

Staff Senate Minutes

May 2, 2023 (10:00am–11:30am)

Online Via Zoom

In-Attendance: Jenna Otto, Ambre Plahn, Amanda Bales, Keats Chaves, Michelle Gallagher, Kelly Rush, Adrian Trujillo, Michael Gonzalez, Keegan Gormally, Noah Carillo, Michael Reis

Absent: Jason Horne,

Guests: Dr. Jesse Peters, Alexis Morrison, Kirsty Pinchuk, Wendi Mars, Sheree Solario, Sharyne Ryals, Ashley Schaumburg, Jackson Stalley, Heather Brophy, Sandra Holland, Michael Ellis, Chris Solario, Sharon Price,

Approval of minutes

- Minutes for April 18, 2023 are approved

Guest Speaker

- President
 - Governor Kotek made a visit to campus about health services provided to our students which included a tour of the Student Health and Counseling Center. They engaged in a great conversation with her.
 - The Accreditation visit went well, and our review was as favorable as it could be. Two major recommendations came out that we were anticipating.
 - Two candidates for the Executive of HR are here on campus this week. We had our first candidate yesterday and the next is Wednesday, May 3. We will also be sending out emails soon regarding candidates for the Provost search and we just hosted several candidates for the Director of Admissions position and hope to get that wrapped up soon.
 - TRU day is May 4. Jesse plans to be at the Capitol the whole day and hopes to engage in conversations about getting support for our university.
 - There are talks with the Church on the corner of Clay/Stadium to use their property for micro-shelter housing for houseless individuals in Polk County. Talks are in the very early stages, and we really do not know a lot of the details on how this will work. The county has been looking for locations for a while now and this property seems like an ideal location.

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- Questions/Answers:
- Any updates about the Cesar Chavez Day and the HSI Summit?
 - Had between 900-1,000 students attended the event and it was a great day. The HSI summit went amazing as well. The student panel was very informative and pushed people to think about the services they provide to our students and how to make improvements. Such a great turnout from community members as well.
- What is the university's stance on the housing situation that will possibly happen at the church close to campus?
 - At this point, we really do not have a stance one way or another. The information is still very new and the process has a ways to go before any further movement is made on this project.
- Does WOU plan to support our students on May 11 who wish to attend the events at the Capitol?
 - Yes, we are working on ways to support students who wish to attend. Teresa and Rico are coordinating efforts to help with transportation, etc.
- HR- Performance Reviews from Kirsty Pinchuk
 - They worked with UCS to pull a report on the last 5 years looking at reports that have been completed.
 - Supervisors receive three emails from HR about reminders of when PR are due.
 - We are currently looking at about a 50% completion rate. We have not yet reached the due dates for most classified staff. Unclassified evaluations were due in January.
 - Potential Updates to the process:
 - When the first email goes out, cc the employee directly and include the self-evaluation form.
 - When the 3rd email goes out cc the directors (supervisor's supervisor)
 - Call the supervisor directly.
 - Provide training for supervisor to help enhance their understanding of why evaluations are done and how to make the experience more meaningful.
 - Q&A
 - Has there been discussion about updating the evaluation forms to make them more streamlined and/or similar on a base level between classified and

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unclassified?

- Yes, that has been brought up and the goal is to come up with a draft proposal for our new Executive HR Director to weigh in.
- Have there been any discussion about the process in general?
 - They haven't talked about that yet, but that is certainly something to take into consideration. Right now, their goal is to get at least one evaluation completed per year.
- Where does the information gathered from the self-evaluation go or how is it used?
 - It is used by the supervisor to help guide the conversation with them and it helps them build their formal evaluation that ultimately gets sent to HR.
- Are you looking at supervisors that are faculty? Many of them are not trained in how to be a supervisor and often change every 3 years or so.
 - The hope is that anyone that is a supervisor whether a faculty member or staff member will take advantage of trainings as they become available.

Reports

- Committee Reports
 - Shared Governance - N/A
 - Cabinet -N/A
 - University Council -N/A
 - Other - Administrative Equity, Staff Connections, Scholarship, etc.
 - Staff Connections Break Walk will happen today at 2:30. Meet at the WUC Plaza.

