



Staff Senate Minutes

November 3, 2020 (11:30am–1:00pm)

Online Via Zoom

Call to Order via ZOOM video conference

<https://wou-edu.zoom.us/j/87206571018?pwd=cHNtWUVhVGdJNjY3cWVobnRsMlIKQT09>

In attendance: Kathy Bolen, Bev West, Melissa Hinzman, Samantha Cameron, Rip Horsey, Michelle Gallagher, Beth Jones, Laura Tierney, Colin Haines

Absent: Olivia Flores,

Guests: Malissa Larson

Start recording

- Reminder that meeting is being recorded, which includes all chats

Approval of minutes

- Draft in Staff Senate Team Drive for October 1, 2020
 - Approved in Meeting
 - One correction made to add Jenna Otto to guest list

Reports

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New Business

- Vice President position
 - Colin was unanimously voted to serve as our next VP
- Potential conflict of interest
 - Bev is taking over the Director of Academic Services with Hilary Holman-Kidd leaving
 - The role takes a larger part of the budget that affects Staff
 - Bev will be sending out an anonymous survey to Staff Senators to see if there are any concerns with Bev's new role and serving as the Staff Senate President
- Replacement of Kathy Bolen's unclassified senate seat - remaining candidates from prior election;
 - We have two unclassified nominees that were not elected but can fill in for Kathy. Bev



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will be reaching out to see if they are still interested and if they are Staff Senate will vote on the replacement.

- Open UBAC and UTAC seats
 - There are openings on both of the committees and we will be taking nominations/self-nominations for both in the coming week so that we can vote and send to the President for approval
 - Colin is interested in serving on UTAC
- Open spot on the Connections Committee co-chair with Kathy leaving so we will need to nominate and elect someone new.
 - We will be reviewing the bylaws to clarify the process for getting a new co-chair and working on filling the position.
- Town Hall Follow-Up
 - Some people thought that the questions were not addressed fully and that there needs to be a follow-up sent to the President and his VP's who attended the meeting
 - The question was raised: is there an easier way to get questions answered, in a clear matter, other than a town hall?
 - Many questions that are still unanswered have to do with processes and procedures that have been updated and/or changed since the layoffs started. (eg: the hours in the business office have changed and here are the new ones)
 - Maybe Marcom can work to get each department to update their website with appropriate contact information and hours as well as compile a list to send out
 - The financial aid office has a great example of what should be posted for students and staff regarding changes in hours and contact information
 - A few senators mentioned that they seemed to be more compassionate with their answers and acknowledge that these were hard decisions
 - Having the facility director attend and provide information was very helpful and many departments were now comfortable contacting them (and knowing how to contact them) to get their questions answered.



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Unfinished Business

- Continued discussion / work on 2020-21 Goals (see supplemental information, below)

Announcements

- Public Comments - Anything for the good of the order?

Adjourn 1:01pm

Upcoming Meetings:

- Tue, November 17, 2020 (11:30am–1:00pm)
- Tue, December 1, 2020 (11:30am–1:00pm)

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Supplemental Information

2020-21 Goals

- Theme: Improved Communications
 - Weekly or bi-weekly meetings with various campus departments, rotating each week.
 - Open to whole campus
 - Organized by staff senate
 - Short time (15-30 mins)
 - Who do we want to present, at first?
 - Welcome Center - who is there, when is it open?
 - Business Services
 - Covid updates / info (Emily & Megan from HEXS?)
 - Facilities Services
 - UCS
 - Student Health & Counseling
 - Registrar's Office
 - FERPA and remote work (Zoom etc)
 - MarCom
 - Campus Recreation
 - Idea: test series over a month, or a couple weeks - one hour per week, 15 or 30 minute slots - half for presentation, half for Q&A
 - Put questions in chat and have designated person to ask the questions
 - Have a way to submit questions in advance, for those that don't have the right device to submit, and to allow for anonymous questions

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- Put notes from presentations on the web site while waiting for recording to be transcribed.

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- Have clear information on home page for each department with hours and how to contact
- Employee Recognition
 - This came up in the campus climate survey
 - A phone call from the President when you reach the 5 year anniversary, etc
- What type and direction of communications are we talking about? Top down? Across departments?
- How can we measure?
- What specific actions do we want to see?
 - Town Halls
 - Quarterly meetings with President
 - Intranet and other ways to handle knowledge
 - Consistent communication from VPs and President - they should all be on the same page, and consistent
 - Compassionate, *human* communication
 - Phone call from President to each of the people who have been laid off - if they want it
 - Communication during bad times or about “bad” information is even more important
 - Make the extra effort during the difficult times - it is even more impactful



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- Performance evaluations - report on status from HR? Then decide. What is the measurable goal? And can we create accountability to allow this to move off our goal list.
 - Timely
 - 360 degree evaluations (ie bidirectional)
- Training
 - Staff development
 - Mandatory trainings for all employees
 - Which topics should be mandatory?
 - What accountability is there for “mandatory?”
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- [Message from Black Student Union](#)