

May 2021 Leadership Team Meeting

Roni Biscoe

Human Resources

- Alternate Work Requests that were approved for this spring will expire on May 9th. All will return to work on May 10th.
- Annual Appointment letters will be discontinued effective immediately.

Institutional Research

- Data Governance Framework has been drafted by the Director. Data governance will help ensure timely and correct data.

Institutional Effectiveness

- Refer to Frank Hall's report.

Office of IE & HR

- The Spring 2021 Student Evaluation of Course & Instructor ended on Friday, April 30th at 11:45 pm with a 35.56% response rate.
- The Preventing Sexual Harassment trainings are completed at 100% for calendar year 2021.
- The next mandatory training to focus on is Ethics for calendar year 2021.

Greg Burke

General

- Southland Conference membership transition
 - Five schools departing on June 30.
 - Search engine company engaged to assist with replacing departing members.
 - Dr. Maggio/Burke among membership transition committee members
 - Schedules for 2020-21 year adjusted to compensate for decreased number of teams per sport.
- COVID
 - Travel safeguards have been implemented throughout semester.
 - Event safeguards have been in place and executed. **Full capacity at remaining 2020-21 athletic events to be announced on May 3.**
 - Game attestation forms by sports medicine staff (every contest) continue to be generated.
- Sports Performance Center project
 - Two \$100,000 gifts received in past two weeks to be combined with \$100,000 in hard/soft commitments already in place.
 - Another proposal presented to former Demon/NFL alumna
 - NRMC gift announcement forthcoming in late spring
 - Other solicitation meetings being scheduled.
- Personnel
 - Lisa Methvin assumed Athletic Business Manager duties in March.
 - Open positions
 - Athletic Administrative Office Assistant
 - Assistant Men's Basketball Coach
 - Assistant Academic Coordinator
 - Assistant Director for Facilities and Events
 - Assistant Football Coach
 - Assistant Football Coach
 - Assistant Football Coach
 - Assistant Athletic Trainer
- Continuing NSU Mentor Program with Jerona Washington (Greg Burke) and Bob Jordan (Haley Taitano)
- Meeting with video integrator concerning athletic video platform; still waiting on cost estimate.

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- Athletic Council Meeting held on April 27.
- Continued oversight/guidance for Demons4Equality student-athlete group
- Replacement of Turpin Stadium turf for 2022 season
 - Contract finalized with Turf Alliance, Inc.
 - ULS Board approved arrangement.
 - Field/end zone designs submitted for pricing.
 - Cost estimate beyond base price being determined.
 - Potential sponsor being pursued.
- Adidas approved to continue as apparel provider for NSU Athletics.
- Mental Health Staff member.
- Received confirmation that NSU will receive approximately \$60,000 for qualifying for the NCAA academic unit during the 2019-20 year. The NSU compliance office has also confirmed that the Athletic Department has also qualified for the unit based on 2020-21 year results, which will provide a distribution of approximately \$80,000 in May of 2022.
- Continued efforts to fill dates in future football schedules.
- Soccer team finished regular season tied for second, lost in first round of conference tournament on penalty kicks, and had five players named to the all-conference team.
- Football team had 10 players named to the all-conference team.
- Progress towards renewing flagship radio station agreement.
- Developed updated contract for volleyball coach Sean Kiracofe; approved at April ULS meeting.
- Developing new contract for soccer coach Jess Jobe for approval at June ULS meeting.
- Greg Burke – ongoing work with the NCAA Division I Women’s Basketball Committee.

Compliance

- NCAA Recruiting Dead Period officially ends on May 31. Sports revert to their normal recruiting calendars beginning June 1. All forms of recruiting (contacts, evaluations, official and unofficial visits, Camps and Clinics, etc.) can occur beginning on this date.
- Uniform One-Time Transfer Legislation was adopted by the NCAA Board of Directors and will be effective August 1, 2021. For this year, student-athletes in all sports can meet this one-time exception as long as they enter the NCAA Transfer Portal or request in writing their intent to transfer no later than July 1. In future years, fall and winter sports’ deadline will be May 1, while spring sports will still be July 1.
- “Intra-Conference Transfer Rule” in the Southland Conference to be discontinued.

