

Staff Senate Minutes

December 3, 2024 (2:00pm–3:30pm)

Online Via Zoom: <https://wou-edu.zoom.us/j/85780295099>

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

In-Attendance: Alexis Morrison, Rip Horsey, Ambre Plahn, Wendi Mars, Connor King-Goehring, Sandra Holland, Jenna Otto, Gregg Vineyard

Absent: Adrian Trujillo, Kristen Perry, Ellie Baker

Guests: Desiree Noah, Sarah Lockwood, Ashley Schaumburg, Heather Brophy, Amy Stewart, Kirsty Pinchuk,

Approval of minutes

- November 19th Minutes are approved.

Guest Speakers

- Desiree Noah and Kirsty Pinchuk, Human Resources
 - Shared a presentation that will be included in the minutes below.
 - What is the percentage of completion for classified and unclassified performance evaluations?
 - The biggest issue they face is just getting anyone to turn them in period. While HR sends emails out to ask for them, they are still not seeing them increase as much as they had hoped. Kirsty has begun reaching out to supervisors higher up to try and go up the chain of command to make this more of an issue.
 - The overall system does need to improve, and HR recognizes this. They plan to overhaul the entire performance evaluation process and shift to a more automated system rather than a manual procedure.
 - A question was raised regarding the number of staff that is presented, and it seems through the conversation that the numbers are inaccurate, and HR will need to reevaluate their data.
 - What is the Status of the Compensation & Classification Study?
 - They collected job descriptions over the course of a year and an outside consultant reviewed the PDs to ensure that pay for comparable work across institutions
 - 10 equity adjustments were made across campus.
 - They are currently developing a pay philosophy and looking at a step scale for unclassified staff like that of classified staff.
 - Now that they have a baseline of job descriptions, they will use that to build their pay philosophy.

Staff Senate Minutes

December 3, 2024 (2:00pm–3:30pm)

Online Via Zoom: <https://wou-edu.zoom.us/j/85780295099>

- How will the Fair Labor Standards Act salary threshold rejection affect WOU?
 - It will not have a negative impact on anyone who had their salary adjusted prior to the act being rejected at the federal level.
- How to contact HR?
 - Reach out to them via email
- Questions:
 - Regarding the unclassified cash out. Is there a reason that there is a threshold that staff must retain 80 hours?
 - This was a policy that was in place and Desi would need to investigate the reasons behind this to find out more about it.
 - Any other projects HR is working on?
 - Working on a screening tool for search committees.
- Sarah Lockwood, Facilities Scheduling Manager with Student Engagement
 - The Facilities Reservation Policy was just updated and is still going through the policy council review process. They just completed the public comment period and will be meeting with general counsel soon for the final phase.
 - Sarah shared a presentation to go over the process they took in updating the policy and where it stands now. The presentation is included in the minutes below.
 - WOU Salem is now included in the reservation request system and only rooms that are available/open to the public will be shown as a reservable option.
 - Their website: wou.edu/student-engagement/campus-reservations has undergone an update and includes information on how to make reservations and now includes pictures of the rooms available in the WUC and so much more.
 - If you have any questions or need assistance, just reach out to reservations@wou.edu and they are happy to help with your reservation needs.

Reports

- Committee Reports
 - Shared Governance
 - Discussed the voting practices with various senates on campus and the conversations are still ongoing, so Alexis will be excited to see how they compare to each other. Alexis recommended that the shared governance group create a shared google chat so they can more easily communicate with one another and add agenda items. That was well received, and they will be moving to have more open discussions in between their official shared governance meetings.
 - President's Cabinet - Next meeting: December 11
 - University Council - Next meeting: December 11
 - Other - Administrative Equity, Staff Connections, etc.
 - Staff Connections had their fall flannel luncheon last week. It was a really great time and turnout. The Halloween Costume and Trick or Treaters were a success this year with a much appreciated change by having the kiddos head to the WUC rather than to individual departments.

