

Staff Senate Minutes – January 17, 2018

Attendance

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

Call to Order

- Meeting was called to order at 2:06pm

Approval of the Minutes

- Minutes from the November 1, 2017 meeting were reviewed with a recommendation to research the preferred spelling of Lila Jones (Student Senate President) and amend if necessary. Motion to move by Rip and second by Kimber carried 5/0/3

Approval of the Agenda

- The agenda was approved. Motion moved by Donna and second by WeiWei. Motion carried 8/0/0

Reports

- Shared Communications Report – next one scheduled for February
- Faculty Senate Report – Nothing to report
- Student Senate Report – Nothing to report
- Board of Trustees Report – In progress at time of Staff Senate meeting. Theme is “Cost of Tuition”.

Old Business

- Lamont Jarvis – Jesse reports that the photo book was given to Heather Mercer and will be delivered to Jarvis’ family
- Internal Communication Proposal – update – Kara is not present to report
- Staff for Students Scholarship – update – Kara is not present to report
- Staff Senate Meeting Structure – update – Jesse talked with Adele regarding the use of food/drink during Staff Senate meetings. Food and drink eligibility is dependent on the length of the meeting. If a meeting is scheduled to last more than 2 hours, food and beverage are allowed at the expense of the President’s office. Faculty Senate was used as an example.

New Business

- Performance Review Due Dates
 - Main issues raised by Rip include the timing of classified and unclassified performance appraisals (PA) which are due in June/July and unclassified staff notifications of employment occur in March. Are the PA's used for rehiring people and if so, why is there such a large gap in time. If not, why are they being used in their current format for professionals?
 - The use of PA's are inconsistent amongst departments
 - What is the purpose of the PA's, what are the goals/objectives?
 - Classified staff are dependent on PA's for step increases
 - Would quarterly evaluations be more effective in terms of follow up, addressing areas that need improvement and addressing staff requests for professional development
 - If classified staff are not receiving appraisals, what avenue do they have for requesting professional development
 - Proposals for addressing the issues above:
 - Write a letter to the President
 - Meet with Director of HR and President
 - Talk directly with President (Jesse and a few others)
 - **Meet with Judy to discuss concerns – This was the preferred option**
 - **Invite Richard Kavanaugh to Staff Senate to discuss SEIU**
 - Form for the Staff Senate website to be used for WOU staff to share concerns with staff senate. Emphasis should be placed on collecting concerns paired with suggested solutions to avoid a “complaint box”. Submission should not be anonymous as Staff Senate may need to follow up
- Resignations & Filling Vacant Senate Seats
 - We lost Savannah and Heather, will need to fill both positions. There was some discussion regarding how long each temp fill would be. Jesse will confirm prior to sending out nominations to all staff.

Announcements

Jesse: Remodeling of the new Advising Center is now looking to be completed in early February.

Adjourn

2:54