

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

<https://astate.webex.com/astate/j.php?MTID=m006c159f21046cfdb7a978394846518a>

1. Call to Order
2. Roll Call
3. Routine Business
  - a. Meeting Minutes
  - b. Treasurer's Report
4. University Covid-19 Response Update
5. Delay of Staff Distinguished Performance Awards
6. Santa's Wolves Update
7. Staff Senate Elections
  - a. Campaigning open April 13-27<sup>th</sup>
  - b. Voting April 28-30<sup>th</sup>
8. SGOc Proposal – Changes to ACT Admission Requirement (Test Optional Pilot)
9. Announcements and Reminders
  - a. Next Meeting – May 20<sup>th</sup>

**Staff Senate Meeting Minutes**  
**Wednesday, March 19, 2020 @ 2:00pm**  
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1. Call to Order at 2:00 pm
2. Updates on the university response to COVID-19 – Dr. Kelly Damphousse, Dr. Len Frey, Dr. Lori Winn, and Dr. Bill Smith
  - a. The executive team tried to work with all sections of campus, but initially worked heavily with faculty as they tried to move their classes online. IT staff have been incredible with helping faculty get ready for that transition. All across campus, staff have been doing really great work. The work from home policy update was sent out today, allowing staff to work from home. The policy requires that individuals have the equipment needed to complete their duties from home. HR is working with supervisors across campus to create plans on how we can allow individuals to work from home and they are working with individuals to determine which leave category they may fall under. Operations are still continuing on campus, but we want to allow as much as possible of that work to be completed at home. All of these policies are very fluid and could change.
  - b. Question & Answer
    - i. If campus closes, and essential personnel only were required at that point, it would be critical for them to track their time because they will gain that time back at a later date.
    - ii. We are trying to keep campus open as much as possible because students are still living in the dorms right now. The student population that still exists on campus is here for a reason; maybe they have nowhere else to go or they don't have the resources at home to continue to be successful.
    - iii. We are following CDC guidelines and working with individuals and medical liaisons to make decisions about self-isolation. We don't want to contact people and overwhelm our medical facilities when the likelihood of exposure is not there.
    - iv. Employees will need to work with their supervisor to determine if they will be able to complete their duties remotely and work from home next week. If their duties can be done remotely, we want them to work from home. Maybe they are not able to work from home, or they may be able to have duties reallocated to them that they don't typically do that could be done from home.

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- v. As of the morning of March 19, 2020, the administration has given supervisors discretion for allowing employees to work from home the week of spring break. Remote work on March 20<sup>th</sup>, the Friday before spring break, is up to supervisors' discretion. Remote work may extend beyond spring break, but we can't predict that and will just have to go day by day.
    - 1. There won't be paperwork associated with the move to work remotely during spring break.
    - 2. The intent is that the university is not closed but there will be at least an operational staff member in some offices.
    - 3. Per legal, we have not been able to remove our clock in and out function from a time tracking perspective. Employees will continue to clock in and out during their time working remotely.
  - vi. We recognize the challenge with young people instituting social distancing, and part of our communication will continue to target that group. Social distancing digital signage are deploying now. Communication has been sent specifically to students about social distancing. You can find all of the official communication here: <https://www.astate.edu/safety/novel-coronavirus/campus-communications/>. We're monitoring the situation as much as possible and making decisions as we need to. When we determine that social distancing is unmanageable in particular locations, we have closed them, and we will continue to evaluate these situations as they come up. We will not close down residence halls until we absolutely have to.
  - vii. We're trying to protect all of our students as much as possible, including graduate assistants and hourly student employees.
  - viii. At this point, there is no clarification or comment on how our insurance would handle hospitalization or continued medical care after COVID-19 diagnosis. Currently, only copays, coinsurance, and deductible are being waived for CV testing.
- c. If you have additional questions, reach out to Lori Winn directly ([lwinn@astate.edu](mailto:lwinn@astate.edu)). Administrators are doing everything they can to be responsive to everyone's needs and concerns. They're always listening if there's something they can do better.