Staff Senate Minutes

December 3, 2024 (2:00pm–3:30pm)

Online Via Zoom: <https://wou-edu.zoom.us/j/85780295099>

Unfinished Business

- Vacant Classified Senator Seat
 - Still reaching out to see if we can get a nomination submitted for this role. If you have anyone in mind, please send their name to Rip.
- UTAC Representation
 - Still searching for a representative to sit on this committee as well. If you know of anyone that is interested, please reach out to Rip.
- UBAC Representation
 - XuanXuan will be the new representative for this committee
- Possible amendment to the bylaws: April and June
 - As we looked back through our past meetings, we realized that we had lower attendance in the months of April and June. It seemed that those months would be better served if we met just once per month rather than twice. During our meeting last month, we discussed possibly changing our bylaws to make this change.
 - Ambre motioned to amend our bylaws to change both April and June to meet once per month instead of two. Wendi seconds.
 - Jenna wishes to just amend the bylaws to only change the month of June. The motion was retracted by Ambre and issued a new motion to amend the bylaws to change our June meeting to once rather than twice. Gregg seconds the motion.
 - Official Vote:
 - Rip – Yes
 - Ambre – Yes
 - Wendi – Yes
 - Alexis – Yes
 - Wendi – Yes
 - Connor – yes
 - Sandra – Yes
 - Gregg – Yes
 - Jenna – Yes
 - Motion passes

New Business

- None

Goals (SMART)

- Fund the Staff for Students Scholarship
 - Adrien and Dave Beasley met to discuss ideas on fundraisers we can hold this year that will be more big dollar events to help get us to our goal.
- Build connections through consistent communication and guest speakers

Staff Senate Minutes

December 3, 2024 (2:00pm–3:30pm)

Online Via Zoom: <https://wou-edu.zoom.us/j/85780295099>

Announcements and Reminders

- Agenda item suggestions
- Reminders
 - Many departments are moving in December
- Training and Events for Staff
 - Title IX mandatory yearly training
 - TBD
 - DEI Events
 - Winter Term Professional Development January 24 - Time TBD
 - Climate Survey Results with Dr. West, January 29 - more info to come
 - Winter Term Safe Zone Trainings (via Zoom)
 - 2/3, 2/10, 2/17 @ 11am - 12 pm
 - GSA Day March 7 - All day
 - High school students who identify as LGBTQIA+ will be visiting campus
 - HSI Week April 14 - 18
 - HSI Summit April 18 @ 8 am - 4 pm
 - Cesar Chavez Leadership Conference May 2, all-day event
 - Information Security Training
 - UCS has simplified the Information Security Training down to 11 required trainings, which are now located in Canvas
 - Business Office
 - Campus-Wide Trainings, next available dates:
 - P-Card, Invoice, DocStar & JV: December 12th from 2pm – 4pm
 - Travel: Wednesday, January 22
 - Final check run for the year: Friday, December 13th
 - Toy Drive - WOU Athletics - Bring a Toy free admission. Dec. 12th
 - Staff/Faculty WOU Community Event - WOU Athletics - Dec. 17th Staff and Faculty free entry with employee ID.
 - Jan. 8th "Breakfast with Colleagues" – more information to come
- Kudos/Recognition
 - December Staff Member of the month is Gabe Williams...YAY!
- Public Comments - Anything for the good of the order?
 - Payroll will run early, so if you have employees who need to turn in timesheets please turn those in as soon as possible including student workers.

Adjourn

Upcoming

- Next meeting: January 21, 2024
- Guest: David Beasley, Director of Development, Annual Giving & Sponsorships