Unfinished Business

- Committee Needs
 - UBAC - 2 Classified Staff
 - Motion to appoint Noah Carrillo, Motion seconded and passed.
 - WUC Advisory Committee
- Elections
 - Executive Election Results
 - President – Kelly Rush

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- VP – Adrien Trujillo
- Secretary/Recorder – Ambre Plahn
- “General” Senate seats
 - Start reaching out to your friends/colleagues and encourage folks to send in a nomination to run or make nominate someone you think would be interested in serving as a Staff Senate Senator.
- Substitute Secretary/Recorder
 - Michael Gonzales will help out 😊
- Listserv/Google Groups
 - Need to follow up with HR about the moderation of the classified listserv. It is currently being discussed with Carson.
- Definition of Staff vs. Administration
 - Why are we discussing defining these?
 - This stems from unclassified staff that often get lumped in with administration. Over the years, anytime we were faced with situations on campus that resulted in people being frustrated with “administration” it often spilled onto anyone that is considered an unclassified staff member, majority of which are not at the administrative level. This would be a great conversation to have with new leadership in HR and looking at how other universities differentiate these various levels as well.
 - Do we want to change our wording rather than Administration to Leadership, Cabinet members, etc?
 - Will continue with the working group put together on this and more to come.
- Performance Evaluations & Training
 - On hold
- Use of Direct Appointments
 - On hold
- Search Committee processes
 - Crystal had reached out to Jenna about this, and Jenna was able to give her some information about what we had talked about in the past.
- Fundraiser Raffle
 - On Hold

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New Business

- Summer Meetings
 - One meeting per month in July, August and September during the third week of the month in July and August. We may need to change it to the second week during September and will look at that as we get closer to September.
- Service Hours program
 - Jenna noticed while at the HSI Summit very few classified staff representatives there in attendance. It made her think about how we can get more classified staff members involved and willing to attend events like this? What about having departments close for the day and encourage everyone to attend, or make it a university wide event where the President says all departments will close so everyone can attend without feeling guilty about putting their day-to-day work aside, etc.
 - Provide service hours to employees that would allow them to utilize these hours to attend events like this or with something that is meaningful to you without feeling like you will be penalized for missing work.

Announcements

- Agenda item suggestions
- Kudos/Recognition – Jenna would like to thank Kelly, Ambre, Adrian and Keegan for stepping up to run for executive positions.
- Public Comments - Anything for the good of the order?

Adjourn

Upcoming

- May 16 - Strategic Plan
- June 6
- June 20

April 25, 2023

President's Senate Report:

- 1) Searches: Candidates for the Executive Director of HR should be on campus the first week of May. Provost finalists will visit campus in early May as well. And the last of four candidates for Director of Admissions is on campus this week.
- 2) Government Relations: TRU Lobby Day is May 4th, and Rico Lujan Valerio is actively planning strategies to make sure WOU has an impactful message and presence with legislators. We continue to lobby for the PUSF fund to increase to \$1.05 billion.
- 3) HSI Summit: Please remember that the HSI summit is this week! There will be a lot of guests on campus.

Western Oregon University HSI Summit

Making Conexiones

8:15 a.m. to 3:30 p.m. • April 26, 2023 • Werner University Center
Western Oregon University, Monmouth, Oregon

- 4) NWCCU Accreditation Visit: As I said in my email to campus, I believe we represented ourselves well to the accrediting visit team. We have two recommendations that we will need to address, but we are already taking steps to address these concerns.
 1. The peer evaluation team recommends further development and the systematic use of effective enrollment, financial planning and financial management practices to ensure realistic development of financial resources to ensure short term financial health and long-term financial stability and sustainability.
 2. The peer evaluation team recommends that the institution deploy current higher education best practices, including the effective use of technology, to ensure attainment of industry standard practices to achieve its organizational responsibilities and the integrity and continuity of its educational programs.

Jesse



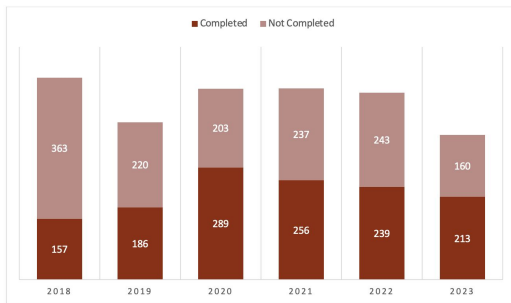
Performance Appraisal Update 2023

Kirsty Pinchuk, Interim HR Business Partner
Crystal Talitonu-Naea, Interim Assistant Director

What is the current process?

- Supervisors receive three from emails human resources
- one the month before an evaluation is due
- one the month it is due
- one the month after it is due

5 Year Trend



appraisals reflected Jan - Dec

UNCLASSIFIED



appraisals reflected Jan - Dec

CLASSIFIED



appraisals reflected Jan - Dec

Potential Updates to the Process

When the first email goes out - CC the employee the self evaluation form directly.

When the third email goes out - CC the directors (supervisors supervisor).

Phone calls to the supervisor

Additional training for supervisors to help enhance understanding about why evals are done and how to make the experience meaningful.



Questions?

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Together we LEAD