

Staff Senate Minutes

October 18, 2022 (10:00am–11:30am)

Online Via Zoom

In-Attendance: Jenna Otto, Ambre Plahn, Amanda Bales, Kelly Rush, Michael Reis, Julia Fruit, Keegan Gormally, Keats Chaves, Michelle Gallagher, Cinda DeVoe, Beatriz Trujillo for Adrian Trujillo

Absent: Michael Gonzalez

Guests: Colton Christian, Georgia Armitage,

Approval of minutes

- October 4, 2022 Minutes are approved

Presentation

- Institutional Research
 - Survey Policy: IRB was asked coordinate a campus survey to decrease survey fatigue, provide guidance related to protecting confidentiality and sensitive information, and promote best survey design practices.
 - Goal is to look at surveys with a large target audience such as groups larger than 2% of total students or 2% of faculty/staff. There will be some exceptions which IRB can work with you on.
 - Procedures:
 - Ask that IRB review the informational page to determine if their survey falls under the IRB Applicable Surveys description or not. If it does, then you would submit a request to IR and they will walk you through various steps/techniques to make your survey the best possible.
 - Questions:
 - If Staff Senate were to do another annual survey, would we want to go through IR first? Yes – any group interested in conducting a survey, they are responsible for reaching out to IR and following the steps outlined on their website to move forward.
 - What if we wanted to suggest another department to conduct a survey such as HR, what would we do? They recommend that we go to HR to talk to them about the survey we want them to conduct and then they would go to IR to move

Staff Senate Minutes

October 18, 2022 (10:00am–11:30am)

Online Via Zoom

forward.

- There is no fee for IR to help with surveys, this is part of their job function to the university.
- Feedback to exempt this policy from shared governance/unions given the nature/scope of work within shared governance/unions.
- What happens if the policy is not followed? Currently, there are no “consequences” for those that do not follow these procedures. If IR happens to see survey’s being conducted, they know did not go through them, they would take the opportunity to contact the survey lead to inform them of the benefits of going through the IR and encourage them to reach out to them next time.
- Feel free to reach out to Georgia Armitage if you have any questions or feedback.

Reports

- Committee Reports
 - Administrative Equity
 - Progress has been in creating an Unclassified Leave Bank and HR is hoping to roll this policy out by February 2023.
 - Shared Governance
 - Restructuring of the Colleges, Strategic Plan, Enrollment will be topics of conversations that will be happening throughout the university this year. One of our biggest struggles right now is enrollment being down about 7% which is putting us in a negative financial situation. There are a lot of concerns about this of course, but one would be the possibility of being absorbed by one of the larger Oregon universities if we continue down this enrollment path.
 - Cabinet
 - Since this was the first meeting with the new members added to Cabinet, this was more of a meet and greet meeting.
 - The Cabinet will become the new policy council. The new process is still being worked out, but one example would be as follows:
 - Departments would create/review their policies
 - Send out for campus feedback

Staff Senate Minutes

October 18, 2022 (10:00am–11:30am)

Online Via Zoom

- Send to Cabinet for final review/approval
 - Concerns with the policies/procedures that were set out by the Board of Trustees. It is possible that this new policy will need to be approved by the BOT before it can be rolled out.
- Other
 - Staff Connections is meeting this Friday. They are working in conjunction with the Child Development Center for their costume contest/trick-or-treating through departments that would like to have them come by. If you want to participate reach out to Julia Fruit. Right now, we have over 30 departments on campus that are participating 😊
 - The Restructuring Committee will be hosting additional listening sessions out for final feedback before they wrap up their findings and send them on to the provost. They are drop-in sessions, so don't be intimidated by the length of the time block:
 - Wednesday, October 19, 1:00pm - 4:00pm - Columbia Room - Werner University Center
 - Friday, October 21, 8:00am - 11:00am - Columbia Room in the Werner University Center
 - Oregon Legislature will be holding a full session which means this is our time to request more funds.
 - There has been a push for us to be a more participatory campus/community. If there are events throughout campus, attend if you can. Many events are offering discounted tickets such as the Creative Arts Division.

Unfinished Business

- Committee Needs, we need 1 member to fill available spots in the following committees. Please nominate yourself or someone you think would want to fill these roles.
 - WUC Advisory Committee
 - UBAC
 - UDIAC
- Appreciation/Recognition
 - Maggie Newton is our winner this month!! Yay...congratulations.

Staff Senate Minutes

October 18, 2022 (10:00am–11:30am)

Online Via Zoom

- Updates/Guest Speakers
 - Dominique Vargas - Nov 1, 2022
- Fundraiser Raffle
 - Continuing our work and hoping to start reaching out to local businesses this week.
- Policy Council
 - Reviewed above with this process moving under the President's Cabinet.
- Performance Evaluations & Training
 - On hold
- Use of Direct Appointments
 - On hold
- Search Committee processes
 - On hold
- 2022-2023 Goals
 - Communication has been a goal of SS for the past year or more. If we want to continue focusing on communication, maybe we can narrow that down to focusing on improved cross campus communication and remove silos.
 - We do not need to have a lot of goals/guidelines. If we would rather focus on drilling it down to just one item like communication. Let's discuss more within our canvas course and get the conversation going further.

New Business

- New Employee Orientation
 - HR has invited Jenna to attend a New Employee Planning meeting. They are looking for ideas from Staff Senate in how we want to participate in their new program. What are our thoughts on this?
 - We could create a short presentation/video/brochure that could be provided to new staff members. Introduce them to what we do, who we are, and when we meet.
 - How much information do we want from HR about what new employee orientation will look like overall?
 - We could offer our services to review their program and provide feedback if they would like it.



Staff Senate Minutes

October 18, 2022 (10:00am–11:30am)

Online Via Zoom

Announcements

- Agenda item suggestions
- Kudos/Recognition
 - Kudos to Staff Connections and Child Development Center for organizing the Halloween events.
- Public Comments - Anything for the good of the order?

Adjourn

Upcoming

- Nov 1, 2022
- Nov 15, 2022
- Dec 6, 2022