

Staff Senate Minutes

November 19, 2024 (2:00pm–3:30pm)

Online Via Zoom: <https://wou-edu.zoom.us/j/85780295099>

Start recording - Staff Senate follows Simplified Robert's Rules

- Meeting recordings are for the Secretary to complete minutes effectively; when minutes are approved, the recordings will be deleted

In-Attendance: Alexis Morrison, Rip Horsey, Adrian Trujillo, Ambre Plahn, Wendi Mars, Ellie Baker, Connor King-Goehring, Sandra Holland, Kristen Perry, Jenna Otto

Absent: Gregg Vineyard

Guests: Heather Brophy, Amy Clark, Margarita Ochoa-Venegas

Approval of minutes

- November 5th Minutes approved

Guest Speakers

- Amy Clark, Registrar
 - Provided a presentation regarding the Federal Educational Rights and Privacy Act (FERPA). Powerpoint is attached and the end of the minutes.
 - FERPA is a federal law that protects student educational records/data and applies to all schools receiving federal funding.
 - Items covered by this law include but not limited to grades, transcripts, class lists, student course schedules, health records (at the K-12 level), financial information, etc.
 - It protects all WOU students regardless of their age or current enrollment status.
 - Everyone operating on behalf of the university is responsible for adhering to FERPA regulations. This includes all employees, student employees, faculty, service providers, and visiting professors. The Registrar is the student data records custodian responsible for overseeing the appropriate use and management of student records.
 - FERPA and Oregon Law prohibit parental access to a child's information unless the child has given consent. This applies to all students even those under the age of 18.
 - FERPA requires that we provide:
 - the students with the right to inspect and review their educational records.
 - Students have the right to request to amend their education records.
 - Students the right to limit disclosure of personally identifiable information contained in their education records (with some exceptions provided within FERPA).
 - Students the right to file a complaint with the Department of Education

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regarding allegations of FERPA violation.

- FERPA allows WOU to designate some information as “directory”, meaning that it can be released without prior authorization from the student.
 - Information not designated as “directory” is by default “non-directory” information. Non-directory information cannot be released to anyone but the student without prior authorization.
 - Directory information is similar to a phone book. Items include things such as student’s full name, place of birth, permanent address, phone number and email address, dates of enrollment, earned credit hours (not grades), student’s photograph, local address, billing address, class level and academic program (major), participation in official recognized activities and sports, job title and dates of WOU student employment, Graduation application status, degrees earned/awarded, enrollment status,
 - Non-Directory Information are class schedule, classes enrolled in, WOU student ID, social security number, date of birth, class rank, unmet degree requirements, accounts receivable balance, financial records of their parents, GPA/grades, transcripts, academic standing, gender, parents name/addresses, test scores, etc.
- Institutional authority to release student information is nullified when a student elects confidentiality.
 - Absolutely no information may be provided to anyone about a student that has elected confidentiality for their records.
 - We cannot confirm that we have any record of a person that has elected confidentiality.
- How to comply with FERPA:
 - Secure data (lock your computer screen, secure documents, be mindful).
 - Verify a student’s identity before discussing their record with them.
 - Only utilize data required for your duties.
 - Share data in compliance with FERPA guidelines (Directory vs. Non-Directory & Confidentiality)
 - When in doubt don’t give it out!!
- Anyone needing a refresher course, feel free to take the training again. The Registrar’s Office redesigned their FERPA training and is now available in Canvas.
- FERPA is simple and complicated and is full of absolutes and ambiguities.
- Questions:
 - How do we tell if a student is confidential or not?
 - In Banner, there is a warning that pops up. If you are a faculty member, then the student will remain on their class list. In other circumstances, it just depends on where they are getting their information.
 - The Release of Information Form – is this a university wide form or does it change by department?

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- It is the official form from the Registrar and should be used specifically when a student wishes to release information to someone.