External Relations

- Perpetually Purple Scholarships
 - Vic/Terry Stelly
 - Will and Kendra Broussard
- Football Season Ticket renewal forms to be sent week of May 3.
- Upcoming Promos:
 - Danny Bob Turner retired number Friday
 - Mudbugs at the B-STRO Saturday
 - Softball Senior Day Saturday
- Finalizing Annual Fund Drive materials for June 1 mail out
- Ryan Hall finalizing “social tour.”
- Meet the Demons set for August 21.
- Finalizing home game start
- Awarded bid to host Soccer SLC Champs in ‘22 (pending Advisory Council approval)
- Recent team fund raisers
 - Volleyball Digfest

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- Triple B Golf Tournament (football)
- Men's Basketball golf tournament (May 8)

Facilities/Events

- Coverage for remaining home baseball and softball games
- Preparing for summer maintenance, painting, etc. within athletic facilities.
- Preparing for hosting six NSU commencement exercises, plus four more by outside entities that also will take place within the NSU athletic footprint.
- Advertising to replace assistant facilities director position.

Academics/Student-Athlete Development

- Graduating Student-Athletes
 - Hosted our first development program for graduating student-athletes; VIC-torious for Life Demon Grad Program.
 - Had 35 student-athletes from various sports in attendance.
 - Presentations from our Campus Career Services and Northwestern Mutual.
 - VIC for Life Binder - discussed creating a life binder to organize important documents etc.
 - Hosted Graduation Reception and Stole Ceremony for Spring Graduates
- Returning Student-Athletes
 - Continued efforts for Summer and Fall course registration.
 - Discussing major changes, etc.
- Incoming Student-Athletes
 - Held incoming student-athlete meet and greet for incoming Freshmen and Transfers we are aware of at this point.
 - What to expect, Freshman Connection, Test Score and NCAA Eligibility Center
 - New Student-Athlete Academic Questionnaire .
 - Continuing Zoom/virtual meetings throughout the summer (Group and individual meetings)
 - Our staff will attend the Freshman Connection sessions to meet with both student-athletes and parents.
- Transferring Student-Athletes
 - Evaluating transcripts for transfer recruits/ potential student-athletes
 - Working with current student-athletes looking to enter the transfer portal or no longer remain a student-athlete here at NSU.
- National Student-Athlete Day celebration (smoothies).

Frances Conine

- Congratulations to SGA for an extremely productive year. Thanks to Nick Hopkins and Kristen Prejean. Welcome to the new executive board for SGA
- Had a very successful Student Affairs Council meeting on April 22. Reviewed changes to the NSU Student Handbook and heard reports from committees.
- Many successful face to face events in Student Affairs this spring:
 - Fork Fest sponsored by UPC
 - VL Roy Service Day sponsored by SGA
 - Special Olympics sponsored by FYE

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- Enrollment Management working hard. Conducting on the road and online recruiting. Scheduling meetings around new technology, CRM Recruit.
- Please look at the enrollment of continuing students. Ask that department heads and deans refer to Fall 21 Projections email sent Friday, April 30, by Kelsey Claspill.
- Freshman Connection dates for Natchitoches:
 - May 20-21
 - May 27-28
 - June 3
 - July 8-9
- Currently 0 F/S and Students with active COVID 19 cases reported on the NSU website.

John Dunn

Frank Hall

- Respective drafts of AC 2020-2021 Strategic Plan Assessment – The Way Forward are due by June 18, 2021.
- All Unit and Academic Program Assessments are due on June 18, 2021.
- The first draft of FifthYear standards is due to Roini Biscoe (cc Frank Hall) on August 2.
- I am always available should anyone need any assistance.
- The University Assessment Committee meeting is on June 10, 2021.
- The Strategic Planning Team Meeting is on June 16, 2021.