Question and Answers with HR

Kirsty Pinchuk, Interim Director
Desiree Noah, CHRO

December 3, 2024



Western Oregon
UNIVERSITY

Where **You** Belong



Desiree Noah
CHRO



Hal Anderson
Staff Interpreter



Crystal Ayres
Director, Payroll Services



Ben Cavaletto
Staff Interpreter



Peter Flora
Staff Interpreter



Sharon Fitzsimmons
Payroll Coordinator



Sara Glascock
Title IX Coordinator



Emily Herb
Director, Faculty/Staff
Access & Leave



Joseph Linahon
APA/Data Coordinator



Wendi Mars
Salary Admin
Coordinator



Julie McMurry
HRIS Analyst



Kirsty Pinchuk
Interim Director, HR



Crystal Talitonu
Talent/Engagement
Coordinator



Rachael Spada
Payroll Technician



Michelle Sides
Benefits Manager

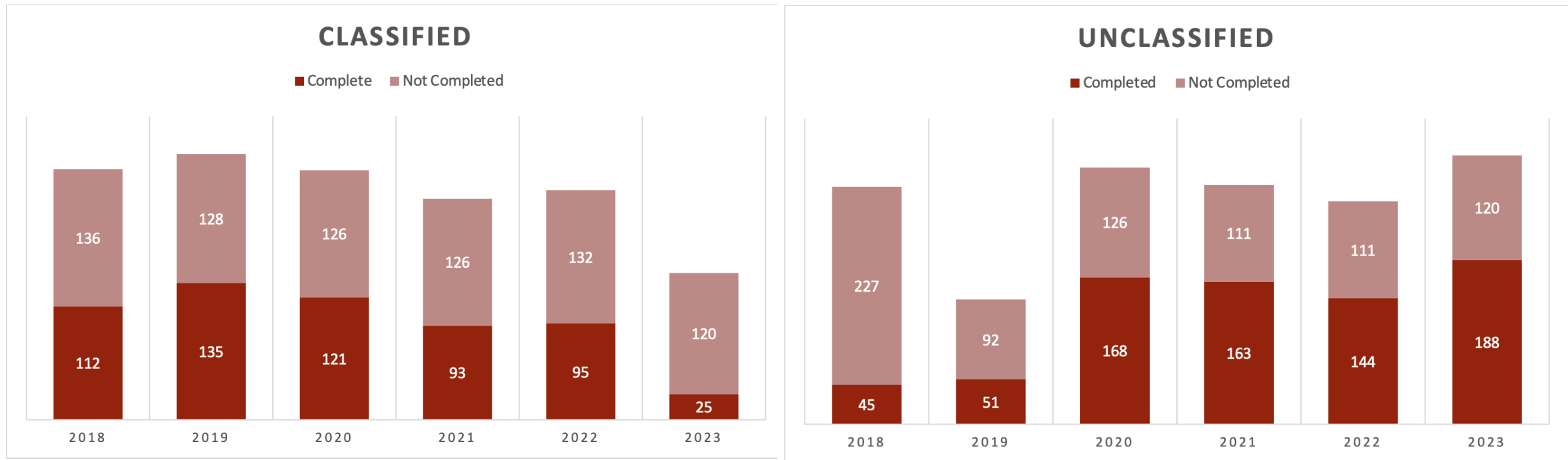


Kaitlin Villareal
Bilingual Office
Manager/Student
Employment Coordinator

Who We Are?

HR | Payroll | Interpreting

What is the percentage of completion for classified and unclassified performance evaluations.



Are there any trends and or any observed challenges in the evaluation process?



The previously scheduled Fair Labor Standards Act (FLSA) salary threshold increase to \$58,656 will not take effect on January 1, 2025. Additionally, the July 1, 2024 increase has been nullified as a matter of law due to the lower court's decision.

**What does this mean for
WOU?**



Western Oregon
UNIVERSITY

Where *You* Belong

How to Contact Our Team

Phone: 503-838-8490

Fax: 503-838-8522

Emails:

hr@wou.edu - General questions

paydocuments@wou.edu - Submission of authorization to fill, pay adjustment, and employment authorization forms for approval routing

payroll@wou.edu - Submission of timesheets and general payroll questions (including taxes, direct deposits, pay, and deductions)

employment@wou.edu - Submission of applications and general questions pertaining to the hiring process or search committees

payrollrosters@wou.edu - Submission of student payroll rosters

benefitsretirement@wou.edu - Benefits & retirement questions/documents

hrinterpreting@wou.edu - Request for ASL interpreting





Facilities Reservation Policy

— Sarah Lockwood and Chelsee Blatner —

Facilities Reservation Policy (aka FRP)

During late Winter Term and Spring Term 2024, we met with various stakeholders across campus individually and collectively for revisions of the FRP. There was a need due to missing components in the FRP as well as shifts in things being planned by the WOU community.

