

University of Washington
Faculty Council on University Facilities and Services
May 14, 2020
10:00 a.m. - 11:30 a.m.
Zoom

Meeting Synopsis:

1. Call to order
 2. Review of the minutes from April 23, 2020
 3. Chair's Remarks
 4. UW Transportation Services Annual Report - Anne Eskridge
 5. UW Finance Transformation, Part 2 - Jason Kalivas
 6. Good of the order
 7. Adjourn
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1. Call to order

The meeting was called to order at 10:00 A.M.

2. Review of the minutes from April 23, 2020

The minutes were approved as written.

3. Chair's Remarks

The Chair noted the next meeting will include Nate and Lacey providing an update on campus instructional spaces. There is planning for a careful re-opening of Fall following social distancing and limits on large lectures, likely to be mostly remote. Several conditions will be considered when deciding how to open UW campuses.

4. UW Transportation Services Annual Report – Anne Eskridge

The Chair introduced Anne Eskridge to give an update on the UW Transportation Services report (Exhibit 1).

Eskridge discussed commute options and planning (Exhibit 1, Slides 16-18). A council member noted that the UPASS is currently full price and should include a discount as usage is down- they asked if having a discount for pass holders would encourage them to keep paying for services. Eskridge noted there is no permission to provide a discount at this time.

Eskridge noted that UW Shuttles (Exhibit 1, Slide 22) are still offering limited service during COVID-19. A member asked about the requirement of masks to protect Shuttle service drivers. Eskridge noted that current policy for riders and drivers is to wear masks in response to a member's question. Riders can be denied if they do not wear masks or attest to feeling ill. Eskridge noted that there are N95 masks for

sanitation of the shuttle vehicles and medical masks for regular route driving. She reported that of the 100 COVID-positive cases on campus, 2 had been in Transportation Services. Maintenance workers are still minding the fleet and also the parking garages. She reported that individuals experiencing homelessness are using empty parking garages and stairwells for shelter. Some deferred maintenance construction projects will go on hold with the anticipated across the board budget cuts, but the waterproofing project in the S1 garage is deemed critical and will proceed in three phases.

Another member asked if UW Transportation were able to keep all employees and student hires. Eskridge noted that all full-time employees were kept at UW Transportation. Students are hired for campus events thus very few were able to continue working with all events canceled due to COVID-19.

There is anticipation of a slow move in summer toward certain operations as part of the Back to Work planning by the Provost's office.

The launch of the new software system and its associated new rates was delayed by campus closure. It is now expected to launch in the fall.

5. UW Finance Transformation, Part 2 – Jason Kalivas

The Chair introduced Jason Kalivas to give an update on the UW Finance Transformation report (Exhibit 2).

Kalivas previously presented to FCUFS in October 2019. The implementation of UW Finance Transformation's plan was approved on January 1, 2020 by the Board of Regents. Kalivas noted timelines have not been highly impacted by COVID-19, although participation by UW Medicine leadership has been delayed until Summer 2020 (Exhibit 2, Slides 3-4). They are currently working on process design workshops for purchasing, gifts, and grants. They still expecting to "go live" in July 2022.

Kalivas noted the Provost's Faculty Advisory Group is currently in formation—charges are being written and membership assembled through the Deans. UW Finance Transformation are looking toward faculty to provide feedback on redesigning the business progress (Exhibit 2, Slides 5-6). The goal of UW Finance Transformation has been to ease faculty work across departments and reduce administrative burdens. UW Bothell and UW Tacoma have confirmed they will have at least one faculty member on the Provost's Faculty Advisory group. Kalivas noted the expectation is the Provost will complete the charge letter before the end of May 2020. The first meeting will likely be July 2020.

A member asked for clarification on the automation of requisition requests (Exhibit 2, Slide 8). Kalivas stated that if faculty know they are making a request against a grant, they can assign themselves to a grant or set the grant as the default budget. This can be set when the grant is awarded and customized.

The Chair asked when the experience for individual faculty using the new system will be more fully modelled, as that would be the best time for the council to engage again. Kalivas will be able to provide that level of information in October/November 2020.

