

## UW Staff Senate Full Meeting

### Agenda

September 2, 2020 1:15 p.m.

Zoom

---



- I) Approve August minutes
  - A) Minutes approved as circulated.
- II) Reports
  - A) Liaison, committee, and officer reports electronically circulated
    - i) Please check in with your committees
  - B) ASUW – President Talamantes
    - i) Confirmed 6 Executives (part time student employees)
    - ii) Started bi-weekly town halls – COVID policies, etc.
    - iii) Upcoming legislation recommending faculty add a “Lawrence Promise” to syllabi
      - (1) Promise to listen and believe students reporting harassment or other concerns
    - iv) Questions
      - (1) Senator Moen – What are you asking of faculty exactly?
        - (a) President Wheeler will follow up by email.
- III) Administration reports
  - A) President Ed Seidel
    - i) Questions
      - (1) Senator Moen – Is there talk about cutting benefits?
        - (a) He has not heard that so far.
        - (b) General budget plan:
          - (i) We need to cut our biennial budget by \$42 million. We will lower our draw rate from the block grant by 10% to reduce our spending rate. He has created a Budget Reduction Committee with members from across campus, including President Wheeler, and he expects a preliminary report from them by mid-October, leaving time for input.
          - (c) Four priority areas for fulfilling our land grant mission: UW should be more digital, more entrepreneurial, more interdisciplinary, and more broadly inclusive. If there are areas that doesn’t target these directions, they are more “available” for cuts. He would also like to look at new investment or programs areas and for new revenue sources.
        - (2) Senator Taylor – Do you have an idea when a plan for budget cuts will be available?
          - (a) Answered in previous question.
        - (3) Senator Traver – Is the reduction focusing on specific programs or areas or is the hope to cut a bit from “everyone?”
          - (a) We will probably cut a bit from everyone, but it won’t be a strict 10% across the board, instead being more purposeful, thoughtful, and creative. For example, we offered to give up some one-time funds to put towards budget cuts – it’s a hit now, but it’s not sustained. Another idea is to look at if we need as large of a fleet of cars as we have. They want to preserve people as much as possible.
        - (4) Senator Taylor - Is it likely that there will be furloughs or salary cuts - do you know if those are being considered?

- (a) They were asked to consider furloughs but are resistant to that. If they need to do this, they would be targeted to the upper end of the income bracket.
- (5) Senator Casey - What is the timeline for the Budget Committee?
  - (a) A preliminary set of recommendations should be done in about 5 weeks, and a final proposal sent to the Board of Trustees by the November meeting.
- (6) Senator Vick - Can areas offset some of the cut by looking at revenue generation?
  - (a) Yes, but we must cut a certain amount from the state block grant. Revenue generation, especially from outside the state, could soften that by filling in gaps.
- (7) Senator Taylor – There has been a lot of talk about a pause and about the quarantining of students lately.
  - (a) We are ahead of several other universities in this area due to our rigorous testing (students twice a week and faculty/staff once per week during surveillance testing period) and quarantine protocols. A pause serves to allow time to determine the best way to contain cases and move forward.
- (8) Senator Casey - Is there a point at which the University will decide not to bring students back in Phases 2 and 3? X number of cases/quarantines or anything like that?
- (9) President Wheeler through chat - What would have to happen during a pause to necessitate staying online versus returning to campus? Can you describe who would still be on campus during a pause and who determines that?
  - (a) President Wheeler - [https://www.uwyo.edu/uw/news/\\_files/documents/2020/08/uw-covid-contingency-plan-decision-matrix\\_08.12.20.pdf](https://www.uwyo.edu/uw/news/_files/documents/2020/08/uw-covid-contingency-plan-decision-matrix_08.12.20.pdf)
  - (b) There aren't specific criteria for not progressing to next phases, but it depends on circumstances and cases in the next weeks. There are essential personnel that would be on campus, but he will find out more and let us know.
- (10) Senator Norris - Would the pause affect the custodial staff? (reworded by President Wheeler – Who determines what staff come back during a pause?)
  - (a) He is not sure, but that information should be out there.
- (11) Senator Keto - President Seidel, if you haven't reviewed the results of the Great Colleges to Work For survey, I would encourage you to do so. Morale is likely still at the same levels and I hope this is considered in the context of budget cuts.
  - (a) He has seen it and is planning to meet with the group that administered it.
- (12) President Wheeler through chat – The faculty listserv is addressing the way students were taken into quarantine. Has anyone addressed that these students were not behaving in a way that is responsible and how those actions affect everyone else.
  - (a) He doesn't subscribe to the faculty listserv, so he's not following that in depth, but is very aware of the concerns around students going into quarantine. They're trying to improve, and he's open to suggestions and input from the campus community. He is planning to meet with downtown business owners to talk about how to keep things under control.
- B) Division of Administration – Deputy Vice President Bill Mai
  - i) Questions
    - (1) Arron Sullivant – Will UW do a tax deferment?
      - (a) He doesn't know, but he personally doesn't see a benefit for UW in doing so.
    - (2) Senator Taylor - What will the testing look like after September 28? Will you have to do it if you are working remotely?
      - (a) It changes often, but he believes that if you're completely remote you won't have to test.
    - (3) Senator Stratton - Is he able to touch on required staff during pause?

