

Staff Senate Minutes

February 3rd, 2020 (2:00-3:30 pm)

Ochoco Room - Werner University Center (WUC)

Call to Order - all visitors are welcome 2:00 pm

Approval of minutes

Draft in Staff Senate Team Drive for January 6, 2020

In attendance: Kathy Bolen, Max Chartier, Kyler Dreyer, Laura Lyon, Olivia Flores, Ryan Jennings, Laura Tierney, Eric Dickey

Absent: Tony Manso, Dorothy McInerney, Colin Haines

Guests: Heather Mercer, Julie McMurry

Reports

Presentation to Staff Senate

Employee Evaluations Status Update & HR Process Viewpoint

- Heather Mercer (Assistant Director - Human Resources)
- Julie McMurry (Salary Administration Coordinator - Human Resources)
 - PowerPoint Presentation attached to the Minutes
 - Classified employees have a 6-month evaluation after the trial period and then an annual evaluation due on the first of the month after they were hired.
 - Unclassified employees have an evaluation due date of January 1st starting in 2021. Because of the recency of the change, the due date for the year 2020 is Feb. 7th, 2020. In past years the evaluations were due on July 1st.
 - Currently, there are three emails sent to supervisors to make sure that the evaluations are complete: one-month before, the month of due-date, and one-month after the due date.

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- There are no repercussions being enforced on the supervisors that do not complete the evaluations.
- Right now, the issue lies with not enough of the evaluations being down and figuring out what the barriers are and how to overcome them.

University Council Meeting Update

- Laura Lyon (President, Staff Senate)

- Laura will be updating us at the next meeting since the Council meeting is this Friday.

Shared Governance Update

- Laura Lyon (President, Staff Senate)

- There might be a spot opening up on the Board of Trustees for a staff member. A call for the nomination was sent out this past week. Once the nominations are closed, Staff Senate will pick their nominee and pass that along to President Rex.
- Talked about an inward-facing web page for employees to share information about changes and updates about the departments and divisions.
 - The next step would be creating a google doc/editing a current document to share with President Rex to show him exactly our vision.

Senate Budget Update

- Olivia Flores (Secretary/Recorder - Staff Senate)

- \$3,351.61 in the student scholarship account
- \$500 in general account
- Currently working with the financial aid office (Travis Heide) to figure out how we award the scholarship.

UCCAC Representatives Election Update

- Kyler Dreyer (Vice President - Staff Senate)

- The top two nominees have been selected by Staff Senate and will be sent an email asking for them to confirm that they want the spot on the committee.

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Staff Connections Committee Update

- Kathy Bolen and Tony Manso (Co-Chairs Staff Connections Committee - Staff Senate)

- Monday motivation has been going well, Kathy got a lot of positive responses. Alexis will be taking over the motivation Monday emails for the month of February. There will be a rotation of who sends the email each month.
- Staff Senate reviewed the February staff connection newsletter in the meeting and it was approved with some more details about the bowling event.

New Business

Staff Senate voting

- Move to add emails to the Google Forms for elections for easy tracking of who is missing in the vote.
 - Vote: 9-0-0 in favor of adding the emails.

February Staff Connections Newsletter for edits and approval

- Move to approved newsletter with the addition of details to the bowling event.
 - Vote: 9-0-0 approval.

Giveaways for New Employee Orientation

- New Employee Orientation is being streamlined so Staff Senate will no longer be presenting at it. The giveaways are going to Kathy to bring on behalf of Staff Senate.

Policies versus procedures at WOU

- There is a problem with communication here on campus when procedures have been changed. The issue is that there is a barrier between how we can make sure that people who need to know, know and limit the irrelevant information that is sent to others.

Unfinished Business

Communication processes at WOU

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Employee Evaluations

- Adding supervisors to the reminder emails might be a good first step in making sure that evaluations are getting done.
- Email reminders should continue after the one-month after the deadline.
- It needs to become a priority for the top administrators

Announcements

February 17 - Giving Day presentation from Emily Swart - WOU Foundation

March 11 - Wine Down Wednesday - Staff Connections Committee

Adjourn

3:34 pm