

## Staff Senate Minutes

March 21, 2023 (10:00am–11:30am)

Online Via Zoom

**In-Attendance:** Ambre Plahn, Amanda Bales, Kelly Rush, Keats Chaves, Keegan Gormally, Adrian Trujillo, Michelle Gallagher, Michael Gonzalez, Jason Horne, Michael Reis

**Absent:** Jenna Otto, Noah Carillo

**Guests:** Carson Campbell, Wendi Mars, Alexis Morrison, Melissa Hinzman, Jamie Smith

### Approval of minutes

- Minutes for March 7, 2023, are approved

### Guest Speaker

- HR - Carson Campbell
  - Search for Executive of HR started in September 2022 but faced a failed search. A new search has been launched and we are now hoping to have someone hired by July 2023.
  - One thing that HR decided is to change the way they conduct their business on campus. The functions of HR touches every aspect of campus both horizontally and vertically. They want to now allow everyone in the office to play a role in our overall outward facing services provided to the campus.
  - In order for them to achieve these changes a new structure was put in place.
  - They started by eliminated the Associate Director of HR position that was once held by Heather Mercer
    - Senior Assistant Director Interim role assigned to Julie McMurry
      - Interim Assistant Director, Crystal Talitonu-Neae – largely responsible for personnel issues
      - Interim Assistant Director, Jamie Smith – largely responsible for payroll issues
  - Moving forward, they are asking campus to help in the success of the new HR process and grow along with them as they navigate this new system. Engage HR in a way that will help them grow and succeed over time. Ask questions, demand responses/follow-through, etc.
  - Questions/Answers:

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- Do you have any insights into the makeup of the committee or how it will run differently than the first go around?
  - In general, this position is challenging to fill. However, we are hopeful that we can get a person by this summer. The co-chairs are Michael Reis and Rebecca Chiles, and various members across campus. Currently getting ready to review new applicants in April.
- In the email that came out from HR, it mentioned a classification/compensation committee. Who serves on this committee and how does it work?
  - All of the universities have committee like this, so it made sense to implement one here within our own HR. Kirstey has taken on the lead for classification/compensation work for the university along with Wendi. She will lead the committee.
- The Staff Senate have long term vision items that we want to address, but understand that we should wait for a permanent HR executive. However, are there items that we could start to do the ground level work to get things ready for when a permanent executive is in place?
  - Yes, that would great to set up a hybrid workflow between staff senate and HR for these issues. There are some items that HR is really focused on right now, such as campus engagement, etc. Not sure that there is a capacity to take on a whole lot more at this time. However, there should be a distilled committee from staff senate to start looking at these issues and would be a great way to get this process started.

### HRO 917 - Wendi Mars

- Presentation attached to end of minutes.
- Process is the same regardless of if you are classified or unclassified. Funds are dependent on availability, so basically a first come first serve basis.
- Questions/Answers:
  - Is this new? Can we submit a request now for something we attended already?
    - It was shut down a few years ago but was re-opened for the FY23.
  - When is approval given, before or after attendance?
    - It will be done after. However, approval before hand may be possible if you email HR.



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- How was the \$250 allocation determined? It seems that it may be too low and not enough to cover many conference registration fees.
  - Unsure where the \$250 came from, but this amount is discussed regularly.
- Was this announced to campus that this fund is available?
  - It wasn't, but they will be sure to include in their next HR Reminder/Update email that gets sent out to campus.

### Reports

- Committee Reports
  - Shared Governance
  - Cabinet
    - Discussion around DUO and how to make it a requirement for all faculty/staff.
    - Discussion around the use of Canvas a policy about how we meet FERPA requirements and setting up a compliance requirement within the LMS. This policy does not set a requirement for faculty to upload their course syllabus to Canvas. Many faculty already do, but it is not and cannot be a mandatory requirement due to conflicts with the current CBA.
    - Applying for the
    - The state and SEIU will be utilizing WOU Salem to offer their trainings/classes which will be a great use of our building there and get more notice.
  - University Council - No meeting
  - Other - Administrative Equity, Staff Connections, Scholarship, etc.
    - Staff Connections just released their winter term newsletter, please take a look at their new format. Keep an eye out for the return of staff connections break walks during the spring term. Looking at Tuesdays at 2:30pm starting the second week of April.

