

## Staff Senate Minutes

March 3, 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

- Agenda approved

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

**Absent:** Kodee Harding, Sandra Holland,

### Guests:

### Approval of past meeting minutes

- February 17 Minutes approved

### Guest Speakers

### Reports

- Committee Reports
  - Shared Governance
    - Next Meeting: March 11, 2026
  - President's Cabinet
    - Next Meeting: March 11, 2026
  - University Council
    - Next Meeting: June 10, 2026
  - Other - Administrative Equity, Staff Connections, University Advisory Committees, etc.

### Vice President's Corner

- Other shared governance information, elections, reminders, etc.
  - Faculty Senate – program proposals took up much of the meeting
    - Question about when will decisions about which programs will be cut plan to be announced? Concerns at how this will affect future incoming enrollment and

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students who are seeing the majors we offer now, thinking they will still be available only to find out after getting here it is getting cut.

- Recruitment for Staff Senate
  - Classified vacant seat - still looking (please reach out if you have questions)

### Secretary/Treasurer's Updates

- Financial, business-related, fun facts, random questions, etc.
  - Looking to spend \$100 out of our Staff Senate funds to host the Food for Your Thoughts Event on 3/17:
    - Maya motions to vote, Robyn seconds
      - 8 yes, 0 no, 0 abstain
    - Robyn motions to suspend the 3/17 meeting to host the event, Tessa seconds
      - 8 yes, 0 no, 0 abstain

### Unfinished Business

- Discussing SMART Goals and Strategies for 2025-2026
  - Staff for Students Scholarship funding drive, Forty for five, was sent out last week.
    - Payroll deduction for forty staff asking for \$5 to maintain steady revenue.
      - So far, several staff members have reached out regarding the steps to sign up.
      - How to Participate:
        - Signing up is quick and easy:
        - Complete the Employee Giving Form ([Payroll Deduction Form](#)) using the link or QR code on the attached flyer.
        - In the section "Thank You for Being a WOU Sustainer", select Other and enter your monthly donation amount.
        - In the section "This Gift Will Be Used For", select Other and write in: Staff for Students Scholarship Fund
  - March 17, 2026, 2:00-3:00 pm staff feedback event, "Food for your thoughts."
    - Post-It Note process
    - No names, just your words
    - We provide the snacks
    - Topics (to focus on):
      - Let us know if you have challenges with any of the new or old processes
      - Please share your comfort level, giving feedback in your area
      - Please share your frustrations about giving feedback
    - We cannot accept personal grievances about other individuals; we need to stay on topic about processes
    - PS - you can pre-write your Post-It Note(s), you can use a larger Post-It Note style if you like, as it will be really hard to tell who wrote the message. Simple, easy, and you get to talk with others, which may stir other ideas for a Post-It note thought
    - PSS- If you just want to come by and grab a snack and talk without writing a Post-It Note, that is completely fine too



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### New Business

- Upcoming accreditation visit by the Northwest Commission on Colleges and Universities (NWCCU)
- Work Force Trends Report
  - [Appendix B](#) - link to Board of Trustees Report from Human Resources
    - The report provides a four-year review of staffing trends based on headcount
    - Should we look at what positional levels of unclassified and classified vacancies have occurred, or other data points, etc?

### 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](mailto:staffsenate@wou.edu) or [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
- Kudos/Recognition
  - Renee Ray – “She is very welcoming to students”
  - Claudia Ortiz Gajardo & Vanessa Petroj – They did a great job with the changes to the physical space and the culture created within the Writing & Research Center in the Library.
- Public Comments - Anything for the good of the order?

### Upcoming

- Next meeting: March 17, 2026, @ 2 pm
  - Werner University Center (WUC), Willamette Room
  - Guest: TBD

### Adjourn