

Staff Senate Meeting March 20, 2019

Call to order: Meeting called to order at 9:37am.

In attendance: Rip Horsey, Laura Lyon, Kyler Dreyer, Lori Palmer, Natasha Gaspar, Jessica Shumake, Max Chartier, Kathryn Plummer

Absent: JD Welch, Susan Hays, Kristen Larson

Guests: Eric Dickey, Emily Diamond, Kristen Mauro, Zach Hammerle, Colin Hanes

Approval of the minutes: Minutes approved with no edits.

Reports:

Kognito Online Training Program Presentation - Colin Hanes

- Kognito is an interactive role-play simulation for faculty and staff that builds military cultural competency and appreciation for the challenges faced by student veterans and prepares users to lead real life conversations with students struggling to adjust to college life. This training is very important because the demographics with highest suicide rates on college campuses are veterans and LGBTQ.
- Kognito allows users to walk through common scenarios on campus. Throughout each simulation the user has to make several choices about how they will react in a given scenario. Each choice leads to a different conclusion and allows the user to understand how situations can intensify or de-escalate with just a few actions.
- There is no limit to Kognito access, however, if the software is not renewed access will end in June 2019.
- So far 49 staff members and 10 faculty have completed the training.
- All Staff Senators will complete the training and are encouraged to promote the training to others on campus.

Elections update - Kyler Dreyer

- We have four nominations for the current unclassified vacancy. A ballot will be sent out to allow for a vote.
- Staff senators have been asked to consider filling the vacant Secretary position, however, there have been no responses. This is a valuable and necessary position.
- Since executive board elections will be held next month, Staff Senate may wait to fill the Secretary position. Both Rip and Kyler would be happy to explain what the Secretary position entails, if there is interest.

Emergency Operation Plan (EOP) drafts - Max Chartier

- The Emergency Operation Plan is part of the strategic plan. The Emergency Planning Team was created two years ago. The team conducts a training scenario once per term. Past training scenarios include events like a protest turned violent or contagious illness outbreak. The team has created annexes for each scenario.
- Rebecca Chiles is looking for feedback on the EOP. The EOP will be presented to the Board of Trustees this summer.
- Laura shared a personal experience where the school she worked at could have benefited from an EOP.
- WOU Alert was discussed. WOU Alert sends texts, e-mails and phone calls. A tornado siren will sound in the clock tower and digital clocks will populate with WOU Alert messages during an emergency.
- Rip asked that all Staff Senators read one or two annexes, so they may better understand the emergency procedures in other areas of campus.

Student Support Committee - Rip Horsey

- JD and Rip met about the scholarship Staff Senate offers. The scholarship application is currently live. We are using the same questions and rubric as last year. The committee is asking for Staff Senate reviewers. The scholarship award is \$1,000.00.
- JD would like to remove the GPA portion of the rubric next year because the scholarship already has a minimum GPA requirement and he feels other requirements should be prioritized.
- There is currently over \$2,000 in the scholarship account. We will need to find out how much we anticipate to receive over the next year before deciding how many scholarships to award this year.
- Giving Day donations have not yet been tallied. Emily Swart will update Rip once she has a total. There were several onetime donations as well as several payroll deduction donations.

Staff Connection Committee - Rip Horsey & Natasha Gaspar

- Rip shared that all prior staff newsletters up to 2006 have been added to the Staff Senate website.
- Natasha unveiled the 2019 Spring term newsletter. This newsletter will be sent out to campus the first week of Spring term.
- Rip asked that Staff Senators look through their email to see if he missed any newsletters.

Unfinished Business:

Great Colleges to Work For Survey [Campus Climate Survey?]

- Staff Senate sent a memorandum to the President regarding the small sample size of the future climate survey.

- Rip will be sending out an email through the Internal Communication Hub to encourage those who have received the survey to complete it.
- HR may send a follow up email to the 400 recipients explaining what the survey is, because the survey is being conducted by an outside entity.
- Staff Senate will ask Judy Vanderburg, Director of HR, to attend our next meeting so we can ask why this method was selected.

Customer Service Update

- Rip started a conversation with the President and Faculty Senate about a Learning Management system. It was conveyed that staff are missing the opportunity to learn, which hinders their ability to be successful at their jobs.
- Kyler mentioned that campus should have a Learning Management system like Kognito, where everyone can use it. He also expressed disappointment at the lack of encouragement for staff and faculty to complete trainings like Kognito.
- Laura suggested that campus purchase one year of training software every three years. This would allow employees to complete trainings on their own time and reduce cost to the university.
- There was more conversation regarding the importance of making training a priority and ingraining it in our organization's culture.

360 Performance Review

- Rip has been looking at notes from the past and talking to HR about the possibility of supervisors establishing 360 reviews on campus. The goal is to find out if there is anyone currently completing 360 reviews, what their formats are, and how it's going. Past conversations with HR have indicated that supervisors can elect to use 360 reviews.
- In our next meeting we will be asking Judy about the possibility of conducting 360 reviews.
- It was established that there are no published HR policies regarding 360 reviews. It was also established that only classified employee reviews are tracked.
- Rip will be asking that our current employee handbook from 2011-2013 be updated to reflect current policies. It would be helpful to have links to current policies in the handbook.

Adjustment of timing for pay raises for all campus personnel

- The AEC is trying to start a conversation about changing the timing of pay raises and bargaining to January 1st. If all pay discussions took place at the same time there would be more equity between employees on campus.
- Ana Karaman, VPFA, said this would be very difficult to accomplish because all seven institutions that are part of SEIU would have to agree to the timeline change.
- It was clarified that Staff Senate is bringing this issue to light, but is not responsible for coming to a resolution. However, Ana did provide Rip with resources regarding how this problem could be resolved.

- Max let Staff Senate know that if a change were to occur, it could not happen until this bargaining cycle is completed in two to four years.

New Business:

- No new business

Announcements:

- 5th Tuesday meeting will be on April 30th at 3:30-5pm in RVEC 101
 - Staff Senate will discuss topics that we would like to see brought up in the meeting.
- The on-campus internship program is still taking proposals. The internship program costs departments nothing and provides students working experience. Proposals are due April 19th. Student internships will begin Winter 2020.
- The Board of Trustees presentation will be on April 17th. Staff Senate will need to come to a consensus on what we would like to present. The final board meeting will take place in June.

Adjourn: Meeting adjourned at 10:58am.