

# **Executive Council Minutes**

## **April 27, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldman, Crystal Halley, Linda Rushing, Bob Ware, Jeff Weaver, John Kidwell, Padraic McMeel, Christy Pace**

1. Culture and Climate Management During Crisis – Dr. Doss

Ways to manage culture and climate at UAM during this unknown time was discussed. While there is comfort in knowing we are not alone, it is important for employees to have the support they need. Several handouts were distributed and discussed. Communication is key because what people hear and say becomes reality and makes an impact on the university.

2. Athletics Update – Mr. McMeel

An update was provided on the status of the athletics staff. Focus has been on recruiting, and student welfare checks, as well as future planning of budgets, schedules and training. Fundraising materials for athletics will be launched soon. An update was also given on the women's basketball coach search.

3. UPD Update – Chief Kidwell

Face masks, both disposable and N95, have been ordered for future use. The Clery report, which is a campus crime survey due in October, has been completed. It was noted that information regarding COVID-19 needed to be updated on the website.

4. Employee Time Documentation, Flex Hours, Summer Hours – Dr. Doss

Supervisors should begin having their staff, who have been working from home, to come back to campus. Summer hours will begin on May 26, as previously announced. Vice Chancellors discussed which offices in their areas would be open from 8:00-12:00 on Fridays during the summer work schedule. Those offices will include: Academic Advising, Admissions, Cashier, Financial Aid, Registrar, and University Police Department.

5. Cap and Gown Curb-side Pick-up – Ms. Halley

A commencement committee meeting was held last week by Zoom to discuss the distribution of regalia, which was ordered for all graduates eligible to participate in the May commencement. The Executive Council approved for a curb-side pick-up to take place at the Fine Arts Center. The specific guidelines were noted which will adhere to social distancing and protection of all involved. Graduates will be given their regalia, diploma cover, alumni gift and a lapel pin, if they are a first generation student.

6. Enrollment Report for Board of Trustees – Ms. Halley and Dr. Goldman

Information on enrollment was discussed that will be sent to the Board of Trustees. There is currently 73% of students preregistered for fall who were eligible. Faculty and staff continue to work together to help contact students and increase that percentage.

7. Budgeting of Open/Unfilled Positions – Mr. Becker

An update will be sent to vice chancellors on which vacant positions were taken due to budget restraints. However, vice chancellors were asked to check with his office before completing initiate to hire forms.