

## UW Staff Senate Full Meeting

### Agenda

April 1, 2020 1:15 p.m.

Wyoming Union Senate Chambers

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- I) Special Business
  - A) Liaison, Committee, and Officer reports electronically circulated prior to the meeting.
    - i) Senator Mergelman submitted her report this morning, which will be added to the emailed summary document.
  - B) ASUW update
    - i) Distributed emergency relief funds to students
      - (1) Around \$160,000
      - (2) Working on a fund for further distribution this week
    - ii) Met with Acting President Theobald
    - iii) Will update students by Friday with ASUW's plans for the rest of the semester
    - iv) Hoping to finish academic year on a strong note
  - C) Faculty Senate Chair Chestek
    - i) Faculty are back and teaching
    - ii) Faculty are involved in CoVid19 response groups, including administrative and taskforce groups
    - iii) Faculty Senate are meeting next week
      - (1) Considering a resolution stating their support for students during this process, and keeping the focus on students
      - (2) Faculty were not involved in discussions to offer S/U grading to students or other similar issues
        - (a) While they are disappointed they weren't consulted they do not want to turn it into a contentious topic
    - iv) Continuing to work through UniReg drafts
- II) Administration reports
  - A) Division of Administration – Interim Vice President Bill Mai
    - i) COVID19 concerns are fairly all consuming
      - (1) He would rather Staff Recognition Day be in person, whenever that could happen, but understands the need for other ways to celebrate
    - ii) Board of Trustees met online in March
    - iii) In the midst of budget process and preparations for fiscal year 2021
    - iv) Trying to continue operations as best as possible
    - v) Questions
      - (1) Senator Sullivan – Transit has been mostly shut down, but drivers are still at risk for exposure. What is being done to protect them?
        - (a) UW is following federal and state guidelines for employee protection, plus some. While bus service is a critical function, it has dropped off significantly. He would tell his direct reports to find what you can to keep your folks busy and working (online trainings, etc.). Other duties have been assigned to transit employees, but they're running out of options. How to protect these employees has been a point of discussion. The news not looking good for the near future in terms of getting back to "normal" any time soon.

- (2) Senator Vick – Is there any talk about what we do if this extends past spring semester and into fall?
  - (a) Vice Provost Benham-Deal is the best position to address this, as they're working daily with the President and Board of Trustees. But all conversations he's been a part of are focused on the next few weeks.
  - (b) Vice Provost Benham- Deal – She is on the COVID policy group, and both that group and Academic Affairs leadership are engaging in discussions and scenario planning regarding extending through the summer but haven't gone into fall. They have instituted several practices already that should help if that becomes necessary.
- B) Human Resources – Associate Vice President Tom Kaczara
  - i) Concerns and issues surrounding COVID19 are front and center
    - (1) Published 122 FAQs on UW's COVID19 website
  - ii) Tailored LinkedIn Learning for this crisis
    - (1) Ensured access to WyoCloud from home
  - iii) HR has developed a plan for continued service in the event we have to close campus.
    - (1) Plan includes how to pay employees with a closed campus
  - iv) Revamped recruiting to accommodate the virtual world
  - v) Still working on replacing paper forms with electronic equivalents
  - vi) A plan is under development for faculty, staff, and/or students to request and receive internet access if they don't have it at home
  - vii) Developing guidance for the student support plan released this morning by Acting President Theobald
  - viii) Family first coronavirus response act
    - (1) Modifying policies to ensure we're aligned with federal guidelines
    - (2) Will send out how-to guide later
  - ix) Questions
    - (1) Senator Traver – Some graduate students have undergraduate students that aren't funded by work-study and their hours have been cut to zero but they are still employed so can't get unemployment.
      - (a) Financial Aid is working on this concern for work-study students and other similar groups with reduced hours; they should have new info very soon. Non-work-study students will possibly be impacted by new federal legislation. HR hasn't provided guidance on how to apply for unemployment, but the issue is coming up so they're working with the policy group to figure it out.
    - (2) Senator Keto – Thanks to Human Resources for our response to the Families First Coronavirus Response Act. A constituent has a concern about uneven implementation across different supervisors regarding leave types and the 80 hours of leave time the Board of Trustees implemented. Is there any consideration for elevating the leave approval to a higher level to circumvent difficult supervisors, such as Human Resources? The supervisor would remain in the loop but would not be responsible for approving.
      - (a) That concern has been conveyed to Administration and the COVID19 team. WyoCloud has over 1,000 supervisors, so the practicality for overriding them is not great. HR has made some adjustments – reference guides are being sent to supervisors and impacted employees regarding emergency leave with pay. Encourage everyone on campus to use [covid19@uwyo.edu](mailto:covid19@uwyo.edu) for questions, concerns, and fears about this or other issues not being implemented in the spirit it was intended. This email address is checked and dealt with daily. They've been able to clarify the issue to the supervisor or can convene higher Administrators to get answers or modifying the FAQ as needed.

