

# Staff Senate Meeting 05/03/2018

**Call to Order:** 2:04pm

**In attendance:** Andrew Holbert, Susan Hays, Kristen Larsen, Weiwei Zhang, Louann Casares, Kathryn Plummer, Shane Follet, Dona Vasas, Kimber Townsend, Kara Westervelt Parker, Rip Horsey

**Absent:** Kyler Dreyer, Jesse Poole

**Approval of Minutes:** Louann corrected the spelling of her name. Kara moved to approve the minutes as amended. Dona seconded. 8-0-2

**Approval of Agenda:** Kathryn moved to approve agenda. Andrew seconded. 10-0-0

Reports:

- **Shared Communications Report** -- none
- **Faculty Senate** -- report from International Office; looking to recruit in other countries; need for scholarships for international students; technology committee approved
- **Student Senate Report** -- Shane Follet: ASWOU elections are ongoing; clubs and groups through ASWOU may begin the re-chartering process; new clubs and orgs chartering do not follow the re-chartering timeline; Logan Doerfler is the contact person for getting a new club or org started (or ASWOU president Jessica Freeman)
- **Board of Trustees Report** -- none

**Old Business:**

- **Staff Senate Bylaws** -- discussion postponed until July
- **Staff Senate Executive Committee Elections** -- Vice President will be asking Staff Senate members to look at our website to look at whether we are still, as a group, focusing on things that we say we are going to accomplish as a group; mentor group: did anyone use the web form to volunteer to be a mentor? Where did that information go? To a shared sheet that was owned by prior president Christopher Solario and is potentially in the Staff Senate Google drive. Elections are this month, and we want to make sure our website reflects what we do and we can direct potential Staff Senators to the website to check out what we do as they decide whether to run for election; A group photo of Staff Senate on the website would be nice. Pulling in senate member directory information can come straight from the staff directory; you can change your staff photo in the Portal.

**New Business:**

- **Staff Senate general elections** -- last year we had a google form; an email went out to call for nominations (including self-nominations) and nominations were then compiled onto a google form so staff could vote. We will look on the website to determine how many and what type of seats will be open. Elections happen in May. Do we want a bio with nominations and/or ballot information? Bios are a good idea to prevent "popularity contest" votes. Should we have standard questions that we use to prompt bios (e.g. How long have you worked for WOU)? What is the key information we'd want to know?

Potential questions: "Why do you want to be on Staff Senate?" "What department do you work for and what is your title? What is your job description?" "How long have you been at WOU?" "What other campus committees or groups are you, have you, or will you be involved in? What professional organizations do you belong to?" "Are you classified or unclassified?" This information would go out with the ballot. Email call for nominations included information about what Staff Senate does. Questions can be edited via drive by all staff senators to refine them. How long a period should we leave open nominations? One week, Tuesday to Tuesday, with another email reminder on Thursday or Friday. Rip will find out where all current senators are in their service cycle (year 1 or year 2) and report back. In fall, we will start advertising the meetings for public attendance and will have our meetings in a larger space.

**Announcements:**

- None

**Adjourn:** Kathryn moves to adjourn at 2:51pm.