Greg Handel

- Testing Center is very busy facilitating exams during finals week. Also busy with more frequent PRAXIS exams, and other tests that have been 'at home' for the last year.
- International Center: Renewing all of our processes to be able to process student visas. Also looking at all of our other processes in relation to our International Students, admissions, and transitions. Auditions are starting again with our Int. Partner schools.
- We will graduate our first cohort in the Ed.D. program this week, as well as the first graduate in the BA to MA in Scholars'/English.
- Welcome to Dr. Joel Hicks who accepted our offer to join CoNSAH as its new Dean!

Joel Hicks

- CoNSAH Dean Interviews held April 19, 2021
- End-of-semester CoNSAH meeting held April 26, 2021
 - Dr. Melissa Rennie was selected as "CoNSAH Educator of the Year"
- CoNSAH vaccination clinic completed (407 total doses [203 people vaccinated; 121 NSU students, 37 faculty and staff, 41 community members, and 5 SUSLA students])
- Preparing for spring commencement, pinning, and recognition ceremonies-223 graduates (ASN=80; RN-BSN=44; BSRS=34; BASAH=4; MSRS=5; MSN=48; PMC=4; DNP= 4)
- ULS approved moving three post-baccalaureate certificate programs (CT, MRI, IVC) to Undergraduate Certificate Program (UGC). Will move to BoR next for final approval.
- SAH will host sonography consultant on campus May 17-18, 2021, to begin plans for creation of sonography program
- Nurses Week celebrating May 6-12

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Pat Jones

The next couple months is an extremely busy time of year for Business Affairs as we are preparing for the 2020/21-year end close, preparing the 2021/22-year budgets, and working with the Legislative Auditors who have begun their 2-year audit process. Please supply the auditors with any requested information on a timely basis.

In preparation for year end, please keep in mind the purchasing deadlines:

Operating and Self-Generated Funds:

Please be reminded, only those requests for essential purchases will be approved.

Departments should practice due diligence in reviewing any requests and ensure the goods and services are crucial to the operation of the University. All purchases, including direct payments and Travel, must have the prior written approval of your vice-president.

FRIDAY, MAY 14

Requisition access will be disabled at noon on Friday, May 14th to prepare for Year End Close.

All purchase requisitions to expend funds allocated to you for the 2020-21 fiscal year must be approved on-line by Friday, May 14, 2021 to provide for delivery by June 30, 2021.

All direct payment requests are due in Business Affairs by Friday, May 14th. AP Vouchers for direct payment requests must have VP approval.

For all University essential purchases that have VP approval, contact the Purchasing Office for special instructions and prior approval.

FRIDAY, MAY 28:

Last day to use P-Card for purchases. All use must be delayed until after July 6, 2021. All NSU Purchasing Cards will remain suspended during the June billing cycle (June 6, 2021 through July 5, 2021).

FRIDAY, JUNE 11:

All Warehouse Requisitions must be received in Central Receiving & Warehouse before 2 p.m. Any requisitions received after June 11th will be charged to the 2021-22 fiscal year.

All printing requisitions must be received in University Printing before 2 p.m. All printing requisitions received after June 11th will be charged to the 2021-22 fiscal year.

All requests for payments must be submitted to Human Resources for processing final payroll of FY 20-21 by Friday, June 11th. Any late forms submitted after this date will require approval by the appropriate Vice President or President and will be processed on the next available payroll.

FRIDAY, JUNE 25:

All Receiving must be entered on-line by close of business on Friday, June 25th.

All Motor Pool trip tickets must be invoiced by the close of business on Friday, June 25th. Trip tickets after June 25th will be charged to FY 2021-22.

Any exceptions must be approved by the appropriate Vice President or President.

Our office received notice from State Purchasing that the office supply contract will move from Staples to Office Depot effective May 1. Due to the short notice, we were unable to have the Office Depot account setup for May 1st. However, the change from Staple Advantage to Office depot should be complete by the end of this week. The Office Depot Tech Team is working diligently to create our 100+ users in their system.

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The users across campus will receive a welcome message from Office Depot later this week with instructions to login and create orders (almost identical to the previous process with Staples). Our Purchasing office will assist with any questions or issues that may arise.

We also plan to issue a messenger email later today that will let the users know to expect the email from Office Depot.

