

4/3/20 Administrative Council Meeting Minutes

Participated in Zoom meeting: Dr. Brian Anderson, Angie Atkins, Dr. Marty Brock, Dr. David Brooking, Aaron Brooks, Ashley Chisolm, Karen Clay, Mark Ellard, Rodney Godfrey, Erinn Holloway, Jody Kennedy, Carla Lowery, Penny Mansell, Dr. Tammie McCoy, Dr. Jenny Miles, John Jacob Miller, Nora Miller, Jennifer Moore, Andrew MoneyMaker, Nicole Patrick, Anika Perkins, Amanda Clay Powers, Laura Quinn, Dr. Maria Scott, Ginger Smith, Susan Sobley, Andrea Stevens, Dr. Scott Tollison, Jason Trufant, Randy Vibrock, Dr. Deb Wells, Dr. Kim Whitehead, and Ken Widner

President Nora Miller called the meeting to order.

Minutes -

Following a motion by Amanda Clay Powers and a second by Dr. Tammie McCoy, the minutes from the March 2020 meeting were approved.

University Update –

President Nora Miller said with Governor Tate Reeves' shelter in place order starting at 5 p.m. today that there should be a smaller presence on campus for the next couple of weeks. She said some employees will still need to work on campus and others will need to come in occasionally, but she encouraged the group to heed the Governor's orders because it's important to limit exposure. President Miller pointed out that working from home will look different. She noted that employees can participate in tutorials and other professional development opportunities, and they can read up on ways to respond to COVID-19. She said that as long as an employee is available for work that this counts as working. She encouraged the Administrative Council members that the university will get through this and to reach out to each other when possible.

COVID-19 Academics Report –

Dr. Scott Tollison reported that the deadline to drop a class has been moved to April 24, the drop fee will not be assessed, and the students' and advisors' signatures will be sufficient for this process, but he noted that the normal procedure will still need to be followed for withdrawals. He said early alert has been opened to report students who are struggling with classes, students were surveyed about their technology needs, and proctored testing has been eliminated unless it is required for accreditation reasons. Dr. Tollison said the Continuity of Instruction group was formed and has been meeting remotely. He noted that the April orientation sessions have been moved online, and registration for summer and fall classes is on schedule with plans for all summer classes to be taught remotely. This will be announced soon. Dr. Tollison said the Enrollment Management functions of the university are continuing, and they are working with IHL on the process for admitting high school students. He also announced that Governor's School, culinary kids camps and study abroad has been canceled.

COVID-19 Incident Response Team Report –

Carla Lowery pointed out that the Incident Response Team, with the addition of representatives from the Health Center, the Counseling Center and a few other offices,

has been meeting regularly, if not daily, since early March to talk through issues with the goal of not making decisions in isolation. She said the group has discussed the number of students remaining in the residence halls and what to do if one contracts the coronavirus, and the group is keeping up with the 24/7 room in the Library and making sure products are available to keep it clean. She noted that there is a hot spot available in the Turner Hall parking lot, and this information is available on the COVID-19 webpage in addition to links to other hot spots around the state. Ms. Lowery reported that all campus gates have been closed except for the front entrance, and employees and students should show their IDs when entering campus. Due to Governor Reeves' shelter in place order, she said all buildings, except for the cafeteria where to-go meals are available for two meals a day, and the Hogarth Student Center, will remain locked beginning at 5 p.m. today.

COVID-19 Legislation Report –

Karen Clay reported that the state legislature suspended the session. Although they aren't sure when the session will resume, she said it is possible it will be in May with hopes to pass the state budget in June. As far as federal legislature, Ms. Clay said the CARES Act should provide \$1.25 billion for Mississippi, but there is uncertainty on when the money will be received or how it will be distributed. She said estimates are it could mean \$2.3 to \$2.5 million for MUW with 50% designated for student aid and the other 50% for the institution to use for COVID-19 expenses. She also spoke about the Families First Coronavirus Response Act, which she said will expand FMLA and help with paid leave. She said the university may need to create a separate leave category and amend policies in response to this act. Ms. Clay also announced that individual stimulus checks are expected by April 17. She asked the Administrative Council members to email her with any questions.

