

To: President's Cabinet
From: Denise M. Trauth
Subject: President's Cabinet Meeting
March 30, 2020

Impact of the COVID-19 Crisis

Provost Bourgeois, Dr. Smith, and Dr. Teis discussed the impact of the COVID-19 crisis on summer school, summer camps, and summer events scheduled in the University Events Center.

Provost Bourgeois, after consulting with the Council of Academic Deans, recommended that Texas State move scheduled class sections that start meeting at any point in June to online/remote delivery, and return to face-to-face and online classroom delivery for the Summer II session (July 6 – August 5, 2020); for 10-week courses, the first 5-week courses must be conducted via online/remotely. The recommendation was predicated on the uncertainty about when the number of COVID-19 cases will peak in this corridor. Early reports indicate that the peak will be in late May. Provost Bourgeois recognized that though this is a tough decision to make given that Summer I is two months away, making the decision now will give faculty and students the ability to plan accordingly. Cabinet members approved the recommendation.

This recommendation to move courses taught in June to online/remote delivery has implication for camps offered in June. Dr. Smith reported that there are 83 day and overnight camp requests for summer 2020, many of which are scheduled to be held in the summer. Cabinet members agreed that all academic and athletics camps scheduled during Summer Session I (June 1 through July 1) should be cancelled. Dr. Cavitt suggested that some of the planned Summer I camps may be able to be moved to remote or online delivery. Because Texas State plans to offer face-to-face instruction during Summer Session II, Cabinet members agreed that camps scheduled for July 3 through July 31 can be held as planned.

Mr. Algoe discussed the Families First Coronavirus Response Act (FFCRA) signed into law on March 18, 2020. The Act provides two new distinct leave categories that Texas State will make available to all students, staff, and faculty. Mr. Algoe is drafting messaging to be shared with the employees.

Mr. Algoe led a discussion on fees, including fees related to electronic courses, medical services, recreation, AL sports, business service, and the Student Center. The latter four will not be assessed to students enrolling in summer I. Online courses, however, are automatically assessed an electronic course fee of \$50 per semester credit hour. To avoid the fee being a financial burden, students will be awarded emergency financial aid of \$50 per semester credit hour. Mr. Algoe discussed that by moving to online/remote delivery, fee-funded units of the university will not receive any revenue during summer I even though these units will be open, operating, and paying staff salaries and debt service. President Trauth will discuss budgetary challenges with fellow TSUS presidents on March 31, 2020. Likewise, Mr. Algoe will have similar discussions with fellow TSUS Chief Financial Officers.

Dr. Teis reported that ten high schools have asked to reschedule their commencement ceremonies for June 2020. Cabinet members discussed whether all high school graduations should be canceled or postponed to July or August. President Trauth said that these are uncertain times and the decision cannot be made lightly; public health officials need to be consulted. Dr. Teis will ask his staff to survey other institutions and venues. Dr. Lloyd agreed to seek input from Chief Medical Director Dr. Emilio Carranco.

RTA: 3/31/20 Continue discuss the impact on summer school, summer camps, and summer events scheduled in the University Events Center.

Mr. Algoe discussed locking certain buildings for purposes of safety and security because the student body will not be on either campus for about three months. A handful of buildings will remain open and provide services. Mr. Algoe asked Cabinet members to send him recommendations on which buildings should remain unlocked during normal business hours. Reducing the number of buildings that are opened will not only enhance safety and security, but will allow for focused deeper cleaning in the buildings that are remaining open, with higher areas of traffic.

Budget Impact (#769)

Mr. Algoe continued the discussion on the impact of the COVID-19 crisis on the university budget. Mr. Algoe announced that all new personnel actions, including the posting of new positions and hiring to fill vacancies, will be temporality delayed. Requests for exceptions will require Presidential approval. President Trauth is expecting that the fiscal impact of the COVID-19 crisis may last for several years and that Texas State must brace for a reduction in State support during the next biennium. Texas State needs to approach these challenges prudently and strategically.

