

5/1/20 Administrative Council Meeting Minutes

Participated in Zoom meeting: Dr. Brian Anderson, Angie Atkins, Alonzo Bouldin, Dr. Marty Brock, Dr. David Brooking, Aaron Brooks, Ashley Chisolm, Karen Clay, Mark Ellard, Rodney Godfrey, Jessica Harpole, Dr. Marty Hatton, Erinn Holloway, Jody Kennedy, Melinda Lowe, Carla Lowery, Penny Mansell, Iika McCarter, Dr. Tammie McCoy, Dr. Jenny Miles, Nora Miller, Jennifer Moore, Andrew Moneymaker, Nicole Patrick, 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 Dr. Tammie McCoy and a second by Dr. David Brooking, the minutes from the April 2020 meeting were approved.

University Update –

Regarding the Spring 2020 semester, President Miller said she was proud of our students who soldiered on, proud of our faculty who adapted and accepted the challenges that came up, and proud of our staff who either adjusted to working remotely or who have come to a pretty lonely campus and banded together, while socially distancing, to continue to move us forward. Under the current Safer at Home order through May 11, she said employees are encouraged to stay home and work remotely as much as possible. She said there aren't any major changes in campus operations, but if employees feel that they can do their work better by coming to campus, and they are comfortable with that and will follow CDC guidance, then under the current orders, they are okay to return to campus.

President Miller reported that IHL has set up a Campus Reopening Taskforce with two representatives from each university. As MUW's representatives, President Miller said Dr. Tammie McCoy and Jason Trufant had their first remote meeting yesterday. Mr. Trufant reported that IHL charged the universities to develop plans to reopen the campuses that fit each university and provide the best opportunity possible for students. Some of the categories he said they are to look at are childcare, social distancing, sanitization stations and communication. He also noted that Dr. McCoy was asked to be the lead medical professional.

President Miller said the university's Campus Renewal Taskforce will hold its first meeting later today. Because the campus never really closed, she said The W opted not to use "reopening" for the name of the taskforce. She announced that Dr. Scott Tollison and Carla Lowery will co-chair the taskforce with other members who were listed in the release that went out yesterday. She said The W's taskforce will have smaller working groups to focus on Health and Safety, Communications and Events, Academic Continuity, Student Well-Being, Business Operations and Faculty/Staff Well-Being. The plan is for the task force to develop criteria by which decisions will be made about how

and when to bring operations, people, and activities back to campus, and, in the case of another wave of the virus, what measures would be taken and when. She said the goal is to have as full of a campus experience as possible, in a safe manner, in accordance with CDC guidelines, and to adapt to changing circumstances with as little disruption as possible.

President Miller called on Jody Kennedy to report how ABM is preparing campus facilities for the return to campus. Mr. Kennedy said ABM has a plentiful supply of disinfectants and will have all custodians' carts fully supplied so they can clean all high-touch areas.

President Miller said employees continue to participate in webinars, teleconferences and Zooms with peers, with professional associations, attorneys and auditors, sifting through conflicting and confusing guidance on the use of the CARES Act funds, emergency declarations, and leave acts. She said IHL has drafted over-arching guidance that encompass each of the eight institutions' plans for the Student Emergency Grants. She said the draft guidance will be presented to the U.S. Department of Education for their feedback. If feedback isn't received by May 13, the university plans to file its proposed plan. At the very least, she said students will have to have filed a FAFSA and verified to be in compliance with attributes to receive aid, even if they were not in fact financially eligible for aid. She said students who were not enrolled in fully on-line classes or in a fully on-line program who did not file a FAFSA for 2019-2020 will need to complete a FAFSA for either 2019-20 or 2020-21 if they want to receive a CARES Act Emergency Grant. President Miller said the university is setting an internal deadline of May 15 for students to file FAFSA reports so the university can distribute at least a first round of funding in June.

President Miller also noted that the university is making progress on the refunds for room, board and parking, and they expect to process those in about two weeks.

The Legislature announced that they would reconvene on May 18, but she said it looks like they will be meeting later today to battle over the federal CARES act funding that is the Governor's discretionary fund, and they aren't expected to take up appropriations bills until at least mid-May. She said state tax collections for April are way down which prompted a letter that was signed by the Lt. Governor, the Speaker of the House and the Chairs of the Senate and House Appropriations committees that said state agencies must "critically manage" budgets for the rest of the year. Not in the letter, but in speaking with others, President Miller said they were told that those who did not pull in the reins would not be looked at favorably going into the next year. She noted that the university needs to closely eye cash reserves because they will have to carry the university through what could be some rough months ahead. She asked the Administrative Council members to be very conservative in spending and to think of ways to economize and be more efficient. She also asked the group to reach out to prospective and returning students and let them know The W is planning how to safely have students back on campus in the fall. President Miller said she feels The W's small campus, small classes, lower tuition, and experience with on-line classes and simulation gives the university a competitive

advantage. While some surveys say that 2020 high school graduates are looking at taking a gap year, she said she feels this coming year doesn't seem to be good for what gap years are often used for – travel or getting a job.

