

Staff Senate Meeting 12/04/2018

Call to order: Meeting called to order at 1:03pm

In attendance: Rip Horsey, Laura Lyon, Kathryn Plummer, Kyler Dreyer, Lori Palmer, Susan Hays, Natasha Gaspar, JD Welch, Jessica Shumake, Kara Westervelt Parker

Absent: Kristen Larson (excused), Max Chartier (excused)

Approval of the minutes: Spelling corrections and change of date; amended minutes approved

Reports:

Conferences & Event Services Information & Presentation: Trina Horsey

Goal of services is to make WOU more visible to potential students and outside groups to ultimately increase enrollment. Three types of reservations: WOU reservations, WOU-sponsored reservations (if less than 50% of attendees are students, faculty, staff, alumni, or donors), and non-affiliated reservations. They provide logistical support for events/conferences. Fee waivers by application are available for WOU groups or WOU-affiliated groups; examples of groups who have come to campus include meditation group (15 attendees) to Portland Youth Cross Country Championships (1,500+ attendees).

ASTRA Information & Presentation: Sarah Lockwood

Navigating ASTRA is a bit confusing sometimes; people should feel empowered to book their rooms through ASTRA. Request events between 4 and 180 days before event (long-standing traditional WOU events can be booked further out than 180 days); weekly dept meetings can be scheduled for one academic year at a time; ASTRA is in Portal; you should receive a confirmation of request email after you click the "Submit" button. when your request is processed, you'll receive an email confirming your reservation.

Unfinished Business:

Committee Structure and Duties:

- Student Support:
 - 2 staff senators to be co-chairs, 2-3 staff members (non-staff senators)
 - Proposed duties:
 - Student Scholarships
 - Fundraising (late fall, winter and spring event/action); participate in Giving Day in March
 - Review of applications (spring term)
 - Awarding of scholarships (spring term)
 - ASWOU Committee Representative -- once per term
 - Motion to adopt above structure for Student Support Committee passes 9-0-0



- Constituency
 - 2 staff senator (elected co-chairs); 2-3 staff members (non-staff senate members)
 - Proposed duties:
 - Welcome new staff (digital media)
 - New Employee Orientation (rotating membership with marketing material)
 - Organize and coordinate special events (i.e. welcome during new student week; term chat/workshop)
 - Organize and coordinate activities through which Staff Senate members contribute to organizations and individuals in need
 - Communications to Constituency (newsletter?)
 - Solicit ideas or projects of importance to the University from the constituency
- Motion to adopt above structure for Constituency Committee passes 9-0-0

Shared Communications Report: Dr. Fuller will contact Human Resources to see if there has ever been a Campus Climate Survey ever conducted at WOU

Campus Climate Survey:

- Experience of work environment
- Feeling of Value
- Having a sense of connection
- Perceived growth opportunities

Announcements:

- Registrar's Office is undergoing a remodel; Registrar's Office is also digitizing its current student records; student workers will be working the service windows starting in January
- Banner 9 is live around campus
- Electronic timekeeping is coming by June 2019
- UBAC has started voting on budget proposals and will decide which ones get forwarded onto the President
- New Controller from Business Office will provide updates on January 15, 2019 -- security in the Business Office is a topic of discussion; anyone visiting the Business Office should stop at the reception desk before going back to the back offices. This includes all staff, faculty, and students.
- Student of Concern link in the Portal to report any student that you have a concern about
- New meeting location for Staff Senate -- Ochoco Room in WUC
- New meeting time for winter term: 9:30am to 11:00am on the 1st and 3rd Wednesdays.
- Solar panels being installed in RWEC

Adjourn: Adjourned at 2:26pm