



## Staff Senate Minutes

September 2, 2025 (2:00-3:30pm)

Meeting location - Calapooia Room in the Werner University Center 130

<https://wou.edu/ces/conference-and-event-services/meeting-spaces/werner-university-center/22870-2/>

### Welcome

- Conversation opportunities for any updates

### Staff Senate follows Simplified Robert's Rules

- Under simplified rules, it allows for a little less formal communication, still providing everyone opportunities to bring forth their ideas.

**In-Attendance:** Rip Horsey, Ambre Plahn, Gregg Vineyard, Sandra Holland, Ellie Baker, Maya Guerra

**Absent:** Emily Herb

**Guests:** Cameron Mortensen

### Approval of this agenda

- Approved as is

### Approval of past meeting minutes

- July 1st Minutes approved

### Guest Speakers

- Cameron Mortensen, Executive Assistant / NSE Coordinator, VP Student Affairs
  - Discussing Resources for Students
  - Provided a presentation that included three main areas on how to aid students (presentation included at the end these minutes)
    - Academic Support
    - Basic Needs & Safety
    - Personal Growth & Belonging

### Reports

- Committee Reports
  - Shared Governance
    - Next Meeting: TBD - Fall 2025
  - President's Cabinet
    - September 10, 2025
  - University Council



## Staff Senate Agenda

continued...

■ October 8, 2025

- Other - Administrative Equity, Staff Connections, University Advisory Committees, etc.

### Vice President's Corner

- Other shared governance information, elections, reminders, etc.
  - 5 Nominations for senate seats, but we may need more. If you know of anyone that may be interested, please reach out to Gregg.
  - Joke of the Day: CEO of Ikea has been elected as the Prime Minister for Sweden, he seems to be adjusting well but he is having trouble assembling his cabinet.

### Secretary/Treasurer's Updates

- Financial, business-related, fun facts, random questions, etc.
  - We exhausted all funds from last fiscal year.



## Staff Senate Agenda

continued...

### Unfinished Business

- Summer Meetings
  - August 19, 2025, Coffee chat had 37 staff come out with 18 different departments represented. It was a very positive interaction experience
  - Discussing SMART Goals and Strategies for 2025-2026
    - Policies, handbooks, evaluations, trainings, communications, etc.
      - Continue with having guest speakers attend our meetings
      - Staff Mentorship Program – Gregg will be doing some research in hopes to build a program that we can implement.
    - An email will be sent out to campus if anyone outside of senate has ideas on what they would like to see us focus on this year.
- Recruitment for Staff Senate
  - Still in need of 3 Classified Staff members and 2 Unclassified seats
  - Contact Vice President Gregg Vineyard if fellow staff are interested

### New Business

- Possible staff training idea, “How to help a WOU student when you know they need assistance”
  - September 16, 2025, from 2:00-2:45 pm Zoom
  - 3 areas of discussion: fiscal, academic, and support for students
  - Reached out to Paige, Shelby, and Kella.
- Staff Connections – recruitment
  - Are you interested in bringing fun and excitement to campus? Staff Connections is looking for new members to join the committee. If you are interested, please contact Rip.
  - Exciting Events they provide:
    - October Office Decorations
    - Fundraising
    - Lunch Events
- Staff for Students scholarship recruitment idea
  - Payroll deduction options
  - Giving Day
    - Create a “Spotlight” on previous scholarship recipients to help promote why this scholarship is so important.

### Announcements and Reminders

- Announcements
  - Agenda item suggestions can be made during the meeting or online at [wou.edu/staffsenate](http://wou.edu/staffsenate)
- Important Training Reminders
  - Business Office
    - Campus-Wide Trainings-Watch for emails from Cheri Darby and Sandra Holland
  - Check out the @WOU Newsletter for more optional events, departmental updates, and training opportunities



## Staff Senate Agenda

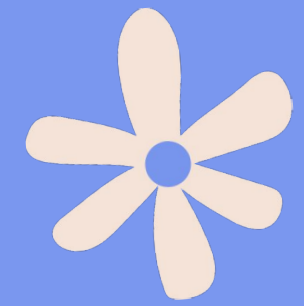
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- Kudos/Recognition
- Public Comments - Anything for the good of the order?

