

To: President's Cabinet
From: Denise M. Trauth
Subject: President's Cabinet Retreat
April 16, 2021

The focus of the President's Cabinet Retreat was to finalize university operations through the end of the summer II terms. The agenda items below were discussed. Vice Presidents, or their guest, made recommendations related to their assigned items(s). Below each item includes the final decisions approved by the President's Cabinet. The COVID-19 Roadmap will be updated accordingly. Guests included: Dr. Emilio Carranco, Chief Medical Officer; Ms. Sandy Pantlik, Assistant Vice President for University Advancement; and Dr. Vedaraman Sriraman, Associate Vice President for Academic Affairs.

1. Capacity of Indoor Spaces

- Classroom Capacity (Provost Bourgeois)

All organized in-person classes offered during the summer will be limited to 50 percent capacity.

As of April 15, 2021, for summer I and summer II, 73 percent of classes (including graduate and undergraduate lecture, seminar, laboratory, and practicum courses) will be completely online, and 27 percent will include some form of face-to-face instruction.

The plan for fall is to raise classroom capacity to 100 percent.

As of April 15, 2021, for fall, 89 percent of classes will include some form of face-to-face instruction and 11 percent will be completely online.

- Non-Classroom Capacity, e.g., Elevators, Conference Rooms, and Ballroom (Dr. Hernandez and Mr. Algoe)

The university's current capacity restriction of 50 percent will remain in place through August 8, 2021. If the space cannot accommodate the size of the meeting, then the meeting should be held remotely.

At The Meadows Center for Water and the Environment, for the summer, outdoor activities will be capped at 75 percent capacity and indoor activities will be capped at 50 percent capacity.

All capacity restrictions are currently set to be lifted on August 9, 2021.

Third parties may rent rooms in university facilities provided current university safety protocols are followed.

2. Spring and Summer Commencement (Provost Bourgeois and Dr. Sriraman)
 - Spring 2021 commencement ceremonies will be held at Bobcat Stadium. Cabinet members discussed alternate plans in the event that the weather disrupts the ceremonies. Dr. Sriraman will return as a guest to a future President's Cabinet meeting.
RTA: 4/22/21 Finalize alternate plans for spring 2021 commencement ceremonies.
 - Cabinet members reviewed Dr. Sriraman's commencement ceremony study for August 2021. Dr. Sriraman will return as a guest to a future President's Cabinet meeting.
RTA: 5/24/21 Finalize plans for the August 2021 commencement ceremonies.
3. Sewell Park (Dr. Hernandez)

Sewell Park will remain closed through the end of the spring 2021 semester. Sewell Park will reopen for graduation and remain open thereafter.
4. Approach to Quarantine and Isolation (Dr. Hernandez)

Given the low number of students expected to live in on-campus housing during summer I and summer II, one floor of a residence hall will be reserved for isolation and quarantine.
5. Academic Modifications Related to COVID-19 (Dr. Hernandez)

Academic modifications related to COVID19 will end at the end of the summer II term. Policies and procedures for students with disabilities to request accommodations remain in place.
6. Vaccine (Dr. Carranco)
 - Plan Through the End of Spring
For the university community members only, second dose events will continue through May 12, 2021, and first does events will resume after May 12, 2021.

At the end of April 2021, the vaccine operation is moving from the LBJ Student Center Ballroom to the Student Recreation Center.

Texas State has received 1,200 Johnson & Johnson doses that are currently on hold pending FDA guidance.

Texas State is hosting a joint vaccination event with Hays county on April 22, 2021, at the University Events Center on the San Marcos Campus for anyone who is 16 years of age and older, including members of the San Marcos community who are not students, faculty, or staff. This upcoming event will be the last chance for employees to receive their first does during the spring semester.
 - Plan through the End of Summer II

Weekly vaccination events will continue through summer II, however, demand is expected to decrease from 1,500-1,800 doses per week to 200-300 doses per week.

- COVID-19 Approach and Messaging to Overcoming Cultural Barriers to Vaccination Messaging will include benefits of vaccination.

Provost Bourgeois suggested that Dr. Emily Brunson, Associate Professor in the Department of Anthropology, be asked to assist in developing messaging that addresses cultural barriers to vaccination.

President Trauth suggested that Dr. Paul Phillips speak with student-athletes about the benefits of vaccination as well as address any concerns that the student-athletes might have about the vaccine.

7. COVID-19 Testing Strategy (Dr. Carranco)

A kiosk for COVID-19 testing will remain in place, though hours will likely be reduced due to diminished demand. Random proactive testing will continue into the fall semester.

Vaccinated people should not be tested unless they are exhibiting symptoms of COVID-19.

Texas State cannot deny a participant access to an overnight camp based on medical information. Thus, Texas State will not require participants in overnight camps to produce proof of vaccination or a negative test result. Dr. Lloyd will draft language strongly encouraging staff and participants to get fully vaccinated or to get a PCR test at least three days prior to the start of camp.

Contact tracing will continue into the fall semester.

