**FSEC Online Meeting on Wednesday, June 9, 10:00-11:30 Notes**

Attendance: Doug Moodie, Jennifer Purcell, Bill Griffiths, Humayun Zafar, Ron Matson, Kat Schwaig, Karen McDonnell

***AVP of Human Resources Karen McDonnell, Provost Schwaig, and Senior AVP Matson met with FSEC to discuss the return to campus.***

AVP of Human Resources McDonnell stated that faculty and staff have begun to fill out requests for alternative work conditions. HR is processing the forms in two different ways. For those faculty and staff who are requesting alternative work conditions on their own behalf because they are immunocompromised, then HR is using CDC and ADA guidelines. For example, if a staff or faculty member is compromised because of any of the conditions listed on the CDC list, then HR will provide a conditional approval until the staff or faculty member’s doctor can confirm. Confirmation for faculty will likely result in a shift to online teaching in the Fall, while confirmation for staff is dependent on various options. For example, a staff member may be reassigned to work that keeps them out of contact from large numbers of people.

HR is currently working with the USG and State to make a determination about faculty and staff who are caring for loved ones who are immunocompromised or who might be caring for children who might need to stay home. Because the ADA only deals with the employee and not the employees relatives, the decision is not as clear cut. AVP McDonnell noted that the USG will likely provide overall guidance.

When asked why the decision was made for staff to begin returning to work, followed by faculty, both AVP McDonnell and Provost Schwaig noted that the decision to begin reopening the university was made in collaboration with the Governor’s office and the USG. They noted that the initial decision to reopen came from the Governor’s office and the USG. USG institutions then began to enact plans to begin reopening which had been submitted ahead of time.

In the case of KSU, the decision to now begin having a staggered staff return was made in order to have a slow and careful rollout throughout the summer when the campus was fairly empty rather than having a quick rollout during the chaotic opening of school. If a problem emerged with the slow rollout, then the university would have time to respond.

When asked if there might be any HIPPA violations for sending the requests over email, which is not secured, AVP McDonnell noted that the form itself complies with HIPPA. Moreover, in providing materials to support the request, doctors could use a secured line provided by HR. (AVP McDonnell noted that doctor’s offices had already begun to contact HR.)

When asked whether HR will be the sole arbiter of these decisions, AVP McDonnell noted a couple of important items. First, those staff and faculty who met one of the conditions listed by the CDC would automatically be accommodated, dependent upon confirmation from their physician. Second, HR would work with supervisors to determine the most suitable working condition for the employee.

Provost Schwaig also emphasized that it was much safer to begin bringing back people now, when fewer individuals were on campus and when the University could reverse course, if needed.

Attention then turned to the contingency plan as well as the request for colleges and departments to check out space. Provost Schwaig noted that the Chancellor has already stated that we need to reopen college campuses. With that, KSU is now operating under the assumption that it will reopen the campus for socially distanced F2F learning. She also noted that faculty should have an online contingency plan for if the USG suddenly shifts to online learning because of the pandemic.

In developing a contingency plan, Provost Schwaig noted that a number of items must be balanced:

1. Determination about faculty and staff who have made accommodation requests. This process has already begun and will continue to play an important factor in determining what the campus will look like in the Fall.
2. Registration. Registration has already begun, and students have already begun to request classes that are already designated as online, hybrid, or F2F. In fact, given the fact that the registration process has already begun, faculty cannot simply request to change their F2F courses to the online mode without first requesting an accommodation form.
3. The University must examine its capacity to hold students. To this end, the Provost has requested colleges and departments to examine how individual courses might be taught in the classrooms they have already been assigned or in alternative settings (a larger classroom, for instance) and/or with alternative methods of instruction (hybrid, for instance).

The Provost also noted that she has asked certain classes be prioritized for F2F learning, most notably performance-based classes, labs, and first-year courses. This is to say that these courses have been prioritized, but they should not be the only ones considered for F2F learning.

For those faculty who do end up teaching F2F in the Fall, masks will be available, though faculty, staff, and students will be asked to supplement with their own since there will not be an unlimited supply. Moreover, people will be asked to abide by the law, though the university cannot enforce what is not being enforced in other places.

When pressed about how faculty and staff might deal with students who refuse to comply with social distancing, the Provost noted that faculty and staff cannot be the police. She has asked the Student Affairs whether the University might not develop a student code of conduct regarding social distancing, as other universities have started to develop.

When asked about what the cleaning protocol might be, the Provost noted that a complete plan has not been developed.

When asked about installing or assigning extra technology for the challenges that the Fall poses, the Provost noted that the University was working on this. However, she added that this additional technology might be difficult to acquire and then install before the Fall semester because the demand on this technology from all sectors of society, including government and business entities.

The Provost was also asked whether the University might invest in more faculty technology studios for the creation of various learning tools. The Provost responded that it was a matter of space and finances.

Finally, the Provost noted that individual letters announcing where ex-University College Faculty will land (which departments) would be sent out today. The faculty would be housed in various colleges, while the UC programs, most notably Integrated Studies and the Leadership Studies Certificate, would be going to CHSS. No decision has been made about UC staff.