



Staff Senate Minutes

October 21, 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, Maya Guerra

Absent: Ellie Baker, Emily Herb

Guests: Paul Dorres

Approval of this agenda

- Approval as is, additions, or adjustments must be approved

Approval of past meeting minutes

- October 7th Minutes in the shared drive and ready for approval at next meeting

Reports

- Committee Reports
 - Shared Governance
 - Next Meeting: October 29, 2025
 - President's Cabinet
 - Public Comment Period ends Oct. 21 at 11:59 PM
 - Digital Accessibility Policy [FA-03-006](#)
 - Campus Posting Guideline [FA-04-016](#)
 - Other Policies open for comments
 - Procurement and Contracting - [FA-05-040](#)
 - Legal Review of Contracts and Other Documents - [GL-02-010](#)
 - University Council
 - Accreditation Update
 - We are currently finishing year 3 of the current accreditation cycle. Judy Sylva is spearheading this process. A recurring theme amongst the accreditors is our financial status.
 - Strategic Plan Update
 - All departments should regularly review their strategic plans. Keep in mind that departmental plans should align with your direct reporting unit's

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- strategic plan, not the institutional plan (unless your department reports directly to the President).
- For assistance with creating or updating your strategic plan, please reach out to Jessica Murfin, who is a great resource for departmental planning support.
- Other - Administrative Equity, Staff Connections, University Advisory Committees, etc.
 - UBAC has an upcoming meeting on October 29th from 3-5 pm in the WUC Pacific Room
 - Anonymous Submission of questions [[here](#)]
 - Website for answers: wou.edu/budget/faqs
 - UDIAC will be looking to rebuild its membership soon
 - UTAC updated us on data governance
 - Specifically updated on the Digital Accessibility Policy

Vice President's Corner

- Other shared governance information, elections, reminders, etc.
- Update from Faculty Senate Meeting:
 - President's Note: Return to Campus and offering in-person courses was the main topic for his presentation.
- Our 2023-24 first-time, full-time student retention rate was 76% and our 6-year graduation rate was 45%.
 - For some perspective, those numbers were:
68% and 44%, at Southern Oregon University,
67% and 37% at Eastern Oregon University,
and averaged 73% and 52% at our other official peer institutions.
- Recruitment for Staff Senate
 - An email went out today asking staff to vote in candidates for the open seats. So far, we have had two candidates for unclassified positions and one candidate for the classified seat.
 - Contact Vice President Gregg Vineyard if fellow staff are interested

Secretary/Treasurer's Updates

- Financial, business-related, fun facts, random questions, etc.
- Reminder that if senators will miss a meeting to contact both the President and Secretary to ensure attendance is tracked accordingly.
- Professional Development – how many staff actively engage in professional development opportunities? Are supervisors supportive of sending staff to these training opportunities and are there funds in their budgets to support it?
 - Does HR still offer funding support for staff to engage in professional development? It would be great if HR could highlight this opportunity more specifically across campus to ensure that staff know this opportunity exists.
 - It is recommend that Staff Senate reach out to HR to find out if this program still exists and what we can do to ensure it is advertised more frequently.
- Staff Recognition

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- Keep emailing out positives.
 - After our second meeting of the month, nominees will be notified via email just as we have done in previous years.
- Rather than posting the list of nominees in the campus-wide newsletter, we will add them to the minutes in the Kudos/Recognition section below.

Unfinished Business

- Discussing SMART Goals and Strategies for 2025-2026
 - Survey of campus - planned for late October
 - Mentorship program updates – none at this time.
- New Employee Orientation
 - Appreciate Senator Ellie Baker for taking October's NEO
 - Complete calendar for the rest of the year

New Business

- Discussion regarding Experience and Web Time entry
 - How did the first approval period go for students and hourly employees?
 - So far, it sounds like there have been a significant number of issues in getting students to figure out how to do it and has a bit of a learning curve to smooth out.
 - How is the experience working for classified staff?
 - Also experiencing some issues with having the correct supervisor listed for the staff and not a lot of communication going out about it.
- Review of the newly adopted Remote Work policy
 - Does it allow supervisors of staff the opportunity to provide exceptions based on their oversight of a remote working staff member?
 - It seems that most instances would allow for occasional remote work exceptions. However, standing remote work schedules will be very limited and have to be heavily justified by both the employee and their supervisor/department.

Announcements and Reminders

- Announcements
 - Enrollment Insights Forum
 - November 5, 2025, from 3:00-4:00 pm in RVEC 101
 - Joy Brown (Admissions), Jen Koshnick (Student Success & Advising), and Pagie Jackson (Enrollment Management & Student Success)
 - Agenda item suggestions can be made during the meeting or online at 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
- Kudos/Recognition



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- Starting next month we will start listing out all staff who was nominated for their good work
- Public Comments - Anything for the good of the order?

Upcoming

- Next meeting: November 4, 2025, @ 2 pm
- Guest: finalizing schedules will send out soon.

Adjourn