6. Good of the order

Council members were directed to email Chair Borys if they have any questions on Fall planning for the next meeting.

A council member asked if there is an opportunity to negotiate indirect costs with government grants in research. Cariello noted that all options are being considered and to expect adjustments.

7. Adjourn

The meeting adjourned at 11:24 A.M.

Minutes by Alexandra S Portillo, xanport@uw.edu, faculty council analyst

Present:

Faculty Code Section 21-61 A: Ann Marie Borys (chair), Ashley Emery, Bill Erdly, Andy Hoofnagle, Laura Little, Murray Maitland, Giovanni Migliaccio, Gundula Proksch

Faculty Code Section 21-61 B: Bruce Balick, John Carroll, Alena Wolotira

Faculty Code Section 21-61 C: Lou Cariello

Guests: Anne Eskridge, Jason Kalivas

Absent:

Exhibits

Exhibit 1- FCUFS - May 2020

Exhibit 2- 2020.05.14 FCUFS Meeting - Slides

Faculty Council University Facilities & Services

May 14, 2020

Transportation Services overview

March

- **Non-critical staff transitioned to remote work**
 - Sales & Administration
 - Parking Operations/Events/Arranged Parking
 - Commute Options & Planning
 - Executive Leadership
 - UWF Finance Staff/UWF Tech/UWF Communications
- **Critical Staff remained on site**
 - UW Shuttles
 - Fleet Services
 - TS Maintenance



Transportation Services overview

March

- ✓ **Assigned a TS representative in UW Emergency Operations Center (EOC)**
- ✓ **Daily TS Leadership COVID-19 meetings**
- ✓ **Inventoried personal protective equipment and sanitation supplies**
- ✓ **Suspended gatehouse and parking enforcement operations**
- ✓ **Limited shuttle operations**

Departmental COVID-19 Response

**TS Leadership notified of
two COVID-19 positive staff members 3/27 & 3/29**

Response:

- > Immediate sanitation of shared workspaces with direction from EH&S
- > CV+ staff interviewed; contact tracing utilized to assess risk to others and UW staff members
- > Verbal and email notification to all employees within working unit and all TS staff
- > Mandated quarantine for staff with potential COVID-19 worksite exposure
- > Hosted roundtable with experts from EH&S, UW HR, and UW Medicine for the UW Shuttles staff



Transportation Services overview

April

- > Implemented daily TS emergent reports from each business unit
- > Student's legislated a waiver of the Student U-Pass fee for Spring 2020
- > UW Executive Leadership opted to continue U-PASS payroll deduction for Faculty/Staff fee based U-PASS and Parking product payroll deductions
- > On going communications sent regarding Spring quarter parking and product policies/practices
- > Worked closely with EH&S to acquire masks, cleaning, sanitation supplies, and developed SOPs for workplace use

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Transportation Services overview

May

- > Developed extensive Return to Work Plans
 - Sales & Administration
 - Parking Operations
 - Commute Options and Planning
- > Continue Support and Direction for Critical Staff
 - > Transportation Maintenance
 - > Shuttle Operations
 - > Fleet Services
- > Parking Operations Returns
 - May 18 Medical Facilities - E12/Triangle/Surgery Pavilion/PBGarage
 - June 1 Seattle Campus – All except E18/E1 - free
- > Health Sciences Express &
South Lake Union Shuttle Resumption – May 18



Parking Operations

Permits

- > Fee's for SOV permits, carpools, and bike products remain in effect unless cancelled by permit holder

Permit	To Date	# of permits cancelled	% of permits cancelled
UPASS	8418	2542	30%
SOV	2049	356	17%
PPUP	7612	173	2%
CARPOOL	241	61	25%

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Parking Operations

Annual Renewal

- Website opened April 15
- Total of 16,000 emails sent for renewals
- As of 5/1/20
 - **Hangtag renewal 77.07%**
 - **PPUP – 77.62%**
 - **Bike – 78.11%**
 - **U-PASS – 71.72% response**
 - > **Total renewal response - 75.4%**

T2 Flex & FlexPort software update

- > Launch delayed – implementation concerns & COVID complications
- > "Go Live" September 2020 – Under Review

