

Staff Senate Minutes

November 15, 2022 (10:00am–11:30am)

Online Via Zoom

In-Attendance: Jenna Otto, Ambre Plahn, Alexis Morrison for Amanda Bales, Kelly Rush, Michael Reis, Keats Chaves, Adrian Trujillo, Keegan Gormally, Cinda DeVoe, Michelle Gallagher, Julia Fruit

Absent: Michael Gonzalez

Guests: Wendi Mars, Sharon Price

Approval of minutes

- November 1, 2022, Minutes are approved

Presentation

- New Employee Orientation – Wendi Mars from HR
 - Moving forward with conducting in person New Employee Orientation and it will be held on the first Thursday of each month. They are always looking to add/improve the agenda and would like to get our feedback on how to get past “new employees” who did not get an NEO and get them included with this information now?
 - Shared the NEO Agenda
 - Housekeeping
 - President’s Office welcome
 - Parking/Campus Safety
 - Occupational Hazards
 - UCS (DUO, Zoom phones, etc)
 - DEI – Mission/Training/HIS/Title IX
 - Student Affairs
 - Athletics/Arts – how to get tickets, etc
 - HR Functions – General, Benefits, Retirement, Payroll
 - Classified SEIU – Classified with Union
 - Unclassified – with Payroll
 - Campus Visits – Actually went as a group to the different areas in the Library, WUC, and Admin
 - MARCOM – Branding, social media, being WOU Ambassadors

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- HR Trainings – Onboarding
- Staff Connections – How to get involved
- Staff Senate – Who/What/When, etc.
- Debrief Activities/Evaluations
- Several Ice Breakers spread throughout the day
- They are trying to make the new employees feel like they are a part of the process and a part of the overall picture of a WOU employee regardless of the department they will be working for.
 - Ideas for including folks that started in 2020 to now prior to implementing the NEO. Invite them to a new employee social event, or do a campus tour with all of them, maybe focus on the areas we know folks have been asking about like benefits, union, etc.
- Feel free to reach out to Wendi if you think of any ideas that could be incorporated into the NEO. They welcome new ideas and perspectives.

Reports

- Committee Reports
 - Administrative Equity
 - We would like to poll the unclassified staff on whether they would like to have an opt-in or opt-out model for the Unclassified Leave Bank. Hopefully, we can get this out and have things moving to still have this program ready to begin in early January/February.
 - Shared Governance - No Meeting in November - Next Meeting Dec 5
 - Cabinet – Next meeting is November 16. If anyone has ideas/contributions, they would like Jenna to share please let her know. The primary focus will be the current budget situation.
 - Suggestion to ask/invite cabinet members to our Staff Senate meetings as they do appear to be present at other shared governance meetings.
 - Other

Unfinished Business

- Committee Needs

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- WUC Advisory Committee
 - Still in need of a nomination
- UBAC
 - Candidate, Zachary Hammerle has accepted their nomination
- UDIAC
 - Candidate, Maria Fernandez has accepted their nomination
- Kelly will email nomination forms to Staff Senate today for voting on these two candidates.
- Appreciation/Recognition
 - Wendi Mars!!! Yay.... Congratulations.
- Operation Santa – On Hold
- HR Executive Search
 - Position has been posted to the WOU website with links to the job description and details on how to apply. If you know anyone that is interested, feel free to either encourage them to apply or reach out directly to the search firm to provide their information and then they will reach out to that person directly.
 - Not only are we doing a national wide search, but the search firm also does direct recruiting as well and has already reached out to 75 potential candidates.
- Policy Council
 - This will be addressed in the President’s Cabinet. Jenna has shared her feedback to the President and Chair Komp but has not had a chance to share with cabinet. There are many concerns with this new process potentially be confusing and/or problematic.
- Fundraiser Raffle - Winter Term
- Performance Evaluations & Training
 - On hold
- Use of Direct Appointments
 - On hold
- Search Committee processes
 - On hold
- Restructure Taskforce will hold two additional sessions on Friday, November 18 from 9:30 – 11am and Monday, November 21 from 3 – 4:30pm via zoom. These sessions will be used to gather explain and gather feedback on the most recent changes.



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New Business

- Budget Town Hall
 - Feedback
 - If someone has an idea, who do they give it to? The President said you can email him, but does that seem like the best way?
 - Felt like there was a lot of contradictions because they talked a lot about how much it costs in personnel. Yet, at the same time we seem to be hiring a lot of assistants and other types of positions and concerns with why? We have so many lower-level positions (like in catering) that have yet to be filled.
 - Issues regarding bureaucratic issues specifically regarding policies in areas of purchasing, retention of staff is always an area of concern, leadership within our supervisors is lacking.
 - Heather Brophy is currently seeking feedback on the WOU's purchasing and invoice processes. If interested in being a part of that feedback, please reach out to her at brophy@wou.edu
 - Unclassified staff have nearly no differentiation between a managing/administrative unclassified staff and those that are not in a supervisory/leadership role. We also have several staff that are essentially working out of class and/or taking on the role of multiple positions when they are only being paid at the level of one and typically at the lower level. Specifically, those in APA positions.
 - Transparency in every step of the process would be highly appreciated.
 - Feedback
- Availability & Use of HRO 917
 - HR has a fund for professional development which would reimburse folks up to \$250. These funds have not been advertised/utilized in the past several years and as a result, the funds have been allocated elsewhere. Jenna has reached out to Alice in HR to find out if this program will be available and if so, we would like to get it advertised so we can utilize the funds. More to come soon.

Announcements

- BOT Meeting(s) November
 - November 15, 3:00-5:00 - Columbia Room



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- November 16, 10:00-3:00 - Columbia Room
 - Coffee Chat November 16, 9:00-10:00 - WUC Outside Freedom Center
- All meetings open to the public - sign up to comment
- Agenda item suggestions
- Kudos/Recognition
 - Wendi and the HR team for putting together the first in person NEO in a long time....
THANK YOU! We are excited to have this back and look forward to keeping it going.
- Public Comments - Anything for the good of the order?

Adjourn

Upcoming

- Dec 6, 2022