

Appalachian State University Staff  
Senate AGENDA  
Tuesday, June 9, 2020 1:30 p.m.  
Zoom



1. Agenda items for the June meeting -

a. Call to Order

- i. Attendance and Recognize guests: Megan Hayes, University Communication, Pam Cline - Food Services
- ii. **Megan Hayes** - Open offer to the senate to present to the group at any meeting on any issues we need. Two things UCOMM is working on:
  - COVID-19 and Appalachian's response and crisis management
    - [appstate.edu/go/coronavirus](http://appstate.edu/go/coronavirus) - resource for the University's response to covid-19.
    - [appstate.edu/recovery](http://appstate.edu/recovery) - planning for fall 2020. You will see the framework for the different groups across campus that are working on recovery planning. Focusing on making a plan for what fall 2020 will look like. This site also has a place for people to provide feedback.
      - Communications Planning Team - co-chaired by Mallory Sadler and Heather Brandon. They will meet this week to pull together information from all other groups and communicate the work being done. Will be working on signage with shared public health information.
      - Return to work document.
  - Nationwide and University response to George Floyd's death
    - Chancellor's weekly update from Friday, June 5th provided key statements. This link can be found on [chancellor.appstate.edu](http://chancellor.appstate.edu)
    - University Communications has received an outpouring of support for our Black community. Working to find a way to shine a spotlight on the work being done and recognizing that there's still a lot of work to be done and what does that look like? How do we do better everyday than we did yesterday? We will stumble, but we will keep going.
    - We need to connect people who are expressing concerns with people who can help with resources and support, especially those affiliated with the University (current students, faculty, and staff).
    - UCOMM wants to help us share our stories or forums

for discussion or statements of support.

- Where are these resources?
  - Pointing people to 4 areas: Chief Diversity Officer, HR, Academic Affairs and the Dean of Students Office. Each area has different sets of resources. In Chancellor's message on Friday, June 5 she shared links to counseling resources for faculty and staff and students.
- Where can we get updates on systemic action and/or structural changes that address racism or discrimination on campus?
  - One of the challenges is that this is happening in many different places on many different levels. UComm is trying to find a way to highlight this and work on this.
- Is there a plan for a way to establish a feedback loop with what's happening with BLM etc?
  - No one central place for that right now.

**iii. Pam Cline - Food Services** has remained open under reduced operations for students who had to remain on campus. Received approval this week to open the dining room on Monday with socially distanced tables and has been working with the health department on guidance and feedback to keep customers and employees safe.

- supported local community food hub with shelving
- supported Watauga co. Schools with their meal programs for students
- Pivoted operations to stay relevant - Mother's day kits, Graduation kits, Father's day kit etc.
- With Vannoy farm in Fleetwood, food services began produce boxes and hopes to continue this on a weekly basis. If you're interested in participating in this, contact Rachel Butts.
- Have not had a lot of teleworking opportunities for the majority of food services employees. Goal is to keep the employees working. Currently have 12 employees working in the book store, post office. Hope to support housing, facility operations
- Been a supplier for high demand items in the community including toilet paper!

b. Approval of May Meeting Minutes

c. University Communications Update - Megan Hayes

d. HR Update

- i. Changes to rules in Paid Administrative leave. At the state level, there was a reduction in paid administrative leave for those not required to work on campus and cannot telework. This has been reduced to  $\frac{2}{3}$  from 100%. In order to be kept whole, they'll have to apply some form of their own personal leave and the state permits us to apply sick leave and vacation interchangeably. Comp time awarding ended effective end of May.
- ii. On campus safety guidance. As a part of the return to campus work,

they've developed a process giving special consideration to those with high risk factors. Created a process that allows people to go to the site and report anything they have as a high risk etc. This is a partnership with HR, ODR, and Jason Marshburn. These requests will be evaluated consistently and privately.

- iii. What is the difference between a furlough and reduction in force? Can we expect to see RIF outside of athletics?
  - A furlough represents a temporary lay off with an intent to return someone to work. A RIF is a separation from employment. Under furlough, someone is fully or partially furloughed and retains health insurance and benefits. As of now, no plans to do a reduction in force on campus.
- iv. COVID in relation to Flex benefit program?
  - Regulation for this year is that you can make changes during the year without a qualifying event. Document sent via email outlines how to do this.
- v. For staff members of color being impacted at this time, is there a place/person in HR to whom they should be sent?
  - Not at this time. Some programs HR was working on had to be put on hold due to COVID
- vi. For those that will be on the Paid Administrative Leave, if they do not have enough other leave to fill in gaps, can they file for unemployment for the remaining 1/3?
  - Careful to answer - Employment Securities Commission manages unemployment requests
- e. Chair's Update
  - i. It's Mallory's last meeting as Staff Senate Chair. Thank you, Mallory! Shared a graphic of our accomplishments this past year as a senate. Mallory wanted to improve communication between senate and staff, and wanted to increase the use of Community Service Leave.
  - ii. Swear in new Exec Board - Kelli Wilson, Clint Coffey, Deanne Smith, Katie Howard, Sheri Clawson.
- f. Treasurer's Report (table included)

Fund Name	Account Number	Beginning Balance	Income	Expenses	Ending Balance
State Funds					
Operating Fund	109130	4,053.27	0.00	0.00	4,053.27
Special Funds					
AppKIDS (Foundation Supported)	227202	0.00	0.00	0.00	0.00
AppKIDS (non foundation)	990152	3,698.59	0.00	0.00	3,698.59
Associated Scholarship Fund	990155	4,506.43	0.00	0.00	4,506.43
Receipt Supported Fund	990158	700.35	0.00	0.00	700.35
Foundation Funds					

Foundation AppKIDS fund (Supports 227202)	992568	3,931.25			4,079.25
Appalachian Staff Current Scholarship	993465	3,752.14			3,752.14
ASU Staff Endowed Scholarship Fund - Principal	994931	20,037.63			20,037.63
ASU Staff Endowed Scholarship Fund - Earnings	995931	4,985.56			4,985.56

- g. Old Business
- h. New Business
  - i. Swear in new Senators
  - ii. Events Committee Update - No updates.
  - iii. Marketing Committee Update - No updates.
  - iv. Fundraising Committee Update - Silent Auction update. Tammie Gelderman is creating an online auction for AppKIDS and will confirm the date soon. Recruiting for a few more items! Tammie needs a picture of what you'd like to donate.
  - v. Staff Recognition Committee Update - No Update
  - vi. AppKids Committee Update - No Update
- i. Adjournment - Motion Approved
- j. Open Comments
- k. Mark Your Calendar dates:
  - i. Next Meeting: Tuesday August 11, 2020 from 1:30-3:00 pm. No July meeting.

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