Faculty Senate Update –

Ashley Chisolm said instead of Faculty Senate meeting on March 20 that the group held an electronic vote on a policy. She noted that the April 17 meeting will be held by Zoom with voting on executive committee members being an item on the agenda.

Staff Council Update –

No report.

SGA Update –

John Jacob Miller said SGA has transitioned to an online format and is fielding questions from students who have concerns. He said he has been reaching out to individual offices for answers. He also noted that SGA has put together a list of resources for students, and he asked the Administrative Council members to let him know of things that should be added to the list. Mr. Miller said applications for the SGA elections are open, and he mentioned that Mr. and Mrs. MUW nominations would be accepted from faculty and staff and then the student body would vote. He concluded by saying this was likely his final Administrative Council meeting. President Miller thanked him for his service to SGA and to the Administrative Council. She also pointed out that the university will find a way to celebrate its May graduates at a later date.

Administrative Council Member Check-In –

Amanda Clay Powers said she is on the Student Emergency Fund Committee and there have been 52 awards made so far. She also noted that the Library is fully functional virtually, plus the 24/7 room is open.

Andrea Stevens said the Office of Development and Alumni is working mostly remotely. They are coming in occasionally to take care of things like cutting checks for the Student Emergency Fund and other check requests. She thanked those who have donated to the Student Emergency Fund, and she asked that Foundation check requests be sent to her by email.

Erinn Holloway noted that the study abroad trip to Peru has been canceled and another trip set for later in the summer most likely will be postponed.

Dr. Tollison said Academic Affairs is looking for ways to handle the disruption in prospective students taking the ACT.

Penny Mansell reported that the Child and Parent Development Center has done some virtual preschool by doing some Zoom sessions with the children and parents, and the teachers have participated in over 20 webinars so far.

Dr. Deb Wells said she and Kimberly Davis are certified in telemental health so they have been able to assist students in that format.

Andrew Moneymaker announced that 62 students remain in the residence halls and there are 50 more who still have belongings in the residence halls. He said his staff have been going through room renewals and have 305 for the fall semester so far.

Aaron Brooks said IT has been averaging 8-10 calls a day from students needing technical assistance.

Dr. Jenny Miles said she is continuing to work with the Behavioral Intervention Team to meet as needed.

Dr. Marty Brock announced that the culinary camps this summer have been canceled. She said staff in the College of Business and Professional Studies have been coming to campus twice a week, she is meeting by Zoom with chairs in the college, and she is having weekly Zoom “lounge” time for those in her college to pop in.

Dr. David Brooking said about 20 students have been reported in the early alert system and online tutoring is available, but it hasn't been used as much as he would like. He noted that the April orientation sessions will be done online with 36 transfer students and 54 freshmen signed up so far. No decision has been made about the next sessions, but they will be able to go completely online soon.

Ms. Lowery mentioned that the university's SACS 5th Year Report was submitted before Spring Break and it will be late summer before the university knows the results. Assuming the results are good, the university will be able to do a differentiated 10-year report. She also reminded the group that outside reports are due as usual so it's important to complete surveys and turn in requested information on time.

Jill O'Bryant said President Miller and Ms. Clay are coming to campus to work most days and that she and Leigh Yarborough are alternating coming to campus a day a week. She also noted that Ms. Yarborough is answering the main university phone line on her cell phone.

Dr. Maria Scott said the Council of Chairs will meet later this month by Zoom to have elections for officers.

Dr. Tammie McCoy thanked the university for working out a way for students in the College of Nursing and Health Sciences to continue to have proctored exams when necessary. She said she is concerned that the spring is the time for her college to do heavy recruiting, but they are working with University Relations on recruiting materials. Dr. McCoy noted that the Health Center will close at 5 p.m. today, but staff will be available to make recommendations by phone.

