

UW Staff Senate Full Meeting

Agenda

October 7, 2020 1:15 p.m.

Zoom



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- I) Roll Call
 - II) Approve September minutes
 - A) Motion to approve September minutes by Senator Traver.
 - i) Seconded by Senator Stratton.
 - ii) Minutes approved as circulated.
 - III) Approve October agenda
 - A) Motion to approve October agenda by Senator Sullivan.
 - i) Seconded by Senator Traver.
 - ii) Agenda approved as circulated.
 - IV) Special Business
 - i) Confirmation of new senators
 - (1) Shelby Kennedy, Student Affairs, Seat #36
 - (2) Motion to approve new senator by Senator Vigil.
 - (a) Seconded by Senator Sullivan
 - (b) Unanimously approved - welcome!
 - V) Administration reports
 - A) Division of Administration - Senior Vice President Neil Theobald
 - i) Budget cuts
 - (1) Block grant reduced by 10% (~\$18M/year, recurring)
 - (2) Also reduced targeted state allocations
 - (3) Major maintenance funds reduced by 63% (already in place)
 - (4) Academic units (schools/colleges) – 5% cut, proportional to current budget
 - (5) Administrative/non-academic units – 7% cut, proportional to current budget
 - (6) Units need to have proposals to President Seidel by October 15th
 - (7) President Seidel sends his plan to Board of Trustees by November 1st
 - (a) Once approved, measures for administrative units will begin quickly; those for academic units will likely be after fall semester
 - ii) Questions
 - (1) President Wheeler, from listening sessions – What is the incentive to increase revenue in your area if, based on prior Board of Trustees actions, that money could be swept?
 - (a) An increased revenue is the same as decreased expenditure. Regarding a sweep, previously, if an area had more money than their expenditures required, it was swept into a central pool. But if you don't have excess revenues, there's nothing to be swept.
 - (2) Senator Traver - When you say biggest cut, do you mean by percent or does everyone get the same percent cuts?
 - (a) For instance, the College of Arts and Sciences cut is \$2.6M because they're the largest unit, while the Honors College is ~\$60,000.
 - (3) Senator Keto – All of your comments regarding budget reduction – do they all apply to this year's budget cut or are these overlapping efforts?

- (a) They are ongoing cuts, impacting our budget for the near future. Vacated positions aren't being filled in administration. UW is digging irrigation wells east of campus and are hiring a consultant instead of a full-time hydrologist to decrease costs.
- (b) President Wheeler, from listening sessions – What are the thoughts on hiring out versus looking at who we already have?
 - (i) Senator Traver – We do have a hydrologist in the Geology Department who drilled one of those wells.
 - (ii) Vice President Theobald – If his boss released him to do it, we could use him. We have done that previously but need to be careful about using other units' resources.
- (4) Senator Stratton – What are the plans for cuts in the custodial departments?
 - (a) None.
- (5) Senator Taylor – It seems like each unit is making their own recommendations for cuts. Are there any coming from the top?
 - (a) Yes, each unit is making their own cuts. There is no overall recommendation from the President or upper administration.
- (6) Senator Traver - If you cut \$50,000 every year, do you end up without a budget in X number of years?
 - (a) No, it's the same \$50,000 every year. From now on, Administration's budget would be \$23.5M instead of \$24K, for example (presuming a \$500,000 total cut).
- (7) Senator Traver - What if the block grant is decreased again by the State?
 - (a) The next revenue projection from the state level is October 26th, which will be a better indicator of future cuts.
- B) Human Resources – Associate Vice President Tom Koczara
 - i) Surveillance testing program
 - (1) Original phase III testing pushed to mid-October due to supply chain issues
 - (2) Data
 - (a) Decision made to leverage HCM to capture testing population for surveillance testing
 - (i) Create new, easily updated, self-service fields to acknowledge special circumstances that will exclude or include employees in testing process (e.g., they're not working on campus this semester, they are able to completely self-isolate, they'd like to be included even if they could be excluded)
 - (ii) Information regarding new hires collected during recruiting and hiring process
 - (3) Process
 - (a) Three step process
 - (i) Pretest – randomly selected employees (pulled from HCM) emailed two links
 1. Schedule your test for the next week
 2. Exemption form for that week's testing request
 - (ii) Testing
 - (iii) Posttest – HR compiles report of those not tested
 1. Sends report to campus leaders and Compliance Officer to determine validity of reasons and contact those who did not have a valid reason
 - (b) Currently performing about 5000 tests a week; surveillance testing will perform about 5000 tests a day
 - ii) Questions
 - (1) Senator Stratton – Regarding exemptions of those isolating in their offices, they are still using hallways and bathrooms, so why is an exemption allowed for those situations?

