


 Andrews University  
**Staff Senate Minutes**  
**October 12, 2020**

<p><b>Present:</b> Lorena Bidwell, Chair; Erica Bradfield, Laura Carroll, Mona Sarcona, Rodrick Snow, Jennifer Burrill, Michael Nixon, Angela Sonnenberg, Kevin Wiley, Nestor Caceres, Ben Panigot, Marsha Beal; Daniel Johnson</p> <p><b>Regrets:</b> Myrna Constantine, Jameson Bangkai, Janine Lim, Ashley Neu, Martin Bradfield</p>	<p><b>Members Present</b></p>
<p>The chair opened with prayer.</p>	<p>PRAYER</p>
<p><b>VOTED:</b> To approve the minutes from September 14, 2020.</p>	<p>MINUTES</p>
<p>Lorena Bidwell announced that as she is no longer being employed by Andrews University she will be stepping down from being the Staff Senate Chair.</p> <p>Ben Panigot declined to be Chair due to his increase responsibilities of COVID-19. Therefore, we went through a nomination process for a new chair.</p> <p><b>MOTION:</b> For Jennifer Burrill to be the new Chair of the Staff Senate. Approved.</p>	<p>Election of Chair</p>
<p>Reviewed the demographics of the university staff and faculty from the October 19 Diversity report along with the demographics of the staff senate.</p> <p>The staff senate nominated 11 people to fill our 2 at large positions.</p> <p><b>MOTION:</b> To fill two at-large positions in the order of the votes listed. If declined, the next person approached should be of the highest vote and ethnicity/race not yet represented. Approved.</p>	<p>At Large Positions</p>
<p>COVID Response team reports about 60% campus clear usage by employees. The COVID-19 Dashboard is up. The dashboard does not include Andrews Academy and Ruth Murdoch. Andrews is testing 75 to 100 people each week based on transmission risk for COVID-19 and results are being returned within 48 hours.</p> <p>We need to increase the cleaning with the approved chemical provided because we are seeing limited refills of the disinfectant being used.</p> <p>Mask wearing expectation – <a href="#">Policy</a></p> <ul style="list-style-type: none"> <li>• If you’re unable to physically distance, mask.</li> <li>• If you’re indoors and in common spaces, mask.</li> <li>• No mask if in private office with door closed or medical condition.</li> </ul> <p>How to confront some about not wearing a mask:</p> <ul style="list-style-type: none"> <li>• Start with a reminder (“you forgot your mask”)</li> </ul>	<p>Campus Update</p>

<ul style="list-style-type: none"> <li>You may be a little more directive when it comes to students.</li> <li>But give benefit of the doubt, remind them.</li> <li>If push back, then you can escalate, informing them it's a requirement. <ul style="list-style-type: none"> <li>Note: About medical conditions etc.</li> </ul> </li> </ul> <p>Drinking Water</p> <ul style="list-style-type: none"> <li>Steve Nash has provided a list.</li> <li>It's published on our policy page.</li> <li><a href="#">Policy</a> &amp; <a href="#">List</a></li> </ul> <p>AU Directory</p> <ul style="list-style-type: none"> <li>Has been sent to press.</li> </ul>	
<p>Jose Bourget and his team will be helping to coordinate Staff worship for us.</p> <ul style="list-style-type: none"> <li>Staff worship will be on the 2<sup>nd</sup> Wednesday of each month at 4:30pm.</li> <li>Worship service has a preaching part and an interactive part.</li> <li>Communication will come from Chaplain and/or Staff Senate with a calendar invite.</li> </ul> <p>Questions about if hourly employees can stay clocked in came up?</p> <p><b>MOTION:</b> Staff Worship will be via zoom on the 2<sup>nd</sup> Wednesday of each month at 4:30pm. Approved</p>	Staff Worship
<p>Teamwork, self-care, boundaries, keeping healthy while working together. Potential speaker Dale Henry on the cracker jack.</p> <p>8 other breakouts – Mental health, Class climate, Banner, DLIT, LearningHub, etc. Could we have: How to help students in crisis (Usit team). Human Resources is preparing a crackerjack bag with the invitation. Does it have to be all in one day? Can we spread it out a little more.</p> <p>Concern for Jan 5 date due to start of the semester.</p>	Staff Institute Planning
<p><b>MOTION:</b> Staff Senate will meet on 1<sup>st</sup> Monday of the month from 3:30-5:00. Approved</p> <p>Executive Committee will meet the last Monday of the month from 3:30-5:00pm.</p>	Update on Meeting time
<p>The Staff Senate shared appreciation for Lorena Bidwell and her service to Andrews University, particularly the Staff Senate Leadership. Jennifer Burrill closed with a prayer of thanksgiving for Lorena.</p>	Appreciation and Closing Prayer
<p>November 2, 2020</p>	Next Meeting