

Staff Senate Minutes

January 20, 2026 (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 personal and professional updates with guests and Senators

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.

Approval of this agenda

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

In-Attendance: Rip Horsey, Gregg Vineyard, Sandra Holland, Emily Herb, Melissa Eddings, Ellie Baker, Maya Guerra, Tessa Paulsen, Robyn Lopez Melton

Absent: Ambre Plahn, Kodee Harwood

Guests: Dave Beasley

Approval of past meeting minutes

- December 2nd Minutes approved

Guest Speakers

- Dave Beasley, Director of Development, Annual Giving & Sponsorships, WOU Foundation; Staff for Student Scholarship and Giving Day
 - Please see the power point presentation slides at the end of the minutes

Reports

- Committee Reports
 - Shared Governance
 - Meeting December 10, 2025
 - Web time entry; missing some paychecks during Sept/Oct; rectified
 - If you find any errors/discrepancies with web entry or your paycheck, please contact HR right away. There is a 3-7 day turn around time, so HR has asked for your patience as this system is new to everyone, including them.
 - Faculty reviews and alignments
 - Students asked if the course reviews they are asked to complete reach faculty. How do the reviews/feedback from students make it

Staff Senate Minutes

continued...

- to faculty and make a difference?
 - The consensus is that the system is clunky and nuanced and can be improved upon.
 - Students' input into the Faculty reviews
 - Students asked confidentiality and the safety of submitting honest reviews.
 - President's Cabinet
 - Meeting December 10, 2025
 - Wolf Student Experience Feedback form (Daniella Dugan, Title III Coordinator; Patrick Aldrich, Director of the Center on Research, Evaluation, and Analysis; Beryl Neequaye, Data and Evaluation Specialist, The Research Institute)
 - First annual, internal student experience survey; 24.5% response rate with 936 responses
 - Main questions asked:
 - Was your experience at WOU good?
 - Would you return to WOU?
 - Would you recommend WOU?
 - Faculty/Staff Connections - (Question: When you are facing a personal issue or decision, is there a faculty or staff member with whom you would feel comfortable speaking?) 52.4% Yes, 29.4% No, 16.8% Unsure, 1.5% Prefer not to say
 - Room for improvement with student connections
 - Clarification on what "personal" means: dating, financial, housing, intrapersonal relationships
 - What is the expectation for staff to be available to students for these personal concerns?
 - Depends on position – people who work with students are more likely to be expected. However, boundaries are important. Making it clear about what is and is not appropriate to bring up to staff/faculty (housing issues – probably, fighting with your friends – probably not)
 - Having the information to provide students of where they should/can go for more personal/private needs would be helpful.
- FA-03-005 Website Generation, Maintenance, and Administration
 - (Maureen Brakke, Executive Director Marketing & Communications, Public Information Officer, Matthew Johnson, Web Manager)
 - A new webmaster has been hired, Matthew Johnson providing us with room to make significant improvements starting with a new website policy.
 - Providing clarity and direction regarding the cycle of website development, maintenance, and closure.

Staff Senate Minutes

continued...

- Trainings will be offered on websites and social media accessibility.
- Meeting January 14, 2026
 - Campus Signage (Private/Reserved Areas)
 - Dominique recently sent out an email explaining the new signage available.
 - Sanctuary Status (updates)
 - WOU has been compiling information to be readily available in terms of know your rights in relations to Sanctuary status. However, there is not a lot of consensus on what individual departments are or should be doing to provide that information.
 - Students wanted to promote WOU as a “sanctuary campus”. However, that could not be approved by senior leadership because WOU must comply with federal laws and regulations, but we also must comply with Oregon’s laws and regulations as a sanctuary state. Claiming ourselves as a “sanctuary campus” would do so in name only. There would be no regulation changes, and it could in fact attract undue and unwanted scrutiny. However, the university administration supports our students and staff and will do our best to provide as much information as possible. They continue to put together resources for students and staff and a video of “Know Your Rights” will be available soon.
 - Legislative Updates
 - Meeting at the Capital on February 4th to talk about/Lobby for educational spending
 - Report Spending and Efficiency in Oregon Public Universities ([link](#))
- University Council
 - Next Meeting: February 11, 2026
- Other - Administrative Equity, Staff Connections, University Advisory Committees, etc.
 - Looking for an active senator to be involved with Staff Connections. If interested, please contact Rip.
 - Opening in the WOU foundation board soon.

Vice President's Corner

- Other shared governance information, elections, reminders, etc.
- Recruitment for Staff Senate
 - Classified vacant seat - still looking
- Recruitment for
 - Faculty Senate meeting this Thursday
 - Staff Mentorship program on hold while HR focuses on Banner Optimization. We anticipate this to pick back up in the spring.

