



## Staff Senate Minutes

December 6, 2022 (10:00am–11:30am)

Online Via Zoom

**In-Attendance:** Jenna Otto, Ambre Plahn, Amanda Bales, Michael Reis, Keats Chaves, Keegan Gormally, Cinda DeVoe, Michelle Gallagher, Michael Gonzalez

**Absent:** Adrian Trujillo, Kelly Rush

**Guests:** Lauren Kennedy, Rachel Skillman

### Approval of minutes

- November 15, 2022, Minutes are approved.

### Presentation

- None

### Reports

- Committee Reports
  - Administrative Equity
    - Nothing new, we are still communicating with HR about the leave bank policy
  - Shared Governance - No Meeting in November - Next Meeting Dec 5
    - Jenna talked about policy council and the request that Staff Senate would like to be involved in the process. Talked about concerns from students about acts of violence within the community and the President issuing statements about those acts. At what point does the university issue statements? Discussions around setting up thresholds on official statements and when/how they will be issued.
  - Cabinet
    - Much of the discussion was around the new travel policy presented by the Business Office. Next steps will be a public posting of the new policy to allow for public comments. Not sure when this will happen yet but keep your eyes open.
    - Financial Aid for certificate programs was another item discussed. Currently, certificates that are included with a degree program are eligible for FA. UG seeking a stand-alone certificate without a degree program are not available for FA. Graduate programs have two stand-alone certificate programs that are

## Staff Senate Minutes

December 6, 2022 (10:00am–11:30am)

Online Via Zoom

eligible for FA. The university wants to explore how to allow all stand-alone certificate programs to be FA eligible whether they are UG or GR.

- University Council - Postponed until?
- Other

### Unfinished Business

- Committee Needs
  - WUC Advisory Committee - Still need a representative for this committee
  - UDIAC – Maria Fernandez will fill the role for this committee
  - UBAC – Zachary Hammerle will fill the role for this committee
- Appreciation/Recognition
  - Beeb Singson is our winner.... YAY!!!!
- Operation Santa
  - If anyone is interested in participating reach out to Amanda. We will not have an official staff senate group, but those that want to join Amanda's group are welcome.
- HR Executive Search
  - Search is going well. However, with the holidays approaching it may be challenging to schedule meetings. Things will sort of go on hold until after the holidays.
- Policy Council
  - Shared Governance will be a part of this process. Still many items to be addressed to the policy and many policies currently in the pipeline that will be presented soon.
- Fundraiser Raffle - Winter Term
  - We could really use your help obtaining items for the baskets. If you know of anyone that has connections to local business owners, please reach out to them. We have a letter saved in the drive you are welcome to use. If anyone in general would like to help, please contact Ambre Plahn and she can email the letter to you.
- HRO 917 usage
  - The fund is active and goes towards staff development up to \$250 per person. They are working on how to promote this fund to staff. One idea is to work with Jessica Murfin at WOU Salem to help promote certificate programs that may be of interest to folks looking to advance their careers.
- Performance Evaluations & Training



## Staff Senate Minutes

December 6, 2022 (10:00am–11:30am)

Online Via Zoom

- On hold
- Use of Direct Appointments
  - On hold
- Search Committee processes
  - On hold

### New Business

- Continue automatic captioning
  - Jenna reached out to Chrys about whether to continue automatically providing closed captioning.
  - It would be great to know whether faculty senate provides closed captioning automatically with their meetings or if it is only offered on an individual basis if one asks. Jenna will reach out to find out and, in the meantime, we will continue to provide closed captioning until further information is available.
- Unclassified Senator vacancy
  - Jenna looked at the bylaws to find out how to best fill these vacancies. We can either look at the past election to see if those that ran but were not voted are interested
  - Prior to filling the vacancy, do we want to vote to change the position that Julia Fruit is vacating to have it extended to end in June of 2024 (to align when the remaining unclassified seats end) instead of through June 2023 when it is currently slated to end?
  - Keegan motions to vote to extend the vacant position to end June 2024, Amanda seconds. 8 vote to approve, 1 abstain, 2 absent, motion passes.
- Repeat winners of person of month
  - Winners can only be awarded once per academic year. If they are nominated multiple times, that is great, and they will continue to receive email notification but will not be included in the “wheel of names” for the monthly award.
- Start thinking about Executive elections
  - Executive positions will be approaching in the spring (April). Those interested in running for an executive position, start thinking about it now and asking those currently serving about their position if that is one you are interested in.



## Staff Senate Minutes

December 6, 2022 (10:00am–11:30am)

Online Via Zoom

### Announcements

- Agenda item suggestions
- Kudos/Recognition
  - Thank you to Staff Connections for their work in putting together the Halloween Costume Contest in conjunction with the Child Development Center and huge Kudos to Michael for making the awesome 3-D awards for the winners.
  - Huge thank you to Adrian for representing both Staff Senate and Staff Connections at the new employee orientation last week!!!
- Public Comments - Anything for the good of the order?
  - Don't forget to attend the President's Winter Reception today at 4:30pm. Enjoy delicious food and drinks and mingle with your colleagues.

### Adjourn

### Upcoming

- Jan 17, 2023
- Feb 7, 2023
- Feb 21, 2023
- Mar 7, 2023
- Mar 21, 2023