## **March 2021 Leadership Team Meeting**

- City forced main cleanup. Contacted the designer about getting the area cleaned up and seeded. They should be here getting all the debris cleaned up. There is a lot of banding materials and pallets down by our building. They are wanting the dirt to settle a little more before the level and seed.
- Dodd hall Demo post construction meeting tomorrow. Will do a punch list tomorrow for the project.
- Banners on University Parkway – next week.

**Jon Lentz, Physical Plant:** detailed TMA report provided.

### **Julie Powell, EHS & Plant Services**

#### **EHS**

- The EHS Office continues to work with:
- \*FEMA for reimbursement of debris removal costs, related to Hurricane Laura.
- \*Sedgwick on payment for claims related to Hurricane Laura. Payments from Sedgwick have started to come in. Some repairs have not been completed.
- \*ICF/ORM on Hurricane Laura. This is for submission to FEMA for insurance claims that have been denied.
- \*Sedgwick on payment for the single Hurricane Delta claim. Repairs have been completed and invoices have been submitted to Sedgwick.
- \*Sedgwick on all claims related to Winter Storm 2021. The first (5) approved claims came through on 3/29/21.
- \*ICF/ORM on Winter Storm 2021. This is in the beginning stages.
- The Northwestern State Drone Policy and Use Committee has met several times. We have solidified the rough draft of the new policy. We will submit the documents to the administration as soon as a draft of the one-time use card is ready. This will be a 4-part submission: 1-the policy, 2-the application to operate on campus, and 3-the annual sticker for approved F/S operators, and 4-an approval card for one-time operating. Members of the committee include Tommy Hailey, JD Cox, Heath Fitts, Rebecca Riall, Traci LaBom Norris, Jon Caliste, Wesley Harrell, Chelsea Eddington, Zachary Breaux, Nicholas Hopkins, Josh McDaniel, and Julie Powell. The committee will meet each time an application is received.
- EHS is working with MSG Blakely with the NSU Military Science Program, and ORM, on the possibility of a Memorandum of Understanding between NSU, NSU Military Science, and the Natchitoches Central Jr. ROTC program for use of the NSU rappel tower. NCHS has a tower, but it is out of commission and needs repairs at the current time.

#### **Plant Services**

- Annual Inventory reporting has been submitted to LPAA in Baton Rouge for the year 2020-2021. LPAA has certified the report. The number of unlocated items increased this year to (53) or .402%. The target is < 1% of the total inventory. Last year the number of unlocated items was (39). Reminders will be distributed to F/S members via Messenger on the importance of maintaining inventory control throughout the year.

### **Mead Goings, Grounds**

- Color change by the end of the month.
- Still cleaning up from ice storm.
- Replacing dead plants around campus.

### **Craig Vercher, University Police**

- Preparing for Commencement Ceremonies.
- Trying to find qualified candidates for our vacant positions.
- Co-sponsoring with Grant Parish Sheriff Office a R.O.C.I.C. seminar for 100 officers
- Hosting officer training with the Natchitoches Parish Sheriff Office

# March 2021 Leadership Team Meeting

## **Jon Caliste, University Safety & Compliance**

- NSUPD Shreveport
- Vaccinations are proceeding as scheduled and we have made it to the second dose series. Tiffany is doing a great job with and there have been no major reactions requiring emergency medical assistance.
- All officers and guards have completed their yearly required trainings for LEO.
- Attend a webinar series with our National Clery compliance group NACCOOP that we are members of and during the training I decided that we need to adjust our compliance efforts in the realm of Timely Warnings (not to be confused with Emergency Notifications). I have spoken to with the Clery/Title IX Sexual Misconduct Task force group to discuss the changes and to get their input on ways to upgrade our current practices. We plan on revising the policy and when it is completed, we will send that information to you for review.
- The Safety and Security Committee will meet on Tuesday April 6<sup>th</sup>. We plan on discussing various projects that the committee can undertake to improve the safety of the University as whole. For example, we will probably look into our AED program and ensure that there are enough devices in campus facilities, safety training programs for the campus, and evacuation procedures for athletics facilities and special events.
- Finally, last month we began the process of adding some member of the Shreveport Nursing campus administration to the emergency contact list to area hospitals and clinics for our students that attend clinicals in region 7 of Louisiana hospital group (which includes Shreveport, Arcadia, Bossier City, Homer, Mansfield, Vivian etc.) all the facilities have been receptive to the idea and have added us to their emergency contact list or system. Larger facilities like LSUH/Ochsner have mass notification while smaller facilities like North Caddo Medical Center in Vivian have a text message system or a call tree. Christus has their own internal created system by their IT department, and they are having conversations to add us to their list. When that information is updated, I will let you know I plan on following up with them this month. I was pleasantly surprised by the number of NSU graduations that I communicated with during this process which I think helped us along the way.