Reports

- Committee Reports
 - Shared Governance - Next meeting: December 2
 - President's Cabinet - Most recent meeting: November 13
 - There is now a bit more structure to the agenda. There is now time set aside for shared governance reports which didn't exist before.
 - They will also pare this down to just once per month rather than two and the meeting will go a bit longer.
 - Budget was a main topic of discussion. It looks like we will be seeing a 10% reduction from the state, so we will need to be mindful of our spending.
 - The facilities reservation policy is currently being updated and it is making some really good changes. Sarah Lockwood has been invited to join us in January to give us updates on these changes.
 - University Council - Nothing to report (TBD for Fall)
 - Other - Administrative Equity, Staff Connections, etc.
 - Staff Connections – will be hosting their Fall Flannel Get Together on Wednesday, November 27 from 12:00pm – 1:30 in the WUC, Summit. We will be announcing the Halloween Costume winners as well.

Unfinished Business

- Vacant Classified Senator Seat
 - We will send out another call for nominations but can surely use some help spreading the word.
- UTAC and UBAC Representation
 - We have an interested senator for UTAC but are checking with their supervisor before committing.
 - We do have a UBAC representative, and a vote has been sent to senators. Just waiting for 3 more senators to submit their votes so we can wrap this up.

New Business

- Staff Senate Meeting Schedule
 - With our bylaws, it states that December and January (July, August and September) will hold one meeting. To give folks time to plan here the meeting dates:
 - December meeting will be December 3
 - January meeting will be 21
 - The start of spring term tends to run into issues with our first meeting in April especially with regards to spring break and the start of spring term. June's second meeting falls

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after our 9-month staff are off contract. We wanted to discuss changing our meeting requirements for the month of April and June to meet only once rather than twice. Jenna pointed out that this may require us to amend our bylaws rather than simply voting to change the meeting months themselves.

- Adrien motions to change our meetings from 2 down to 1 for the months of April and June. Discussion before the vote about needing more time to reflect on these changes would be helpful.
 - Yay – 2
 - Nay – 6
 - Abstain - 0
- Motion is denied. More discussion and a new motion will be discussed at our December meeting.

Goals (SMART)

- Fund the Staff for Students Scholarship
 - Adrian Trujillo and Connor King-Goehring have volunteered to take lead in the fundraising campaign. We need to set a dollar amount that has to be raised by April 1 and that is \$850 in order for us to award a \$1,000 scholarship for the 25/26 academic year.
- Build connections through consistent communication and guest speakers

Announcements and Reminders

- Agenda item suggestions
- Training and Events for Staff
 - Title IX mandatory yearly training
 - TBD
 - DEI Events
 - 830 individuals completed the Howl for Change university climate survey. The results of the survey will be presented to the WOU community on January 29 from 1:00pm – 2:30pm in the WUC, Columbia Room.
 - Information Security Training
 - UCS has simplified the Information Security Trainings down to 11 required trainings, which are now located in Canvas. Please be sure to complete your required training in a timely manner.
 - Business Office
 - Campus-Wide Trainings, next available dates:
 - P-Card, Invoice, DocStar & JV: Wednesday, January 15 from 2-4
 - Travel: Wednesday, January 22
 - Final check run for the year: Friday, December 13th
- Reminders:
 - Many departments are moving in December. Please remember to be patient with folks



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as they settle into their new space and also give grace to the mailroom. It will take some time for them to figure out where everyone is moving to and mistakes may happen along the way. Kindness goes a long way.

- Kudos/Recognition
 - November employee of the month is John Van Deusen...YAY!
- Public Comments - Anything for the good of the order?
 - Abby's House is holding their silent auction on December 5 and 6 and are looking for donations. They also are looking for bottles of wine that are valued at least \$20 or more. If you have any questions, please reach out to Kristen Perry.

Adjourn

Upcoming

- Next meeting: December 3, 2024
- Guest: Desiree and Kirsty from Human Resources