

UW Staff Senate Full Meeting

Agenda

June 3, 2020 1:15 p.m.

Zoom



- I) Roll call via Zoom participant list
- II) May minutes
 - A) Approved as submitted.
- III) Special Business
 - A) Liaison, committee, and officer reports electronically circulated.
- IV) Administration reports
 - A) Division of Administration - Associate Vice President for University Operations John Davis
 - i) Operations updates
 - (1) Getting Crane Hall ready to house students by August 12th
 - (2) Preparing Jenkins House ready for new president
 - (3) Rooms are ready at Armory for potential quarantine housing
 - (4) Golf course and tennis courts are open with restrictions
 - (5) Working on drainage improvements at Old Main
 - (a) HVAC upgrade in Presidential suite
 - B) Human Resources – Associate Vice President for Human Resources Tom Kaczara
 - i) HR team trained on continuous improvement methods
 - (1) New employees get a one-time payment for moving expenses instead of submission of numerous receipts
 - (2) New employees now use EGI portal for benefit enrollment
 - (3) Revamped new employee orientation program based on feedback
 - (a) Provide information over several shorter sessions instead of one half/whole day
 - (4) Internal dashboard developed to identify payroll errors before running payroll
 - (5) Updated hiring toolkit online
 - ii) Relunched decentralized HR team
 - iii) Expanded LinkedIn Learning availability to all staff and students
 - iv) Coming soon -
 - (1) New costing module in HCM/Oracle launching in collaboration with IT
 - (a) Pilot roll out next week
 - (2) In final negotiations with an external consulting firm to help HR replace TALEO Recruiting and TALEO Learn with Oracle Fusion equivalents
 - (a) Launch later this summer
 - C) Academic Affairs – Vice Provost Tami Benham-Deal
 - i) Dean searches
 - (1) Haub School dean search is coming to a close
 - (2) College of Arts and Sciences dean search completed virtual part of interviews and are waiting for on campus portion to be approved
 - D) Special Guests and Programs
 - i) Return to Campus Plan – Emergency Executive Policy Group/Acting Vice President for Student Affairs Kim Chestnut and Vice Provost Tami Benham-Deal

- (1) EEPG worked with all in-house constituents as well representatives from Wyoming
 - (a) Hired Alvares & Marsal Industry Group
 - (i) International firm specializing in helping higher ed institutions deal with crisis management
 - (b) Also consulting infectious disease medical experts
- (2) Primary goal of the plan is risk reduction
- (3) Want feedback before the next team meeting on June 8th
 - (a) Almost 300 survey responses so far
- (4) This is a first draft
 - (a) Many sections have more information that will be shared as the process moves forward
- (5) Plan overview
 - (a) Pre-return
 - (i) Those who haven't been on campus need to isolate for 14 days before returning
 1. Those returning from out-of-state or -country need to be testing
 - (ii) COVID Pass app for daily self-assessment
 - (iii) Personal responsibility throughout plan
 - (iv) Testing and quarantining of symptomatic people and those who test positive
 1. If living on campus, RLDS will provide housing; if not, use their own residence
 2. Contact tracing of positives
 3. No positive cases on campus yet
 - (v) All campus personnel will have required online COVID19 training
 - (b) Academics
 - (i) Course calendar and scheduling
 1. Take away fall and Thanksgiving breaks
 2. Courses and finals move online after Thanksgiving
 - a. Students do not return to campus
 - b. Results in the same number of instructional days as previous semesters
 3. Similar for Spring semester
 - (ii) Department and faculty needs and support
 1. High Flex model – in person and remote instruction
 - a. If faculty or students become ill, courses can continue without interruption
 - (c) Athletics
 - (i) Have their own plan
 - (ii) Have a higher capacity for management and supervision of students and personnel than campus as a whole
 - (d) Student Life and Housing
 - (i) Extend timeframe of move in and add other safety procedures
 - (ii) Discourage and limit non-campus visitors
 - (iii) Discourage weekend travel
 - (e) Environmental Health and Safety
 - (i) Cleaning
 1. Must follow CDC and OSHA guidelines and recommendations
 - a. No water fountains (only bottle refill stations)
 - b. Safety materials available across campus (masks, hand sanitizing stations)

