

Staff Senate Minutes

March 19th, 2024 (2:00pm–3:30pm)

Online Via Zoom

Start recording - Staff Senate follows Simplified Robert's Rules

- Meeting recordings only accessible to Senators
- Zoom meeting - <https://wou-edu.zoom.us/j/85780295099>

In-Attendance: Adrian Trujillo, Alexis Morrison, Jenna Otto, Jason Horne, Rip Horsey, Kristen Perry, Noah Carillo

Absent: Ambre Plahn, Keats Chaves, Pam Flippo, Jane Cameron-Jensen, Crystal Ross,

Guests: Evan Sorce, Desiree Noah, Erin Lieuallen, Heather Brophy, Kirstie, Sandra Holland, Wendi Mars,

Approval of minutes

- March 5 Minutes approved.

Guest Speakers

- Evan Sorce - [Remote Work Policy](#)
 - This is an update to an existing policy. When this policy was initially established early in the pandemic, it was rushed and didn't provide a lot of clarity. This new update provides clarity to this policy and makes it simpler. The first thing they wanted to highlight is the addition to several definitions such as alternate work location, business necessity, central workplace, remote work, remote work agreement, and workplace flexibility.
 - What we really want to emphasize is that remote work is not an expectation, it is a privilege. There is accommodation that can be arranged of course. However, for this purpose no university is entitled or guaranteed for remote work. Permission for remote work is granted at the discretion of each representatives' senior leadership and you work through that process. Approval can be revoked at anytime from their supervisor.
 - Eligibility: Based on operational needs. To HR this means looking at the position description. Could this position operate in a remote location? Will the objectives of the department still be met either on campus or in a remote location? Example: In HR the office manager is a front-facing position. Their job is to assist folks that physically come



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- to the office for assistance. This position would not be allowed to work remotely as it would not fulfill the needs of the office.
- The goal is to make this a flexible policy and not so strict. This way, conversations are happening to explore ways to help both the employee and the department.
 - Determining Eligibility: The policy now includes several examples of job duties, etc., that would either be allowed or not for remote work.
 - Approval Process: This policy now includes clear guidance on how the approval process works and who is involved in this process.
 - This policy does not consider folks that are using sick leave, etc. If you need childcare, taking care of a pet, etc., this policy should not be used. You should be using leave for those things or work with HR to find alternative solutions.
 - This policy will go out for public comment before it becomes final.
 - Questions:
 - You explained in the approval process levels 1-3 and they are clearly outlined in the policy but with level 4 it is not really explained why out of state work would require the President's and HR Director's approval. However, you did a great job explaining it here. Will you be adding that to this policy?
 - No, but there will be FAQs attached with this policy.
 - On the approval levels, there are level 1-4. Will every single position across campus require each level to authorize/deny a request?
 - Yes, each position will require approval at each level.
 - What about jobs where the job description states the position is remote, can that still be revoked even though the position description explicitly states it is remote?
 - Yes, if the department needs are not being met or if there are performance issues the agreement can be revoked.
 - What is the appeal process for a denial of remote work request?
 - This is a great question, and they could probably create something to include in the FAQ. Evan feels that the policy should directly outline appeals process rather than just in an FAQ.
 - If for example, your position includes a customer service component, but that duty is so rare that it almost never happens, what do you do?
 - Look at more of their main duties/functions and look at it on a case-by-



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case basis.

- In the definitions you might want to add something about the primary work location. For example, there may be folks who work for several departments or their job includes both office work and travel.
- How does this pertain to faculty and their work? This policy feels specifically targeted towards staff rather than faculty.
 - They do think that this will apply to faculty. However, the Provost will need to have these conversations and decide the modality of how classes are offered. Modalities are ultimately up to the university and not the faculty members.

Reports

- Committee Reports
 - Shared Governance
 - These will shift from monthly to just once a term. The plan is to update the policy to state that meetings will be held just once a term but that if meetings are needed frequently, they can certainly be arranged. There is a request that these be decided with each new president for shared governance, not at the discretion of just the university president. As new leadership comes in, they may want the opportunity to have more frequent shared-governance meetings.
 - President's Cabinet
 - The bulk of the discussion was regarding the Remote Work Policy.
 - HR was looking for more spaces for the Wellness/Meditation spaces and it looks like they got those. HR sent out an email with the locations of those spaces, so please make sure your students/staff know where they can go.
 - The Equity Assessment Team will begin their work.
 - Legislative Session: We got one of our proposals approved for funding. Rico will be providing new updates on this tomorrow, so more information to come.
 - University Council - Nothing to report
 - Other - Administrative Equity, Staff Connections, Scholarship, Faculty Senate, etc.
 - UBAC sent out a survey about the budget process so please participate and send in your feedback.

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- [President Report](#)

Unfinished Business

- Performance Evaluations & Training
 - On hold
- Use of Direct Appointments
 - On hold
- Search Committee processes
 - On hold
- “Suggestion Box”
 - On hold
- Executive Position Nominations
 - Alexis sent out a follow up email for folks to nominate executive senate positions. Please send in your nominations!! We would like to get the election process started next week and then get moving on the general elections.

New Business

- HR Compensation Project
 - Just wanted to check in to see if anyone has been actively included in this project with HR?
 - Is the PD template on the HR forms page the most recent? Yes, that is the most updated form.
- Scholarship Review Committee
 - We need to put together a review team to join Ambre. Looking for at least 2 people and they do not need to be a senator. Please reach out to either Adrian or Ambre if you are interested.

Announcements

- Agenda item suggestions
- Kudos/Recognition – March winner is Jacquyn Vasquez.....YAY!!!!
- Public Comments - Anything for the good of the order?
 - April 9 – HR will be holding a training session on timesheets. Email and more details to come.

Adjourn



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Upcoming

- Next meeting April 2, 2024