Ken Widner reported that he is working on the Quality Assessment Review and the 2021 Risk Assessment and will contact people soon to get information. He also noted that IHL requested an update on MUW's open EthicsPoint reports.

Dr. Kim Whitehead said the Ireland trip for Honors College students has been postponed until 2021, and she said the Research Symposium will be held by Zoom for any interested students.

Laura Quinn noted that Human Resources will remain open with at least one staff member present. She mentioned the email she sent recently with information about the Employee Assistant Program. She stressed the importance of employees paying attention to emails from HR and giving a timely response. Ms. Quinn said she is working on guidelines for PAFS and other forms, and she noted that HR has many leave corrections for March that will require approvals by email.

Dr. Brian Anderson said the College of Arts, Science and Education has adjusted well, but it has been challenging for the theatre, art and music programs to change formats. He noted that Dr. Marty Hatton and others were participating in some webinars with the Mississippi Department of Education to get some guidance for the education program.

Jason Trufant reported that spring athletes have received an additional year of eligibility. He said coaches are continuing to do recruiting and are doing academic check-ups with athletes. He noted that the athletic department is anxious to find out the decision about ACT scores for prospective students as this is a key component for recruiting. Mr. Trufant announced that Campus Rec is posting videos for at-home workouts.

Anika Perkins said University Relations is working mostly from home. She said they are working to keep resource pages on the website updated and to continue to post things on social media. Ms. Perkins said the proof of the next issue of Visions will be circulated soon.

Chief Randy Vibrock said the MUW Police Department is open daily with officers on campus 24/7. He currently is working remotely. He noted that there will be limited access to campus with all buildings remaining locked as of 5 p.m. today. All employees and students are asked to show W IDs when entering campus and should make sure buildings are secure when they leave. Chief Vibrock said there has been some concern about traveling to campus after the Governor's shelter in place order starts. Although law enforcement officers aren't requiring documentation, he said it would be good to be prepared to present a W ID just in case it is requested.

Mark Ellard noted that the bookstore is closed, but manager Rita Robinson is coming in daily to work on summer and fall book orders, and Mail Services is open from 9 a.m. to 2 p.m. daily. He said the cafeteria is only distributing 10-15 box meals a day for each meal. Mr. Ellard said the university budget process has been pushed back but it will begin soon in a virtual format. He said it is projected the budget for FY 21 will be down 5% and the university will need to make a decision about raising tuition and room and board fees. He also noted that Taylor and Keirn halls are almost completely gone, and the university may get \$100,000 back on that project that can be used for other projects. He announced that two bids have opened for the repairs to the Pohl pool and reroofing Hastings-Simmons.

Susan Soblely said students with \$2,500 holds or less are being allowed to register for classes, but they still cannot get transcripts. She said University Accounting has been getting many calls about room and board reimbursement and they have been referring them to the COVID-19 information webpage. Preparing to work mostly remotely starting the week of April 6, Ms. Soblely said her office is still trying to maintain internal controls.

Jody Kennedy reported that ABM continues to do deep cleaning in the buildings and the grounds crew has been working on projects. Dr. Anderson asked that someone from the Art Department be contacted before any deep cleaning is done in Summer Hall.

Angie Atkins mentioned that Resources Management has been working remotely on purchasing and procurement card reporting. She said they are still working on requests with the apartments, and the trails at Plymouth Bluff remain open. Ms. Atkins reminded the group about the email with information for making purchases directly related to COVID-19.

Ginger Smith didn't have anything to report.

Jennifer Moore said Institutional Research, which is working remotely, is wrapping up the IPEDS survey and the Great Colleges to Work For survey. She said the US News survey will open soon, and they are working on the IHL census files.

Nicole Patrick said Financial Aid is working mostly remotely, but they are coming in to complete verifications. She reminded the group that only federal work study students will continue to be paid, not institutional student workers. She also said her office is trying to keep with withdrawals.

Rodney Godfrey said if employees need technical assistance to call 329-7282.