



Staff Senate Agenda

August 7, 2019 (9:30-11am)

Columbia Room - Werner University Center (WUC)

Call to Order - all visitors are welcome 9:36AM

In attendance: Kathy Bolen, Max Chartier, Eric Dickey, Kyler Dreyer, Dorothy McInerney, Laura Lyon, Olivia Flores, Laura Tierney, Ryan Jennings

Absent: Colin Haines, Kristen Larson, Tony Manso

Guests: Ben Cavaletto

Approval of minutes

Draft in Staff Senate Team Drive for July 17, 2019 - Minutes were reviewed in-meeting and approved with no changes.

Reports

Climate Survey and Best College to Work For Survey results

- Laura Lyon (President - Staff Senate)
- Laura Lyon is waiting to hear from Judy Vandenburg regarding survey results.
- Last year, the Staff Senate president met with ASWOU, the WOU Executive Committee, and with WOU President, Dr. Rex Fuller. The Staff Senate president needs to see the results of the survey.
- Dr. Fuller is working on a report, so the results are available.
- Laura Lyon wants to solicit input from Staff Senate.
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New Business

Finalize meetings for 2019-2020

Laura Lyon talked about the new Staff Senate meeting schedule.

It will be the first and third Mondays of the month.



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Laura will contact Events Services to check on room availability and determine the meeting time depending on available space.

September 2 is the first Monday of the month, and is the Labor Day holiday. Therefore, the Staff Senate will meet September 9. The meeting time is TBD.

Unfinished Business

Setting goals for the 2019-2020 year

- Laura Lyon (President - Staff Senate)
- Kyler says setting the meeting is important to help us set our goals so that Laura can prepare for her meetings.
- Staff Senate reviewed the survey questions draft document.
- Laura Lyon identified some options.
 1. Cut down number of questions to a more manageable number.
 2. Wait for other survey results.
- Eric volunteered to ask someone who conducts surveys to look at questions.
- Kyler summarized the intent of the survey into focus areas.
 1. What is important?
 - A. Internal communication
 - B. Training and Development
 - C. Evaluations
 2. Here's what we are working on.
 3. What else do you think Staff Senate can do?
 - A. What do you want staff senate to do?
 - B. Are we meeting your expectations?
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- Max suggested the survey has a preface, states the purpose of the survey, and assures anonymity.
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- General discussion: Is there a way to communicate with folks who don't have a computer?
- · Custodial staff, Grounds personnel, Housing and Dining staff.
- · Bulletin board.
- · Several languages.
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- Kathy suggested we create a new document outline to help visualize the survey.
- Kyler developed a draft document in-meeting, on the shared folder.
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- Timeline for creating and delivering the survey.
- · Question volunteers should have their question by the end of tomorrow, Thursday, 8/8.
- · Send to Staff Senate to review and finalize by Friday, 8/9.
- · Send out to staff community next week.
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- Ryan began a general discussion about anonymity and Google Form vs. Qualtrics. We decided to use Google Forms for this survey, but we will use Qualtrics for future surveys. Qualtrics will help assure survey respondents that their answers will be anonymous.
- WOU offered minimal visible communication about the availability of Qualtrics.
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- Kyler talked about Staff Senate priorities.
- Setting goals for the forthcoming year: the survey is a priority to help set goals.
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Staff representatives for external committees

- Kyler Dreyer (Vice President - Staff Senate)
 - WOU Foundation Trustee Board - nominee is still deciding
 - University Budget Advisory Committee - Cara Groshong
 - University Technology Advisory Committee - Bev West



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- WUC - being decided

Staff Senate Executive Committee

- Kyler Dreyer (Vice President - Staff Senate)
 - Secretary/Treasurer position is vacant

Staff Senate internal committees

- Kyler Dreyer (Vice President - Staff Senate)
 - Two co-chairs needed
 - Internal committees:
 - Staff Connection Committee
 - Student Success Committee
- Ryan asked for clarification on the role of external committee.
- Laura Tierney talked about the evolution of staff senate representatives
- Kyler talked about how the representatives have to be autonomous. And representatives are asked to report on the committee progress to the Staff Senate.
- Kyler will be sending out nominations for the vacant positions.

Announcements No announcements

Adjourn 10:58AM