

To: President's Cabinet
From: Denise M. Trauth
Subject: President's Cabinet Meeting
March 23, 2020

President's Cabinet discussed the need for immediate and responsive messaging in preparation for shelter-in-place and other movement restrictions currently being considered by local governments.

Mr. Algoe reported that Texas State falls under essential government functions that will be covered under a shelter-in-place order.

Using the energy conservation list of essential offices as a starting point, Cabinet members identified essential and nonessential offices. Offices identified as nonessential were: Alumni Relations, Loan Collections, Special Projects, and the Travel Office.

Two key points will be addressed in a message that will be sent out to the university community by close of business on March 23, 2020. First, essential offices will remain open from 8 a.m. to 5 p.m. on weekdays. Second, all employees are expected to do their work or take leave. Essential offices will require a skeleton crew of at least one full-time staff member. Each Vice President will determine if additional full-time staff are required. Supervisors will be expected to always be available to make decisions and provide support to the skeleton crew.

All employees, who request to work remotely, must have equipment at home in order to meet their work obligations. Otherwise, they are expected to come into the office. To foster social distancing, flexible work schedules (early mornings, evenings, and weekends) are encouraged.

Vice Presidents will determine if offices within their respective divisions are essential, and thus, require a skeleton crew.

Cabinet members discussed the importance of remaining open, in part, as a way to take care of Texas State employees. Remaining open ensures that employees will continue to be paid and have insurance. One of the top priorities is to not lay off our employees or reduce their pay. Cabinet members affirmed their commitment to do everything possible to keep the university running and to keep teaching students for many reasons, including so that Texas State can continue to take care of its employees.

Mr. Algoe shared that the 2020 Spring Break schedule for the Print and Mail Services will be extended until further notice.

Mr. Pierce shared that to support remote working, ITAC disabled the pin requirements for call forwarding.

DMT:ta

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