



Staff Senate Meeting April 3, 2019

Call to order: Meeting called to order at 9:35 am.

In attendance: Rip Horsey, Laura Lyon, Kyler Dreyer, Lori Palmer, Natasha Gaspar, Sue Borst (attending for Jessica Shumake), Max Chartier, Susan Hays, Kristen Larson, Eric Dickey

Absent: JD Welch, Kathryn Plummer

Guests: Laura Tierney

Approval of the minutes: Minutes approved with no edits.

Reports:

Elections update - Kyler Dreyer

- Eric Dickey was voted onto Staff Senate.

Executive Committee Election process - Kyler Dreyer

- An executive committee will need to be selected for next year. An email will be sent out to find out who would be interested in serving on the executive committee. Executive committee position descriptions will be provided. The current executive committee is hopeful that many will apply. Candidates will ideally be those who aren't currently serving as a co-chair of a committee. If senators are interested they need to respond to Kyler by the end of the day on April 4th. This is an important process because it gives Staff Senate an idea of who the executive committee will be by the April 17th meeting.
- At the April 17th meeting we will need to establish who will be on Staff Senate next year. Staff Senate is comprised of 12 members and each senator can serve up to two terms. Senators who no longer wish to serve on Staff Senate are encouraged to join a committee. Co-chairs of our current committees will be re-elected in May.

Board of Trustees summary - Rip Horsey

- April 17th is next board of trustees meeting. Staff Senate will start making a list of items we want to mention. Rip will need to turn in the docket to LouAnn by April 9th. Rip will make documents available to edit today, April 3rd. Staff Senate is supposed to have five minutes to present, however, due to the volume of information that will be covered we should plan for less. The focus of our presentation will be on what Staff Senate has done and is still trying to accomplish.



Unfinished Business:

Student Support Committee needs

- Scholarship reviewers are needed. We will need to recruit at least two outside Staff Senate. Rip will be sending out an e-mail to encourage participation. Eric Dickey and Laura Tierney volunteered to be scholarship reviewers.
 - Rip, Laura Lyon, Lori, and Natasha have offered to help train reviewers on how to use the reviewer portal.
 - There is currently no review deadline, but Rip will talk to the Scholarship Officer to set one up.
- Because of the generosity on Giving Day, Staff Senate will be able to award two students a \$1,000 scholarship for next year.
 - Donations comprised of \$60 a month from payroll deduction and one very generous anonymous gift of \$500.

Invitation to Judy Vanderburg for April 17, 2019 meeting

- Campus Climate Survey from the Great Colleges to Work For program
 - Rip mentioned through assumption that the method selected by the administration is an accredited instrument and anonymous.
 - .Results of survey
 - Questions Staff Senate will want to ask of Judy Vanderburg:
 - How, where, and when will the results be presented?
 - What will communication of results to staff members look like?
 - Will there be an administrative response to survey results?
 - If there is no response, should Staff Senate write a letter to ask for a response?
 - Will this become an annual instrument?
 - Going forward is there a possibility for more people to be sent the survey?
 - Response rate of 400 faculty and staff who were randomly selected for survey
 - An e-mail was sent out by HR to explain the survey. However, the e-mail was sent after the survey went out and the explanation was not very clear. Since there was communication by HR, Staff Senate did not send a secondary e-mail.
 - 2015 was the last time there was a climate survey at WOU. Staff Senate will request that previous surveys be published.
 - Laura Lyon notified Staff Senate that she was selected for the survey. Laura Tierney also received the survey. Both stated that the survey was quite long and the email that was sent was fairly generic. There is concern that recipients may not complete the survey simply because they



don't know what to look for. Other testimony was given that due to the small size of departments, certain questions listed in the survey removed anonymity. It was also mentioned that the survey did not allow users to go back and edit their responses; however, that was not clear to the users until the survey had been submitted.

- Due to these factors, Staff Senate decided to send an e-mail to faculty/staff to notify them of the survey and make sure that people complete it. The e-mail will be sent through the Internal Communication Hub under Action Requested. It will have a screenshot of what the survey looks like and include information about how long the survey is and the inability to go back and edit answers.
- Performance reviews
 - 360 reviews or other styles
 - Percentage of performance reviews completed
 - How the performance review is used by HR and supervisors
- Senators are encouraged to ask questions throughout the meeting
- Judy has been told what we are interested in hearing about. Senators should e-mail Rip any questions they would like to have asked during the meeting by April 9th so they can be sent to Judy beforehand.
 - Questions mentioned in the meeting were:
 - What were the factors that lead to picking the tool for the survey?
 - Can we get the results early?
- Based on the importance of both topics and the limited amount of time we will have with Judy, it was proposed that we focus on three major issues. Rip said he would start a document to compile questions on the Google drive.
 - After further discussion it was decided that Staff Senate will have two separate meetings with Judy, so both topics can be given the necessary discussion time.

New Business:

Staff Connection Committee

- The committee is requesting funds to print the Spring term newsletter, so they can draw more attention to it.
- Rip has requested that an estimate be submitted before a vote is cast by Staff Senate.
- Natasha reported that she has been given positive feedback by President Fuller and Kent St Clair on the first edition of the newsletter.
- Rip again requested that Staff Senators search through their e-mail to find any old newsletters that have not been posted to the Staff Senate website.



- Laura Lyon reported that the SCC has taken minutes at the last few meetings and are ready to post them on the website.
 - Rip said he is working on getting committee information added to the website.

New Employee Orientation

- Rip has decided to pass the New Employee Orientation responsibility to the Staff Connection Committee.
- During orientation, the Staff Senate representative passes out a one sided flier and a couple of free items.
 - Items we have to give away are coffee mugs, JavaCrew \$5 cards, and \$10 WOU meal cards.
 - Rip found these items recently and will be inventorying them soon.
 - Due to the little budget we have, once the items are gone it will be difficult to buy more.
 - Staff Senate had made a request to get more funding, however, President Fuller said it was not possible at this time.
 - Staff Senate is given \$500 per year
 - The only funds that have been spent thus far have been through the Staff Connection Committee. The SCC had fliers printed and refreshments provided for their first meeting.

Announcements:

- 5th Tuesday meeting will be on April 30th at 3:30-5pm in RWEC 101.
- UBAC submitted recommendations to the President.
 - We will not know what will happen with the budget for another month or so.
- The first Diversity and Inclusion meeting went well.
 - The meeting was not as well attended as we would have hoped.

Adjourn: Meeting adjourned at 10:54 am.