### Upcoming

- Next meeting: October 7, 2025 @ 2 pm
- Guest: TBD

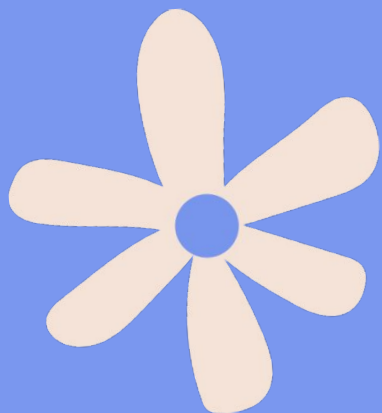
### Adjourn



# Student Resources & Supports

Cameron Mortensen (she/her/hers)

*Executive Assistant to the VP for Student Affairs*






# Topics



## Academic Support



Supporting students' success in the classroom & troubleshooting common holds




## Basic Needs & Safety

Supporting students' success *outside* the classroom to ensure their physical/emotional safety



## Personal Growth & Belonging

Resources to share with students to help them grow beyond WOU, setting them up for success later in life



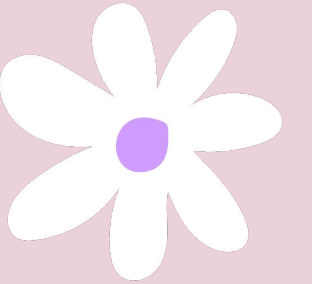


# Academic Support Resources

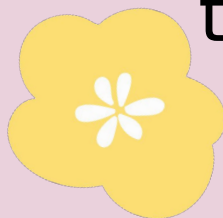




# Student Success & Advising Office



- Course selection advising for first-year students who don't have an advisor yet, as well as exploratory, pre-nursing, and interdisciplinary students
- Support for students experiencing academic challenges (i.e. academic warning, academic probation, etc.)
- Free peer tutoring for various intro-level and general education courses
- Free peer coaching for study strategies, note-taking, time management, and test-taking support





# Other Academic

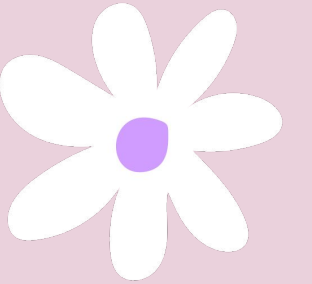
## Resources

- Writing Center: Free support for all stages of writing for students (planning, first draft, final draft edits, citing sources/references, etc.)
  - Located in the Hamersly Library, available for appointments in person or via Zoom
- Computer Science Tutoring: Free support with upper and lower Computer Science courses
  - Located on the 3rd floor of the ITC building
- Math Center: Free drop-in tutoring in English and Spanish for general ed math courses, STEM courses, math education classes, honors classes, etc.
  - Located on the 2nd floor of the SSC building
- **Plus** – encourage students to utilize professors' office hours!
- Hamersly Library also allows students to rent technology at no cost for the term/year!

# Disability Access



## Services (DAS) Office



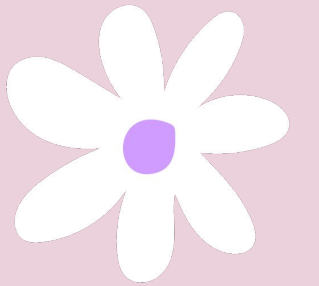
- Provides individualized, reasonable accommodations for WOU students to ensure there is equitable access to the community and its programs. Students work directly with DAS and they choose when/how to share with professors, if they choose (self-disclosure only).
- *Some* examples of accommodations:
  - Note-taking support
  - Testing support (extended time, alternative environments)
  - Alternative format for materials
  - Deaf and Hard of Hearing services (interpreting, transcribing, captioning)
  - Accessible classroom environment



- **Plus** – a resource for staff/faculty for support with accessible programming/materials!



