



## Staff Senate Meeting Minutes – November 1, 2017

### Attendance

- Present: Andrew Holbert, Rip Horsey, Heather Mercer, Jesse Poole, Kimber Townsend, Dona Vasas, Kara Westervelt-Parker, Weiwei Zhang
- Absent: Louann Casares, Kyler Dryer, Susan Hays, Savanna Mullan
- Guest: Lila Jones (Student Senate President)

### Call to Order

- Meeting was called to order at 2:07pm

### Approval of the Minutes

- Minutes from the October 18, meeting were reviewed, amended, and with a motion moved by Rip and second by Andrew it carried, 9-0-0.

### Approval of Agenda

- The minutes were approved. Motion moved by Kara and seconded by Kimber carried 9-0-0.

### Reports

- Shared Communications Report – Nothing to Report. Next meeting 11/02/2017
- Faculty Senate Report – Lila reported they discussed many items: Major/minor developments, UO Study Course Evals. Vs. Class Ratings; IDS Program Changing
- Student Senate Report – Lila reported Executive Cabinet have been appointed. They are working on approving new positions.
- Board of Trustees Report – Retention not as good last year. Master Plan selection process will be occurring.

### Old Business

- LaMont Jarvis Update – Jesse talked to Erin, able to send her info to put together.
- Internal Communication Reform – Kara shared list with communication lapses. Kyler looked at how other universities deal with Internal Communications. UO did a newsletter that has a 49% open rate.
- Winter Closure – Heather to send OAR out to mailing list.

- Board of Trustees Nominations – There was discussion around keeping process the same/similar to before (resume/cover letter/statement of interest). Heather & Jesse will work on this.

#### **New Business**

- Staff for Students Scholarship – Kara Volunteered to lead this effort.
- New Listserv unclassified@wou.edu – It was discussed that while this listserv isn't new, it's been updated to be current so that it can now be used. It will be updated automatically by UCS nightly.

#### **Announcements**

- Dan Clark's role will be changing.
- There are accessibility concerns with Valzetz doors.

#### **Adjourn**

- Meeting adjourned at 3:06pm