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Parking Operations

S1 Waterproofing & Electrical Repairs Revised Scope

Construction Contracts	\$656,954
Consulting Services	\$216,208
Electrical	652K
Project Mgmt.	\$69,611
Other	\$57,267
Total	\$1,000,039

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Parking Operations

S1 Phasing Plan



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Shuttles

Service Suspensions/Reductions

- > NightRide suspended 3/13/2020, tentative Return Fall Quarter
- > Dial-A-Ride (DAR) suspended 3/17/2020, no ETA established
- > South Lake Union (SLU) and Health Science Express (HSE) suspended 4/7/2020, Return to Service May 18, 2020
- > Seattle Cancer Care Alliance (SCCA) operating modified service

Challenges

- > Since March 1st, 70% critical staff absenteeism
- > March 2020 saw a 80 to 90% drop in ridership across shuttle services
- > The rate of return to transit ridership unknown with no vaccination/cure for COVID-19.

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Shuttles

- > **Opportunities**
 - 4 staff members teleworking; dispatch and service operations
- > **Procedural Changes**
 - Emphasis cleaning high touch areas of shuttle equipment twice/shift
 - Deep cleaning every evening - hydrogen peroxide spray
 - Plexiglas shields installed adjacent to SCCA Driver's position in all SCCA shuttles, HSE, and DAR services
 - Surgical Masks/Gloves required for shuttle operations
 - No more than 8 passengers per shuttle - social distancing
 - Enhanced protocol for Wheelchair passengers

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Fleet

Challenges

- > Since March 1st, 75% to 25% critical staff absenteeism rate due to fear of exposure/apparent symptoms/pre-existing conditions.
- > UCAR utilization for March 2020 - 25% of normal operations.
- > 60% of UCAR summer rentals cancelled, during key time of revenue/utilization
- > Fleet vehicle replacement frozen until July 2021
- > 17% decrease in miles driven in March 2020 - 50,000 miles less

Opportunities

- > Additional vehicles added to medical courier services due to increased business
- > Additional vehicles added to Facilities to increase social distancing
- > 5 staff members teleworking supporting daily operations

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Fleet

> **Procedural Changes**

- Implemented vehicle disinfection SOP utilized by Fleet staff for assigned and short-term rental vehicles
- Parts now delivered to individual pick-up areas
- PPE surgical masks required for tasks when employees cannot maintain 6 feet of distance associated with the task that must be completed
- Gloves PPE for handling keys and former key drop-off locations back in use
- Common areas, such as bathrooms and the lunchroom, disinfected daily
- CDL drug testing done onsite vs a clinic visit

> **Environmental Controls**

- Office Space Management changing to comply with social distancing/6 feet part and Plexiglas partitions installed to adjacent workspaces.
- Gloves provided for clients utilizing the fuel island and entering the Shop/Rental Office
- Fleet Services building locked
- Signage changed to direct vendors and clients to utilize only one entrance



Commute Options & Planning

Operations

- > Team members teleworking since 3/9, manager since 3/16
- > Needs assessment postponed until late summer/fall
- > Annual bike locker cleaning and abandoned bike removal postponed until normal operations resume
- > Phase 2 bike house construction postponed; design/permitting continues

Bicycle Permits

- > Employees can cancel bike house/locker permit at any time
 - Bike locker key refunds not processed until normal operations resume
- > Bike lockers unavailable for purchase until June 1



Commute Options & Planning

U-PASS

- > **Student U-PASS:** fee waived for spring quarter and program suspended; summer quarter under evaluation
 - Required an amendment to MOU and approval from ASUW/GPSS and Executive leadership
- > **Faculty/Staff U-PASS:** Executive leadership opted to not suspend payroll deductions; employees can cancel U-PASS at any time
- > **Fully-Subsidized U-PASS:** no changes to program
- > **Temp U-PASS:** unavailable for purchase for spring quarter



Commute Options & Planning

U-PASS March Performance (Year Over Year)

Student U-PASS

- > **65.1%** decrease in total costs (\$525K)
- > **65.2%** decrease in total boardings (247K)

