



Staff Senate Meeting February 20, 2019

Call to order: Meeting called to order at 9:32am.

In attendance: Rip Horsey, Laura Lyon, Kyler Dreyer, Lori Palmer, Natasha Gaspar, Jessica Shumake, JD Welch, Susan Hays, Kristen Larson

Absent: Kara Westervelt Parker, Max Chartier, Kathryn Plummer

Guests: Eric Dickey, Laura Tierney

Approval of the minutes: Minutes approved. 8-0-0

JD Welch was congratulated by Staff Senate for being recognized in the "Student Success Shout-out" portion of the President's winter term newsletter.

Reports:

Staff Senate Goals

Main Goals

1. Demonstrate benefit/value to our constituency
 - a. Visibility
 - i. JD pointed out that flyers and newsletters help with visibility
 - ii. Jessica said that the Constituency Committee has helped with visibility
 - iii. Rip suggested that staff senators mention their affiliation with Staff Senate at other meetings
 - b. Professionalism -- Roberts Rules of Order, web presence
2. Fundraise
 - a. Scholarship
 - i. Rip reported that Staff Senate only fundraises enough to award one scholarship per year and that getting people to participate in fundraising initiatives is very challenging.
 - ii. Natasha suggested that we remind staff that donating to this scholarship helps give others an education and without students we wouldn't have jobs.
 - iii. Scholarship deadline and fundraising timelines were discussed.
 - b. Auctions



- c. Payroll Deduction
 - i. There was discussion about how the payroll deduction form could be made easier for staff to fill out.
3. Having subcommittees
 - a. Welcoming Committee, Scholarship Committee, AEC, Election Committee

Obtainable Goals

1. Do things for new employees
2. Staff Senate-hosted events for how to use technology to improve your work (get staff to present for 20 mins); staff lecture series
 - a. Rip mentioned a veteran's simulation training that is available on campus that is very helpful but not very many people know about it. He wants to repost links about trainings for staff to give them more opportunities to find information.
 - b. Creating incivility and FERPA trainings was discussed.

Additional Goals

1. Survey our membership for various things
2. Staff Senate-hosted event for non-technology lecture series
3. Grow our meetings with meeting attendance by our constituency

Staff Senate Representation:

- University Diversity and Inclusion Advisory Committee
- University Technology Advisory Committee
- University Budget Advisory Committee
- University Council
- Shared Communications
- 5th Tuesday

Committees:

- Constituency Committee
- Student Support Committee
- Administrative Equity Committee

Staff Senate previous actions:

- Internal Communications position request
- Internal Communications budget proposal
- Campus climate survey
- Customer service initiatives

Presentations:

- Roberts Rules of Order: Dr. Leanne Merrill, Assistant Professor, Mathematics
- ASTRA -- Sarah Lockwood, Facilities Scheduling Manager



- Conference & Event Services -- Trina Horsey, University Coordinator
- Business Services -- Christeena Whitfield, Controller
- Giving Day -- Emily Swart, Annual Giving Coordinator

Laura asked if there was a way for us to film presentations. She pointed out that there are several departments on campus that are one-man shops, so people don't have the availability to attend presentations.

Review of goals, representation, committees, past actions, and presentations

Future discussion / action items:

- 2017-18 Scholarship recipients invitations to attend Staff Senate Meeting
 - Staff senate is looking forward to speaking to scholarship recipients to find out how they are doing.
 - The Constituency Committee would like to add an interview with the scholarship recipient to the newsletter.
 - Eric asked if we collect data on scholarship recipients. Rip said we do not. Staff Senate will look into collecting metrics on past scholarship recipients.
- Guest speaker presentation request method
 - Staff Senate decided to use staff recommendations and general requests to setup presentations. Presentations will be set a year in advance and will be determined on a first come, first serve basis by the executive committee.
 - Presentations will be listed on the staff newsletter and will be tied to campus initiatives.
- Discussion regarding 360-degree feedback system for annual performance reviews
 - A note from Kara Westervelt-Parker was read to Staff Senate.
 - There was conversation about the value of 360-degree feedback. Kyler noted that this type of review system is an industry standard.
 - Jessica asked about evaluation of professors by students. There was conversation about faculty review and if there are any repercussions from negative reviews.
- Webpage adjustments of information
 - A Google doc will be going out to ask for feedback on the Staff Senate website.
- Sick leave bank
 - Faculty/Classified Staff have a sick leave bank and unclassified staff does not.
 - It was clarified that the sick leave bank is not donated sick time but donated vacation time.
- Childcare assistance



- Faculty Senate and SEIU are creating a fund for individuals on campus to apply for assistance to pay for childcare on campus.
- Staff Senate has decided to ask Child Development to give a presentation.
- Laura asked about creating a formal request for a climate survey. Rip said this request will be addressed at the next meeting.

Announcements:

- The Constituency Committee is sending out reminders about their first meeting on February 22, 2019 at 11am in the Santiam Room.

Adjourn: Meeting adjourned at 11:02am.