# TRiO Programs for WOU Students

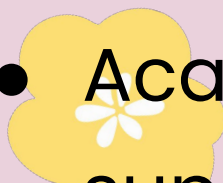


## **Student Enrichment Program (SEP)**

- SEP supports students who meet any of the following criteria:
  - First-generation students
  - Underrepresented financial backgrounds
  - Eligible to receive services from DAS
- Holistic + individualized advising, workshops/seminars to support students' success, tuition free FYS courses, close community, and more

## **Teacher Prep Student Support Services (TP-SSS)**

- TP-SSS supports education-track students
- Academic advising, financial literacy support, free FYS classes, teacher licensure exam support, close community, and more



# Troubleshooting Hold

## • **Most common holds on student accounts that prevent registration:**

- **Accounts Receivable hold:** Past due balance or incomplete Revolving Charge Form, will need to contact [businessoffice@wou.edu](mailto:businessoffice@wou.edu).
- **Transcript hold / Enrollment Fee holds:** Admissions Office is missing transcript and/or enrollment fee from student; student will need to contact [admissions@wou.edu](mailto:admissions@wou.edu).
- **Medical Withdrawal (VPSA) hold:** Student has taken a medical withdrawal through the VPSA and has not provided documentation to return. Contact [studentaffairs@wou.edu](mailto:studentaffairs@wou.edu).
- **Judicial hold:** Student has not completed sanctions from Student Conduct, student will need to contact [studentconduct@wou.edu](mailto:studentconduct@wou.edu).
- **Medical hold:** Student is not in compliance with immunization requirements, contact [health@wou.edu](mailto:health@wou.edu).
- **Advising hold / Academic Standing hold:** Student will need to contact [advising@wou.edu](mailto:advising@wou.edu).
- **Student Affairs hold:** Student has not completed required bystander intervention training and/or anti-hazing training. Contact [studentaffairs@wou.edu](mailto:studentaffairs@wou.edu).




# Basic Needs & Safety Resources

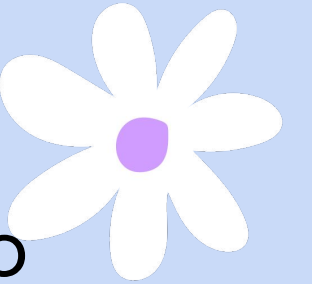




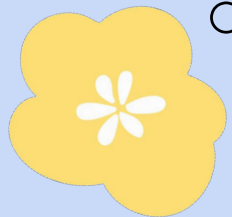
# Student Health & Counseling (SHCC) Office

- Provides free (or low-cost options) medical and counseling services to students, in-person or via telehealth, paid for by students' Health Fee (\$136 or \$183/term) –
  - Individual and/or group counseling
  - Acute illness/injury care
  - Chronic condition management
  - STI testing, menstrual health, pregnancy-related support
  - Physicals, lab work, immunizations, etc.
- SHCC also offers same-day crisis services (drop in or can call)
  -  Students can go by themselves or you can walk with them to the SHCC office to help them request a crisis appointment

# Abby's House



- Provides campus community with resources, education opportunities, and referrals to promote equity and non-violence.
- Basic Needs Coordinator, Maria Barrera, can meet with students to assist with accessing basic needs resources such as food, transportation, clothing, toiletries, menstrual products, etc.
  - Trauma-informed approach and can connect with external resources too
- Confidential advocates can meet with students who have experienced interpersonal and/or domestic violence without being required to report (*not* mandated reporters) so students can explore options, talk about their experience, and feel supported.
  - Including financial support for DV survivors needing housing assistance