HR Update –

Laura Quinn presented information on a series of slides about the Families First Coronavirus Response Act (FFCRA) which requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. For employees under administrative leave, FFCRA will begin once administrative leave is no longer available. She said FFCRA has two components: Emergency Paid Sick Leave (EPSL) and Expanded Family and Medical Leave Act (EFMLA).

She said all employees are eligible for two weeks of paid sick leave with no employment time requirements. Full-time employees are eligible for two weeks (80 hours) of leave, and part-time employees are eligible for the number of hours of leave that they work on average over a two-week period. Ms. Quinn went over the six qualifying reasons for paid sick leave, noting that supporting documentation is required:

1. Employee is subject to federal, state or local quarantine or isolation order related to COVID-19.
2. Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. Employee is caring for an individual who is subject to an order as described in (1) or has been advised as described in (2).
5. Employee is caring for a child whose school or place of care has been closed or the childcare provider is unavailable due to COVID-19.
6. Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretaries of Labor and Treasury.

She made the following points related to the six qualifying reasons for paid sick leave:

- For reasons (1), (2) or (3), paid sick leave is at the employee's regular rate of pay.
- For reasons (4), (5) or (6), paid leave is at two-thirds the employee's regular rate of pay.
- Leave is not deducted from the employee's accrued leave balance.

Ms. Quinn told the group the following information about expanded paid leave:

- Employees employed for at least 30 days are eligible.
- An additional 10 weeks of expanded paid leave at 40 hours per week for leave is available for reason (5) only. Part-time employees are eligible for the number of hours of leave that they work on average over a two-week period.
- Expanded paid leave is at two-thirds the employee's regular rate of pay.
- Any time used for expanded paid leave counts against the preexisting FMLA entitlement of 12 weeks. If an employee has already used preexisting FMLA this

calendar year, that time will be deducted from the additional 10 weeks expanded paid leave.

- Leave is not deducted from the employee's accrued leave balance.

Ms. Quinn went over additional information, such as the definition of a child. Under the FFCRA, your own child includes your biological, adopted, or foster child, your stepchild, a legal ward, or a child for whom you are standing in loco parentis (someone with day-to-day responsibilities to care for or financial support a child). If requesting expanded paid leave to care for a child over the age of 14 during daylight hours, the employee will have to certify that special circumstances exist.

Ms. Quinn said she would distribute the slides to the Administrative Council members and the information will be linked to the COVID-19 page on The W's website. She also noted that The W will not do an official summer leave program this summer. Karen Clay clarified that the leave Ms. Quinn reported on would apply to those who cannot work and cannot work remotely.

Faculty Senate Update –

Ashley Chisolm said Faculty Senate met through Zoom on April 17. The group talked about online resources and elected officers. Ms. Chisolm will continue as President, Hunter Manasco will be Vice President and Nichole Bonaventure-Larson will be secretary. She noted that the April 17 meeting was the last meeting of the academic year and that the first meeting for the next academic year will be on September 11.

Staff Council Update –

Alonzo Bouldin reported that Staff Council's next meeting is set for May 17, and he encouraged the Administrative Council members to make Owl Star nominations.

SGA Update –

In the absence of John Jacob Miller, Dr. Jenny Miles reported that the following SGA officers have been elected for the 2020-21 academic year: Lydia Holland, President; Emerald Bowen, Vice President; Shakia Butler, Officer of External Affairs; and Kayera Armstrong, Programming and Initiatives Coordinator.

Other Updates –

Ms. Chisolm said many conferences have been cancelled due to COVID-19 so there is a surplus in Fund A. She said she would report that total at a later date.

Susan Sobley asked if Welty Hall could be unlocked the week of May 4 for students wanting to make payments, and President Miller agreed that this would be fine.

Dr. McCoy noted that BSN students will have orientation next week and that nurse practitioners will be in the clinic the next two weeks. She also reported that work has started on the installation of the new simulation hospital.

President Miller said she appreciates the generosity of those who have donated money to sponsor a graduate to receive a W license plate frame and for donations to the Student Emergency Fund. She also noted that the university received a 4-year Woodward Hines grant.

Dr. Brooking said 34 students have signed up for online orientation that started May 4. A new session will start every two weeks through the summer.

Policies –

Following a motion by Dr. Marty Hatton and a second by Dr. Tammie McCoy, the Administrative Council voted to recommend President Miller approve changes to PS 1310 (Faculty Development Monies).