

To: President's Cabinet  
From: Denise M. Trauth  
Subject: President's Cabinet Meeting  
March 16, 2020

### **Leave Policy**

Mr. Algoe and guest Mr. John McBride, Assistant Vice President for Human Resources, received Cabinet members' input on a Frequently Asked Questions (FAQs) document being developed to address questions related to leave as a result of Covid-19. Mr. Algoe will add information about how to donate sick leave to the sick leave pool. Mr. Algoe will send a general message to the university community with a link to the FAQs. The message will also encourage everyone to be as flexible as possible and will express appreciation to employees who are on the campuses during this difficult time.

Mr. Pierce will work with Mr. Algoe to adapt the IT Division e-signature process and instructions for telecommuting to work for the other Vice Presidents.

Dr. Emilio Carranco announced that the Student Health Center will be providing Covid-19 related medical support to students, staff, and faculty.

### **Travel Ban**

Mr. Algoe discussed essential and nonessential travel. Cabinet members agreed that Covid-19 related travel, such as for emergency management personnel, is the only travel that is approved at this time. All other forms of university-related travel are cancelled for the rest of the spring semester. On a case-by-case basis, Vice Presidents and the Director of Athletics can make exceptions.

Travel restrictions do not apply to travelling between the San Marcos and Round Rock Campuses nor between The Texas State University System Office and either campus.

### **Social Distancing**

Dr. Smith and guest Dr. Emilio Carranco, Chief Medical Officer, discussed social distancing as it relates to students' extracurricular activities, including student meetings. Dr. Smith will inform students, via email, that for the duration of the spring semester, student organizations must hold meetings remotely (e.g., thru zoom or telephonically), rather than face-to-face.

Provost Bourgeois will ask the Academic Deans to inform their faculty to prepare for remote delivery of academic course work thru the end of the spring semester, including the final exams.

Cabinet members agreed that the university offices will remain open and services will continue to be provided to students throughout the spring semester. President Trauth asked the Vice Presidents to monitor the number of students, who return to the campuses following the extended

spring break. In particular, President Trauth asked Dr. Smith to provide Cabinet with a report of the number of student residents who return to the dorms.

Cabinet members agreed to follow the CDC guidelines, halting gatherings/events of 50 or more. There will be no public performances (e.g., recitals may be held, but without audiences).

### **External Use of University Facilities**

Dr. Lloyd discussed external events that have been scheduled for the University Events Center and other university facilities. Cabinet members agreed that neither university- nor externally sponsored events will be held in any university facility through the end of the spring semester. Bobcat Bonanza will be rescheduled.

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

President Trauth made several brief announcements: a decision on whether to hold May commencement ceremonies will be made in the near future; the Vice President for Student Affairs search will proceed with initial search committee meetings being held remotely; a working group to create a resource center to support DACA students will be charged; a task force to review PAWS Preview for 2021 will be convened soon; and a task force for student health and wellness will be convened at a later time, given that Dr. Carranco and the medical staff are focused on addressing issues related to Covid-19.

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

Provost Bourgeois and guest Dr. Vedaraman Sriraman, Associate Vice President for Academic Affairs, provided an update on study abroad. Dr. Sriraman proposed to: 1) require all students participating in a study abroad/exchange program in spring 2020 to return to the United States by the end of the March; and 2) cancel all Study-in-America programs through the end of the summer. Cabinet members approved both proposals.

Provost Bourgeois discussed the complexities of degree completion for students engaged in student teaching and clinical rotations, given the K-12 school closures and the strain on healthcare facilities in the wake of Covid-19.

Dr. Carranco expressed his appreciation to the Cabinet members for making significant policy decisions that support social distancing.

Dr. Carranco stressed the importance that all university community members need to be mindful of where they travel and to actively engage in social distancing.

DMT:ta

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