College of Education, College of Liberal Arts & Sciences, University Computing Solutions, Hamersly Library, Conference and Event Services, ASWOU, Student Engagement, University Housing, Campus Dining, Creative Arts, Athletics, Campus Recreation, WOU:Salem, and Facilities Services.

Highlights of changes:

- Expansion of timelines for reservations from 6 months in the WUC and non-academic spaces to:
 - 12 months (WOU-Sponsored and Non-affiliated)
 - 18 months (WOU Reservations)
 - 5 years (Commencement to before Welcome Week)
- Making the FRP more concise and removing duplicate information.
- Expanding Definitions section.
 - Adding in WOU:Salem and Facilities Use Agreements.
- Transparency for charges (online links).
- Including Accessibility recommendations.
- Defining what a Significant Recruitment Event is (and how Admissions will be involved)

Highlights of changes:

- Defining the Fee waiver committee membership.
 - VFPA, VPSA, and UCS Director or designees.
- Defining cancellation charges and timelines that have not previously existed.
- Department specific use conditions of use remove the bulk of it from policy itself and moving to an online link that can be updated as fees or use changes without having to formally change the policy.
- Enhancing the definition of a WOU Reservation to include events that are important to the university's goals, including foundation events with outside groups, community events, memorials, and select fundraisers.

Highlights of changes:

Currently the Facilities Scheduling Manager (FSM) reaches out to Room Approvers (some building managers) for approval of rooms for non-academic event requests. There are many silos and barriers that can cause the approval process to take quite a bit of time and emails or phone calls to remedy.

In consultation with Student Affairs staff, the FSM authority was clarified to return it back to its original authority intent.

Specifically, the FSM can reserve any space on campus without getting prior approval from room approvers or building managers. Of course, in academic buildings, ensuring that the academic class schedule is published first and NCAA schedule for athletic spaces.

This change allows for a more efficient and timely response to room requests, lightens the load of emails/phone calls for room approvers and building managers and supports the 2024 WOU Strategic Plan core values and goals.

Questions?



Division: Student Affairs

Classification: Academic & Student Affairs

Department phone: 503-838-8261

Department email: reservations@wou.edu

TITLE	
<i>Facilities Reservation Policy</i>	
POLICY NUMBER	
ASA-04-089	
RESPONSIBLE OFFICER	UNIVERSITY CONTACT
<i>Vice President for Student Affairs</i>	<i>Student Engagement and Conference & Event Services</i>
SUMMARY	
<i>The purpose of this policy is to outline the policies individuals, departments, clubs, organizations, and the community must follow to reserve all spaces on the WOU campus and at WOU:Salem for meetings, events, conferences, etc. The policy also defines customer groups, outlines expected fees and has additional links to policies and guidelines to consider when requesting rooms and spaces.</i>	
APPLICABLE TO	
Anyone requesting to reserve facilities at Western Oregon University for non-academic purposes.	
DEFINITIONS	
Western Oregon University: also known as WOU in this policy.	
Western Oregon University, Salem: also known as WOU: Salem throughout this policy.	
Werner University Center: also known as WUC throughout this policy.	
Significant Recruitment Opportunity: An event where showcasing Western Oregon University and its programs is the objective. Admissions or academic program will provide information during the event to attendees. Event organizers will share student	

contact information with the Office of Admissions at the conclusion of the event to aid in additional recruitment opportunities.

Academic Classes: Academic division chairs will schedule classes that will utilize classroom space. This may include division specific events, productions, and rehearsals as they relate to academic degrees.

Facilities Use Agreement also known as FUA throughout this policy: An agreement between an outside contractor/person to use space on the WOU campus. The agreement outlines the event details, fees, spaces in use, contact information, insurance requirements, etc.

Non-Academic Spaces: Reservable areas on campus that do not hold academic classes. (i.e., WUC, Gentle House, the Grove, etc.).