- (a) The plan isn't completely developed yet. The best he can say is a significant pause would look like campus in June – anyone that can work remotely should, and essential staff would need to be on campus.
- (4) Senator Vick - Is there a pause to the dorms/parking/etc. considering the budget changes?
  - (a) As of now, no.
- (5) Senator Czech - Wyo Hall update?
  - (a) The project is still progressing, and Wyo Hall will probably come down in the next month or two. The time capsule has been removed.
- (6) Senator Sullivan – Is Lewis Street going to be fully shut down?
  - (a) It cannot be right now due to private residences. The overall goal is to completely renovate Lewis Street into a pedestrian and park-like area with access for emergency and some delivery vehicles, but it will be done in stages over the next few years. The satellite energy plant is progressing and should be done by September 2021. Once the housing section on the northeast corner of campus, Lewis Street plans can be finalized.
- (7) Senator Stratton - How much parking will be lost with this new green space?
  - (a) Areas between 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> Streets contain a lot of buses and fleet vehicles that will be moved to south 15<sup>th</sup> Street soon; those vacated spaces will open and change to A parking for now. Eventually that parking will be removed as new residence halls are built.
- (8) Senator Sullivan - Will we maintain a bus line on Lewis?
  - (a) Transit will mostly go along Bradley rather than Lewis. There will also be service on 9<sup>th</sup> and 15<sup>th</sup>.
- (9) Senator Norris - Where are the quarantine students going and is there medical staff available?
  - (a) There is medical staff available through Student Health and contracts with Urgent Care and Iverson Hospital. There are quarantine rooms in Crane Hall, Honors House, UW Apartments (15 spaces), and the old Armory (35 spaces). Student Affairs is working with local real estate owners to find more.
- (10) President Wheeler through chat – As the infrastructure projects are continuing but we are cutting budgets, how is UW balancing the budgets? Will the Lewis Street park-like spaces be delayed due to funding?
  - (a) That is to be determined. The Trustees feel that the entire housing project and associated pieces will be funding through bond issues.
- (11) Senator Traver - Does that mean that vehicles will be able to access the back of AG, old Eng, Geology, etc.? A lot of folks need access to lab and field equipment at the back of those buildings. What is going to happen to all the old dorm area--Hill, Crane, White, etc.?
  - (a) The plan is being developed now. Larger deliveries will be accommodated, while passenger vehicles will probably not be allowed. There will be public comment accepted throughout the process – at Board of Trustees meetings or at future open sessions.
  - (b) Those targeted buildings will become open space according to the campus plan, but it is years out (at least 5 years for phase 1 and 2). Phase 2 is largely undefined right now.
- C) Human Resources - Associate Vice President Tom Koczara
  - i) Expanded offerings on new Employee Resources page
    - (1) COVID policy exemption form
    - (2) Online anonymous reporting tool for concerning behavior on campus (especially regarding COVID policies)
    - (3) Information on how to submit emergency FMLA requests
    - (4) Remote work guidelines
    - (5) EAP and wellness programs
    - (6) Campus and county resources

