**FORWARD Council Meeting for 8-23-21**

1. Meeting was called to order at 2:05 pm
2. Members in attendance were:  
   Walter Putman  
   Felicia Ailster  
   Neville David   
   Rontai Walker

Maureen Watt-Heron  
Robert Croom  
Delores Waithe

Eugene McKinney

Shirley Pace

Kristen Corkhill

Chasidy Parks

Tyreece Echols

Antwania Massey

1. *Flex time proposal discussion*:  
   Neville discussed the initial goals of the FORWARD Council. Said that it is not up to us to determine what ideas we think President Holston will and will not approve.  
     
   Parks discussed wanting to do it in phases and that it may make the proposal much larger than it needs to be at this point.  
     
   Croom discussed making adjustments to the language to make sure that the proposal is addressing the needs of the students.  
     
   Putman discussed that he agreed with the later comments and that allowing for working flexibility among employees would allow for us to provide service during evening/non-business hours.  
     
   Discussion about our campus’ COVID guidelines and what they say about ability to telework. Waithe said that if you notify your supervisor, someone has to notify HR so that a telework agreement form can be sent to the potentially infected employee. Stated that there is guidance available from the taskforce headed by Chief Hughes.

Action steps:

* 1. *Upon approval from Dr. Holston, Ailster will create a survey to send out to campus department managers asking if they have the ability to support the different time options*.
  2. *Create presentation for Dr*. Holston. Presentation will include information on the “Emergency Work from Home” proposal (Parks, Massey and Waithe). Croom, Walker and Putman will assist Neville with his portion of the presentation.  
       
     Presentation will be complete by September 2, with presentation given to Dr. Holston on the 13th.

1. Next meeting date will be September 2, 2021.
2. Meeting adjourned at 2:57

Minutes recorded and submitted by Rontai Walker