



## Staff Senate Minutes

June 1, 2021 (10:00am–11:30am)

Online Via Zoom

### Call to Order via ZOOM video conference

<https://wou-edu.zoom.us/j/87897720468?pwd=b2wyUDJqSjRTK1ExSzd1dURwdkZndz09>

### Recording of June 1 meeting:

<https://wou-edu.zoom.us/rec/share/2pieAumLRmp-GMutH1INgRAhZm-M78X0BfGXXh61blqTS46dDYPyOFVLSZm1jnqp.ohRGmKQpheZwe-bd>

### Start recording

- Reminder that meeting is being recorded, which includes all chats

**In Attendance:** Jenna Otto, Samantha Cameron, Olivia Flores, Michelle Gallagher, Amanda Bales, Luanne Carrillo-Avalos, Melissa Hinzman, Michael Reis (late)

**Absent:** Rip Horsey, Ambre Plahn, Kelly Rush, Adrian Trujillo

**Guests:** Julia Fruit, Malissa Larson

### Approval of minutes

- Draft in Staff Senate Team Drive for May 18, 2020

### Presentation

- UCS - Michael Ellis
  - Presentation available to view on Zoom recording on Staff Senate website
  - Send a replacement request through Portal for computers 2015 or older
  - Technology Enhanced Classrooms – Adding cameras & microphones
  - Desktop Support – John Rushing is the only person currently. UCS has permission to hire 1 more person
  - DocStar – A secure document storage & workflow program

### Reports

- Committee Reports

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- Administrative Equity
  - 37 unclassified staff attended. HR representatives were there.
  - Staff losing vacation hours due to furloughs and teleworking

### Unfinished Business

- Staff Senate General Elections
  - Welcome to new members – Ambre Plahn, Amanda Bales, Luanne Carrillo-Avalos & Michael Reis
- Staff Survey
  - 192 responses
  - Amanda has been working on compiling the results
  - Motion to form an Ad hoc sub-committee was approved
    - Amanda Bales, Jenna Otto & Michelle Gallagher volunteered to be on committee
  - Findings will be sent via email to staff senate for approval
- Cookbook
  - Is live. Link needs to be added to Staff Senate web page
- Committee Needs
  - Reach out to recent nominees to see if they would like to fill other committee vacancies

### New Business

- Vacation pay out for Unclassified staff
  - 260 hour cap for vacation
  - Unclassified do not currently have the option to cash out vacation in December
  - Administrative Equity committee will write a letter asking for a special buyout of 80 hours this year only.
- Look back at 2020-2021
  - Did we achieve our goals?
    - Annual reviews are being done more frequently
    - Campus updates & connection committee are helping to meet communication goals
    - Staff training was on pause during 2020-21 due to Covid & finances
- Goals for 2021-2022



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- Be thinking of goals for next year.
- Meetings for Summer
  - Jenna will send out an email re: days/times
    - No Mondays or Fridays

### Announcements

- Public Comments - Anything for the good of the order?

### Adjourn

### Upcoming Meetings:

- June 15, 2021 10:00am - 11:30am