

## Staff Senate Meeting Minutes September 12, 2017

**Call to Order:** 2:03pm

**Attendance:** Present –Kimber Townsend, Kyler Dreyer, Kara Westervelt Parker, Dona Vasas, Susan Hays, Louann Casares, WeiWei Zhang, Jesse Poole. Not Present – Heather Mercer, Rip Horsey, Andrew Holbert, Savanna Mullan

**Review of Minutes:** Kara moved to change scholarship name referenced; it is the Jump-Start Scholarship. Jesse seconded motion to change. Jesse moved to correct spelling error, Kyler seconded. Kara moved to accept corrected minutes; Kimber seconded. Motion carried 7, 0, 1

**Accepting of Agenda:** Kimber moved to accept agenda; Kara seconded.

**Reports:**

- Shared Communications: meetings have not yet been set for 2017-18 cycle.
- Faculty Senate: None; meetings for 2017-18 academic year have not yet resumed
- Student Senate: None; meetings for 2017-18 academic year have not yet resumed
- Board of Trustees: Next meeting: Oct 25<sup>th</sup>. Jesse Poole will attend

**Old Business:**

- Administrative Equity Committee (AEC) Meeting: will be covered in new business
- Scholarship: funds have been transferred over from ASC
- Eclipse wrap-around update: representatives shared their area's handling of the eclipse event
- Staff Senate's purpose/direction & goals for 2017-18: discussed in new business

**New Business:**

- Administrative Equity Committee (AEC) Meeting: AEC concerned with internal communications to keep faculty and staff informed of initiatives and changes happening around campus that affect their work directly; AEC wants Staff Senate to make a recommendation to the administration that a position be created on campus to manage internal

- communications; Erin McDonough will be invited to the next Staff Senate meeting to discuss moving forward with the creation of a position
- Staff Senate President's meeting with University President: Usage of Oregon Military Academy (OMA) building was discussed, as was the process surrounding the decision-making for use of the building; Staff Senate President Jesse Poole shared with the President Staff Senate's desire to be part of decision-making and communication surrounding such large campus changes going forward; the old OMA building will be the new face of campus and will house Admissions, Financial Aid, Veterans, and Service Learning and Career Development; the upstairs of OMA will be used as living/conference facilities; Jesse expressed logistical concerns with the relocation of some offices and the ability for related offices to coordinate being affected by this change (e.g. Admissions and Registrar's office sharing files, Business Office and Financial Aid's related functions)
  - Internal Communications at WOU: refer to AEC meeting notes; committee discussion on how WOU can improve the way in which faculty and staff stay informed with respect to changes on campus.
  - New Employee Orientation Information: Dona had previously had access to the electronic file of the Staff Senate Informational Brochure that has been given out at New Employee Orientation events; she will access it and update it for distribution at NEOs in the future.

**Announcements:**

- Dona: There is a new Conference Director, Trina Horsey
- Kara: Savanna Mullan is changing positions on campus, moving from the Registrar's Office to an accounting technician position shared equally by the Business and Payroll/Budget offices. There is a new Assistant Director of Financial Aid, Robert Hoffman.
- Kimber: There is a Hardship Fund that is available for classified staff members to apply for; there is quite a bit of money available in it for classified staff to apply for; awards are usually \$500 or less and can be used for things like insurance deductibles, home damage, etc.

**Adjournment:** Dona moved to adjourn; Kimber seconded. Motion carried 8, 0, 0 at 3:11pm