

Staff Council Minutes

May 12, 2020

Members present: Matt Busey, Erik Carlson, Collin Case, Cindy Cummings, Marie Hall, Carrie Haverty, Matthew Hutchinson, Jan Martin, Debi Meier, Beth Mathews, Nancy Province, Christa Smith, Kassy Swain

Members not present: Anthony Escalante, Kathy Iwig, Tiffany Swinney

Guests: Chris Kuwitzky, Vice President of Administration and Treasurer, Eric Grospitch, Vice President of Student Life, Patty Robert, Senior Administrative Assistant, Family and Human Services

- I. The meeting was called to order by Chairperson Matt Busey at 3:02 p.m.
- II. Roll call
 - a. Attendance was taken by Zoom chat.
- III. Approval of the Minutes
 - a. The April 14, 2020 minutes were presented for approval. Approval of the minutes was moved by Kassy Swain and seconded by Erik Carlson. Motion carried unanimously.
- IV. Committee Reports
 - a. Chair Report – Matt has not met with Dr. Farley this month due to the COVID-19 pandemic. Matt has been in close contact with Executive staff, and has been updating Staff Council with anything developing. Everyone has done a good job adapting to the current circumstances.
 - b. WU Board of Regents Meeting Update – The next WU BOR meeting is Tuesday, May 26, 2020; the Audit Committee will meet at 9am.
 - c. All Faculty/Staff Email and Posting Committee – Nothing to report.
 - d. Benefits Committee – This committee has not met since the previous meeting in March. The committee is still working on the details associated with modifying holiday break and offering a long-term care benefit option.
 - e. Food Advisory Committee – Janel Rutherford, the Director of Business and Auxiliary Services for the Memorial Union, sent Debi Meier an email to report that Chartwells will have the Corner Store open 11am-2pm Monday through Friday. Chartwells has a path to open plan. If there is any questions from staff regarding this plan to open, they are encouraged to reach out to Janel.
 - f. Parking Ticket Committee – Nothing to report.
 - g. Safety Committee – Beth Mathews reported there was an April 28, 2020 meeting of the Safety Committee. The committee reviewed COVID-19 procedures from Heather Dunlap, Director of Safety Planning and Emergency Management, and the Washburn University Police, and discussed continuity of operations. Teresa Lee, Director of Human Resources, stated there was a new WUPRPM policy in place for communicable diseases. A Kansas Department of Health and the Environment (KDHE) hazmat review is currently being implemented. The next meeting is May 26, 2020.
- V. Old Business - Nothing to report.

VI. New Business

- a. Constituent concerns regarding changes due to COVID-19 – Matt asked for concerns from constituents. Carrie Haverty indicated that a constituent reached out to her asking for more timely updates and information. Dr. Eric Gropitch, Vice President of Student Life, indicated they are waiting to see what the Governor Kelly’s press release on Thursday will state. Shawnee County will most likely not release restrictions more stringent than the State of Kansas. It is not anticipated that there will be a sudden release of restrictions. There is a draft of a returning to campus process that Dr. Farley is reviewing and will share next week. Every unit will be developing their own plan to return to work. There will be overall guidance and each unit will be asked to make their own determinations and then report up through a VP or Director. There will not be time that we all return to campus at once, this will be a process that includes social distancing. It may be after Memorial Day that we will be back in the office. Chris Kuwitzky encourages those who are working remotely to continue to do so. Dr. Gropitch indicated this correspondence will come out via WU announcements for consistency. Supervisors will be able to communicate plans individually.
- b. Input for Campus Health and Safety Committee (Subcommittee of Campus Reopening Steering Committee) – Matt and Christa Smith developed a survey for use for collecting information from staff. However, Dr. Gropitch indicated that no other group was being surveyed and there is some anxiety around surveying this group and no other group due shared governance. Dr. Gropitch encouraged Staff Council members to talk to constituents and bring it back to the Campus Health and Safety Committee. Matt has shared the list of questions, and the concerns being raised. Matt will send an email to all staff and ask for feedback.

Dr. Gropitch indicated that Washburn is ordering cotton masks that are due to arrive in August. Faculty, students, and staff will be encouraged to wear masks throughout the summer and fall. Personal protective equipment (PPE) has been incredibly hard to come by, and staff are encouraged to work from home and use our own PPE.

Dr. Gropitch stated air circulation currently is not as a concern, hard surface cleaning is the focus, as air flow units is not how COVID-19 spreads. The primary concern is how to convince people to stay home if they’re feeling sick, and the need to change that mentality with students, faculty and staff. Cindy Cummings shared a concern about air quality, and virus shedding during early stages when someone may be asymptomatic. Dr. Gropitch indicated that each space is different and has its own challenges. Concerns were also shared about plexiglass dividers and how that will be integrated into cubicles. Chris Kuwitzky described that it will depend on each department. They don’t know what August would look like, and they are making the best decisions as this goes on. Kassy Swain thanked Facilities Services for the sanitizer stations that were already installed in campus locations prior to stay at home orders. Chris Kuwitzky reminded us that these types of supplies will be provided through work orders, and not to rush out and buy things. Wear your own PPE if you are compelled to do so.

VII. Information Items

- a. Cleanup of issues page on Staff Council website – Christa Smith cleaned up the issues page of the Staff Council website.
- b. Next Meeting: June 9, 2020 – Zoom Video Conference - 3:00 - 4:00 pm

VIII. Meeting Adjourned

- a. It was moved by Kassy Swain and seconded by Nancy Province to adjourn the meeting at 3:33 p.m. Motion carried unanimously.

Minutes submitted by Staff Council Secretary Christa Smith.