Jennifer Kelly

Dale Wohletz, Physical Plant:

- Turpin Stadium elevator: The old equipment has been removed. The new controller, motor, and gear case are all up in the elevator room. They are not in place yet.
- Dodd Hall demo is complete. We are having some dirt settling in a few places on the site. This will be repaired by the contractor later once the settling stops.
- Golf course roof replacement: Contract will be issued to Corporate roofing next week for the project. Work should begin in 2-3 weeks. Projected completion time 2 weeks once started.
- Caspari Drive Resurfacing: Pre-bid date is May 10. Bid due May 20. Construction should begin approx.. 30 days later.
- Sam Sibley Resurfacing: Planning is complete. Waiting on FP&C for bid dates.
- Caddo Hall will be turned over to the University on July 1, Prudhomme Hall will be turned over Aug 1.
- Warrington Hall: Have a small project that will start soon to clean up the lobby area. Mostly just removing old key boxes, intercom systems, phone lines that were used when that building served as a dorm. The walls will be patched and repainted.

Gil Gilson, Support Services:

- 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.
- I am developing a list of signage that needs to be replaced or added to the campus. Once I have developed the list of signs, I will develop a budget to correct the violations and contract with a sign company to produce the signs needed to correct the violations.

Mead Goings, Grounds:

- Color change by the end of the month.
- Replacing dead plants around campus.

Craig Vercher, University Police:

- Preparing for graduation next week
- We will host the ROCIC (Regional Organized Crime Information Center) May 18th. We will have approximately 100 law enforcement leaders attending from North Louisiana.
- Taser training
- Less than Lethal training

Jon Caliste, University Safety & Compliance:

- We are gearing up for our summer training program. The goal is to have training that proceeds in a fashion that provides academic instruction progressing into scenario-based training at the end of the summer from all of the courses that are taken during the summer months. Our first training session will be in May after graduation.
- In our Clery compliance efforts I am gathering the amount of training that occurred in 2020 so that we can send out our letter to those jurisdictional agencies to determine if crimes need to be reported in our Annual Security Report (ASR). In addition, I have been speaking with our Title IX coordinators about upcoming changes to the Title IX regulations from the Federal Level.

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Shaquille Broussard, Sodexo:

- Picnic tables came in and they look great.
- We are getting ready for Summer Camps.
- Had Steak Night on 4/22/21 in Iberville and it went pretty good we served about 40 people.

Bruce Dyjack, University Post Office:

- The NSU Post Office has made all the preparations needed for the installing of the electronic lockers.
- The NSU Post Office has emailed and put out on our social media how to forward mail, how to maintain your box for the summer and the status of your box when return in the Fall.
- I am currently working with the Physical Plant about a sign for dedicated parking for the Post Office.

Fran Lemoine

We are preparing to confer 381 degrees from COAS on Friday!

SoBPS

- Juan Gonzalez and Christian Baker, two students in the School of Biological and Physical Sciences, won best presentation at the LSU-Shreveport research conference last week. There were researchers from four states in the region. Both students conduct research with Dr. Cynthia Doffitt.
- Devon Smith, a student from the School of Biological and Physical Sciences, won a best presentation award at the LA Academic of Sciences state conference several weeks ago. Devon conducts research with Dr. Li Ma.

NMJCA

- Students from the Departments of New Media, Journalism, and Communication Arts and English won three awards in the “Best of the South” at the 2021 Southeast Journalism Conference. Students from 50 colleges and universities in Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi and Tennessee competed for best in broadcast, print and online journalism.
 - Individual Awards:
 - Sydney Bulot (Communication/NSU TV News Bureau): Best Television News Feature Reporter – 5th place
 - Kendall Caple (English/Current Sauce): Best Arts and Entertainment Writer – 10th place
 - School Awards
 - March 2020 (Communication/Class Documentary): Best Public Service Journalism – 2nd place

COAS Leadership Update

- **Department Head of New Media, Journalism, and Communication Arts** – Dr. Jessica Zhang will be joining us beginning on July 1.
- **Department Head of Fine and Graphic Arts** – Ms. Leslie Gruesbeck will assume the role at the start of the Fall 2021 semester.

