



Staff Senate Minutes

November 02, 2021 (10:00am–11:30am)

Online Via Zoom

Call to Order via ZOOM video conference

In Attendance: Blanca Miranda Aguilar(Proxy for Luanne Carrillo-Avalos), Amanda Bales, Michelle Gallagher, Melissa Hinzman, Rip Horsey, Jenna OttoAmber Plahn, Michael Reis, Kelly Rush, Adrian Trujillo

Guests: Samantha Cameron, Julia Fruit, Lacey Davis, Malissa Larson, Justin Sunada, Keats Chaves

Approval of minutes

- October 19, 2021 Approved

Reports

- Committee Reports
 - Covid Safety (previously Re-Opening)
 - Only 1 staff member above .50 FTE has not submitted paperwork
 - WOU will be required to comply with the new standards OSHA will be publishing that covers employers with 100 or more employees. “Employers must develop, implement, and enforce a mandatory COVID-19 vaccination policy, unless they adopt a policy requiring employees to choose either to get vaccinated or to undergo regular COVID-19 testing and wear a face covering at work.”
 - Shared Governance
 - President Reports –
 - Steam pipe project continues to expand. Road up to Church Street will be open in November. Church to Jackson will then be closed to complete the project. Not sure how long the closure will last.
 - November Board meeting will focus on enrollment. We are currently 12.4% lower than last fall
 - President is concerned about the number of unclassified staff who are leaving WOU.
 - ASWOU Goals -
 - Community building
 - a. Reaching out to the community through food drive/toy drive/high school outreach
 - Student Mental Health

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- b. Need to make students aware of available services
 - i. During New Student Week 90% of students stood when asked if they had experienced anxiety or other mental health issues in the past year.
- Faculty Goals –
 - Increase awareness of DEI initiatives and issues on campus by having a different group share at each Faculty Senate Meeting
- Staff Goals
 - Involvement & Participation
 - Struggling to fill staff committee positions due to fewer staff. Staff are unable to serve due to being too busy or they are too busy and not given permission from supervisors.
 - Ideas
 - Have PDs include a statement that communicates the value of university service
 - Institutionalized Staff Senate meeting time that is consistent and protected
 - 1. President is going to get this time established starting Winter Term
 - Make sure supervisors recognize the importance of staff participation in shared governance through being on committees
 - Communicate to staff that their voice is important and needed on committees for shared governance to work.
 - Training
 - With the departure of so many staff we are losing a lot of institutional knowledge. Each position on campus should have an instructional manual created and regularly updated.
- Staff Connections
 - Please fill out the fun survey.
- Administrative Equity
 - Nov 5th Unclassified employees are having a meeting with President Kenton regarding the departure of unclassified employees – how to retain.

Unfinished Business

- Committee Needs
 - Staff Connections – Senator
 - Welcome Keats Chaves as our newest Classified Staff Senator



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- Foundation Board – Tina Fuchs
- UDIAC - staff (1)
- UBAC – Julia Fruit
- UTAC - staff (1)
- UCCAC (University Cultural Competence Advisory Committee) - 2 empty staff positions
 - Ryan/President requested 3-4 nominees (All 4 nominations were approved by Staff Senate)
- WUC Advisory Committee - Senator (if possible)
- Election of New Classified Member(s)
 - One nominee accepted
- Staff Senate Website maintenance - continues
- Zoom video recordings location – Jenna will follow up
- Appreciation/Recognition
 - Department Recognition
 - Senate voted to send out a survey @ first of month for nominations and would vote on choice @ third week of month.
 - What is recognition/award
 - Even with supplemental funds from Pres - still limited budget
 - How long will additional support continue
 - Michelle will work on a budget request to send to President
 - Individual recognition
 - To be published in Staff Connections newsletter, forwarded to individual, their supervisor & President
 - How will people be nominated
 - Possibly ask President's Office how best to create a permanent system for gathering kudos.
 - Weekly/monthly solicitation for nominations
 - “Always Open” nomination portal?
 - “Other” recognition
 - Prize
 - Gift card, WOU SWAG/ \$ on WOU account

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- Prize wheel – include no/low cost prizes (Ex: extra hour of lunch)
 - Raffel for 1 winner each month
- Continued Updates
 - Request for Senator to help schedule/arrange “updates” to Staff Senate
 - Samantha provided information about what needs to be done
 - If you are interested in organizing the department updates to Staff Senate please reach out to Jenna

New Business

- Set meeting day/time
 - Michael - I move that Staff Senate work with the President’s Office to a) identify a permanent, institutionally supported meeting time for staff senate and b) that the 1st and 3rd Tuesday from 10-11:30 be used as the interim official time through winter term '22 while more information to determine a finalized, permanent time.
 - Kelly seconded
 - Motion Passed
 - Poll staff for best day/times that work for permanent meeting time.

Announcements

- WOU Board meeting & informal chat. Nov 17, 9-9:30am Ochoco Room
 - Great to have all staff senate present for coffee time
- Kudos/Recognition
- Anthem – Presidential Search Firm will be holding shareholder meetings to discover what we are looking for in a President.
 - 9:00 – 10:00 Nov 3rd – Classified
 - 11:00 – 12:00 Nov 3rd – Unclassified
 - There is concern about the lack of notice (1 day) that we were given
 - Michael will write a letter of concern to be sent to Anthem and Ryan Hageman.

Adjourn



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Upcoming Meetings:

- 11/16/21 Tuesday 10:00am - 11:30am
- 12/7/21 Tuesday 10:00am - 11:30am