



## Staff Senate Agenda

November 04, 2019 (2:00-3:30 pm)

Ochoco Room - Werner University Center (WUC)

**Call to Order - all visitors are welcome 2:02 pm**

### Approval of minutes

Draft in Staff Senate Team Drive for October 21, 2019

**In attendance:** Kathy Bolen, Max Chartier, Kyler Dreyer, Dorothy McInerney, Laura Lyon, Olivia Flores, Ryan Jennings, Laura Tierney,

**Absent:** Tony Manso, Colin Haines, Eric Dickey,

**Guests:** Denise Visuano

### Reports

Presentation to Staff Senate

MARCOM 101

- Erin McDonough (Executive Director, Advancement & WOU Foundation)
- Marion Barnes (Interim Director, Strategic Communication & Marketing)
  - In charge of marketing and communications part of Marcom.
  - Does the media consultations and the wording/language pieces of marketing products
  - Works with the website and makes appropriate changes to the main WOU page
  - Using the work request form on the MarCom website is a great way to get the right services that are needed
  - Keeping social media sites under the flagship account is the best way to get the message out and reach the highest number of people
    - This also prevents social media sites from becoming stagnant.
  - Question~ Is the old fire logo going to be updated or revised?
    - There is no plan to revise the main logo soon. Wolfie is getting an update to have a full body cartoon focused logo.
  - Question~ What are the actual colors of WOU? Red and White
    - Is red ever a problem with ADA? Yes- sometimes red can be

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hard to read so it is important to have good contrast and bolded words

- Question~ Is it true that the Wolves eyes cannot be red (if printed on a red shirt) Yes- Denise knows about

- Denise Visuano (Director, Publications & Creative Services)

- Denise works to help design posters and informational products for free but department still needs to pay for printing
- There is a way to know what type of logo is allowed from a specific group. This can be found on marcoms website
- Ordering business cards, consultations, gallery of WOU photos, tool kits for all marketing needs can be found on Marcom website

Senate Budget Update

- Olivia Flores (Secretary/Recorder - Staff Senate)

- Student scholarship account- \$3,256
- General account- \$500

Classified Position Election Update

- Kyler Dreyer (Vice-President - Staff Senate)

- Goal is to have the vacancy staff position filled by next week. They have already been reached out to.

Fifth Tuesday Meeting 10/29/19 Update

- Staff Senate Executive Committee

- The meeting was on incivility on campus and between employees
- Talked a lot about different situations and how should employees go about addressing the issues that they have. This can be helped by knowing what steps to take.
- Came to the conclusion that there needs to be some sort of civility strategic plan
- Civility will be an ongoing conversation between staff, faculty, students and administration.

**New Business**

**Unfinished Business**

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## Mandatory training topic vote

- Vote on top topics in a Google form. Looking for top five training topics. Needs to be done prior to Thursday (11/7)
- Came to the conclusion to discuss the different topics in meeting.
- Suggest to recommend the topics beyond the legal requirements (Title IX, Cultural Competency, Hazard Communication, FERPA, Anti-Harassment & Civility, Bloodborne Pathogen Training (specific to certain population))
- The five topics that will be recommended are : Customer service, Emergency training, New Employee Orientation, Initial and Annual Supervisor Training, Search committee orientation
- Motioned to use the five topics as recommendations, seconded and voted 9-yes 0-no

## Setting goals for the 2019-2020 year

- Staff in the campus strategic plan
- Looked at the strategic plan that Laura pulled that focused on staff. Shared in the Google drive.
- Sent out the staff survey to help formulate the goals over 90+ employees responded.
- Setting SMART goals

## Announcements

No  
announcements

## Adjourn

3:34 pm