

**MINUTES**  
**BHSU Staff Senate**

Monday, June 15, 2020 – 10 AM  
Meeting held via Zoom.

**Attendees:** Derrick Erhart, Kristin Carmichael, Nancy Shuck, Brock Anundson, Diana Jones, Jean Osborn, Tai Duncan, Terri Bjorum, Roxanne Lewis, Scott Hanson, Clarissa Thompson, Bill Kelly, Marc Jolley, Cassie Maser, Emily Hoffman, Prasanthi Pallapu, Sharla Dowding, Karen Williamson, Diane Watson, Anne Stevens, Ryan Delzer, Garrett Stevens

1. Call to Order
2. Approval of Minutes of May 18, 2020
  - a. Derrick Erhart motioned to approve the minutes. Janette Hettick seconded the motion. The motion was put to a vote and was carried.
3. Meeting with President Nichols – open discussion
  - a. COVID-19: Employee Return to Campus
    - i. We are fully into the process to bring employees back to campus. We have been bringing essential employees back since June 1. It has gone well. Haven't heard of any hiccups. We did continue to leave most buildings locked the last two weeks. As of today, all buildings are unlocked. Today we brought back our first group of non-essential employees. The next group will come July 1, and then anyone else remaining would come back July 15. We have asked employees on campus to self-screen three times a week. We have encouraged (not required) employees to wear masks. Particularly when you are out on campus or in meetings. Stay home if you are ill, wear a face mask, social distance and wash your hands are the main things to keep you safe.
    - ii. Let President Nichols know if you hear or see anything else.
  - b. COVID-19: Fall Semester Taskforce Recommendations: the draft document (about 11 pages) has been posted online and includes the plans to bring faculty and students back to campus. After Admin Team meets this afternoon, we will move forward with recommendations and keep the document online updated with any changes.
    - i. President Nichols requested that the senate go out to the website and take a look at the document and share any updates:  
<https://www.bhsu.edu/Portals/0/PDF/covid/Recommendations-Task-Force-Fall-Semester.pdf?ver=2020-06-11-113231-857>
  - c. Dale Lamphere, local sculptor, did a presentation last week on a sculpture that we may commission for the Ames/Jackson roundabout.
  - d. We are moving forward on the first/second year advising center. Jannette Hettick can answer questions on that. Looking at opening that center in the Welcome Center starting July 1, and then they will move over to the Library after about two years when that space is finished.
  - e. Questions:
    - i. If people travel out of state, are they required to quarantine?

1. No out of state travel is advised; the university will not require employees to quarantine after travel. However, if you travel to a hot spot it would be highly encouraged that you social distance upon your return. You can work with your supervisor on that.
  - ii. Library Update: Janette shared that there are a couple of rounds of funding approval coming up.
  - iii. Update on registration/numbers for the Fall: Janette shared that things are not as bleak as we thought they would be. Housing is about where they were in the Spring. Given our current situation it could certainly be worse. It is helpful that we are planning to be in person in the fall when recruiting. As staff, we can set an example to wear masks in the halls. Scott/Roxanne shared that there are about 75 stations that will be receiving plexiglass. All the essential areas should have their shields. There are also stations with cleaning supplies that should be shared with other offices until we can get more supplies. Facilities is looking into ordering a fog machine (or a few) that could be used to instantly clean areas.
4. Change in Senator – Jamie Boettcher resignation / next two candidates tied
  - a. We will have Staff Senate vote via survey on the tie breaker for our replacement for Jamie who has left BH. Derrick will send this out via email to the senators.
5. Review of Proposed University Policy Changes (policies included with agenda)
  - a. 5:1 Institutional Representation Funds; 6:4 Motor Pool and Fleet; 6:8 Campus Tobacco
    - i. No questions/comments on proposed policies. These will move forward to Admin Team for final approval before being posted online.
  - b. Andrea shared that we are working on formalizing our policies and the approval process on campus. We will continue to see policies for review by the senate periodically as they are ready moving forward.
6. Proposed Bylaw Changes (changes included with agenda)
  - a. Nancy made a few updates to the bylaws for review (changes tracked in the document). There were no additional updates or concerns from the senate.
7. Committee Reports
  - a. University Re-Opening Task Force (Roxanne Lewis)
    - i. Reminder of the proper way to wear a mask, cleaning for cloth masks, etc. We have ordered social distance stickers that can be used to place on the floors where people tend to line up (bookstore, cashier's window, registrar, etc.). Plexiglass is getting installed. Send requests through Roxanne for those. It takes three to four days to get them once they are ordered as long as we have plexiglass on hand. Roxanne is tracking all the materials (masks, cleaning supplies, etc.) that are going out.
  - b. Start of Fall Semester Task Force (Brock Anundson)
    - i. Brock added that this is an ongoing process. Most everything that is currently posted is accurate and up to date. June 30th the plan should be pretty finalized. Re-iterated the President's request to have staff review the document online.
  - c. New Committee Proposals and Volunteers to serve
    - i. By-Law Review and Rewrite with Changes to University Divisions

1. We will need to set up a committee to work on this. Please email Nancy if you would like to work on this committee.
- ii. University Foundation Proposal
1. Most heard positive feedback regarding the proposal to have a staff scholarship fund. Recommend offering it as an option, but not requiring/encouraging as many employees may already donate.
  2. Janette Hettick, Andrea Bakeberg, Scott Hanson, and Nancy Shuck offered to work on this subcommittee.