

Deans Council Zoom Meeting Minutes April 3, 2020

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 Notes: Robin Hoisington

Employee Matrix Development Template and Employee Discussion Guide - Handouts

Paul Blake distributed an Employees Discussion Guide handout and a Matrix Development template (modeled after the MCO template) to help the Deans complete what will be needed for their colleges. He distributed a blank copy for Deans to complete; this document is solely for the Deans' use. He discussed and distributed the Discussion Guide document which is meant to be helpful and for the Deans' information. Discussed employee work phases 1, 2, and 3, and discussed thresholds for each. Discussed the question of who would be at 100%, who at 50% and who would have 100% inability to remote work. The salary column is to be left blank. Do not include faculty names. This document is for administrative, administrative support, and departmental staff including clerical. Noted that the employees' classification is important as the groups will be discussed by the President. Job actions should be announced soon and while it is currently unknown, a possibility may exist for future job bumping; some could be voluntary.

Deans were instructed to use the comment section if they need to identify unique situations. Examples could include an employee working a percentage that is not a full 100%, 55%, or 0%, or part-time employees who may have taken on extra or different essential assignments, those who have been realigned and/or those who are doing more. Identify the assignments these employees are shifting into, and the percentages. Include descriptive information in the comments section. Identify that employees are not taking work away from any full-time staff member. Comments and concerns regarding employees who would become unable to work as a result of lost access to their laboratories and offices should be identified on the spreadsheet. At what point does a person qualify for federal funds? This question needs clarification and Paul will report information back to the Deans when he finds answers.

Dave Nicol shared the importance of being mindful when public announcements are formulated; it is important to anticipate that misunderstandings could and will happen and be cautious of them. Rich Goosen shared that projects and daily work tasks take much longer; coordination is complicated and efficiencies are lost. Dave Damari shared that the document spreadsheet will need to be updated to reflect when employees will return to work in light of the Governor's latest announcement. Paul Blake shared that he will update the Deans with any further information as he receives it.

Action: Return completed spreadsheet to Paul by Tuesday, April 7, 2020.

Confidential GF Projections

Paul Blake distributed a confidential GF projections document to the Deans for their information. They may confidentially discuss with each other and their teams as they deem necessary. Paul discussed several scenarios that are not firm at this time. A 5.5 to 6% reduction could equal approximately an \$8M reduction. He summarized by saying that attention should be kept to around the 7% range. Paul will report back to the Deans when he learns of any new information.

CR/NCR and Grades Discussion

Deans discussed issues concerning credit/no credit and grades, and if faculty would be mandated to issue C/NCR upon student requests. The request from a student is just that; it is not a mandate. It is not advisable to make decisions as to why students withdrew or be involved in any personal factors; consider this an opportunity for a student to request a change and have a conversation with the faculty member who has the right to approve or deny a request. The student then has a right to appeal the faculty member's decision to the dean. Flexibility is important, as is working to hold students harmless for situations out of their control. The deans agreed that it is important to be flexible; faculty could assign students a grade for what they had done while they were in the classroom and be flexible for extenuating circumstances occurring during Spring and potentially Summer semester. Discussed potential for graduating students requesting reverting back to a letter grade; the potential of affecting pre-requisite courses; the possibility of needing grade changes done due to adjunct work or retirements (as faculty would not be in place to make determinations when needed). This may be more likely of an issue for the incomplete grade change question, but these are all important issues and questions. Leonard will discuss these issues and bring back information from the Registers' office.

It is very important to retain original grade and related information in the system. A limit should be identified for how long before a grade change could be requested. MyDegree is an appropriate place to retain grade change and credit/no credit documentation. Notes in MyDegree are very important.

Action: Send any DRAFT announcements to Paul and Leonard for review before they are distributed.

Commencement

Contact Jeanine Ward-Roof If you want to discuss commencement or any related ceremonies or gatherings.

Roundtable

Steve Durst shared that the three health college deans will be working together on the potential of engaging faculty in the care of patients in the anticipating wave of COVID-19. As there has been a call for volunteers, this has a potential of taking some faculty members away from teaching duties.

Respectfully submitted by Robin Hoisington