Employee U-PASS

- > **54.6%** decrease in total costs (\$380K)
- > **54.7%** decrease in total boardings (173K)

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Commute Options & Planning

Transit Service Changes

- > Fare collection suspended for all U-PASS agencies
 - Transit set to begin fare collection again on 6/1
- > **Reduced transit service to UW [70-80%]**
 - King County Metro
 - > All routes on reduced schedules, weekdays and weekends
 - Sound Transit
 - > All routes on reduced schedules, weekdays and weekends
 - > Link light rail running every 30 minutes, all day
 - > Sounder North/South reduced
 - Community Transit
 - > All routes on reduced schedules, weekdays and weekends
- > **Public health measures**
 - Passenger entrance from back door besides ADA access
 - King County Metro limiting number of passengers
 - Social distancing requested from passengers
 - Increased/enhanced daily cleaning of high-touch surfaces



Parking – Impact of COVID

- Parking revenue reduction estimated at \$2.8M for April – June
 - Gatehouse and parking enforcement operations are suspended
 - Gated facilities are allowing free access
 - Fees for annual SOV permits continue unless cancelled by customer
- Monthly losses in parking operations estimated at \$500K/month
- Estimated TDM transfer of \$2.8M will offset the lost revenue
- Net position at June 30, 2020 is estimated at \$5.5M

U-PASS – Impact of COVID

- 100% reduction in student fees for U-PASS. Student U-PASS expenses will be covered by reserves for April – June 2020.
- Estimate a significant reduction in other U-PASS revenue since transit is not charging fares. Staff/Faculty/others are cancelling their U-PASS.
- Operating losses are estimated at \$34K/month, primarily within the Student U-PASS program. Program expenses are for staff and U-PASS program expenses.
- Net position at June 30, 2020 is estimated at \$5.1M.

Active Transportation/Citations – Impact of COVID

- Citation revenue has been significantly reduced due to Stay Home, Stay Healthy
- No new citations being issued; online payments of past citations averaging an estimated \$18.3K per month and decreasing over time
- Secure bike storage provides revenue of \$7.7K per month
- Program expenses and Burke Gilman Trail debt service continue at an estimated cost of \$26K/month
- Net position at June 30, 2020 is estimated at \$619K

Fleet & Shuttles – Impact of COVID

Fleet

- Revenue reduction of \$106K/month due to a 75% reduction in UCAR utilization and 10% reduction in Assigned Vehicle revenue
- Operating losses are estimated at \$62K/month
- Net position at June 30, 2020 is estimated at \$246K, or 16.5 days of working capital

Shuttles

- Health Sciences Express (HSE) and South Lake Union (SLU) shuttles return to service May 18
- All shuttle services (HSE, SLU, Seattle Cancer Care Alliance, and Dial A Ride) are fully funded by business partners and break even at the end of each year

