

To: President's Cabinet  
From: Denise M. Trauth  
Subject: President's Cabinet Meeting  
March 20, 2020

### **Housing and Dining**

Dr. Smith, Mr. Algoe, and guest Dr. Rosanne Proite discussed the housing and dining announcement and the corresponding set of Frequently Asked Questions document that will be shared with students living in residence halls.

### **Budget Impact**

Mr. Algoe discussed the impact of COVID-19 on the university budget. Spring 2020 refunds in the form of credits that can be applied to fall 2020 tuition and fees and summer and fall enrollment declines will have the greatest impact on the university budget. Prudent financial measures that could result in more than \$100 million in savings were proposed and included: placing a freeze on posting positions and hiring; reducing current year remaining maintenance and operation (M&O) budgets in all accounts by 50 percent; cancelling all travel; delaying all renovations, improvement projects, and optional facility projects; and allowing "voluntary furloughs" to employees.

President Trauth announced that vacant graduate positions can and should be filled, the Vice President for Student Affairs search will continue, and Vice Presidents may submit formal requests to fill key positions in writing to President Trauth.

Mr. Algoe clarified that the 50 percent reduction in M&O will not be recaptured centrally. The reduction will be encumbered (retained) in the accounts of each division. Similar, yet tailored, reductions will also be made for all fee-based accounts. For the most part, start-up funds will be preserved to support already promised hiring packages for new faculty.

President Trauth asked Cabinet members to consider the proposed cost-saving measures and be prepared to discuss at the next Cabinet meeting. Once the cost-saving measures are approved, then President Trauth will communicate these to the faculty and staff.

**RTA: 03/24/20 Continue discussion on the impact of COVID-19 on the university budget.**

### **President's Update (#556)**

President Trauth initiated a discussion on developing and implementing short-term strategies. Provost Bourgeois summarized the activities that are transitioning to remote delivery to ensure that students have the support they need to successfully finish out the semester. Provost Bourgeois and Dr. Smith discussed holding a remote meeting with the Retention Management Council to identify a coordinated approach to ensuring that all Freshmen are contacted personally. President Trauth suggested that staff and student workers from other units be

recruited to assist in this effort. Dr. Smith will work with her team to create a script that can be used.

President Trauth discussed the memo on Executive Order GA 08 from Mr. Brady Franks, Deputy Budget and Policy Director. The memo underscored the importance of higher education institutions operating in accordance with Centers for Disease Control (CDC) guidelines.

### **Significant Issues (#01)**

Provost Bourgeois reminded Cabinet members that faculty have not been told to stay away from the university and to work from home. Cabinet members agreed that all full-time university employees are expected to work 40 hours per week, though modifications are required in order to support social distancing. While at a minimum all offices must maintain a skeleton crew, a suite of options have recently been rolled out allowing for working remotely and for staggering work schedules. President Trauth asked each Cabinet member to communicate to the employees working within their respective divisions the university's commitment to supporting its faculty and staff to work remotely when possible while balancing care for their children and families.

Provost Bourgeois provided an update on the Child Development Center. They are in the process of sending out additional communication to parents and updating related Frequently Asked Questions.

Mr. Algoe discussed the possibility of a statewide "shelter in place" order for COVID-19. In preparation, Cabinet members will identify essential personnel within essential offices in their respective divisions.

DMT:ta

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