

Staff Senate Meeting Agenda
Wednesday, August 19, 2020 @ 2:00pm
Virtual Meeting

<https://astate.webex.com/astate/j.php?MTID=ma6b8019af3e84c0ba0600b5a57f1fe66>

1. Call to Order
2. Roll Call
3. Routine Business:
 - a. Meeting Minutes
 - b. Treasurer's Report
 - c. Shared Governance Committee Updates
4. Shared Governance Committee Appointments
5. Special Election for EEO70
6. Discussion Items:
 - a. Telecommuting/Work from Home Policy
 - b. COVID-19 Dashboard
7. Announcements and Reminders:
 - a. Parliamentarian
 - b. Next Meeting: September 16, 2020

Staff Senate Meeting Agenda
Wednesday, July 15, 2020 @ 2:00pm
Virtual Meeting

<https://astate.webex.com/astate/j.php?MTID=m164fc8da378da798b0142bb48c2f90bf>

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting Minutes
 - b. Treasurer's Report
4. Open Discussion on Return to Work/Learn
5. Announcements and Reminders
 - a. 2020-2021 Staff Senate meeting calendar
 - i. July 15, 2020
 - ii. August 19, 2020
 - iii. September 16, 2020
 - iv. October 21, 2020
 - v. November 18, 2020
 - vi. December 16, 2020
 - vii. January 20, 2021
 - viii. February 17, 2021
 - ix. March 17, 2021
 - x. April 21, 2021
 - xi. May 19, 2021
 - xii. June 16, 2021
 - b. Distinguished Performance Awards
6. Staff Senate Executive Committee Elections

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1. Call to Order – Jon Carvell 2:05 pm
2. Roll Call
3. Routine Business
 - a. Meeting Minutes – Rebecca Oliver moved to approve. David Hakenewerth seconded. All approved
 - b. Treasurer’s Report – presented by Jeannie Cossey
4. Open Discussion on Return to Work/Learn
 - a. PPE and Disinfection
 - i. Emergency Management is handling questions about masks/face coverings.
 - ii. Medical exemptions to masks can be requested from Michelle Summers in HR.
 - iii. Order sanitizing supplies from FM.
 - iv. There are no additional A-State masks coming for staff.
 - b. Isolating/Quarantining
 - i. Individuals required to isolate or quarantine will receive up to 80 hours of approved leave. If you have to use more than that, you will have to use personal PTO. If you’ve exhausted the federal leave and your sick/annual leave, you would be subject to leave without pay status.
 - ii. You will be notified through the contact tracing process if you have been in contact with someone (within 6 feet for 15 minutes or more) who has tested positive. If you are notified that you have come into contact with someone who has tested positive, you are required to isolate for 14 days. Even if you get a negative test result, you are still required to quarantine for 14 days. If you get tested without being notified or without showing symptoms, you will isolate until you receive your test results back.
 1. If students are socially distanced with masks on in their classes and someone in the class tests positive, the other students and instructor will not necessarily be contacted through contact tracing.

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- iii. HR would have to work through a work from home option for people who are required to isolate for contact tracing.
 - iv. If student needs to be absent from class and have to isolate and quarantine, they should notify the university. The medical team would follow up with that person and their faculty.
 - c. A-State Covid-19 Case Information
 - i. There have been very few symptomatic cases on campus; most of our positive cases have been asymptomatic.
 - ii. Guidelines do not require clerical reporting for potential/positive cases, thus we are not required to have a Covid-19 dashboard or tracker. The management of a daily ticker is not currently feasible.
 - d. Return to Work/Learn
 - i. When you begin working on campus again on/after July 20th, you will begin using your typical time reporting mechanism. If you used time clock plus before Covid-19, you will begin using it again.
 - ii. Phase 3 employees are still remaining off. Phase 2 will return on July 20th.
 - iii. They are discussing circumstances that would necessitate the shift to online instruction but the plans are not finalized.
 - iv. We do not have a plan to test all students when they come back. Availability of tests would make that impossible. Route questions regarding testing students for Covid-19 to the Covid-19 webpage and/or Student Health Center.
5. Announcements and Reminders
- a. 2020-2021 Staff Senate meeting calendar
 - i. July 15, 2020
 - ii. August 19, 2020
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 - b. Distinguished Performance Awards – nominations extended to July 29th

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6. Staff Senate Executive Committee Elections
 - a. President- Self-nomination for Rebecca Oliver. Seconded Catherine Miller. All approve.
 - b. Vice-President – Catherine Miller nominated Lauren DeFazio. Seconded by Elizabeth Wakefield. All approve.
 - c. VP for Communication – Rebecca Oliver nominated Cathy Naylor. Catherine Miller nominated Deanna Harris. Elected by Zoom Poll: Cathy Naylor
 - d. Treasurer – Jeannie Cossey nominated Pam Graham. Seconded by Alyssa Wells. All approve.
 - e. Secretary – Rebecca Oliver nominated Alyssa Wells. Lauren DeFazio nominated Catherine Miller. Cathy Naylor moved for nominations to cease. Bekah Hickman seconded. Elected by Zoom Poll: Alyssa Wells.

7. Brief update on Title IX Updates for Faculty and Student Handbook – Steph Lott
 - a. Definition of Sexual Harassment has been more narrowly defined. Timeline has changed from 45 *calendar* days to *business* days. Complainants must file a written report. Actions must meet specific criteria to warrant an investigation.
 - b. These changes look like they will work really well for us procedurally. One challenge will be that it will take more time for each process because of the live hearing. Another is finding people to serve on these hearing committees.
 - c. All of these updates must be in place by August 14th.
 - d. Comments will need to be made by the end of the week so that we can send the collective comments from Staff Senate forward to SGOC.

8. Jeannie Cossey made a motion to adjourn at 3:50 pm. David Hakenwerth seconded. Meeting adjourned at 3:50 pm.



**Staff Senate Treasurer's Report
July 30, 2020**

		<u>Beginning Balance</u>	<u>Debit/ Credit</u>	<u>Remaining</u>
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<u>University E & G Accounts</u>				
<i>Staff Senate</i> 110000-120008-1630	Balance Forward	\$188.54		<u>\$188.54</u>
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<i>Santa's Wolves Agency Account</i> 930002-390000-5000	Balance Forward	\$ 4,275.61		<u>\$4,275.61</u>
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<u>ASU Foundation Accounts</u>				
<i>Santa's Wolves</i> 200067	Balance Forward	\$22,158.94		
	July Contributions (Payroll)		207.09	<u>\$22,366.03</u>
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<i>Staff Senate Discretionary</i> 200069	Balance Forward	\$25,370.72		<u>\$25,370.72</u>
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<i>Staff Senate Education Assistance</i> 230139	Balance Forward	\$881.75		
	July Contributions		28.32	<u>\$910.07</u>
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