## **Stephanie Dyjack, Campus Living Villages**

### Leasing

- Received signed 21/22 Leases
- Monitoring incomplete Leases
- Prepared each property Showrooms for Tours
- Successful NSide View & Scholar's Day
- Started Planning Spring Move Out
- Confirmed Bands, Basketball Team, Girls State, Cheer, LASC, Freshman Connection, Advance Summer 21 Camp group arrival dates
- Lease Confirmations went out to 21-22 future residents

### Facilities

- Completed HVAC Coil Cleaning at UC
- Conducted furniture inspections for all units and placed order for replacement pieces
- Installed 2 new hot water heater at UP1
- Addressed resident work orders
- Completed repairs to Fire Sprinkler System at UP2 related to Ice Storm

### Residence Life

- Partnered with NSU during Homecoming Week
- Hosted NarCan Event to support NSU campaign

## **Shaquille Broussard, Sodexo**

- Chef is in the works to reschedule steak night for this month (It is good to have him back)

## March 2021 Leadership Team Meeting

- Football concessions has been going great and I have heard good things about the suites so far

### **Bruce Dyjack, University Post Office**

- The new U.S. Postmaster has announced sweeping changes to the USPS, that if allowed, will result in changes for the NSU Post office.
- It has been decided that delivery times for first class mail will be slowed. This means items we are currently sending out on Thursday (checks) that are now arriving to people's homes on Saturday will now not arrive until the following Monday or even later.
- Postage prices will increase by up to 9%.
- A review will be done of all post offices which may result in the closure or consolidation of post offices and stations such as ours. It is possible that during this review it could be decided that our contract with the USPS be rescinded or modified. This would have the following negative effects on our operations:
- Loss of \$15,000.00 a year in compensation for selling postage.
- Could no longer sell money orders.
- No longer have dedicated mail drop off/pick up. We would have to pick up and drop off our mail each day.
- On the plus side we could begin accepting outgoing UPS/Fedex packages and even offer outgoing services for cash from those companies from our Pitney Bowes meters.
- The main feedback I receive from the USPS about our operations that may impact the decision is the following:
- No dedicated parking. I will follow up about signage.
- Low visibility. There are 3 trees in that block visibility of the NSU Post office from Sam Sibley. We did have Marketing put up a sign indicating our location which may help.

### **Fran Lemoine**

Faculty/staff are excited about the new technology upgrades happening across campus. The first 10 classrooms were completed last week in Bienvenu Hall. They look great!

We are pleased to report that of the 5 proposals NSU submitted in the Targeted Enhancement program, two submissions from COAS were ranked #3 and #9 of the 32 recommended for funding:

- Dr. Mark Thompson (CAPA) - "Enhancement of Methods Course Offerings through the Acquisition of Musical Instruments" \$110,228.00
- Dr. Xinjia Chen (Eng. Tech) - "Enhancement of Automation, Robotics and Operation Research Infrastructure for Engineering Technology" \$28,075.00

**Professor Anna Dugas**, Assistant Professor of Physics, **Dr. Masahito Kuroda**, Associate Professor of Music; **Professor Terrie Sanders**, Interim Department Head and Associate Professor of Music; **Professor Michael Scanlan**, Assistant Professor of Physics; and **Dr. Nick Cummins**, Associate Professor of Music, have collaborated to evaluate the design of various forms of personal protective equipment for use in music education. This work was presented at the ULS Academic Summit Keynote address highlighting collaboration.

### **SoBPS**

- Daniel Rivera is working in collaboration with Steve Gruesbeck to submit a National Science Foundation grant to improve retention/success for students majoring in Biology or Physical Sciences

### **Criminal Justice, History, and Social Sciences**

- Ms. Sharon Green, Associate Professor of Criminal Justice and Chief Deputy Coroner for Vernon Parish has become a nationally Board-Certified investigator through the American Board of Medicolegal Death Investigators. She is only the 4<sup>th</sup> in the state of LA.

ET

## March 2021 Leadership Team Meeting

- Evan Chapman, and EET major and music minor won the state Louisiana Army National Guard Best Warrior Competition and will be competing in the 5-state regional competition in May.

### EFLCS

These last few weeks in local elementary schools, the department has run two brand-new community outreach programs: the 1<sup>st</sup> Annual Easter Writing and Coloring contest (grades K through 5), and the 1<sup>st</sup> Annual St. Patrick's Day Creative Writing Contest (grades 6 through 8). Scarlett Vasocu has been the lead organizer and several department faculty and staff assisted. School/student participation was through the roof—234 students in the lower grades and 100 students in the upper grades. Winners were given awards as their schools on Monday, March 29.

Participating schools were:

Provencal Elementary and Jr High  
Marthaville Elementary and Jr High  
E-Lab and Middle Lab  
Fairview Elem  
Lakeview Jr High  
Provencal Christian Academy

### Math

- On March 17, Dr. Frank Serio presented at the first workshop for the LA Math Forward initiative of the BOR. He discussed our co-requisite program's successes.
- Dr. Leigh Ann Myers was awarded the Outstanding Teacher Award by the Louisiana/Mississippi section of the Mathematical Association of America.
  - She also serves as the section's programming chair and will be planning next year's meeting which we hope to host on our Natchitoches campus.
- Dr. Judith Covington will serve as the section's chair for the next three years.