- (7) Mental health resources
- ii) Training
  - (1) Launched employee pre-return training
  - (2) Supervisor training on their roles and responsibilities via Zoom or learning plan in Employee LearnCenter - COVID Learning Plan for Leaders
- iii) Recruiting
  - (a) We are actively recruiting over 100 mostly part-time positions related to the Return to Campus plan
- iv) Questions
  - (1) Senator Taylor - This may be more for the VP of Student Affairs, but I run a tutoring center - how do I handle/verify students who have masks exceptions? Do we just take their word for it and still provide services or are we allowed to say we don't provide services to those without masks? What is the best way to handle that?
    - (a) On the employee side, once a form has been submitted and the case manager resolves the request, a letter is sent to their manager/supervisor. He's not sure how it works on the student side.
    - (b) President Wheeler will follow up with Student Affairs.
      - (i) The student should be able to produce an email that explains their exemption.
  - (2) Senator Stratton - With the new legislation will there be any changes in our taxes and if so, will there be any way to opt out?
    - (a) He needs to take this to President Seidel and his cabinet. There is a payback provision on the order, so you must pay the taxes (social security) back next year.
  - (3) Senator Vick - Have we streamlined the hiring process for these "urgent" positions?
    - (a) Yes. We are streamlining approvals, eliminating or delaying background checks, and doing same-day hires for some positions.
  - (4) Senator Vick - Where are we on the hiring of the student custodians? We have a huge classroom building and I have only met one student custodian.
    - (a) He believes they've filled 19 of 60 open positions and have engaged other agencies to help.
  - (5) Senator Norris - In addition to the student custodians what hours will they work?
    - (a) That varies by the hiring manager.
  - (6) Heather Earl - Does Administration intend to reach out to campus to see the feelings of the employees regarding the payroll "vacation" for the remainder of 2020? Or will the decision be made without input?
    - (a) They haven't gotten that far but he is interested in employee input.
- v) Academic Affairs – Interim Associate Vice Provost for Global Engagement Isadora Helfgott
  - (1) Global Engagement
    - (a) Concerned with international students coming here, our students participating in study abroad programs, and supporting research and other collaborations
      - (i) Currently have 512 international students and 4 UW students studying abroad
    - (b) Consolidated programs from across campus
    - (c) Office moving to Alumni House
  - (2) Hoping to offer some J-term and summer study abroad classes depending on international travel and quarantine programs
  - (3) Education Abroad office is offering a virtual study abroad fair on September 14<sup>th</sup> – 17<sup>th</sup>

#### IV) Special Business

- A) Confirmation of new senators

- i) President Wheeler cedes the floor to Senator Vigil.
  - (1) Motion to approve new senators
    - (a) Katie Buell, Student Affairs, Seat #33
    - (b) Amanda Kuster, Student Affairs, Seat #35
  - (2) Seconded by Senator Stratton
  - (3) Confirmed!
- V) Officer Updates
  - A) President
    - i) New committee chairs
      - (1) Credentials and Elections – Senator Vigil
      - (2) Staff Recognition – Senator Vick, would like a co-chair
    - ii) Senate vacancies
      - (1) Send suggestions to Senator Vigil
    - iii) Return to standard agenda starting with the October meeting
    - iv) Retreat update
      - (1) Executive Committee decided to forgo a retreat this year as we could not fit in a “real” retreat this year.
    - v) Senator Buell is happy to answer questions about campus quarantine.
    - vi) Questions
      - (1) Senator Norris - Can the custodial staff have a mask exemption?
        - (a) Anyone can fill out the exemption request form on the HR website.
  - B) Vice President
    - i) Food Insecurity Taskforce
      - (1) Talk about changing staff-related part of the taskforce to being run by Staff Senate
- VI) Open forum

Meeting concluded at 2:38 PM.

Respectfully submitted,

Jennifer McKenna  
Staff Senate Secretary