Secretary/Treasurer's Updates

- Financial, business-related, fun facts, random questions, etc.

Staff Senate Minutes

continued...

- We need 40 staff to commit to \$5 - \$10 per month/pay deduction to sustain a long term scholarship
 - These do not need to be for a full year or permanent, you can change them at any time. If you are interested, please fill out the payroll deduction form with payroll and select the Staff for Students Scholarship Foundation Fund and the funds will automatically be transferred to that account.

Unfinished Business

- Discussing SMART Goals and Strategies for 2025-2026
 - Mentorship program updates
 - Training/Refreshers for staff focusing on students
 - Malissa Larson, Dean of Students & Associate Vice President, Student Affairs
 - “Worries to warnings: Student Support Spectrum”
 - January 27, 2026, 2-3pm, WUC Santiam room
- Updates the “Distribution of Funds Recovered from Indirect Cost” from the President’s Cabinet meeting on January 14, 2026
 - Discuss, listen, and ask more questions from the staff’s point of view
- Performance Reviews
 - Held on January 9th and 13th, comments, questions
 - January 31, 2026, is the submission date – Would anyone oppose moving this to August 1st?
 - If you do not get one and want one, you can ask for one
 - Classified staff have theirs on their hiring anniversary
 - August 1st date may not work for 9-month unclassified staff

New Business

- Establishing ways to enhance cross-communication among staff regarding the different areas of change, efficiencies, training, feedback, and data collection.
 - Please think about ideas you may have and we will revisit this topic at our next meeting.

Announcements and Reminders

- Announcements
 - Digital Accessibility Requirements 101
 - Newsletter section with a Did you know? And the tip of the week
 - WOU digital accessibility training underway
 - Agenda item suggestions can be made to staffsenate@wou.edu or 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

Staff Senate Minutes

continued...

- The following staff members were nominated for the good work they do on campus:
 - Eli Altland
 - Melissa Hinzman
 - Breeze Potter
 - Anabel Manzo
- We would like to thank these amazing staff members for their hard work, dedication, and commitment to making WOU a better place!
- Public Comments - Anything for the good of the order?

Upcoming

- Next meeting: February 3, 2026, @ 2 pm
 - Werner University Center (WUC) room 130
 - Guest: General Counsel (Craig Ashford) and Director of Campus Public Safety (Mike Hanson); dialogue around federal and state legal updates

Adjourn



Giving Day

Tuesday, April 7, 2026

Giving Day

Giving Day is an annual 24-hour crowd fundraising event that allows multiple programs, departments, colleges, teams, clubs, and other campus organizations to raise awareness and funds for their organization.

Because a successful Giving Day is dependent on crowdfunding, we need help from faculty, staff, students, and friends of the university.

Giving Day at WOU

When? Tuesday, April 7, 2026

Who Can Participate? Any campus organization/department/student club/team with a foundation account

What is our Goal? Generating new donors to the university and specific funds/program at WOU

How Much Can We Raise? Last year, we raised over \$200,000 for various campus organizations

The Big Gift

What is it? A large matching gift that will be unlocked when we reach 500 gifts on Giving Day

Any gift to any fund will count towards The Big Gift

If you would like to do a matching gift and/or be part of the Big Gift, please reach out to Dina Miller at millerdp@wou.edu

How Does My Group Participate?

- Sign up for Giving Day by February 27
- Identify at least two people to be influencers and attend training
- Make a Video (30-60 seconds)
- Email/call/text friends and family on Giving Day-use your influencer link to track results!

How Do People Give to My Group?

- Each group receives their own webpage on givingday.wou.edu
- Influencers (the more the better!) receive a unique link that they can share with family/friends that provides direct access to their page
- Donors make their gift via Credit Card, Apple/Google Pay, ACH Transfer/Cash App
- Donor intent rules all!

Other Ways to Be Involved

- Attend/plan a Giving Day service project
- Attend the Giving Day Service Fair
- Encourage student groups and campus clubs to participate
- Join the Giving Day Working Group
- Volunteer to help on Giving Day

Staff for Students Scholarship

- Functionally, the current balance is \$0.00
- Giving Day Push for Staff to give to scholarship
- Recurring gifts are key to funding this
 - [Payroll deduction](#)
 - Giving Day recurring gift
 - [Foundation website recurring gift](#)

A large group of graduates in red caps and gowns are celebrating by throwing their caps into the air. The caps are scattered across a blue sky with white clouds. In the background, a stadium with a large screen displaying "WESTERN OREGON WOLVES" is visible. The scene is filled with a sense of accomplishment and joy.

Questions?
Contact Dave Beasley at
beasleyg@wou.edu