



## Staff Senate Agenda

November 18, 2019 (2:00-3:30 pm)  
Ochoco Room - Werner University Center (WUC)

### Call to Order - all visitors are welcome- 2:07pm

**In attendance:** Kathy Bolen, Max Chartier, Kyler Dreyer, Dorothy McInerney, Laura Lyon, Olivia Flores, Ryan Jennings, Laura Tierney, Colin Haines, Beth Jones, Tony Manso

**Absent:** Eric Dickey

### Guests:

### Approval of minutes

Draft in Staff Senate Team Drive for November 4, 2019

Approved with no changes

### Reports

Presentation to Staff Senate

Free Speech and Civility Panel Discussion Summary

- Colin Haines (Senator - Staff Senate)

President Rex mentioned that as long as events pass the safety committee than we should welcome both sides of ideas

Ryan H. from legal told that if types of events such as the one in Spring 2018 were prohibited the school would be liable for a free-speech lawsuit

ASWOU president spoke from a student perspective and how much ASWOU learned from the event

In the future, publicizing other alternative events would be a good way for students to feel safe during such events. Public safety did go through different protocols and reached out to different associations such as Portland Public Police and EOU to make sure that all security

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measures were taken.

## Senate Budget Update

- Olivia Flores (Secretary/Recorder - Staff Senate)

No changes

## Classified Position Election Update

- Kyle Dreyer (Vice-President - Staff Senate)

- Welcome the new classified employee, Beth Jones. We are now at full capacity

## Shared Governance Meeting Update

- Laura Lyon (President - Staff Senate)

At shared governance, the civility meeting was brought up and shared with the ASWOU president and WOU president. The goal is to get more involved with civility and continue the conversation about what civility looks like at WOU.

We will need an ASWOU representative at the next civility meeting. All staff senate will be invited to attend.

In response to 360 evaluations, the president wrote down what Laura said and said what his area does for evaluations

## New Business

Monthly updates from Staff Senate Staff Connections and Student Support committees

Each month we will get updates from one of the committees about what is going on and if they are needing funds or support from the senate.

Staff Connections is putting on an event on December 4th 5-7pm called Wine-Down Wednesday. There will be free appetizers and drinks available for purchase. It will be held once a term. Might be a good time for a push for staff supporting student scholarships.

They are also wanting more people to get involved in the committee. Interested individuals should contact Kathy or Tony.

Student Support Committee will provide an update on the first meeting of the month.

Staff Connections Committee will provide an update on the second meeting of the month.

## Unfinished Business

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Setting goals for the 2019-2020 year

- Staff in the campus strategic plan
- Setting SMART goals

## **- Communication**

Maybe the focus needs to be away from adding new people and more on how to redesign how we do things with the people that we already have.

If we need to improve communication we need to start communicating, maybe we should start attending faculty senate and report back what is learned.

There needs to be a better way to know who gets hired in certain positions.

A newsletter that covers what changes are happening in each department that all staff should be aware of. It does depend on department heads and their willingness to communicate with us so that the information is shared among all. Needs to be a culture change here on campus that information needs to be shared. We can make it easy by creating a template to share with the heads and gain ground at University Council. It needs to come from a place of needing to know rather than justification from departments.

The goal is to start small and create a template that each of the staff senate members can take back to their directors and ask them to fill out the template to be evaluated at the next staff senate to see where we go from there. What are the top three-five things that are happening in each department. The long term goal is to show the benefit of this but once it gains track it would need to go outside of staff senate since we do not have enough manpower.

## **- Professional Development**

Professional Development will most likely be a budget ask which UBAC is accepting a proposal until the beginning of January. Skill Soft and Cornerstone are both programs that would allow for professional development to be tracked all in one spot.

## **- Employee Evaluations**

Employee Evaluations are done differently for each type of employee. Classified employees

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need to be evaluated each year on their start date anniversary. Unclassified employees are supposed to be due January 1st of every year (tentative change). How are supervisors being reminded to do evaluations as well as self-evaluations?

We need a report that gives us data on the percentage of employees that are actually getting an annual review. Heather will be invited to speak about evaluations. Another goal is to evaluate the evaluation report to see what ours is lacking; a good example that the Staff Senate has of an evaluation is 360 evaluations.

The goal is to have everyone receive an evaluation and make sure that it aligns to current best practices.

**Announcements** - None

**Adjourn** - 3:31pm