

## MINUTES

### UNIVERSITY MANAGEMENT COMMITTEE

MAY 29, 2020

ATTENDEES: Phil Phillips, Connie Horton, Lauren Cosentino, Danny DeWalt, Gary Hanson, Marc Goodman, Lee Kats, Hung Le, Rick Marrs, Matthew Midura, Nicolle Taylor, Donna Nofziger, Michael Feltner

ABSENT: Maretno Agus Harjoto

I. UNIVERSITY MANAGEMENT COMMITTEE CALL TO ORDER:

Chief Operating Officer Phil Phillips called the University Management Committee meeting to order. The meeting was held via Zoom on Friday, May 29, 2020. Chief Operating Officer Phillips opened in prayer.

II. PARKING PERMIT ROLLOVER — Action Requested

Department of Public Safety Director Dawn Emrich presented an expense optimization proposal to rollover parking permits from the Fiscal Year 2020 (FY20) to remain active for the Fiscal Year 2021 (FY21). This proposal would allow the campus community to display their existing permits through August 2021. Any community member who needs a new permit will be issued one with the expired date for purposes of consistency. The Department of Public Safety will audit current permit holders to ensure everyone has the appropriate parking privileges for their FY21 parking designation. The audit will curtail misuse. This proposal would result in \$30,000 savings in FY20. At this time, Director Emrich left the meeting.

A committee member moved to approve the request as presented. The motion was seconded and approved.

III. LEAVE POLICY — Discussion

Vice President Lauren Cosentino and General Counsel Marc Goodman presented a draft faculty and staff COVID-19 leave policy. As faculty and staff anticipate returning to work in the Fall 2020 semester, the policy provides guidelines, categories, and definitions for those situations in which a faculty or staff member is unable to perform his or her work in person or remotely. The policy also defines pay coordination and maximum length of leave in all scenarios presented.

General Counsel Goodman added, although the proposed policy is the minimum the law requires, it also includes donated sick time which favors employees. Further, in response to COVID-19, the University recently increased the amount of donated sick pay that an

employee can donate or use, and it now puts the donated time into a pool to be distributed appropriately to employees in need.

Vice President Cosentino addressed concerns related to process transparency with faculty and confirmed that the medical documentation protocol is consistent with current University policy. Committee members emphasized the importance of clearly communicating that this policy only applies to those who cannot work in-person or remotely. The proposed policy would allow each school to determine whether they approve or deny an employee's request to work remotely.

The committee discussed distributing the University's safety and cleaning protocols before distributing the COVID-19 leave policy to relieve anxiety around the proposed implementation of the policy; however, it was unclear whether the protocols could be finished in time. Vice President Cosentino expressed the importance of supervisors and community members' flexibility as each situation will be unique and result in different resolutions.

Chief Operating Officer Phillips stated the next steps are as follows: 1) Provost Rick Marrs and Vice President Cosentino to separate the policy into two: one for faculty and one for staff; 2) Provost Marrs to obtain faculty input; 3) Integrated Marketing Communications to develop a written plan for staff communication; and 4) Emergency Operations Committee to draft and disseminate cleaning and return to work draft protocols to the community. A committee member added the Student Code of Conduct will include a new section to address concerns of students not abiding by protective measures. Chief Operating Officer Phillips advised the committee that an emergency meeting may be needed before the next regularly scheduled meeting for further discussion of this topic. Vice President Cosentino closed in prayer.

#### IV. ADJOURNMENT

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on June 18, 2020.