

To: President's Cabinet

From: Denise M. Trauth

Subject: President's Cabinet Meeting
March 2, 2020

Pandemic Response Plan

Dr. Smith and guest Dr. Emilio Carranco reviewed the COVID-19 response plan and guest Ms. Sandy Pantlik reviewed COVID-19 communication plan.

Provost Bourgeois reviewed the steps taken by International Affairs to mitigate impact of COVID-19 on the international student community and Education Abroad programs. Provost Bourgeois reported that three students are returning from countries with level 3 designations and six students are returning from countries with level 2 designations. Dr. Carranco agreed to work with all returning individuals to guide them through the self-quarantine and self-monitoring processes.

Cabinet members approved the following measures: 1) students, faculty, and staff returning from level 3 designated areas by the United States Department of State will be required to self-quarantine for 14 days; 2) for those not able to quarantine at home, the university will provide a facility as an isolation area; 3) those returning from level 1 or 2 designated areas will be instructed to self-monitor for 14 days; and 4) university-approved travel (including study abroad) will be prohibited to level 3 (Reconsider Travel) or 4 (Do Not Travel) designated areas.

Dr. Carranco reported that the Student Health Center has created a webpage to provide the latest COVID-19 information for our Texas State community.

Ms. Pantlik proposed convening a cross-divisional team to assist with the COVID-19 communication plan to ensure consistent messaging and to share assignments. Dr. Lloyd agreed to collect the names of divisional representatives.

President Trauth will send an email informing the university community about the precautionary measures being taken at Texas State. In that email, Dr. Trauth will instruct students who are ill and need to be absent from class to contact the Dean of Students Office. Provost Bourgeois will follow-up with an email to faculty asking for compassion at this time and to work with students who become ill and need to be absent.

Cabinet members discussed the need to be flexible with their employees, allowing short-term flexible work arrangements, e.g., telecommuting, in the event an employee has been in close contact with a COVID-19 case confirmed by a public health official or is exhibiting signs of flu-like illness.

President Trauth asked that key groups, such as Faculty Senate, Council of Academic Deans, and Staff Council, be contacted and briefed.

Mr. Algoe agreed to convene the Emergency Management Committee and will cross-check the Emergency Management Plan with the COVID-19 response plan. Accordingly, Provost Bourgeois recommended that Business Continuity Plans be reviewed and updated.

President's Cabinet agreed to reconvene at the end of the week to discuss updates to the COVID-19 response and communication plans.

RTA: 3/6/20 Discuss the COVID-19 response plan.

Class Registration Holds Policy

Mr. Algoe proposed policy changes and initiatives to increase enrollment and retention, including: 1) convert all financial holds, other than tuition and fees, from a registration blocking hold to a transcript hold; 2) remove the emergency loan program GPA threshold; 3) change the payment plan from three to four payments; and 4) raise the threshold for past due balances from \$200 or less to \$3,000 or less. Cabinet members approved the changes.

Merrick Funds (#44)

Due to time constraints, this item was not discussed.

RTA: 3/9/20 Provost Bourgeois to present the FY 2021 Merrick requests.

Retention Management and Planning-Parent and Family

Dr. Smith discussed proposed communication to parents from Parent and Family via email and social media. Cabinet members approved the sharing of official university communication by Retention Management and Planning with parents from Parent and Family.

President's Update (#556)

President Trauth asked Mr. Algoe to provide an update on the Sterry Hall water main break. Mr. Algoe announced that the university utility team has found the water line break and is expected to have it repaired by mid-afternoon. Residents will be able to shower and wash their hands. However, out of an abundance of caution, residents and any visitors to Sterry Hall will be advised not to drink or cook with the water for 24 hours. Ms. Deyanira Rossell will prepare an email to update the university community.

Significant Issues (#01)

Dr. Teis shared the 2020 Sun Belt Conference Football Schedule and led a discussion on potential dates for Family Weekend and Homecoming.

Mr. Algoe announced that Texas State parking permits are tax deductible, beginning 2020.

Mr. Algoe shared data when UPD police officers are present and not present at student events. Dr. Smith expressed the importance of a police presence at large student events. Dr. Smith will work with Mr. Jack Rahmann to develop a student events policy for events held at the LBJ Student Center.

Dr. Smith announced that the Demonstration Response Team is planning to revise the University Rules for Demonstrations and Protests, clarifying: 1) rules related to concealing one's identity, such as by wearing a mask; and 2) consequences for touching or pushing a police officer. Dr. Smith added that the Demonstration Response Team will wear vests so that they will be easily identifiable during demonstrations.

DMT:ta

Posted to web at <http://cabinet.president.txstate.edu/> on March 31, 2020.