### Unfinished Business

- Committee Needs
  - UBAC - 2 Classified Staff



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- WUC Advisory Committee
- Scholarship Review
  - We have 3 members on the committee and should be okay. We are happy to welcome anyone else interested in reviewing applications but will be okay if not. Review will begin May 1<sup>st</sup>.
- Reminder of upcoming elections
  - Executive
  - “General” Senate seats
- Performance Evaluations & Training
  - On hold
- Use of Direct Appointments
  - On hold
- Search Committee processes
  - On hold
- Fundraiser Raffle
  - On Hold

### New Business

- Moving forward with HR related “On Hold” items

### Announcements

- Agenda item suggestions
- Kudos/Recognition – Jennifer Hansen is this month’s winner.... YAY!!!!
- Public Comments - Anything for the good of the order?
  - How would someone in a specific position (such as office specialist) get ideas from other positions of similar roles? Would they reach out directly on their own, is there training?
    - The APAs on campus have a group chat they utilize to bounce ideas off one another, talk about issues, etc. If you can set up something similar, do it!
    - Maybe reach out to HR and see how they might be able to help gather all of the OS on campus and help you set up a group chat similarly to the APAs.



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**Adjourn**

### Upcoming

- April 4
  - Guest Speakers:
    - Provost's Office - Rob Winningham
    - UCS/Cybersecurity - Michael Ellis
- April 18
  - Student Affairs
- May 2
  - President Peters
- May 16
- June 6
- June 20

March 14, 2023

President's Senate Report:

- 1) **Spring Cleaning:** Recently, there was an email from Rebeca Chiles announcing an opportunity to de-clutter areas of campus. March 20 – April 3 facilities will have four dumpsters on campus and be available to help move items. I encourage the campus to take advantage of this opportunity to focus on the interior spaces of our buildings and how they might be improved. Vibrant, professional, and comfortable spaces have a great impact on how visitors to campus feel about us.
- 2) **Admissions:** We have had recent campus visits by EAB consultants for both graduate and undergraduate admissions. The Office of Admissions, Graduate Studies, and the Enrollment Management working groups are using the suggestions from EAB to improve strategies for recruiting and enrolling students.
- 3) **MarCom:** Our social media presence and strategy is improving; we are working to boost content and looking into more digital ad buys. We are also addressing the search engine results. Web pages are also under some redesign, and we are focusing on improving the interface and access to information.
- 4) **Giving Day:** This year's giving day was a success with 638 donors providing \$173,904 in gifts.
- 5) **HIS Summit:** Save the date for the WOU HSI Summit on April 26<sup>th</sup>. We have invited participants from around the state.
- 6) **College Restructure:** As I've indicated before, I will assemble an implementation team to further refine how a restructure might look. I inherited this process, and we will also have a new leader in Academic Affairs before any implementation would happen (Fall 2024). We are also just coming out of a budget reduction process, are going to start strategic planning, and have an upcoming accreditation visit. So I'm not sure we are in a rush. But we can get a group together to develop scenarios and answer some key questions. I'm happy to have input from the senators in regards to process and implementation as well.
- 7) **Strategic Planning:** I will be assembling a committee and getting an announcement out to campus about process and timeline soon. We will work quickly, but we will also be open

to slowing the process if necessary. Even now, we are a bit behind my original goals for a timeline. We want a clear plan that guides us moving forward.

- 8) NWCCU Accreditation Visit: Please take note of the email sent to campus on behalf of Sue Monahan.

We are now about five weeks away from our visit from an external review team from the Northwest Commission on Colleges and Universities.

We submitted our [Year Seven Self-Evaluation](#) earlier this month. WOU's [accreditation webpage](#) includes more information, including past reports.

This month's [video update](#) focuses on student learning, and how we draw on evidence to demonstrate quality and continuous improvement in our academic programs.

Here are links to previous video updates:

- [December: Why accreditation?](#)
- [January: Overview and institutional effectiveness](#)
- [February: Student achievement](#)

I especially encourage folks to take a look at the February video to learn more about improvements in student outcomes since our last comprehensive review by NWCCU.

Next month's update will focus on the visit itself. By that time, we will have more information about the schedule including opportunities for faculty, staff, and students to meet with the evaluation team and share their experiences and observations.