Department Business: WOU Building Managers and Division Administrative Program Assistants can schedule reservations in the facilities or outdoor spaces they oversee that are a part of the routine and normal business of that department. Examples of these reservations may include department meetings, athletic practices, theater productions, rehearsals and set building, etc. Those who schedule these reservations are solely responsible for coordinating HVAC, building access, parking, public safety, etc. for these events. WOU Building Managers and Division Administrative Program Assistants may not schedule facilities or outdoor space reservations outside of their normal departmental business or in spaces they do not manage. Submit a Campus Event Request Form on Ad Astra for events outside normal department business.

Traditional Campus Programs: These are programs held on campus at least ten of the last 15 years. Programs must serve WOU students and community and align with the WOU Strategic Plan.

Select Conferences: Conferences that have had a long standing, historical association with WOU (10 plus years).

Customer Groups: There are two customer groups for all reservations. Charges for use of WOU facilities will be based on the customer group. WOU Reservations requested by WOU groups are on a first-requested, first-served basis. The Coordinator, Conference and Event Services reserves all WOU-Sponsored and Non-Affiliated group reservations.

WOU Reservations: These are reservations made by WOU departments, chartered student clubs, department-sponsored student organizations, the OHSU Nursing Program, or WOU-recognized staff organizations for meetings or events primarily attended by students, clubs and organizations, faculty, administrators, staff, alumni, or established donors of the University. This category includes significant recruitment opportunities for WOU. It may also encompass events and important meetings organized by the WOU Foundation, local community groups (e.g., Monmouth

Chamber of Commerce, City Hall, local libraries), memorial events for the WOU community, WOU fundraisers supporting the WOU community, and recruitment conferences that align with WOU programs and the WOU Strategic Plan. Events may require a FUA, depending on the attendees and the event's affiliation with WOU. For example, University Business (meetings or events) that includes outside organization members. Reservations staff will communicate if a FUA is needed.

WOU Reservations that require additional support in planning their event (e.g., FUA's, housing and dining accommodations, additional UCS or Facilities Services support) can contact Conference and Event Services. This support will incur an administrative cost for the event but will help to streamline planning and potentially reduce overall costs.

WOU-Sponsored & Non-Affiliated Reservations: These reservations are for customers who may or may not be affiliated with WOU but are hosting an event primarily attended by external guests, with no significant recruitment opportunity. The customer is responsible for all charges associated with the reservation, including room rental, AV equipment, room setup, computer and telecommunications, catering, support services, and other associated costs. WOU-Sponsored and Non-Affiliated Reservations will work directly with the Coordinator, Conference and Event Services.

AUTHORITY

The Facilities Scheduling Manager is responsible for the administration, communication, and implementation of this policy.

The Vice President of Student Affairs or designee will review repeat or consistent violations of the policy.

STATEMENT OF AUTHORITY

CAMPUS POLICIES AND BUILDING STANDARDS

The Facilities Scheduling Manager and the Coordinator for Conference & Event Services are authorized to schedule events and meetings in campus buildings based on the scheduling priorities outlined in this policy and room availability as indicated in Ad Astra. The Facilities Scheduling Manager and the Coordinator for Conference & Event Services do not have to consult building managers prior to scheduling. Building managers and/or room approvers are responsible for keeping Ad Astra up to date with maintenance schedules and department/division events.

All groups using WOU facilities must comply with WOU building standards and campus policies. Each building manager is responsible for providing information regarding their facility's policies, fees, and standards. WOU building standards are in the "Relevant Documents and Links" section at the bottom of this policy. Campus policies can be found on the [Policy Council website](#).

When reserving rooms or spaces on campus, it is the organization/customer's responsibility to ensure that all food is removed from the room (including catered events, whether by Campus Dining or others), excess garbage is disposed of (outdoor trash receptacles are located near campus buildings), and tables are wiped down if necessary. If the organization/customer adjusts the room's setup for any reason, they are also responsible for returning the room to its original configuration. Failure to clean and reset the room by the end of the reserved time may result in custodial services or building staff performing these tasks, with the person/organization listed on the reservation being responsible for any related labor charges.

The Coordinator for Conference and Event Services, the Facilities Scheduling Manager, and the customer are responsible for ensuring compliance with building standards and campus policies. Non-compliance or failure to meet these standards may be reported to the reservations staff or Conference and Event Services, who will then contact the event organizer, the appropriate WOU department head, or Campus Public Safety. Repeated misuse may result in the denial of future use of WOU facilities and the potential shutdown of the event by Campus Public Safety. Charges may apply to customers who damage WOU facilities.

