



## Staff Senate Meeting February 6, 2019

**Call to order:** Meeting called to order at 9:32am

**In attendance:** Rip Horsey, Laura Lyon, Kathryn Plummer, Kyler Dreyer, Lori Palmer, Natasha Gaspar, Jessica Shumake, Kara Westervelt Parker, JD Welch, Max Chartier

**Absent:** Susan Hays, Kristen Larson

**Approval of the minutes:** Minutes approved from Jan 16, 2019

### Introductions

### Reports:

#### **Giving Day: Informational Presentation by Emily Swart, Annual Giving Coordinator**

- Video of WOU students
- Giving day is March 5, 2019
- First Giving Day brought in \$1,100; 2nd Giving Day brought in \$2,250, 3rd Giving Day did \$50,000
- Online campaign to raise funds for student scholarships
- Toolkit: has images people can use on social media to promote Giving Day
- People can give before but are encouraged to give on the actual day
- Unrestricted funds or “greatest need” funds are the most desirable gifts
- Click “Donate Now” link to donate

What did we raise last year for our scholarship? Unknown. Kara will ask Cara Groshong.

#### **5th Tuesday Meeting: Report from Kara Westervelt Parker, Staff Senate Secretary**

- Summary of meeting
- Future 5th Tuesday meetings will be more conversational in nature and less centered on formal presentations

#### **Constituency Committee: Report from Natasha Gaspar/Laura Lyon, Senators and Co-Chairs**

- First question the co-chairs get is: What is the constituency committee
- They have made a flyer to show what the constituency committee does and will be hand-delivering it to departments
- They will send out a newsletter once a term -- highlight one department per term and highlight what they do, their workflow, the people who work there; campus



events on newsletter; staff announcements (e.g. so and so had a baby); “have you met \_\_\_\_\_” segment; troubleshooting tips for work (e.g. how to access resources)

- Talk to people who are part of their committee to see what kind of events people actually want to attend
- They set up a meeting for Feb 22nd in Santiam Room for anyone who is interested in joining the constituency committee (there will be baked goods)
- Kathryn moves to approve we provide funds to print flyer; Jessica seconds. Motion passes 9-0-0
- Laura moves to ask for funding for coffee; JD seconds it; discussion: we cannot bring in outside food/beverages, so if we get coffee, we can't bring in outside baked goods. Kara moves to amend original motion to include coffee/pastries; Max seconds. Motion passes 9-0-0. Amended motion passes 9-0-0.

#### **University Technology Advisory Committee -- Kyler Dreyer, VP of Staff Senate**

- The committee is in its infancy; no current bylaws; only meets once a month; will have a sub-committee model and the sub-committees will meet more often to bring initiatives to the larger committee
- Ellucian mobile--should be testable this month; people can download the app to test it;
- Windows 10 updates: Windows 7 will no longer be supported; computer labs will be upgraded Summer 2019; things people can do to assist UCS in this is to contact them with times they can come update; if people have special software, they should contact UCS to have them test it on Windows 10
- LMS subcommittee to evaluate our continued use of Moodle; cost-benefit analysis of what to assess with other LMSs
- Recommendation: uninstall Flash on computers
- Testing group: we don't have a testing plan yet

#### **Unfinished Business:**

Campus Climate Survey Updates:

- Judy Vanderburg has been charged by President Fuller with finding an instrument that has been used at another institution that can be used over the course of multiple years to gauge change; no home-grown item; she will be completing task by April/May 2019 (rough estimated timeline)
- When this survey is rolled out, we can identify issues and can start getting stuff done

#### **New Business:**

University Diversity and Inclusion Advisory Committee Staff Senate Rep needed

- Kyler will be sending out a nominations request to all staff to fill the seat
- Kathryn indicated she would be interested in being a part of the committee



**Announcements:**

- Winter Preview Day happening this Saturday -- 560 prospective students and guests registered; people can apply for admission free that day; quite a few who are coming have already applied for admission so we're viewing it as a yield event
- Family Weekend -- this weekend; cornhole tournament
- Feb 10 -- Robert Hautula's memorial event at the HWC
- Customer service initiatives for staff (Neal Raisman)

**Adjourn: Meeting is adjourned at 11:00am**