- (a) While those scenarios do present a risk, the team feels that good hygiene habits, masking, and social distancing result in a low risk situation and those staff do not need to be tested. They are anticipating a significant number of opt-ins from staff.
 - (2) Senator Taylor - Can you go over the move to Deer Oaks for our EAP? How have those benefits changed?
 - (a) We solicited proposals from a variety of vendors last year. Mines and Associates' proposal was significantly more expensive than others. Deer Oaks is widely used by other higher education institutions and has great customer service ratings.
 - (3) Senator Satkunam - What is being done for employees who work midnight or overnight type shifts? Right now, we have employees who have to cut their sleep schedules in half in order to go do testing. Is there talk about having testing times early in the day or into the evening?
 - (a) He doesn't have an answer now, but he will take it to the testing team and suggest expanded hours.
- C) Academic Affairs - Associate Vice President Steven Barrett
 - i) Please attend a budget reduction listening session if you haven't yet.
 - ii) UWYO1150
 - (1) New non-tuition service course primarily for freshman
 - (2) Students asked to do 15 hours of community service at UW or in the community
 - (3) Send service requests to Richard Raridon
 - iii) Take care of yourself and your loved ones!
 - iv) Drive-by flu shots are available tomorrow (7am-6pm) at the stadium parking lot
 - v) Planning for upcoming semester using same ground rules as this semester
 - (1) Mix of face-to-face and virtual classes
- VI) Old Business
- VII) Liaison Reports
 - A) ASUW - President Talamantes
 - i) Working on internal affairs this semester
 - (1) Passed resolution to bolster financial support for student employees across campus
 - (2) Working with Financial Affairs to get student feedback on tuition increases in other programs that increase tuition more than the standard 4%
 - B) Faculty Senate
 - i) No representative present
 - C) Advisory Council on Diversity, Equity, and Inclusion (Staff Senate representative needed)
 - D) Athletics Planning Committee (Cathy Moen)
 - i) Updates on SharePoint
 - ii) Student Athlete Wellbeing Subcommittee
 - (1) Added courses to the 7220 program
 - (2) No suspensions or expulsions from athletic teams due to COVID
 - (a) A few football players have left voluntarily
 - (3) Increased use of available counseling
 - iii) Will upload report after next meeting of full committee
 - E) Enterprise Risk Management Advisory Committee (Chris Maki)
 - i) Temporarily suspended as focus is on making campus safe and compliant
 - F) Food Security Taskforce (Chris Stratton)
 - i) Next meeting this Friday
 - ii) Mostly working on food share in Ross Hall

- iii) Talking about how to involve staff and increase funding
 - iv) Senator Keto – During a listening session, it was brought up that there was be a staff-focused taskforce. Where does that stand? And will Staff Senate have representation on another taskforce?
 - (1) He doesn't know about a separate committee, but the taskforce is mostly focused on students right now. It looks like a staff-focused committee would have to move to Staff Senate. ASUW funding can only go towards student assistance.
 - (2) President Wheeler – Mandy Gifford brought that up and just got approval to start a working group looking at at-risk staff. He was originally in those meetings but would love to hand that off to someone else – please let him know.
 - (a) Senator Stratton is interested.
 - (3) Associate Vice President Barrett – Dean of Students is running a food bank in Knight Hall 106 for staff and students. They welcome both financial and food contributions.
 - v) Senator Reddick - Would the food security taskforce qualify for the Giving Day campus partner program?
 - (1) President Wheeler – He doesn't think so.
 - vi) Senator Reddick – Are we doing anything for Giving Day?
 - (1) President wheeler – It has not been discussed, but we can look into it.
 - (2) Senator Keto – The training was recorded and can be shared to anyone who would like it.
 - (3) Senator Edgar – She is going to a meeting that is working on a fundraising campaign for the food pantry.
 - G) No More Committee (Staff Senate representative needed)
 - H) President's Engagement Council (David Keto)
 - i) Jean Garrison, Director of Engagement Office, stepped down over the summer. A steering subcommittee has been meeting with President Seidel and upper administration to discuss what is next for that office.
 - (1) It doesn't look like the position will be filled.
 - ii) Council is currently on pause, likely until after the new budget is approved and implemented.
 - I) Public Art Committee (Melanie Vigil)
 - i) Will have an update soon.
 - J) Strategic Improvement Working Group
 - i) Indefinitely suspended - remove from agenda
 - K) Student Media Board (Emily Edgar)
 - i) Next meeting this Friday
 - ii) Moved back to the Union basement
 - (1) Looking for funds to renovate the space once they're back on campus
 - iii) Doing more digital publications and being more flexible in their communications
 - L) UW Facilities Council (Jason Gonzales)
 - i) Will no longer be meeting – remove from future agendas
 - M) UW International Advisory Council (Staff Senate representative needed)
- VIII) Officer Updates
- A) President, James Wheeler
 - i) Over 500 staff have attended budget reduction listening sessions
 - (1) Two broader/open listening sessions next week
 - ii) Board of Trustees September meetings
 - (1) Committee notes and supplemental materials on SharePoint