Once a facility is scheduled, every effort will be made to avoid last-minute changes. However, WOU reserves the right to reassign or substitute facilities when necessary or when it is in the best interest of the institution's primary use. If facilities associated with a reservation are reassigned or substituted, the contact person listed on the reservation will be notified of the change by email and/or phone within one business day.

Facilities Scheduling Priorities: Room reservations are scheduled based on the following priorities:

1. Academic Classes
2. Traditional Campus Programs
3. Select Conferences
4. Department Business
5. WOU-Sponsored and Non-Affiliated Customers

Once academic classes are published, all reservation requests will be processed in the order they are received.

All WOU Reservations: All room or space requests for vendor tables, meetings, events, outdoor locations including the Grove, lawns and outdoor athletic spaces, etc. should be submitted on Ad [ASTRA](#) using the Campus Event Request form, Hamersly Library Event Request form or Rice Auditorium Request form.

A room or space reservation is not confirmed solely by submitting a campus event request form on Ad Astra or emailing reservations staff. While requests are being processed, they will be put in pending status, holding the room or space, until all

details have been approved and scheduled. Email confirmations go to the requestor once the reservation has been approved or denied.

If the reservation requires further information or an Event Advisement, a notification will be emailed to the person who made the request via email. Student Organizations/Clubs required to do an Event Advisement need to review the [guidelines](#) specific to these as they outline timeline and expectations. Every effort is made to respond to all online requests within four (4) business days. After a review of the confirmation, if there are discrepancies or questions, please contact the reservations staff at reservations@wou.edu.

WOU:Salem has their own reservation process. Please visit this [interest form](#) and [WOU:Salem](#) for details.

Use the Hamersly Library Event Request Form on Ad Astra for making room reservations within the library. Please follow the [steps](#) as outlined as well as review the [guidelines](#) for use of rooms. WOU-Sponsored or Non-Affiliated reservations go through Conference & Event Services. Hamersly Library is open to the public Monday - Friday until 6 p.m. Room reservations for small, informal groups (~5 people or fewer) from non-affiliated groups are accepted within those hours, subject to all other Library Room Use Policies, through library staff and with no FUA required. Reservation requests beyond these limits of time, size, or nature should be directed to the centralized campus reservations process for WOU Reservations and to Conference & Event Services for WOU Sponsored & Non-Affiliated Reservations.

Campus Recreation has opportunities for facility rentals that are not included on the campus event request form and may require a rental fee. Please visit their [Facilities Rentals](#) for more information.

WOU-Sponsored or Non-Affiliated customer groups wishing to reserve a facility on campus must contact the Coordinator, Conference and Event Services at conferences@wou.edu or call 503-838-8658.

Active solicitation (approaching people or distributing information away from organization/customer reserved space) is not permitted. Distributing materials outside of organization/customer reserved space can take place on the public sidewalks.

Conditional circumstances: Certain facilities have specific conditions of use given their unique nature of use (i.e., Athletics facilities, Health and Wellness Center, Turf Field, Gentle House, dance studios, Rice Auditorium, Richard Woodcock Education Center (RVEC) room 101, etc.). Groups will be informed if specific conditions apply to their reservation.

WOU employees and students that are interested in using facilities on campus for personal use (i.e., family celebrations, non-affiliated club meetings, etc.) please reach out to Conference and Event Services to see what discounts may apply.

Rain back-up locations: It is highly encouraged that outdoor activities reserve an indoor back-up location in case of inclement weather. Rain back-up requests must be

submitted at least two weeks before the event's start date. The final decision regarding the use of the rain back-up location must be made 24 hours before the event's start date/time. If a decision is not received from the customer, the reservations staff or Coordinator, Conference & Event Services will make the decision.

Reservation timing: Requests for regularly scheduled meetings or events in academic spaces for the upcoming term can be scheduled when class schedules for that term have been published.

WOU Reservations can be scheduled up to 18 months in advance within the WUC and non-academic spaces.