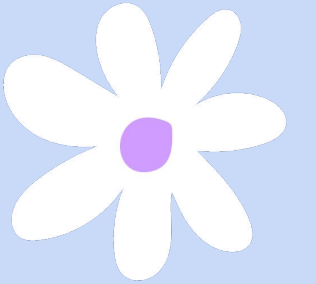


# Other Basic Needs



## **Stitch Closet & Food Pantry**

- Free grocery items and clothing available to students and community members
  - Clothes are donated, ensured to be in good condition, and washed/folded
  - Grocery items are stored safely, regularly checked for quality, and there are a wide variety of dietary needs
  - Located in the Welcome Center



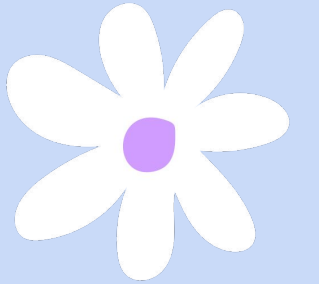
# Resources

## **Emergency Student Aid**

- Financial support for students who are experiencing crisis/emergency situation that has affected their wellbeing. Housed within the VPSA office, reviewed by a committee, and funded by WOU Foundation funds.



# WOLF Ride Program



- Provides free rides for WOU students during operating hours within the Monmouth-Independence area to ensure safe transportation.
  - Funded through IFC funds, overseen by VPSA office
- Typical operating hours are in the evenings, with some day-time hours during the week and over weekend.
  - Will reopen at beginning of Fall term
- Students can request rides via app and/or by texting or calling the WOLF Ride cell number. Staffed by student drivers who have completed driver authorization and training.
- Van is also available to rent for departmental/group use!

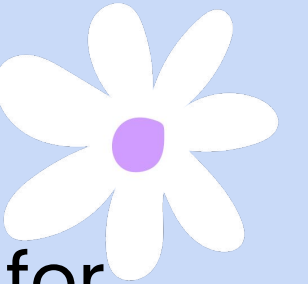


# Accountability/Support



## Student Conduct Office

- Supports students to take responsibility for actions, provide fair/impartial process for students, and ensure a safe environment for entire campus community
- Upholds [Code of Student Responsibility](#) & provides educational programming

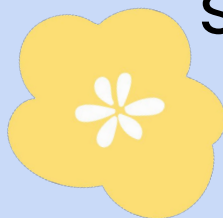


## CARE Team

- Committee of staff members across campus; purpose is to assess, discuss, and recommend intervention regarding significant campus issues

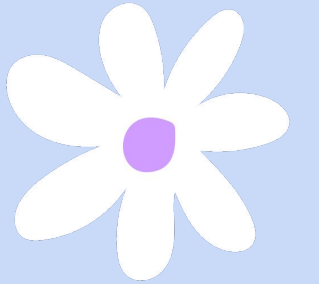
## Campus Public Safety

- 24/7 support for students, staff, faculty to ensure safety. After-hours resource for student emergencies, as well as reporting safety concerns





# Reporting Resources



## Student of Concern Form

- Used to report any situation where you are concerned about a student's mental/physical well-being, inappropriate behavior, and/or access to basic needs
- Reviewed and handled appropriately by CARE Team
- Open to students, staff, faculty, and community members to fill out

## Campus Concerns and Misconduct Report Form

- Used to report incidents involving sexual harassment/assault, violence, stalking, retaliation, bias, discrimination, harassment, etc.
- Depending on content, this is forwarded to appropriate office

**For BOTH forms:** Staff/faculty (including student employees) cannot stay anonymous, per mandated reporter policies. Community members and non-employed students can remain anonymous. Both are available on our Student Affairs website!

