

Deans' Council Zoom Meeting Minutes - April 1, 2020, 11:00 am

Attendance: Jason Bentley, Paul Blake, David Damari, Steve Durst, Lincoln Gibbs, Rich Goosen, Stephen Halko, Leonard Johnson, David Nicol, Steve Reifert, Mandy Seiferlein, Trinity Williams
Meeting Minutes: Robin Hoisington

Questions regarding work after COVID-19 affected normal working routines were reviewed and discussed. What do we call "reporting" and what is the purpose? How many hours could be worked at home? Could anything be shifted or realigned?

Deans Council members comments: We are working "differently." We need to be sensitive. Staff are being asked to be in contact with each other and their supervisors. We don't want unintended interpretations. People with school-age children have issues including children who cannot return to school as the school year has ended. Many departmental staff have been encouraged to keep in contact with their supervisors. Some Deans have heard mention of concerns regarding possible layoffs. We are dealing with daily and constant changing situations and need to show respectfulness.

Who is working and who isn't: Discussed the best ways to approach the question of remote work. Should employees be asked to log hours; should a document be sent to them for reporting hours?

Reporting hours: Should a type of leave such as COVID 19 Family leave be developed, or should ideas be discussed that include giving bonus hours (e.g., 80 extra hours of leave)?

For employees working more than 50%/less than full, and for those working less than 50%:

Comments: How would we know what is being worked? Should realignment, job sharing, leaving be identified?

Returning to reporting after April: After the ban may be lifted, we should give employees flexibility. Do we return to reporting as before or give concessions for unusual circumstances?

Note that all of these questions are only at the conversation point and will continue to be discussed. Paul will send a summary to the Deans of upcoming PC conversations when they are done.

ACTION: Send any comments on the above questions/discussions to Paul today before 1pm.

Budget Sheet (handout): Paul will send more budget information when he receives it.

HLC (Mandy) - The KCAD report draft has been released and we need the campus community to review the draft. The Digital measures section has been updated. Mandy will send a summary to the Deans.

Paul thanked Steve Halko for his participation and work in the DC.

Summer / Fall – we need to discuss how summer semester will help us transition to the Fall Semester.

COVID -19 rumors – be careful with emails and auto-correct.

Tenure (reactions across the State): reactions to application for tenure extensions? Most of the 15 publics will make a statement regarding needing an option because of a project or research project delay; they will be considered. We will need to address/discuss an optional year.

Clinics, lab assistants, tool inventories, etc. Possible employee leave: If anyone applies for leave, forward the names to Paul for discussion today if possible.

Announcement Follow-up /Clarity/Questions/College updates/issues:

- Discussed what is written in the change of grade/appeal document and process.
- Provide information for colleagues in areas including Gen Ed. Send documents to deans for review. Transfer language is being developed. Our transfer information needs to be correct as well. Paul and Leonard will work on this language this afternoon.
- Questions on announcement regarding credit/no credit. Will be defined in new announcement. Describe what is incomplete about the course. This type of information should come from the Deans Offices.
- There is a potential for confusion for finals week. It would be less confusing to students and faculty to leave the scheduling of conflicts with the students and faculty to handle. Send Paul comments if this idea should change.

Roundtable

Steve Durst: The college is reviewing summer semester offerings. Students are engaged in course work and are making progress in the courses.

Dave Nicol: Discuss enrollment and class selection - virtual orientation is being worked on. Critical vacancies need to be discussed.

Leonard Johnson: The UCC and RAM groups continue to meet and be productive. He and Michelle Johnson are meeting with Paul Hobart later this week to begin work on the All University Policies page.

Rich Goosen: The College of Engineering Technology procedures for assigning numbers of overrides has been questioned and will need to be reviewed as it has become an issue.

Paul will soon be meeting with the Deans' Council members to discuss summer science labs. The Division of Student Affairs and the colleges need to discuss summer registration together.

Mandy: Thank you everyone for encouraging outcomes amnesty.

COVID Discussion

- Questions:
If an employee is on a temporary leave:
 - Do they retain healthcare benefits?
 - Do they retain their university portion of retirement contributions?

If circumstances change later, how are we managing changes if someone is on leave? What is the process for recalling employees to their job? The employee assistance program and related services exist to help.

Notes taken by Robin Hoisington, 4/1/2020; 11:00am-12:30pm.