Jesse

# Staff Development Fund

## WOU Human Resources



# Staff Development Fund

- Annual Staff Development Fund
- determined by the Budget Office
- available at the beginning of each fiscal year for staff
- for Classified and Unclassified Staff
- to use for Professional Development Opportunities
- through an application process
- Reimbursement will only cover registration cost up to \$250 per person.
- FY2023 had allocated \$20,700 to this fund

# Staff Development Fund

- You need to work with your supervisor to find an approved Professional Development Opportunity.
- The training should be related to your current position and the subject matter that is valuable to the organization/job.
- Your department will pay for the class/conference/workshop and then submit the application to Human Resources for Reimbursement of funds.

# Staff Development Fund

To Apply for Reimbursement:

1. Go to HR Forms Page: <https://wou.edu/hr/resources/forms/>
2. Under Heading: Current Employees / Development Fund Request
3. Click on: [Staff Development Fund Request](#)
4. Complete the form, including Supervisor Signature
5. Turn form into Human Resources:
  1. Email the form to [HR@wou.edu](mailto:HR@wou.edu)
  2. upload it directly to the forms page: [https://wou.edu/ucs/app\\_files/osnap/hr/genf/frms/](https://wou.edu/ucs/app_files/osnap/hr/genf/frms/)  
(while you are logged into your portal)
  3. Campus mail/Drop off at HR Window on the 3<sup>rd</sup> Floor of the Leiuallen Administration Building

# Staff Development Fund

- Student Employee Forms +
- Student Payroll +

## Current Employee Resources

- Employee Forms +
- Development Fund Request -
  - [Staff Development Fund Request](#)



# Staff Development Fund

## STAFF DEVELOPMENT FUND REQUEST For Classified and Professional Staff

### STEP ONE: DEPARTMENT APPROVAL

*(Employee should complete step one and submit to supervisor for approval. As noted on the form, only registration costs will be covered with a \$250 maximum each fiscal year. Requests will be reimbursed depending on funds available in the staff development account.)*

Date \_\_\_\_\_

Attendee's Name \_\_\_\_\_ (  Classified Staff  Professional Staff)

Department \_\_\_\_\_ Index to be Credited \_\_\_\_\_

Name of Seminar/Workshop \_\_\_\_\_

Location and Date \_\_\_\_\_ Registration Cost \$ \_\_\_\_\_  
*(Attach information, including cost)*

Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_  
Signature

### STEP TWO: SEMINAR/WORKSHOP EVALUATION

*(Employee should complete section two after attending Seminar/Workshop and submit to Human Resources for reimbursement approval.)*

If a certificate is issued, please attach a copy to be placed in the official personnel file.

- Was the subject matter presented relevant/valuable in your present position? \_\_\_\_\_
- Will the subject matter be of help to you in the future? \_\_\_\_\_
- Were the speakers knowledgeable and did they present it in an understandable manner? \_\_\_\_\_
- Based on other training/seminars you have attended, how would you rate this presentation? \_\_\_\_\_

### GENERAL COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### STEP THREE: REIMBURSEMENT APPROVAL

The above training has been approved for reimbursement in the amount of \$ \_\_\_\_\_.

Human Resources Approval \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Return this form to Human Resources Office at [hr@wou.edu](mailto:hr@wou.edu).  
Account will be reimbursed after this form is received.

## Staff Development Fund Request

found at

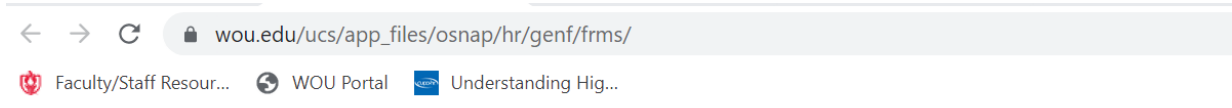
<https://wou.edu/hr/files/2015/05/StaffDevFundRequest072012.pdf>

(Employee should complete section one and submit to supervisor for approval. As noted on form, only registration costs will be covered with a \$250 maximum each fiscal year.)

(Employee should complete section two after attending Seminar/Workshop and submit to Human Resources for reimbursement approval.)

**New Contact is Julie McMurry**

# Staff Development Fund



Direct Deposit Authorization:  No file chosen

## Student Payroll

Forwarding address for paycheck:  No file chosen

## Current Employee

### Employee Forms

Address Change Form:  No file chosen

Cell Phone Allowance:  No file chosen

EEO Sheet:  No file chosen

Name Change Form:  No file chosen

Special User Access Form:  No file chosen

Staff Development Fund Request:  No file chosen

Volunteer Service Form:  No file chosen

Direct Deposit Authorization:  No file chosen