

Staff Senate Minutes

June 18th, 2024 (2:00pm–3:30pm)

Online Via Zoom

Start recording - Staff Senate follows Simplified Robert's Rules

- Meeting recordings are for the Secretary to complete minutes effectively; when minutes are approved, the recordings will be deleted
- Zoom meeting - <https://wou-edu.zoom.us/j/85780295099>

In-Attendance: Adrian Trujillo, Alexis Morrison, Ambre Plahn, Sandra Holland, Kirstie Rudich, Wendi Mars, Ellie Baker, Kristen Perry, Rip Horsey,

Absent: Connor King-Goehring, Jenna Otto,

Guests: Heather Brophy,

Approval of minutes

- June 4th Minutes approved

Guest Speakers

-

Reports

- Committee Reports
 - Shared Governance - Nothing to report
 - President's Cabinet - Nothing to report
 - [President's Report](#)
 - Enrollment/budget: Next year is a key year for this institution, a moment where we should start to see the realization of our efforts over the last 2 years
 - MarCom: launched a comprehensive digital marketing campaign "We Got You"
 - UCS: is working on a 3-year plan for Banner optimization; reminder to complete the cybersecurity trainings in Portal
 - HSI Status: Numbers from Fall 2023 indicate 25.3% of WOU undergrad students identify as Hispanic or Latine; 25% must be maintained for HSI status
 - Title IX: As of May 20, more than 100 employees still need to complete the canvas course; if you haven't done the training, please do so ASAP
 - University Council - Nothing to report
 - Other - Administrative Equity; Staff Connections; Scholarship
 - Staff Connections will be hosting a picnic at the Grove. Bring your own lunch and hangout with your colleagues.

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- Administrative Equity Committee – this is comprised of all unclassified staff at WOU and the unclassified senators are the executive committee for this committee. Historically, before Staff Senate existed there was not a venue for unclassified to come together and talk about issues that affect them and they would towards brining those issues to light with administration. After the creation of Staff Senate, we merged these two together and charged the unclassified senators with the task of serving as the executive committee and added a section in the bylaws. We should be meeting as a collective whole at least once a year if not more. The goal right now is to get the executive committee together over the summer to collect discussion topics/agenda items and then call a large meeting in the fall.

Unfinished Business

- Call for guest speakers
 - It would be great to hear from Provost Coll to talk about the new grading system that will be rolling out this summer.
- Use of Direct Appointments
 - On hold through October
- Performance Evaluations & Training
 - Ongoing through HR
 - Can we find out from HR what the percentage of performance evaluations completion rate is?
- Search Committee processes
 - On hold
- “Suggestion Box”
 - On hold

New Business

- Staff Senate Bylaws
 - Located in the Bylaws folder in the staff senate drive
 - Please review before our next meeting
 - Highlights
 - Article III- Mission: Staff Senate Seeks to influence positive and progressive change in the WOU community
 - Article IV- Senators
 - Section D- Duties of Senators: Senators shall maintain an open line of communication with the constituents in their classification.
 - Section E- Attendance
 - Tracking sheet
 - If a member of the Senate has two (2) unexcused absences or three (3) excused absences from regular Senate meetings throughout the

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academic year, the President shall initiate a request for removal from the Senate.

- An absence is considered excused if the Senate member notifies the secretary/recorder before the staff senate meeting of the absence.
- If a proxy is present for an absent Senate member, the Senate member will not be considered absent.
- Before initiating a removal request, the President shall contact that Senator to see if there may be a solution other than initiating the removal process.
- Any request for removal will be brought forward for a vote at the next Senate meeting
- Article VI- Meetings
 - Section A, Schedule: twice monthly during AY except Dec, Jan, July, Aug, and Sept when we meet once monthly
 - Section B, Quorum: 50% + 1 of the total number of Senators must agree must be met to hold any vote
 - Section C, Vote: Only senators or proxy present shall have the right to vote on Senate business. The president shall vote only in the event of a tie.
 - Section E, Parliamentary Authority
 - The rules contained in the most recent edition of Robert's Rules of Order small meeting format will govern the Staff Senate in the following cases:
 - Making motions and voting on recommendations to the university community.
 - Disagreements over the procedure used.
 - When requested by a Senate member.
 - When allocating Senate funds.
 - Recommendations to the university president will be passed by a simple majority vote
 - At the request of any Senate representative, the Senate president will call the Senate into private deliberations as prescribed under the Oregon Public Meeting Law. Private deliberations include only elected representatives of the Senate.
- [Simplified Robert's Rules](#)
 - Please review before the next meeting
- Set Summer meeting dates
 - Third Tuesdays as summer meetings to keep it consistent (2-3:30 pm)?
 - July 16th, August 20th, and September 17th



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Announcements

- Agenda item suggestions
- Kudos/Recognition – Kathy Heide is our staff member of the month for June...YAY!!!
- Public Comments - Anything for the good of the order?
 - July 9 HR will be hosting a training session for supervisors covering progressive discipline.
 - The Business Office may be reintroducing training sessions again regarding various Banner/Procedures.

Adjourn

Upcoming

- Next meeting July 16th, 2024