

Staff Senate Meeting 09/18/2018

Call to Order: 1:05pm

In attendance: Andrew Holbert, Kristen Larson, Susan Hays, Kathryn Plummer, Rip Horsey, Weiwei Zhang, Kyler Dreyer, JD Welch, Jessica Shumake

Absent: Kara Westervelt Parker, Kailey VanOcker, Jesse Poole

Guest: Michael Ellis, Laura Tierney

Introduction around the room

Approval of agenda: Kathryn move to prove the agenda, Jennifer second, 8-0-0

Reports

President report

A summary of President's report from Monday State of the University address
Key points: Overall enrollment is down 1%, didn't retain well from sophomore to juniors. Rip commented that the recreations also reflected this pattern. The university is at a little over 1 million deficit on revenue. Salem campus has classes start in winter 2019. There have been conversations on staffing over the Salem campus.
Kathryn: The traditional work schedule may not work

Old Business

University budget committee

Rip: Challenges –what is the hierarchy of these committees, who reports to who, we don't have organizational chart of these committees. WOUFT, SEIU, Faculty senate, staff senate, ASWOU all report to who reports to the board of trustees.

Laura: President plans to have the budget committee see the proposals and review them first before they go to the next level. Last year it was the opposite and it was the frustrating because the value of the committee seemed to be lost. It was a transition going from Eric to Jay Kenton, and trying to come up something that will work, so hopefully this year will be exciting and we've learn something that's useful.

Michael: UBC should have a meeting this week, there is a new form on Portal and UBC will be review all these proposals. After the initial proposal reviewing, UBC will move the proposals to phase 2---go back to the person who submitted the proposals and ask for more information—assessment plan, etc. This is to avoid doing much work before the proposal can be moved to phase 2. Anybody can submit the form. It's not anonymous.

On committee membership:

Rip: Previously we have 5 representations from Staff Senate, and then 2 of those were pulled away for SEIU and WOUFT. This needs to be discussed and clarified.

Kathryn: Things to find out would be on the committee seats for faculty, is it also counting from WOUFT?

University Technology Committee

The 2 seats from Staff Senate are not on there. Weiwei will talk to Bill to add JD and Kyler to the committee as staff senate representatives. The first UTC meeting is in October.

Student Grievance and Concerns Committee

Jeff Hawthorne has requested finding unclassified staff to sit on student conduct committees. There is a focus on unclassified staff and male representation. Jeff will ask HR to see if we can remove the unclassified position requirement.

Andrew: Regarding the workload—usually on average there are 2 hearings a term, and scheduled for 3-hour window. It's great experience, although some are a bit more difficult on individuals at a personal level. There isn't a whole lot of time commitment. Training takes a day or two, and it's focused on understanding the process, Title 9. It is extremely valuable.

Kathryn: On the requirement for unclassified position--it falls in the category of exclusionary and optional. The exclusionary piece is concerning.

New business

Membership

Jesse had just notified Rip this morning that he decided to step away from Staff Senate. Rip has been the acting President, that's where we are at the moment.

Andrew is resigning. His last day on campus will be 10/5, won't be able to serve on Staff Senate. He is also going away from ASC. We will need to fill the vacancy. The parameter is the incoming senator needs to be an unclassified member.

Rip: We did foresee what need to happen when there is vacancy when we worked on the bylaws last year, the decision is not me (Rip) decide whether to step into the presidency, the decision is on the body of the Senate. We could vote on a new president now, or we could wait till we have 12 full members. There are people in line for Andrew's position, we will reach out to see if the 2 are still interested.

Kyler: In dealing with Jesse's vacancy, it should be on the agenda on the future meeting to discuss how to move forward.

Rip has been trying to go back to all the folders to move them to the team drive, but it's been a challenge to get permissions for moving those folders since there are various owners of the folders from the past. Kara was working on them.

Meeting schedule: October 2nd 1-2:30, Columbia room. Will be sending out announcement for agenda items. We will try to mimic faculty senate procedures and direct people to the website.

Andrew needed to leave early.

Goals 18-19

Past a few months we worked on the goals and ranked them. Main goals: visibility and professionalism. We have minutes, agendas, meetings, but not broadcasted. Suggested adding bullet points to the topic if Senators are bringing items onto the table.

Need to practice Roberts's rules

Make sure our scholarship is out there; work hard to show that we are mindful for our students, and understand it is difficult to come to school with financial challenges.

The meeting shouldn't be driven as the president talking. We should have reports from other people. Each committee should have its own goals and objectives of getting things done. The president and executive committee's role is to assign tasks to sub committees get things done.

We also need new staff, and do things for new employees, such as staff senate-hosted events for how to use technology to improve your work and staff lectures series. Michael is happy to do some advanced technology lectures.

We would also like to know more about what the individual offices do. Targeting one area and understand what our peers do. Kristen suggested that we could have 2-3 minutes speech about what "you" do. If we do by department, and give elevator speech on what you would go to that office for, etc. We also need to put useful links on our website.

On new employee orientation, Susan asked why HR doesn't go to the president for funds for new employee orientation. Kyler agreed they should provide lunch. All new employees should be able to go to Valsetz and get lunch for the day.

Survey our membership for various things.

Rip suggested we need a true staff function. There was only one time in 2013 or 2014 when the staff had a gathering. Susan expressed her perspective on the feeling of a lot of things are toward the unclassified staff, and Kathryn feels the opposite especially around the time when union is active. Michael suggested it might depend on where the staff works.

We have about 785 faculty and staff, about 400 are staff, including part timers, classified and unclassified. There isn't a central focus of everybody together, talking about who we are as people on campus.

Announcement

Rip will connect with Kara, try to get bylaws on the page. Should have access to the team drive. If you manipulate anything on it, put a note you edited it, put a date.

Kathryn: WOU community internship program will have 16 positions open. It had 16 interns last year. This year's budget remains the same as last year's \$30,000. There is one remaining proposal, would need additional \$2,200.

Kristen: Remember to wear WOU gear on WOU Wednesdays.

Rip: HR has defined the dress code as "lead by department."

Adjourn: Kathryn moves to adjourn; Susan seconds. Motion passed 7-0-0. Meeting adjourned at 2:30pm.