### COAS Leadership Update

- **Director of the School of Biological and Physical Sciences** – Dr. Chris Lyles has been recommended and we hope to have confirmation from the BOS soon.
- **Department Head of New Media, Journalism, and Communication Arts** – two candidates were brought to campus the week before Spring Break. We hope to have a recommendation from the search committee this week.

### Kim McAlister

### Drake Owens

- Recent scholarship contributions: \$50,000 Lisso Simmons, \$20,000 Anonymous, \$15,000 CENLA Community Foundation, \$10,000 Jo Pease and Rick Roper
- NSU Foundation RFP process commenced on March 11<sup>th</sup>, currently reviewing investment policy statement and priority surveys.
- NSU Foundation board meeting to be held April 9<sup>th</sup>, Alumni Association board meeting to be held April 30<sup>th</sup>.
- Architectural renderings for 520 University Parkway complete; Fire Marshall has conducted initial review; renovation plans to be considered April 9<sup>th</sup>.
- Continuing NSU Foundation scholarship award process, working with deans and department heads to identify students in need.
- Application packet completed and submitted to Public Service Commission for Leesville campus LED lighting grant.
- Legislative session to convene on April 12<sup>th</sup>; ULS Day at the Capitol virtual event scheduled for April 14<sup>th</sup>.
- Senior ring ceremony sponsored by NSU Alumni Association and Jostens to be held April 27<sup>th</sup>.

# March 2021 Leadership Team Meeting

## **Curtis Penrod**

- Accounting program ranked in top 10 online Accounting programs by two different organizations.
- Hospitality Management and Tourism program continue to host To Go events in lieu of Columns Café.
- Students take certification exams at end of BUAD1800 (Intro to Information Technology) and CIS 2000 (Spreadsheet Applications) and can enter statewide contest; For Word and Excel, 4 of the 6 students who placed in the state competition were from NSU.
- Dr. Hardy will host a VicTalk on April 7<sup>th</sup> at 12:30 regarding “Emotional Intelligence for Your Success.”
- Continuing to work to fill vacant positions.

## **Jerry Pierce**

### **Marketing & Branding**

- We are widening our billboard footprint with some new boards in South Louisiana. I will be meeting with MH Outdoor next week to go over their new locations.
- We will be implementing a video request form next week to better accommodate the video requests we have been inundated with.

### **Public Information and Media Relations**

- SID folks and Chris Reich going above and beyond for sports coverage this spring.
- Worked with Jen Kelly, Carla Walker and Melinda Parrie on continued updates to the COVID vaccine information page.
- Have begun work Student Affairs personnel on graduation plans.

### **Recreation Complex**

- Power washing the pool in case we open this year. Readying the shallow end of the pool to paint it.
- Possible opening date May 18<sup>th</sup> providing all the mechanical components are operative.
- On April 12<sup>th</sup> we will be aerating the greens getting them ready for the spring
- Spraying the tee boxes and fairways for junk grass before we fertilize them.
- We have several tournaments lined up for April and May.

### **WRAC**

- WRAC intramurals and wellness program has had steady participation this semester.
- The E-Sports venue had a successful grand opening on Monday, March 22<sup>nd</sup>.

## **Emily Posey**

- Completed the P-Card and T-Card engagement. Management concurred with my recommendation and the report was submitted to the State Travel Office.
- I am currently working on the follow up to the Student Self Assessed fee review conducted by the previous auditor.

## **Michael Snowden**

- March 24, 2021 Spoke to one of the UNIV 1000 Section on Diversity
- March 24, 2021 Spoke to the Freshman Connectors about DEI
- March 30, 2021 Meet with Vanner Erikson about Recruitment of ethnic minority student.
- April 7, 2021 NCORE Webinar – Killing me Softly – Suicide Among African Americans, Asian, Pacific Islander, and LGBTQ+ Students 3 PM Hendricks Room



## **March 2021 Leadership Team Meeting**

- April 8, 2021 Louisiana/Mississippi Gulf Coast Chapter of CUPA0HR Dr. Katrice Albert will be our Keynote Speaker as she presents: Igniting Forward Momentum: Becoming a Standard Bearer of Brave Conversation 8:30 AM – 11:30 AM

### **Darlene Williams**

- EAB recruiting strategies continue and internal efforts that target recruiting of online students.
- CompeteLA effort ongoing.
- Recruiting efforts for new online students for summer, fall 2021 is underway.
- Implementing new classroom technology on all campuses.
- System upgrades and system maintenance ongoing.
- Continued work for implementation of Ellucian CRM Recruit module. Will personalize engagement of prospects and improve entire admissions process, provide automation of ERP integration, data imports, communication plans, tracking option for prospects, etc.
- Initial discussions underway for transition of key services (Moodle/Banner) to the cloud.
- Plans to open the new Region VI STEM Center in Alexandria in May.
- Continued participation in virtual meetings and professional development.
- Facilitating digital inclusion efforts.
- Encouraging all to complete the Cyber Security Awareness Training available in LEO and on Moodle.
- 3<sup>rd</sup> Quarter OSP Submissions totals \$5,603,303 – and as of March 26, 2 proposals totaling \$686,386 have been awarded.
- Facilitating the LA BoR Speaker Series from April 12 – April 21.
- 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 meeting is scheduled for May 3.