UPSTATE | *Nursing*

VIRTUAL SHARED GOV MEETINGS

Nursing Shared Gov leaders,

All system and specialty shared governance meetings will begin to meet **virtually** beginning on May 6, 2020 with exceptions of canceled meetings noted on the schedule posted to the website. Beginning in June, all councils will use Webex for meetings.

Cochairs will need to follow the Webex Tips Sheet to **schedule their meetings** and send out meeting information to their councils. Send meeting info to stevemeg@upstate.edu so we can add details to the schedule as well. Reach out to your council coach or myself if you need more help.
•Cochairs should plan an extra 1/2 hour to schedule their webex meeting and forward meeting details to their council before or the morning of shared governance day.
•Review tips sheets that will be posted to the nursing website so you can facilitate your meetings as we all learn how to do this more effectively.

The schedule for shared gov day has information on how to connect to virtual meetings. Refer to the schedule posted on the nursing website for the most up to date information about meetings.

Plan for virtual meetings:
•**Unit councils** may meet on the unit with masks and social distancing.
•Shared governance cochairs and representatives can either participate from the unit or from an alternative location including telecommuting from home.
• **Prior to participation from an alternative site**, nurses must test their access to webex using computer/smart phone/tablet and phone line to ensure nurses can see the screen shared and hear/speak to participate in meetings. See page one of the Webex tips.
• Time placed in Kronos should reflect the attendance time for the meetings scheduled. If staff are not scheduled to attend the Shared Governance meetings on 6/1, but attend virtually, staff should enter the time present in their Kronos timecard and reach out to their manager to adjust the schedule accordingly. **Use Shared gov Time (SGT) in kronos**.
•Minutes and rosters of meetings should be emailed to SharedGovMinutes@upstate.edu for posting.

TOGETHER
WE CAN KEEP OUR COMMUNITY
AS **SAFE** AS POSSIBLE.

LET'S **WORK TOGETHER.**