

## Staff Senate Minutes

December 5th 2023 (2:00pm–3:30pm)

Online Via Zoom

### **Start recording - Staff Senate follows Simplified Robert's Rules**

- Meeting recordings only accessible to Senators
- Zoom meeting - <https://wou-edu.zoom.us/j/85780295099>

**In-Attendance:** Adrian Trujillo, Alexis Morrison, Ambre Plahn, Jenna Otto, Jason Horne, Kailey Knospe for Kristen Perry, Crystal Ross, Noah Carillo, Keats Chaves

**Absent:** Pam Flippo

**Guests:** Jose Coll, Simone Stewart, Heather Brophy, Ashley Schaumburg, Katie Wojke, Wendi Mars, Dana Nunez-Silva

### **Approval of minutes**

- November 21 Minutes are approved

### **Guest Speakers**

- Provost Coll – Update
  - President Peters and the Provost appreciate the hard work that staff do around campus, and they consistently keep this in mind when making decisions and making sure to incorporate our voices in these decisions. Enrollment is always going to be a challenge for us and the trends show us that 2025/2026 are going to be rocky for enrollment everywhere. Despite that, we are excited to see our enrollment increase and we're one of a very few who are seeing this increase in the state. Most other colleges and universities are still seeing a decline in student enrollment. There was an enormous increase in retention rates as well and much of this is to do with our professional staff here on campus.
  - Starting in February we will be hitting the ground running in the state legislature. This is a short session, so many of these will be items carried forward from the last biennium. However, we do have some priorities that we want to focus on in this short session. One of these priorities will focus on the needs of our students and more specifically, behavior health. We are partnering with PSU, SOU, and EOU in an initiative regarding behavior

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health to increase the workforce in behavior health and the needs of our students. Last year, PSU and SOU were the only ones submitting this request. This year, EOU and WOU have joined forces. Many of our local leaders are running for re-election this year, so this is a great time for WOU to continue to make connections with these federal congressional leaders in Washington DC. There is a real opportunity for WOU to secure some funding on the federal side. As things develop in our Congressional Appropriation proposals, Provost Coll will update the university on what our priorities are in Academic Affairs.

- Moving forward we are continuing to think about how to strengthen our institution. We have a new strategic plan that we are hoping to launch in the fall of 2024. Judy Sylva has been working hard to make this a plan that is very different than what has been done in the past. Dr. Sylva has been focused on making this a practical/oriented plan that is short term and that can be implemented rather than just another document that sits on a shelf. By the end of winter, we hope to have the draft ready to send out for campus review.
- We do have several position vacancies and the administration is aware of the challenges that these vacancies have on the campus. We are working in collaboration with HR in doing a major audit across campus and making strategic decisions on investments in the gaps across campus. Provost Coll believes in making investments in our staff here on campus and as well as in our students. Our goal is to continue make WOU a great place to be.
- Questions/Answers:
  - Q1 – Can you share some of your priorities that you are sharing with our state legislatures?
    - Asking for funding for our behavior health needs. This is a \$1 million request for WOU (SOU and EOU are both asking for \$1M each and PSU is asking for \$2M). This would allow us to get our foot in the door. Rico is working to bring to light our needs for improving our servers. As we all saw last week, our servers are vulnerable to shutting down and we need to improve our infrastructure. With that, we are also always working on ways to find dollars from the state that will help our faculty, staff and students.

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- Katie Wojke - Giving Day
  - Just getting started with revising how Giving Day was launched in prior years. We are also looking at revising our logo so folks can understand that we are raising funds for WOU students. We are working on creating a new website that is more user-friendly and makes it easy to see how to give and where those gifts are going. For Staff Senate, we can create a new tab/campaign so folks can donate specifically to that fund.
  - Question/Answer:
    - How long has staff senate has been offering scholarships?
      - This has been operational since 2002 and it looks like our first awardee was in 2006. Over the years, we have had 30 recipients for this award.
    - Could we possibly get a past and current scholarship recipient to record a video about how this scholarship helped them and where they are now?
    - Can we do two videos, one to ask folks to help by donating to our fund and then one to thank folks who have donated in the past?
      - Yes, we can absolutely do two videos. Dave Beasley will be joining the team in January and he will be taking this project on.
    - What about our general fund? How could we increase this funding? Or should we just focus one fund?
      - It would be best to choose one to focus on. Most folks agree to focus on the student scholarship versus the general fund for staff senate.
    - Do you want to meet with the scholarship committee on this directly or with the staff senate as a whole?
      - Going to refer to Dave Beasley once he is on board and ready to go with this.

### Reports

- Committee Reports
  - Shared Governance
  - President's Cabinet
    - UCS was notified that Ellucian is making us move from version 8 to version 9 for Wolf Web. This means that training will be coming because it looks like it will be very different from what we are used to. The goal is to have this ready for the Fall

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- 2024 cohort. We are not sure if this will be a change to all Ellucian products (Banner, Portal, etc). Clarification will be sent to Kolis and Adrien will notify senators soon.
- Staffing Needs – the President recognizes that we are short staffed across campus but especially in the Business Office. Looking at creative solutions at getting folks to stay here and/or fill our empty positions. On a positive note, we have an applicant for both the Bursar and Assistant Bursar positions currently vacant in the Business Office. Best of luck to them on those searches.
- University Council
- Other - Administrative Equity, Staff Connections, Scholarship, etc.
  - UBAC: UBAC is asking everybody on our campus to participate by BRAINSTORMING ideas and submitting them using this [Google Form](#). There are more detailed instructions about the form at the end of the following information. - Review email from Melanie Landon-Hays
    - Responses Due December 5th
- President Report
  - [November 28, 2023](#)

### Unfinished Business

- Performance Evaluations & Training
  - On hold
- Use of Direct Appointments
  - On hold
- Search Committee processes
  - On hold
- Fundraiser Raffle
  - Oh hold
- Remote Work/Return to Campus Policy
  - On hold
- “Suggestion Box”
  - On hold – we will resume this item once we have filled the two vacant unclassified senate seats. With that, we have located the last nomination email and were able to verify who was nominated during the last round in the spring. We had three candidates



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and two of them accepted the nomination. Alexis will be working on getting together our voting poll for the senate.

### New Business

- December Meetings
  - Per the bylaws we are only required to meet once in December and in January. So, this will be our only meeting in December and our next meeting will be the 3<sup>rd</sup> Tuesday of the month on January 16<sup>th</sup>.

### Announcements

- Agenda item suggestions
- Kudos/Recognition
  - Since we do not have a meeting the 3<sup>rd</sup> week of December, we will do our “staff of the month” for December in January.
- Public Comments - Anything for the good of the order?
  - January 19<sup>th</sup> at 9:00am will be the next DEI session. Check your email and sign up for either the virtual or in-person session.
  - The Student Health and Counseling Center is losing a full-time counselor this month, so they are currently searching to fill that position. If you know anyone, please send them to the HR posting.

### Adjourn

### Upcoming

- February 6, 2024