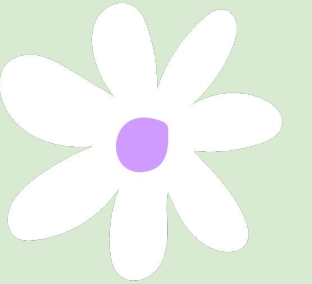




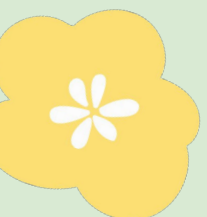
# Personal Growth & Belonging Resources



# Center for Professional Pathways (CPP) Office

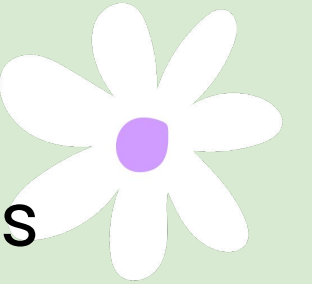


- Provides career-readiness support to both students and alumni
  - Resume and cover letter support
  - Interview skills
  - One-on-one coaching
  - Job fairs and networking events
  - Internships (including paid internships) and volunteer opportunities
  - Support with finding on-campus and off-campus jobs
- Can help departments find student employees for open positions
- Located on the 2nd floor of the SSC building

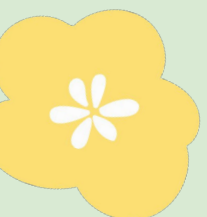




# Student Engagement Office



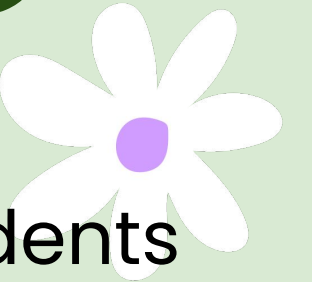
- Provides campus activities and leadership development opportunities for students
- Oversees Fraternity/Sorority life, Student Activities Board, Western Howl, ASWOU, and several student clubs/organizations (available to view on Involve)
- Events include:
  - Homecoming Week
  - Holiday Tree Lighting
  - Celebration of Black Graduates
  - Prep Week activities
  - And more!
- Located in the WUC building



# Identity & Cultural Belonging



## **Multicultural Student Services & Programs (MSSP) Office**



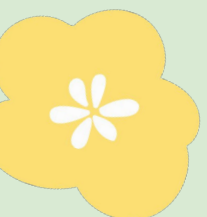
- Supports recruitment, retention, and success of historically underrepresented students
  - Personal guidance, academic advising, mentoring, advocacy support
  - Cultural and social campus activities
  - Multicultural Student Union (MSU) club
  - Diversity Scholars Program
  - Student recognition and graduation celebrations

## **Stonewall Center**

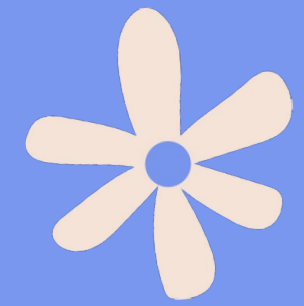
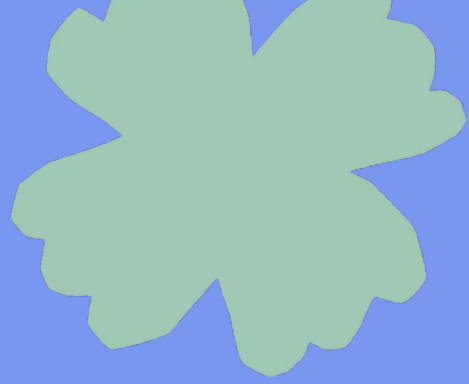
- Safe space for LGBTQ+ students, dedicated to providing resources, support, and advocacy for students. Part of Abby's House and programs the Lavender Grad Celebration.

## **Veterans Resource Center (VRC)**

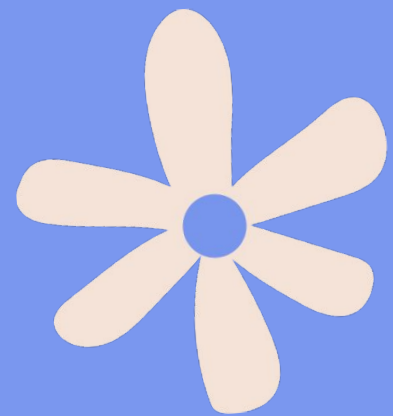
- Supportive environment for military students/families to connect and access services







Thank you for your time!  
Questions?



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