WOU Sponsored & Non-affiliated reservations can be scheduled up to 12 months in advance within the WUC and non-academic spaces.

From Commencement to Welcome Week (week before Fall Term), reservations can be requested up to 5 years in advance across campus. However, academic spaces may not be available due to summer courses.

Some athletic spaces will not be able to be reserved until the NCAA schedules are finalized and published.

Ad Astra will not accept room reservation requests if the requested event date is within four (4) business days. All inquiries for events within this period must be made directly through the reservations staff by emailing reservations@wou.edu. Please note that requests with less than 4 days' notice may not be fulfilled.

Accessibility: Not all spaces on campus are fully or readily accessible. It is strongly encouraged that the space being reserved is accessible and inclusive. That may include ensuring that it has working microphones, it is near accessible bathrooms, it is wheelchair accessible or is near elevator, has alternative furniture, and it has proper lighting. It is recommended that you encourage customers or attendances to contact you for additional accommodation and work with them to provide it if needed. [Disability Access Services](#) has additional resources and information for WOU Reservations only.

CHARGES ASSOCIATED WITH FACILITY RESERVATIONS & CUSTOMER GROUP:

WOU reservations will not be charged for room rental and AV access. However, they must pay for

- Any WUC fees associated with [AV support](#), [extended hours](#), [additional student staff support](#), [custom setups](#), etc.
- Support from [Facilities Services](#), [Campus Public Safety](#), [Parking](#) or [University Computing Solutions](#)

- [Housing](#), Campus Dining or catering costs
- Applicable [Campus Recreation fees](#)
- [Insurance Requirements](#)
- [Rice Auditorium](#)

WOU-Sponsored & Non-Affiliated Reservations must pay for

- Facility room rental and AV Access [fees](#)
- Any WUC fees associated with [AV support, equipment rental, extended hours, additional student staff support, custom setups](#), additional custodial support etc.
- Support from [Facilities Services](#), [Campus Public Safety](#), [Parking](#) or [University Computing Solutions](#).
- [Housing](#), Campus Dining or catering costs
- Applicable [Campus Recreation fees](#)
- Planning and Administration Fee
- [Insurance Requirements](#)

Waiver of Fees: A discount will only be considered when a [Request for Waiver of Fees](#) form is completed and submitted at least 30 days in advance of the event start date. Waivers will be reviewed by the waiver committee that is made up of the Vice President for Finance & Administration or designee, Vice President for Student Affairs or designee and University Computing Solutions Director or designee.

Cancellations / No-shows / Last minute requests: If a WOU Reservation event that requires staff support must be canceled, postponed and/or the location of the event is moved, the group must contact the facilities reservation staff 72 hours before the event start date/time so that the reservation can be adjusted accordingly in the reservation system and provide time to contact staff supporting the event. Repeat instances may result in the organization no longer being able to reserve space/rooms for the remainder of the term/academic year. *Fees could apply if a space is not utilized and if the notification of cancellation were received late or did not happen.*

If a WOU Reservation meeting that does not need staff support must be canceled, postponed and/or the location of the event is moved, the group must contact the facilities reservation staff 24 hours before the event start date/time so that the reservation can be adjusted accordingly in the reservation system. Repeat instances may result in the organization no longer being able to reserve space/rooms for the remainder of the term/academic year. *Fees could apply if a space is not utilized and if the notification of cancellation were received late or did not happen.*

If a WOU-Sponsored or Non-Affiliated meeting or event must be canceled, postponed and/or the location of the event is moved, the group must contact the Coordinator for Conference & Event Services two (2) weeks before the event start date/time so that the reservation can be adjusted accordingly in the reservation system. *Fees could apply if a space is not utilized, if the notification of cancellation were received late or did not happen or if items were purchased for the conference that cannot be returned. Deposits are non-refundable if the event is canceled by the conference. Deposits are 50% refundable if the conference is canceled by WOU.*

WOU Building managers or departments needed to support the event reserve the right to charge for last-minute changes or requests made to an existing reservation that cause significant staff time to move furniture, add more than one piece of audio/visual equipment, or other set-up needs. Last-minute changes are those requested less than one business day prior to the event. Minor requests could be accommodated without charge.