Kim McAlister

Drake Owens

University Advancement

- Senior ring ceremony sponsored by NSU Alumni Association and Jostens held on April 27th.
- NSU Foundation Board of Directors meeting held on April 9th/Alumni Association Board of Directors meeting held on April 30th.

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- Alumni Association has exceeded goal of 1,000 new members in 2021/success is attributed to the PCI data campaign.
- NSUF Ad Hoc Committee for Property Acquisition has engaged TBA Studios to prepare a master plan for University Parkway.
- NSU Fundraising Committee focused on efforts to reach out to donors who have established endowed scholarships that have not reached the \$10,000 permanent threshold.
- Alumni Association Honors/Awards Committee accepting applications for distinguished alumni, young alumni, and volunteer of the year awards.
- ULS Day at the Capitol virtual event held on April 14th/Kyser Hall Replacement allocation listed in HB2 original-P1: \$2.1M P5: \$35.1M

Curtis Penrod

- Submitted Cyber Security Talent Initiative grant to Cyber Security Education Management Council with assistance from NSU Foundation
- School of Business assisted with holding the virtual Federation of Business Disciplines conference
- Will have approximately 120 graduates this week
- Working on final projects, grades, wrapping up hiring, etc.

Jerry Pierce

Marketing & Branding

- We started a targeted digital ad campaign for the Teacher PREP program throughout the entire state of Louisiana.
- New signage will soon be installed in the TEC, the Academic Success Center, and the Collins Family Pavilion.

Public Information and Media Relations

- News Bureau, Photo and SID: Continued coverage of Athletics, Special Olympics, preparation for commencement, announcement of Dr. Maggio's retirement and Marcus Jones' appointment as interim president, student, faculty, staff and alumni accomplishments, Living Library, ROTC activities and other end-of-year semester events for print, social media and web. Completed 1 Alumni Columns.
- Publications/Print Shop: completed numerous projects for student groups, faculty, staff, RSOs, etc., and are preparing for commencement.

Recreation Complex

- May will kick off a busy time for us. We are preparing the golf course for 3 upcoming golf tournaments. We have the James Oliphant Memorial on May 15th, NCHS Football fundraiser on May 22nd, St. Mary's on May 28th. We punched holes in the greens on Monday April 26. This should speed up the growing process. With all of the rain the course is very wet.
- We have been readying the pool for the opening date on May 18th (as long as there aren't any unforeseen problems with the pool pumps). We are continuing the tile work and painting the bottom to get it ready.
- On April 20th we welcomed back Natchitoches Rotary Club for their weekly meetings. Everyone expressed how glad they were to be back at the Pavilion.

WRAC

- IM travelled to ULM May 1-2 for the "IM Battle for the North" – The northern Universities in LA put this together since LCIRSA was cancelled.
- Working with LSHOF to host the clinicians and activities for June 26 and August 28
- All areas of WRAC are working with Freshman Connection to host Freshman Follies and Wellness presentations at all Freshman Connection dates this summer.

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Emily Posey

Michael Snowden

- April 7, 2021 NCORE Webinar – Killing me Softly – Suicide Among African Americans
- Asian, Pacific Islander, and LGBTQ+ Students 3 PM Hendricks Room
- April 27, 2021 NCORE Webinar – The MIS-Education of the Black Male Student Athlete
- April 27, 2021 NCORE Webinar – Using Autoethnography to Develop Race Cognizance in White Folks on Campus
- April 29, 2021 End of the Year Staff Luncheon at Legacy Cafe

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.
- Facilitating contractual agreement to migrate Moodle to the cloud.
- Continued discussions underway for transition of Banner services to the cloud.
- Efforts underway to discontinue the use of “VIC” – the Video Integrated Content server with a full migration to the use of Stream.
- SACS approved Pineville High School as an instructional site – more than 50% of a degree program can be completed on site.
- Planning for STEM activities in Region 6 – summer camps and outreach activities.
- 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.
- 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 June 14.