

8/7/20 Administrative Council Meeting Minutes

Participated in Zoom meeting: Dr. Brian Anderson, Mea Ashley, Angie Atkins, Jessica McDill for Alonzo Bouldin, Dr. Marty Brock, Dr. David Brooking, Aaron Brooks, Ashley Chisolm, Karen Clay, Lynn Dobbs, Mark Ellard, Rodney Godfrey, Lydia Holland, Jessica Harpole, Dr. Marty Hatton, Melinda Lowe, Carla Lowery, Penny Mansell, Iika McCarter, Dr. Tammie McCoy, Nora Miller, Jennifer Moore, Andrew Money maker, Nicole Patrick, Anika Perkins, Amanda Clay Powers, Dr. Barry Smith, Ginger Smith, Susan Soblely, 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. Marty Hatton, the minutes from the July 2020 meeting were approved.

University Updated –

President Miller said she knows the campus has been busy preparing for convocation, new faculty orientation, move-in and the fall semester. She thanked the members of the Administrative Council and others for working hard to make all of this happen, especially with so many unknowns. She reminded the group that there are many things the university cannot control, such as COVID-19 and what is happening with K-12 schools. She said she realizes there is a lot of angst and anxiety over all of this, so she encouraged the Administrative Council members to try to take a deep breath when things get to be too much and to try to remember that others are dealing with similar issues that affect them and their families.

President Miller said several members are recording reports for Convocation, which will be available starting at 8:30 a.m. Wednesday, August 12. A lot of updates and news will be provided then, she said.

President Miller called on Karen Clay to provide information on the Families First Coronavirus Relief Act and the FFCRA leave process. Prior to the meeting, Administrative Council members received a handout on the FFCRA Telecommuting Guidelines. Ms. Clay reviewed this document during the meeting. She encouraged supervisors to start now deciding which positions in their offices can telecommute. She pointed out that just because an employee was able to telecommute during the spring and summer does not necessarily mean this person can telecommute under FFCRA. She also noted that employees participating in FFCRA leave will receive two-thirds pay that can be supplemented with personal leave. President Miller encouraged the Administrative Council members to be as flexible as they can with telecommuting, but she also noted that the work of the university will still need to get done in a way that does not cause bottlenecks or problems for others, especially since The W is a small, regional institution that does not have much depth in staffing. She said Jessica McDill shared with her some of the concerns and frustrations that Staff Council members have expressed. President

Miller reminded the group that FFCRA is federal action so the two-thirds pay was not determined by the university.

President Miller next called on Andrew Moneymaker to share information about Housing and Residence Life. Mr. Moneymaker said 323 students have received housing assignments for the fall semester. Most of the assignments are for single occupancy, except for a few rooms that normally are triple occupancy will be double occupancy this fall. He also noted that 22 students are on the waiting list and some will be assigned rooms as they sign up for classes. Mr. Moneymaker announced that athletes will move into the residence halls on August 11 and all other students will move in the residence halls in shifts from August 12-15. He noted that check-in will be contactless and that students will receive packets with information about social distancing. Although staff will not be available to help students move in, there will be carts available with signs to wipe the carts down before and after use. President Miller thanked Mr. Moneymaker and his staff for all the thought and hard work they put into making the housing assignments and for communicating those changes to the students.

President Miller asked Mea Ashley to share the plans for Blues Week. Ms. Ashley reported that Blues Week will look very different this year with most events being virtual except for Yoga on the Yard where the first 15 students will receive a yoga mat and a drive in movie. She said there will be a series of social media challenges, such as paint by number (winner receives a \$100 Amazon card), room décor (winners receive a laundry basket with items donated by alumni), first day of school picture (winner receives a \$100 Amazon card) and visiting historical locations on campus (each student participating receives a t-shirt). Other virtual events include three organization fairs, Honors trivia, zoom with Greek organizations, a social club event, online game shows, and a Student Success Center meet-and-greet. Ms. Ashley said the Blues Week student leaders will not be eligible for the social media challenges, so she is hopeful to do a competition just for them with the winner receiving a donated prize. President Miller asked the Administrative Council members to support Student Life and the students in these events. She said the more the university can keep the students occupied on campus the safer they will be and the safer campus will be. She thanked Ms. Ashley and Student Life for the thought and care that was put into making students feel welcome and engaging them with campus.

Faculty Senate Update –

Ashley Chisolm said Faculty Senate's next meeting is set for September 11 and that it will be held through zoom.

Staff Council Update –

In the absence of Alonzo Bouldin, Jessica McDill reported that Staff Council met August 5. She said morale is a little low right now as many staff members are concerned about childcare and how they will be able to personally make it work receiving two-thirds pay under FFCRA leave. She said she hopes the opportunity to be able to telecommute will help.

SGA Update –

Lydia Holland said during the summer SGA sponsored a student poll on the COVID student experience and also the effects of reopening the campus. For the fall, she said SGA is planning a monthly newsletter, a town hall and virtual mental health check-ins. She said she hopes they will have a portal up later in August where students can express concerns. Carla Lowery added that over 700 students have completed the Safe Owls Training and Pledge so far.

Other Updates –

Chief Randy Vibrock said a campus email went out earlier in the week about parking decals. He said users should register new vehicles online, but no action is required if there has been no vehicle change. He said the MUW Police Department is encouraging offices to send one person to pick up decals to cut down on the traffic in the office. He also noted that the MUW Police Department temporarily will be set up in the Hogarth W Room from August 12-21 to issue IDs and decals because this space can accommodate more people and better allow for social distancing.

Nicole Patrick also announced that Financial Aid would temporarily relocate to the Cochran Limbert Assembly Room on August 12.

Susan Soblely said University Accounting worked with Financial Aid and the Bookend to put account and book voucher information in the move-in packets. She said they hope providing this information will cut back on the traffic in Welty Hall during the first few weeks of class.