- (ii) Communal spaces
 1. Limit number of people in inside and outside spaces
- (iii) Modifying spaces
 1. Removing spaces for hanging out and socializing
 2. Fewer seating areas
 3. Plexiglass separators
 4. Higher cubicle separators
 5. Restrict visitors in communal spaces
- (iv) Retail services
 1. No-contact payments
 2. Grab and go food options
- (v) Dining services
 1. Reduce contact
 2. Restrict visitors
- (f) Employee Safety and Success
 - (i) Work remotely as much as possible
 - (ii) Guidelines coming for managers on keeping campus functional while reducing risk
 - (iii) New staff without sick leave
 1. May have sick leave bank available
 - (iv) Support services
 1. Behavioral health services
- (g) Pre-return plan
 - (i) Create policies that care for our community while adhering to necessary criteria
 - (ii) Provide education around new processes for Fall semester
 - (iii) Provide masks, sanitizers, thermometers
 - (iv) Signage around campus
- (h) Modified Operations
 - (i) Decision tree in the case of increased cases
- (i) Communications
 - (i) Keeping campus community well informed
- (j) Project Management Office
 - (i) Can't keep having staff do double duty (regular jobs and COVID19 issues)
- (6) Discussion/Questions
 - (a) Vice President Stratton – The plan shows a path for faculty and upper level staff, but what about front line workers? It doesn't cover protections beyond current masks and gloves for custodial staff. Some staff are being written up for taking off their masks during their shifts due to overheating and CO₂ issues. There had been little information about limiting exposure for front line staff working. Regarding testing, he heard about weekly testing (which he would like to see) but did not see that in the current draft.
 - (i) Vice President Chestnut – They are also looking at more broadly using face shields or guards, as they increase visibility and decrease breathing concerns while being as safe as masks. Other protections for front line workers include more hand sanitizer stations, increased use of plexiglass guards, and modifying workstations and workspaces. There have been talks about how to modify operations for custodial staff – break areas, check in/out areas, decreasing traffic and density of people.

- (ii) Vice Provost Benham-Deal – Stage 6 focuses on employee safety and success, and states that each Vice President will work with HR to create adaptable and flexible staffing plans. Regarding testing, a lot of ideas were discussed; this plan opts for baseline testing, then testing of symptomatic individuals, but everything can change. Testing will be paid for by UW, and numerous testing methods are being explored.
- (b) Vice President Stratton – Will baseline testing be offered to custodial staff that have been on campus?
 - (i) Vice Provost Benham-Deal – The plan is to have a baseline for everyone. We will be following state testing guidelines.
 - (ii) Vice President Chestnut – She anticipates that ALL employees and students will be baseline tested. John Davis in Operations will be coming up with an action plan.
 - (iii) Associate Vice President Davis – We'll be looking at each building to figure out traffic patterns, access, and such.
- (c) Senator Taylor – Thank you for all the work on this plan. Will there be somewhere for people to agree to the plan and personal responsibility requirements once they taken the online training? She manages the Center for Statistics and Mathematics in Ross Hall; how do small sections like hers handle social distancing? Will it be left up to departments?
 - (i) Vice President Chestnut – The training will be required, and they could add an acknowledgement, but we will have a COVID policy that requires compliance with the plan (excepting those with medical or religious exemptions). The monitoring of that will be managed by the Code of Conduct for students and by Human Resources for staff. Regarding smaller departments or centers and social distancing, we'll have to be adaptive in limiting risk as much as possible.
 - (ii) Vice Provost Benham-Deal – Those working in each section or department know best what will work, so a lot will be left up to individual supervisors. The online training hasn't been created, but other trainings have agreement sections, so this one will likely have one as well. There is a difference between "required" and "suggested."
- (d) Senator Maki – Facilities is working very hard to identify what social distancing looks like in various buildings as well as classroom spacing concerns. They will be getting through all of campus.
- (e) Senator Moen – How will quarantines be monitored for returning staff? Will current staff returning be tested and if in quarantine how will that happen? How effective if an employee lives with family not quarantining?
 - (i) Vice Provost Benham-Deal – Check out the plan glossary for differences between quarantine (if positive test, restriction to movement) and self-isolation (limit interactions with public). When someone tests positive, Public Health coordinates quarantine.
 - (ii) Vice President Chestnut – Quarantine orders are legally binding, so there are potential repercussions. Quarantine decisions are up to the state, not UW. For students that live on campus, the armory will be used for quarantine if necessary. UW will set up food delivery and such.
- (f) Senator Earl – By having UW employee insurance pay for testing, that will be directly reflected in payouts from the fund. If UW is going to require testing, UW should pay for the testing. Otherwise it's just a pass off to those who are covered by UW Health Insurance.
 - (i) Vice Provost Benham-Deal – UW will pay for mandatory testing. They are also exploring what coverage insurance would provide as a separate issue.