Faculty Council on University Facilities and Services

A UW Finance Transformation Update
May 14, 2020



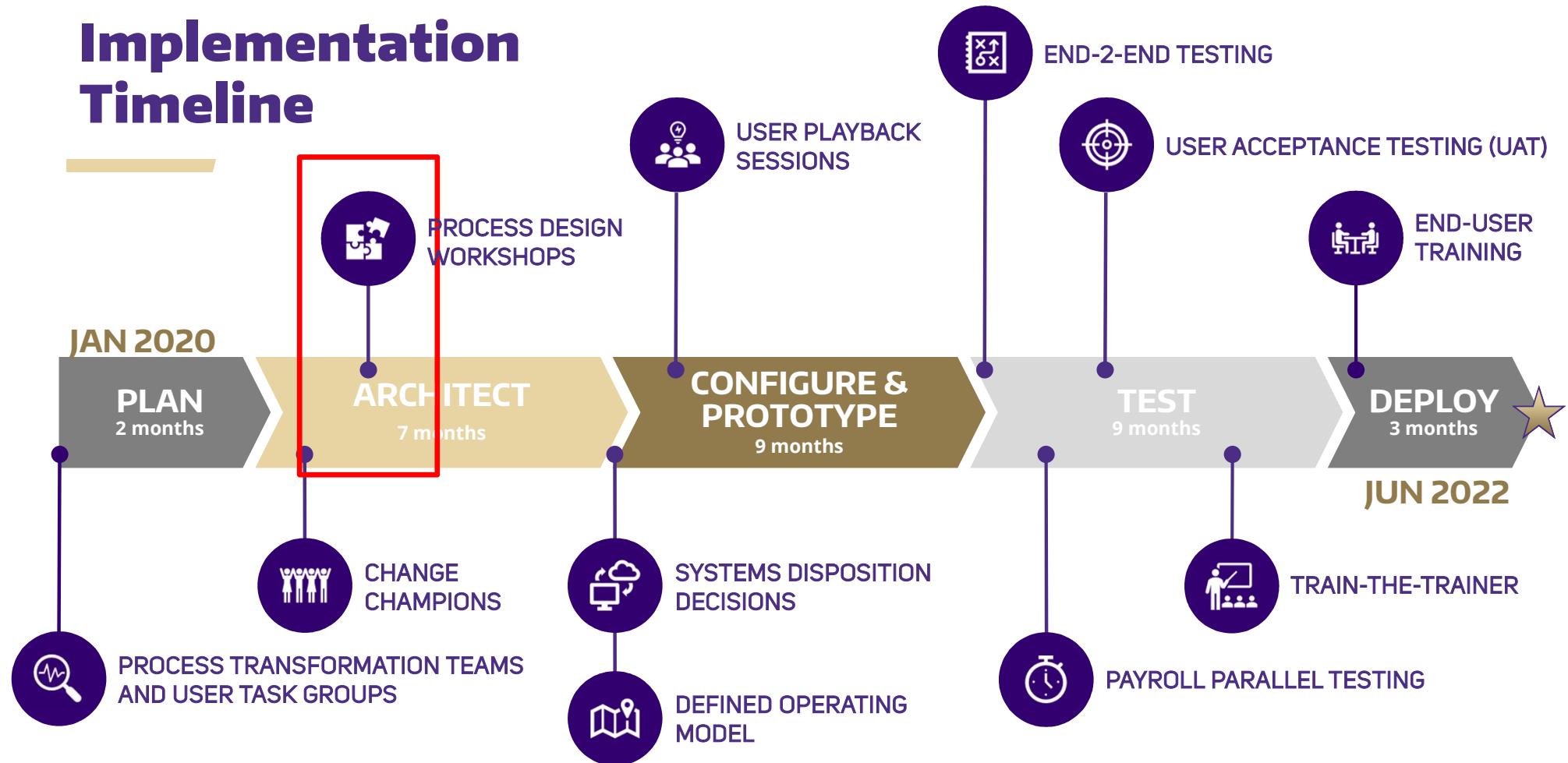
AGENDA

- > **Timeline Update: What have we been doing lately?**
- > **Provost's Advisory: How are we ensuring faculty input?**
- > **Impacts for faculty: What does UWFT mean for faculty?**

Readiness and Design



Implementation Timeline



The Provost's Faculty Advisory Group



The Charge Is In Progress

- > In with the Provost right now, co-authored by him with Joe Janes
- > Initial nominees have been identified, but they have not yet been asked to serve, and still need to accept or decline
- > The group will meet in a set cadence, for the duration of the program
- > The initial membership is asked to commit through the end of CY2020

What Does UW Finance Transformation Mean for FACULTY, Specifically?

It Will Be Easier to Collaborate Across Departments

- > The way we **buy and requisition** will change
- > The way we **share expenses** will change
- > The way we **contribute to the larger whole** will change

Administrative Burden Will Be Reduced

- > The way we **plan** will change
- > The way we **ensure stewardship** will change
- > The **risk from audits** will be reduced

We Will Have a Shared Language, Understanding and Processes for Business Across the UW

- > We will have a consistent **definition of terms**

- > We will have a consistent **set of skills**

- > We will have a consistent **set of policies**

QUESTIONS?

- > Please email additional questions and feedback to:
 - UWFT Finance Transformation: uwftask@uw.edu

