

Staff Senate

Minutes

June 01, 2020 (2:00-3:30 pm)

Online Via Zoom

Call to Order via ZOOM video conference 2:04

In attendance: Max Chartier, Kyler Dreyer, Laura Lyon, Olivia Flores, Ryan Jennings, Colin Haines, Beth Jones, Laura Tierney, Kathy Bolen, Tony Manso

Absent: Dorothy McInerney, Eric Dickey

Guests: Pat Aldrich, Linda Prices, Jessica Olson, Malissa Larson, Bev West, Melissa Hinzman, Christopher Solario, Samantha Cameron, Michelle Gallagher, Ryan Wright

Approval of minutes

- Draft in Staff Senate Team Drive for May 18, 2020
 - Approved in Meeting

Reports

- Campus Climate Update - TRI
 - The campus climate survey presentation was on Friday, May 29th and the staff senate executive board, as well as other governing executive boards, were invited to attend.
 - The presentation was given by TRI regarding the findings, and recommendations based on the results of the campus climate survey.
 - The whole campus (staff/faculty) should get access to the presentations since not everyone was invited to the WebEx stream. But those on staff senate have access to it in the shared drive.
 - The plan is to continue with surveys, such as campus climate, to measure the growth towards the recommendations given by TRI.
- UTAC: Campus Needs Survey
 - There will be a survey sent out to staff and faculty that is looking to gather information on what employees are using right now in terms of technology and

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where are there needs for employees regarding technology.

- There is a need to gather data on the technology used/technology needs to fix any issues that are happening, instead of guessing what employees need.
- There will be a sub-survey sent out about how employees gather data to see if there is anything that can be streamlined.

New Business

- Welcome new Staff Senators 2020-2022
 - Classified - Samantha Cameron, Michelle Gallagher, Melissa Hinzman
 - Unclassified- Bev West, Rip Horsey
- Staff Senate Vice President vacancy
 - The goal is to get the position filled by either a 2nd term senator or by a new senator. Kyler will be reaching out to the new senators to see if anyone is interested.
 - Job duties- manage staff senate website, facilitate elections, attend faculty senate meetings, facilitate any staff surveys, takes on president's role if they are unable to attend meetings.
- 2020 - 2021 Goals
 - 2019-2020 Goals
 - Internal Communication on Campus of Information
 - Inward facing Portal where the news would be published such as new forms/deadline and new process that could impact students.
 - Professional Development and Mandatory Training
 - Proposal for an online training and management system was given to UBAC from HR with a Staff Senate endorsement.
 - Employee Evaluations
 - There was less than 50% of evaluations completed for unclassified and classified employees in the last few months.
 - Staff Senate views that evaluations are essential to producing a productive work environment so that everyone knows what they

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- can work on and what they are doing well.
- We would like to see a more “360” evaluation model where supervisors also get evaluated by those that they supervise.
- In the first staff senate meeting for the 2020-2021 year, the focus will be to review these goals as well as come up with any new goals that are pertinent to the 2020-2021 year. We will be using the progress on the current goals as well as the campus climate survey results to inform the 2020-2021 Staff Senate Goals.
- Staff Senate meeting schedule
 - A Doodle Poll will be sent out to the new Senate to see what times will work for the 2020-2021 senators.
 - We should visit the extended leave policies in the bylaws to figure out what the policy should be.
- Poll staff regarding unanswered questions
 - Having an FAQ page with a submission portion where staff can submit questions that are not already answered could be a great way to answer questions.
- Internal Communication: Committee guidelines/policy
 - A lot of the groups on campus (UBAC, UTAC, UDIAC, etc...) have websites but lack timely information regarding what is happening in the group and when/where the committee meeting so that the public (other employees) can attend.
 - Staff Senate webpage will start to link to the committees as well as a listing who represents us on each of the committees.

Unfinished Business

- Questions for HR regarding emergencies that might require an employee to work on a furlough day
 - There are certain departments that might have more emergency situations that might include some on-call situations that might put them above 32 hours. If this is the case then are they not eligible for benefits?
 - Employees should work with their departments to try and figure out a solution but if an employee is not getting answers from their supervisors than they should

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reach out to HR. At this time Staff Senate will not be moving forward with any action on this topic.

- Staff Senate and SS President email usage and monitoring
 - The staffsenate@wou.edu will be sent to everyone on the staff senate. This will be the email that is used to send out any information regarding the staff senate. The SSpresident@wou.edu goes to the executive committee. The questions that are sent can be addressed at the meetings or in an emergency session is needed.
- Use of Staff Senate logo
 - The Staff Senate logo is in the shared drive under branding so that it can be used for reports and submissions as well as email signatures and elections.
- Tabled: Policies versus procedures at WOU: Employee evaluations

Announcements

- Staff Senate Round table status reports

Adjourn

3:30 pm