C) Academic Affairs – Vice Provost Tami Benham-Deal

- i) If you have questions, please post them on the Zoom chat, as she can stay a little later if necessary.
- ii) Use the [covid19@uwyo.edu](mailto:covid19@uwyo.edu) email
  - (1) Academic Affairs also goes through questions daily
  - (2) Sometimes answers evolve and FAQs are updated accordingly
  - (3) Regarding undergraduates employed by graduate students (non-benefitted hourly employee), UW announced today they will pay their roughly 2200 student employees through the end of the semester, at a cost of about \$1.5 million.
    - (a) Launched a match with Pokes Make the Difference through the UW foundation to create emergency fund for students (\$500,000)
  - (4) Expect to see supervisors working with their reports to be flexible in how work is done. UW recommended ALL employees work remotely as possible and Administration is working with supervisors to see what that looks like. Supervisors are establishing plans to allow those that can't do their job from home to have other tasks.
    - (a) At this point, UW is not paying employees to not work – work remotely if you can.
    - (b) Opportunity for staff to engage in professional development
      - (i) Trainings may advance your current position, and are also opportunities to take advantage of LinkedIn Trainings
      - (ii) Suggest Staff Senate invite Jesse Begin from Human Resources to provide a brief overview of online training opportunities.
- iii) Academic Affairs -
  - (1) About 1000 primary instructors are teaching courses this spring
    - (a) Only 35% had previously taught online
    - (b) Ellbogen Center for Teaching and Learning has made several resources available and have had several webinars and one-on-one meetings with faculty
    - (c) She has heard that the faculty are doing very well with this transition
  - (2) Students
    - (a) 1200 students responded to technology needs survey
      - (i) AA has reached out to any student that indicated they had any challenge and are staying abreast of ongoing needs
    - (b) Enrollment management team is addressing currently enrolled students and recruiting a new group of freshman/transfer students
      - (i) Cowboy Joe bot rolled out last Tuesday
        1. AI works to answer questions and has answered 9500 questions so far
      - (ii) Online orientations in process
  - (3) Regarding decisions about online delivery and S/U grading, decisions were made fast, some in just over a day or over weekends. The team is aware of the importance of Senates being part of the discussions and thanks to Faculty Senate for the support resolution. It is a priority to include both leadership and bodies of Senates going forward. Part of the COVID19 report on Monday will include summer school issues. Please send feedback.
  - (4) Thanks to Staff Senate and your support for your constituents through this
  - (5) Questions
    - (a) Senator Vigil – Are there specific support services for students on Wind River Reservation for tech services?
      - (i) Some survey respondents were from the reservation and she believes IT specifically reached out to all students. Associate Vice Provost Alexander and others have also reached out to students. If you know of students that have needs that haven't been met, use the COVID19 email to make that report.

- (b) Through Senator Wheeler - Some custodial staff worked for a couple of weeks and were then sent home. Will they still be paid?
  - (i) Vice President Mai – No pay is being affected.
- (c) Senator Taylor – Has freshman orientation in June been canceled?
  - (i) She will check with Kyle Moore (Associate Vice Provost of Enrollment Management), but they are working on plans for online orientation. She's not sure if a final decision has been made but will find out and let us know.
- (d) Senator Vick – We had a leadership meeting in College of Business and a concern came up about things they usually do regularly that can't be done right now. Does the University have a way to put together a list of things that could be done from home, for other staff that have down time to help with, especially in areas that are busier?
  - (i) They've discussed it but have more pressing things to handle. She will relay that comment to Kyle. They have been holding weekly Zoom meetings with department heads and associate deans and she can take that concern to them this Friday. In Academic Affairs, they can work with deans and department heads to gather info, as some people have a higher workload remotely than on campus.

### III) Guests and Special Programs

#### A) Shared Governance Taskforce

- i) Caroline McCracken-Flesher, Warrie Means
- ii) Dr. McCracken-Flesher
  - (1) Thanks to everyone for helping.
  - (2) The Taskforce is working on a white paper on shared governance going forward.
  - (3) Senator Keto will split Senators into discussion groups.

### IV) Open forum

Meeting concluded at 3:15PM.

Respectfully submitted,

Jennifer McKenna  
Staff Senate Secretary