8. Return to Work Plan and Messaging

As part of the university's phased approach to safely resuming a vibrant campus atmosphere and full university operations, starting on June 1, 2021, staff and university administrators working from home will return to our campuses to work the schedules they had before the COVID-19 crisis. The decision to have employees return to in-person work was based on the following:

- After a year of implementing our [COVID-19 Health and Safety Guidelines](#), data indicates that these guidelines are working. There has been no evidence of transmission in our classrooms, offices, or residence halls beyond roommates. This summer, Texas State will continue to enforce COVID-19 Health and Safety Guidelines, including requiring face coverings, promoting physical distancing, practicing proper hand hygiene, and imposing room capacity limits held to 50 percent. The President's Cabinet will continue to meet weekly with the Chief Medical Officer to analyze the most recent data on transmission rates and vaccination rates as well as to determine if any changes to the COVID-19 Health and Safety Guidelines are warranted.

- The vaccine distribution plan has progressed successfully. All employees will have the opportunity to get vaccinated on Texas State campuses by the end of May, and all students will have the opportunity to get vaccinated before the fall semester begins. People who are fully vaccinated should be able to return safely to in-person work and participate in face-to-face classes and activities.
- Employees with disabilities will continue to have the options to [request an accommodation via the ADA Coordinator](#).

There will be very few exceptions that will warrant modifications to an employee's work environment or schedule. For example, someone may be allergic to a component of the vaccine and cannot take the vaccine or may have other extenuating medical circumstances. In cases like these, employees should talk with their supervisors, who may consider separate office spaces, increased separation between co-workers, flexible schedules, or remote work options.

Also, Texas State has a [General Workplace Policy \(UPPS 04.04.01\)](#) for flexible schedules and remote work agreements. The guiding principle in determining whether these arrangements make sense is if they enhance services to our students, faculty, or staff. We ask supervisors to use these guidelines when considering exceptions during this transition period. Any exceptions to the return to in-person work beginning June 1, 2021, will require approval from the employee's Vice President or the Director of Athletics.

9. Health and Safety Measures Through the Summer II Term (Mr. Algoe)
Given that the antiviral spray has been proven to be effective for 30 days, classrooms will be sprayed weekly, and all other areas will be sprayed monthly.

Hand sanitizing stations will continue to be filled and dispensers replaced accordingly.

Classroom sanitizing kits will become a permanent feature in all classrooms.

The appropriate amount of outside air will be supplied to each building based on usage and other factors.

On June 1, 2021, the Health and Safety Measures will be reduced from 13-12, when the temporary workplace modifications process ends.

Signage and the face covering policy will be discussed at the May 11, 2021, President's Cabinet Retreat.

10. Worst-Case Scenarios (Mr. Algoe)
This item was not discussed due to lack of time and will be discussed at the May 11, 2021, President's Cabinet Retreat.

11. Travel Request/Approval Process (Mr. Algoe)

Texas State will follow the U. S. State Department's travel guidelines.

The following processes were approved and pertain to when travel takes place, not when the application is submitted:

- Conferences, Trainings, Research, etc., for Faculty, Staff, and Students:
Work Travel Through Summer II= Vice President Approval Required
Work Travel After Summer II= Normal Approval Process Returns
- Student Abroad, Exchange, Credit and Non-Credit Trips Led by Faculty:
Academic Travel Through Summer II= Vice President Approval Required
Academic Travel After Summer II= Normal Approval Process Returns
- Campus Recreation Experiential and Student Fun Trips Not Faculty-Led:
Student Travel Through Summer II= Vice President Approval Required
Student Travel After Summer II= Normal Approval Process Returns

12. Recognition of Employees (Dr. Lloyd)

This item was not discussed due to lack of time and will be discussed at the May 11, 2021, President's Cabinet Retreat.

13. Identify Topics to Discuss at the May 11, 2021, President's Cabinet Retreat

At the May 11, 2021, President's Cabinet Retreat, the focus will be to finalize university operations for the fall semester. Items identified include:

- Discuss faculty and staff general meeting,
- campus tours,
- athletic events, kid zone at football games, and tailgating,
- in-person academic conferences; and
- vaccine "booster" shots.

14. Discuss Town Hall Scheduled for April 20, 2021

President Trauth will begin with opening remarks, which will include a broad statement announcing that Texas State's in-person workforce is returning to pre-pandemic levels.

Dr. Carranco will provide an update on the transmission rate, vaccination plan, and current Health and Safety Guidelines. He will also explain why it is safe for our full workforce to return to in-person work beginning June 1, 2021. Additional talking points my include:

- All employees will have had the opportunity to receive the vaccine by May 31, 2021. Knowing that not everyone (e.g., students) will have received the vaccine by May 31, 2021, Texas State will still continue to require face coverings and physical distancing.

- Because it is difficult to predict what the COVID-19 statistics will be in five months, final decisions about the Health and Safety Guidelines (e.g., require face coverings) for fall will be made at a later date based on science/data. As has been the practice since the beginning of the pandemic, the Chief Medical Officer will continue to meet with the President and the President's Cabinet to discuss the COVID-19 data (e.g., transmission rates and vaccination progress).

Provost Bourgeois will explain what the instructional setting will look like for the summer and fall.

Dr. Hernandez will explain what campus life will look like in the summer and fall, including when Sewell Park will reopen.

Dr. Breier will lead a question-and-answer session if time allows.

President Trauth will provide closing remarks.

DMT:ta

Posted to web at <http://cabinet.president.txstate.edu/> on May 20, 2021.