Mr. Algoe led a discussion on how Texas State should manage refunds for Housing, Dining, Student Recreation, and Parking Services Fees. Mr. Algoe provided benchmarking data. President Trauth will discuss with TSUS Chancellor McCall.

Federal Stimulus Package

President Trauth discussed the federal stimulus package and how the funds may be used by institutions of higher education. Mr. Algoe will distribute guidelines to President's Cabinet once they are fleshed out.

Mr. Algoe discussed the Family First Coronavirus Relief Act (FFCRA), which creates multiple new types of leave. Mr. Algoe's office is working on FAQs. The SAP time keeping system will need to be reprogrammed, and manually time keeping and payroll processing may be required initially. Cabinet members suggested that Mr. Algoe will schedule a meeting to fully inform executive assistants, who are likely to receive questions in their units and/or who are responsible for time keeping.

UPPS 05.02.06, Acquisition of Information Technology Products and Services

Mr. Algoe and Mr. Pierce discussed the comments and responses received during the university review.

RTA 4/20/20 Continue discussion on the comments and responses received during the university review.

Mr. Pierce raised concerns about the policy review process. In particular, there is no requirement for senior reviewers to explain why they accepted or failed to accept recommended changes. Mr. Pierce provided suggestions to enhancing policy. Cabinet members agreed that the policy review process should be discussed at a future cabinet meeting.

Student Retention

President Trauth discussed short-term retention measures. Cabinet members reported on their division-specific initiatives. Information Technology has made 25 laptops and Wi-Fi hotspots available for check out by students. Advisors, academic coaches, and mentors, and staff in the Testing Center and Career Services are providing services via remote/online delivery. The Office of Student Diversity and Inclusion is contacting all of the student members in the student organizations they serve. Student involvement is involved in a social media campaign. Dr. Smith discussed the need to better coordinate across divisions to ensure that all freshman students are contacted.

Dr. Smith reported that the phased move-out process organized by the Department of Housing and Residential Life is running smoothly and social distancing measures are being followed.

President's Update (#556)

President Trauth discussed the video that will be released for the first week after the extended spring break. The purpose of this video is to welcome students back during this uncertain time.

President Trauth discussed creating another video and including One Voice sung by VocaLibre. President Trauth would like to communicate understanding and encouragement – during the COVID-19 crisis, gathering with family and friends to celebrate religious holidays, including Passover, Easter, and Ramadan, may not be possible; Texas State is always home and fellow Bobcats will always be a family.

Significant Issues (#01)

Provost Bourgeois, in consultation with the Council on Academic Deans and others, announced that Texas State will make a temporary change to the final grades policy (limited to spring 2020 courses only). This change will provide students with the option to request modification of final course grades to the "EP" (emergency pass) grades. The modification request may only be

utilized for courses in which the student earned a passing grade. Once final spring 2020 semester grades are posted, students will have until Monday, May 25, 2020, to submit a written modification request to their professor(s) requesting an EP grade. Upon approval, the professor will make the grade change.

Provost Bourgeois announced that research laboratories are restricted to essential activities, and he will send out messaging to the university community to provide clarification.

Mr. Algoe shared that in light of Williamson County's stay-at-home/work safe order, faculty cannot bring small groups of students to the Round Rock Campus. Mr. Algoe is working with Dean Welborn to draft messaging for distribution to faculty on the Round Rock Campus.

Dr. Breier shared that because of the economic impact of the COVID-19 crisis, thousands of Texas State students will need considerable financial support to be able to return to Texas State next fall. To support these students, University Advancement launched a Bobcats to Bobcats campaign to raise scholarship funds. The campaign will run through August 2020, with the goal of raising \$1 million in scholarships support.

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Posted to web at <http://cabinet.president.txstate.edu/> on April 17, 2020.