Meeting Date: 4/15/2020
Recorded by: Donna Frazier
Submitted: 5/1/2020

Meeting
Time: 2:00 PM to 3:30 PM
Location: WebEx

Attending, In Person: N/A


Call-in: Anona Albert, Attlee Billings, Juwangela Broughton, Ravi Gandhi, Keshuna Millbrook, Angie Morton-Smith, Lucille Smith

Excused: N/A

Unexcused: 

PROCEDURAL

Procedural Actions
• Call to order at 2:06 PM by Chair, Donna Frazier
• Approval of Meeting Minutes (February and March Meeting
• Minutes Approved

AGENDA ITEM

Chair’s Report

Discussion Summary

Administrative Council Meeting, in session on April 8, 2020, by WebEx, due to COVID-19

• President’s Opening Remarks: Dr. Becker expressed gratitude to all students, faculty and staff for making a quick two-week pivot from face to face to a virtual. No serious errors and everyone have done well making the adjustments.
• Shout out to Damon Lynch for coordinating and organizing the virtual Admin Council Meeting.
• Provost Update: Dr. Hensel stated all 53,000 students enrolled in Spring 2020 classes had migrated to online learning environments. Dr. Hensel thanked the community for working together and remaining flexible during a very challenging time.
• Student Success Update: Dr. Renick stated that the university anticipates approximately 5,000 graduates after Spring 2020 semester and another 3,000 graduates after Summer 2020. Students are responding well to icollege. There are growing number of students regularly accessing courses online and remaining engaged in their virtual classrooms. Dr. Renick also stated due to the current
situation, students can withdraw from up to 2 Spring 2020 courses by the end of the week without any penalties. their choices due to the pandemic.

- **Research Update:** Dr. Eriksen stated university researchers and infrastructure continue to support local, state and national efforts to address the pandemic.

- **Technology Update:** Mr. Ventimiglia shared details regarding resources made available to students on a temporary basis to access online instructional content. Students will use a mail-based system to return devices at the conclusion of the semester. Staff continues to work with vendors regarding security and accessibility of online conferencing technologies.

- **Government Affairs Update:** Mr. Kilpatrick discussed specifics associated with the federal CARES act as well as other pending legislation.

- **Emergency Aid Fund:** Dr. Allison Calhoun indicated that the Emergency Fund which was being used to address need, i.e. housing, food assistance and technology needs as many GSU students have lost their employment due to COVID-19. Needs assessments will be addressed in “case management” style. Students can be loaned laptops and hotspots if needed. More details can be found on the “Corona Virus” webpage and on the “Dean’s” webpage. Students can visit the “ Keep Learning” page and complete a form. Staff encouraged to give or support the fund.

### Questions from the Staff Council answered by the President’s Cabinet

- **As things evolve with COVID-19, will there be more detailed communications about things directly concerning staff?** We are periodically providing information to staff and faculty as necessary. For example, we recently sent out messages about the latest order from the Governor regarding sheltering-in-place, as well as information about the various BOR and federal leave options. This information is sent via email but is also available on the Coronavirus page of the website.

- **Will there be any changes, in salary due to working remotely?** As previous campus broadcasts have stated, staff are encouraged to carry out their responsibilities remotely, and for those who cannot, they are reporting to work but exercising precautions such as flexible shifts, etc. Some staff may be using one of the BOR or federal leave options that are available. For these reasons, it’s hard to give a blanket response to this question.

- **Will there be any vacation blackouts, due to teleworking?** Vacation blackouts would be handled as they normally are between staff and supervisors depending on the needs of the department.

- **What types of communications are going out to students?** We have communicated with students just as we have with staff, sharing information that is relevant to them. For example, we sent a broadcast about fee refunds and the fact that all summer instruction will be at a distance. There is a student tab on the Coronavirus page of the website.

- **Has there been any consideration regarding the strain on the servers once the summer online classes begin?** Phil Ventimiglia will provide an update at Admin Council tomorrow about what IIT has been doing to help staff, faculty and students during this transition.
Past Chair:
Sabra Blackwell- Past Chair- Thanked everyone for their resilience.

### AGENDA ITEM

**Senator Updates**

**Discussion Summary**
- Dionne Polite mentioned that the April 16th University Senate meeting was canceled as this meeting cannot be conducted virtually according to the bylaws. The next Senate meeting is TBD.
- New Senators were sworn in with the understanding that they would not be operational until we return to campus.

**Action Items**

### AGENDA ITEM

**Committee Updates**

**Discussion Summary**
- No reports

**Action Items**

### AGENDA ITEM

**Old Business**

**Discussion Summary**
- Staff Council Fund: Courtney Hill-Ward mentioned the Staff Scholarship Fund which was deemed to be utilized during Georgia State Day is presently on hold as GSU Day was canceled due to COVID-19.
- Senator election will be electronic. The information is forthcoming.

**Action Items**

### AGENDA ITEM

**New Business**

**Discussion Summary**
- Oath of Office- all new members were sworn in.
- Call for committee members and Board of Officers

**Announcements**
- Friday, April 17th-President’s Virtual Town Hall
  You can access it at [https://president.gsu.edu/livestream/](https://president.gsu.edu/livestream/). Please send your questions to townhall@gsu.edu

### PROCEDURAL

**Procedural Actions**

**Action Item**
- Moved to adjourn at 3:30 PM.