- (g) Senator Casey – Thank you for all your work on this plan. What efforts are we going to take to ramp up mental health care for students? What’s the timeline for getting course delivery updated? Freshmen are being advised now. What kind of coordination is there between the team for this plan and those working on Laramie’s reopening plan?
- (i) Vice President Chestnut – As for student mental health support, telehealth options have been available all spring and summer and will continue into the fall. There will be two new clinicians joining UW. Welfare coordinators have been working with Academic Affairs and with faculty to better identify early warning signs. There are other resources that need to be better communicated (wellness program through Half Acre, Multicultural Affairs support groups).
- (ii) Vice Provost Benham-Deal – Department heads have until the end of next week to finalize their schedules and to identify courses originally scheduled as face to face that will be delivered fully online. Other courses that have a necessary face to face component may do lectures online and labs in person. They can then look at what changes need to be made to allow face to face components. As for mental health care for students, we need to maximize usage of the Employee Assistance Program. They have a committee charged with interacting and communicating with various constituents including those from the city, county, state, as well as with the Albany County School District superintendent.
- (h) Senator Norris – Regarding front line workers/custodial staff, is there going to be testing weekly, daily, monthly, etc. and who will be doing the testing?
- (i) Vice President Chestnut – That is to be determined because medical recommendations are still being vetted. A baseline is a good place to start; you can then do surveillance/random testing, testing symptomatic people, or systematic/scheduled testing of a certain population. They will let people know once they know. They will consider if people want to be tested outside of the schedule. The minimum is those with symptoms being tested.
- (ii) Vice Provost Benham-Deal – Custodial staff will be more at risk; what do you think about that?
- (i) Senator Norris – In her work zone, some staff have health issues (allergies, sinus infections, etc.) - do those make you “symptomatic”? If someone has a sinus infection or a low-grade fever or are coughing and sneezing, will those people be told to go home even if it’s not COVID? Some people have been questioning about if they have to use sick time if they have a fever or other symptoms and are told to go home? They spend time sanitizing surfaces and as soon as someone comes in that is gone. Are they expected to go behind people and clean all day? That doesn’t make any sense.
- (i) Vice Provost Benham-Deal – There are still some protocols to be worked out. Regardless of if it’s COVID or not, we don’t want people coming to work if they’re sick. The bottom line is how to keep everyone safe.
- (ii) Vice President Chestnut – Those are critical questions. Some early considerations concern which test to use (saliva vs nasal cavity), as some are quicker. We aren’t necessarily going to daily testing, but there are tests in the works that might make that possible.
- (iii) Associate Vice President Davis – Operations submitted a plan that included extra part-time custodial staff to clean in between classes, but you cannot follow every person around. They are encouraging more handwashing.
- (j) Senator Edgar – Thanks for all the work. She’s concerned about cutting the academic calendar and moving students off campus after Thanksgiving. They’re paying fees for

programs and events they will not be able to access. Will there be cuts to those fees or will students be paying for things they cannot use?

(i) Vice President Chestnut – Fees from Residence Life and Dining Services will accommodate for the shortened schedule. Most other services funded through fees are working on ways to still provide those services. Student Health Services are still open. Half Acre and the pool are the only things that are not allowing access at this point, though they do have online offerings. Student fees will be addressed in future versions of the plan.

(k) Senator Earl – Could you please expand on the intent of FMLA extended-leave policies?

(i) Associate Vice President Koczara – The Family First Coronavirus Act expanded FMLA to cover COVID19 issues. UW’s COVID FAQs page and Human Resources policies were updated accordingly to maintain compliance with that plan.

(l) Senator Keto – The plan has a couple of references to trying to make accommodations and be flexible for child care and K-12 schedules/openings, as well as potentially offering more child care on campus through the ECEC or otherwise. There wasn’t really a mention of more to come regarding those topics, and he is curious what that might look like. It makes sense that we align with federal policies, but having 80 hours of sick time doesn’t work for staff that may have to manage children for a semester or year. As he understands it, all of this is contingent on funding from the legislature. What is the minimum dollar amount required as the plan is envisioned now? If we don’t get that, do we go all remote in the fall or will we scale down depending on funding? Will we be okay with higher risk? Is there a financial threshold that must be met to pull this off?

(i) Vice President Chestnut– The EEPG team met with education entities across the state (K-12, community colleges) to ensure that everyone is as close to alignment as possible. UW has been more detailed and thorough than other groups so far. The general consensus is to move to onsite education. If K-12 do not return to in person education, UW recognizes the need to consider how to ensure their people can still work here. Managers will need to be creative and resources for child care will need to be increased. In terms of the funding question, if we don’t get the funds, we can’t make this plan happen. We haven’t discussed scaling the plan; rather it’s more all in for a risk reduced model, or we continue to function with primarily remote offerings. As for meeting an illness or transmission threshold or number of cases, they are looking to health experts to decide that, not finances.

(ii) Vice Provost Benham-Deal – The funding for support this coming fall and spring is not from the block grant; it would come from the CARES funding for this purpose. We don’t know how much will come to UW. Any scaling questions will be discussed once we find out what the amount will be.

(m) Senator McKenna - There are sections in the plan regarding hiring new staff to support increased needs from faculty regarding teaching, as well as hiring new custodial staff. Where will the money for that come from, with the state facing severe budget cuts? Will current staff face cuts or furloughs while new staff are hired?

(i) Vice Provost Benham-Deal – The money the state receives is specifically for dealing with the COVID impact across the state, not just for UW. We will know more about any budget reductions that may occur later this summer. She has not been a part of or heard any discussions around staff cuts or furloughs.

E) ASUW – Vice President Courtney Titus

i) Also going through Return to Campus plan

ii) Working with President Talamantes on recommendations for student success priorities

V) Officer Updates

A) President

i) Mid-year health insurance premium increases

- (1) He received some information from outside UW - There used to be a general fund for use when those on the plan had a large claim. As premiums did not increase (to align with raises not being given), that fund was depleted and is now unavailable. This adjustment would have come as several smaller increases over time instead of all at once.

B) Vice President

i) Summer fundraiser and morale boosters

- (1) Would like to set up an ad hoc committee to work on these issues
- (2) Email him if interested

VI) Open forum

Meeting concluded at 3:06PM

Respectfully submitted,

Jennifer McKenna

Staff Senate Secretary