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3. Roll Call – Nikki Adams, Jerilyn Bowman, Jon Carvell, Douglas Christensen, Kathleen Cocherell, Jeannie Cossey, Angela Daniels, Sharon Dollar, Traci Ellington, David Engelken, Robert Gordon, Carissa Griffin, Jeffery Gulley, Leigh Anne Hall, Freddie Hawkins, Bekah Hickman, Tiffany Johnson, Robyn Klerk, Catherine Miller, Tiffany Mosley, Cathy Naylor, Rebecca Oliver, Hope Phillips, Kelly Ponder, Jennifer Salo, Traci Simpson, Alyssa Wells, and Dominique White. Linda Douthitt proxy for Lauren Adams, and David Foster proxy for David Hakenewerth.
4. Routine Business
  - a. Meeting Minutes – deferred to a future date
  - b. Treasurer’s Report – presented by Jeannie Cossey
5. SGOE Proposals Update – No new proposals and notification that the tuition discount proposal has been pulled from consideration at this time.
6. Announcements, Reminders, and Upcoming Events
  - a. Nominations for Staff Performance Awards opening soon
  - b. Staff Senate Elections
    - i. Nominations open March 23-April 3<sup>rd</sup>
    - ii. Deadline to accept/decline April 10<sup>th</sup>
    - iii. Campaigning open April 13-27<sup>th</sup>
    - iv. Voting April 28-30<sup>th</sup>
  - c. Next Meeting – April 15<sup>th</sup>
  - d. Distinguished Performance Awards – May 19<sup>th</sup>
  - e. Staff Senate Picnic – May 29<sup>th</sup>
7. Decision needs to be made on whether to cancel or postpone the upcoming Distinguished Performance Awards ceremony and Staff Senate Picnic. Senate agreed to postpone the decision until a decision is made about May commencement.
8. Continued discussion about COVID-19
  - a. Discussion in chat regarding concerns with the “day to day” approach to decision makings post spring break. There is a lot of concern about the lack of a long-term plan.
    - i. We have to act on the evidence and what the state and authorities are telling us. We can’t make decisions about closing campus or moving to entirely remote working until we

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have evidence that it is here. Since the news broke that there was a case confirmed in Craighead County, we were able to go forward with the remote work plan for spring break.

- b. Some of our staff are among the lowest paid employees on campus, and they may be the least able to weather the financial ramifications if they were to become ill from COVID-19. The question about continued care coverage on our health insurance is particularly important.
- c. Discussion of concerns regarding communication to the campus community. There is a feeling that we are not being well informed by the university, and that each group is receiving different messages. The administration has been concerned about overloading people with information, but I think that everyone agrees that there is no worry for information overload right now.
- d. Discussion that everyone is anxious right now, especially because of the uncertainty of the whole situation. Faculty are allowed to work from home and moving online, students are going home and moving online, but staff have been expected to continue to come to campus.
- e. Clarification needed:
  - i. The take away was that some employees would have to report to campus because they can't fulfil their job duties remotely. But the email states that anyone not essential to the primary operations to the university should work remotely.
  - ii. There's also not a clear message on whether buildings have to remain open to the public. It could be a departmental decision, left up to the supervisor.
- f. Take away information:
  - i. Make sure you document everything and log your hours and work.
  - ii. Everyone at A-State, including students, have full WebEx licensing so they can meet remotely.
  - iii. We can contact Terry Finney about how this will affect students and their work study.

9. Meeting adjourned.



**ARKANSAS STATE  
UNIVERSITY**

**Staff Senate Treasurer's Report  
March 31, 2020**

<u>University E &amp; G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/ Credit</u>	<u>Remaining</u>
<i>Staff Senate</i> 110000-120008-1630	Balance Forward	\$2,134.23		<u>\$2,134.23</u>
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<i>Santa's Wolves Agency Account</i> 930002-390000-5000	Balance Forward	\$ 8,075.01		
	Employee Assistance (1 family)		(504.94)	<u>\$7,570.07</u>
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<u>ASU Foundation Accounts</u>				
<i>Santa's Wolves</i> 200067	Balance Forward	\$18,849.08		
	March Contributions		728.12	<u>\$19,577.20</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	\$2,626.87		
	March Contributions		56.64	<u>\$2,683.51</u>
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