Catering: WOU Catering has exclusive rights to provide food service or sell food/drink for all campus reservations. For more information, please contact the catering office at [503-838-8439](tel:503-838-8439) or view their [policy information](#). This could include the food waiver guidelines and Alcohol policy. Additionally, it is the responsibility of the person/organization on the reservation to ensure that all catering has been removed by the end of their reservation.

REFERENCED OR RELATED POLICIES

[Alcoholic Beverages, Possession and Consumption](#)

[Campus Food Policy](#)

RELEVANT DOCUMENTS AND LINKS

[Request for Waiver of Fees for Use of WOU Facilities](#)

[Gentle House](#)

[Werner University Center Willamette Room Use Policy](#)

[Conference and Event Services Proposed Event Form](#)

[Audio and Visual Equipment and Room Rental Rates](#)

[Catering Policies](#)

[Werner University Center set up and take down charges and standard set ups](#)

[Event Advisement and Werner University Center specific processes](#)

[WOU Building Manager List](#)

[Campus Dining meal plan](#)

[Nutrislice Menu](#)

[Where to Eat at Western Oregon University](#)

[Campus Recreation Facility Rentals](#)

[Classroom Equipment Rental Prices](#)

[University Computing Solutions Classroom Support](#)

[Campus Parking Information](#)

[Facilities Services information and costs](#)

[Campus Public Safety information and costs](#)

[University Housing information and costs](#)

[Creative Arts information and costs](#)

HISTORY

APPROVAL DATE: 09/30/2024

EFFECTIVE DATE: 10/31/2024

LAST UPDATED: 09/09/2024

HISTORICAL DETAIL NOTES: Input gathered from various stakeholders. College of Education, Liberal Arts & Sciences, WOU:Salem, Facilities Services, University Computing Solutions, Hamersly Library, Conference & Event Services, ASWOU, Student Engagement, University Housing, Campus Dining, Creative Arts, Athletics, Campus Recreation.
Large hybrid meeting March 18, 26 and April 10, 2024. Individual department meetings prior to these large meetings. Google doc accessible for input throughout.

SOURCE:

KEYWORDS

FRP, Reservations Policy, Room Request, Ad ASTRA, Room Reservations, Facilities Reservations Policy



Policy Submission Sheet

Policy Title: Facilities Reservation Policy

Action Requested:

- Approve new policy
- Approve changes to existing policy
 - Minor Changes
 - Major Changes
- Remove policy

Why is this action needed?

The existing policy needed an update related to allowing reservations beyond the current 6 month window in the WUC and non-academic spaces. The proposed policy now allows for varying timelines for reservations of 12 months, 18 months, and 5 years ahead depending upon circumstances and time of year. Definitions, charges, cancellations, and accessibility considerations are much more clearly articulated in the proposed policy.

The Facilities Scheduling Manager becomes the authority for administration, communication, and implementation of the policy and is authorized to reserve any space on campus with the understanding of communicating with various areas.

What stakeholders did you consult before bringing it to the Policy Council?

Individual departments/Divisions/Colleges: College of Education, College of Liberal Arts & Sciences, University Computing Solutions, Hamersly Library, Conference and Event Services, ASWOU, Student Engagement, University Housing, Campus Dining, Creative Arts, Athletics, Campus Recreation, WOU:Salem, Facilities Services

Hybrid meetings were held March 18, March 26, and April 10 to gather input. The individual department meetings took place before the hybrid meetings. Data was gathered and reviewed throughout the process

Requested by (must be a VP or Executive Director): Tina Fuchs, VP, Student Affairs

Date: November 6, 2024

For Office Use Only

This policy proposal has gone through the proper process and is:

Approved For Public Comment Revisions

Denied
below

Needs Revisions (See

Needed/Comments:

Policy Council Chair's Signature

Date

Policy Council Staff

Dates for Online Public Comment (must be available online for 7 days): _____

Comments:

The Office of the President

Final Review - This policy proposal is:

Approved Denied Needs Revisions (See below) Revisions

Needed/Comments:

President's Signature

Date

Effective Date (if different from approval date): _____