- iii) Richard Raridon representing Staff Senate on revising the University Studies program
 - (1) Will report monthly to Staff Senate
 - (2) Add University Studies Program Working Group to Liaison Reports
- iv) Senator Czech is on a new COVID Contingency Committee
 - (1) Add to Liaison Reports
 - (2) Purpose is to gather information and discuss actions and responses to COVID indicators
- B) Vice President, Chris Stratton
 - i) No report
- IX) New Business
- X) Committee Reports
 - A) Communications Committee – Senator Moen
 - i) Meeting – October 8th, 9am, Zoom
 - ii) Pass along any ideas for Facebook posts
 - B) Credentials and Elections Committee – Senator Vigil
 - i) Meeting – TBA
 - ii) Currently have 6 vacancies on Academic Affairs
 - (1) Has two new senators for confirmation next month
 - C) Finance Committee – Senator Gonzales
 - i) Meeting – October 21st, 8:30am, Zoom
 - ii) Upcoming spring semester scholarship
 - iii) Please send in committee budget requests this month
 - D) Recognition Committee – Senators Vick and Kuster
 - i) Meeting – October 22nd, 9am, Zoom
 - ii) Moving forward with planning a virtual Staff Recognition Day
 - iii) Questions
 - (1) Senator Moen – Has everyone from last Staff Recognition Day gotten their awards?
 - (a) Senator Vick – Lou Ann is working on getting them distributed, but some require in-person receptions or the like.
 - (2) Senator Traver – Does the committee need help with distribution or is there another reason?
 - (a) Senator Vick – It's mostly logistical reasons.
 - (b) Lou Ann – The Years of Service awards are mostly out. The plaques for all but one of the awards are out. The Employees of the Quarter and Year awards are handed out at a reception with Staff Senate and Office of the President.
 - (3) Senator Edgar - Any word on the raffle tickets that were submitted from last year as well? What happens with the cash – are we going to return the money?
 - (a) Lou Ann - She cancelled the meat package.
 - (b) President Wheeler – Email Lou Ann if you submitted money for raffle tickets.
 - (c) Senator Moen – Where's the cash?
 - (i) Lou Ann – She will get back the money to Senators if they contact her.
 - (4) Senator Sullivan – Regarding Years of Service awards and those who could not pick up their award, is there something they could do about that?
 - (a) Lou Ann – Let her know, and she'll set up a pickup time.
 - (5) Senator Maki – What about door prizes? Are we holding on to them for next year?

(a) Lou Ann – She gave all the door prizes to Kristen Blevins, who will do a random draw and distribute them from her office.

(b) Senator Traver – How do people get a ticket for that?

(i) The door prizes will be drawn from the constituent list.

E) Staff Relations Committee – Senator Czech

i) Meeting – TBA, maybe October 12th

ii) Has not met due to Associate Vice President Koczara being tied up with COVID concerns.

iii) President Wheeler – Encourage constituents to use Ask Staff Senate feature.

XI) Open forum

Meeting concluded at 2:44 PM

Respectfully submitted,

Jennifer McKenna

Staff Senate Secretary