



Staff Senate Minutes

November 16, 2021 (10:00am–11:30am)

Online Via Zoom

Call to Order via ZOOM video conference

In Attendance: Amanda Bales, Luanne Carrillo-Avalos, Keats Chaves, Michelle Gallagher, Melissa Hinzman, Rip Horsey, Jenna Otto, Amber Plahn, Michael Reis, Kelly Rush, Adrian Trujillo

Guests: Julia Fruit, Sharon Price

Approval of minutes

- November 02, 2021 Minutes Approved

Reports

- Committee Reports
 - Covid Safety (previously Re-Opening)
 - 124 students still need to submit paperwork
 - 93% of students are vaccinated
 - Indoor sports attendance requires proof of vaccine or negative Covid test to attend
 - Please notify HR if you test positive for Covid
 - Staff Connections
 - Meeting on Friday, November 19th – Everyone welcome. Contact Adrian for Zoom link
 - November newsletter is out
 - Administrative Equity
 - President is interested in designing a salary band for unclassified employees that includes increases for years of service and professional development.
 - Administrative Equity sent a letter to HR including -
 - Grant Funded unclassified staff be included on the unclassified listserv.
 - Requesting equity amongst all unclassified staff – including grant funded
 - Requesting Unclassified handbook be updated. Current version is from 2011.



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- Meeting with Provost
 - Provost will visit January Staff Senate meeting to discuss
 - Academic sustainability committee
 - Professional development funds for staff

Unfinished Business

- Committee Needs – An email to recruit for open positions will go out soon.
 - Staff Connections - Senator
 - UDIAC - staff (1)
 - UTAC - staff (1)
 - WUC Advisory Committee - Senator (if possible)
 - Staff Senate Classified vacancy
- Appreciation/Recognition
 - Department Recognition
 - President approved additional funds of \$500
 - Vote to purchase menu board
 - Rip moved to allow up to \$150 to purchase a menu board
 - Ambre seconded
 - Approved by a vote of 10 - 0
 - Staff Senate will send an email to campus each month announcing the recognized department
 - Jenna & Rip will work on a form on the Staff Senate website to nominate departments for recognition.
 - Jenna will send out a request for nominations to campus soon so that we can vote during our December meeting.
 - Individual recognition
 - To be published in Staff Connections newsletter, forwarded to individual, their supervisor & President
 - Nomination link to be on Staff Senate & Staff Connections websites
 - Notifications to go to staffsenate email

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- Request for nominations will go to everyone on campus
 - President has approved \$120 for individual prizes (\$20 per winner)
 - Winners will have a choice of Bookstore or Dining gift certificate
- Continued Updates
 - Request for Senator to help schedule/arrange “updates” to Staff Senate
- President supports attendance @ Staff Senate & has communicated this to Administration & Deans along with meeting times

New Business

- Resumption of in-person meetings
 - Voted to remain 100% on Zoom at this time
- Zoom recording
 - Continue recording for use by Staff Senators – link will no longer be included in minutes or for public viewing, unless we have a guest speaker that we would like to make available for everyone.
- Performance Evaluations & Training
 - 3 out of 11 attending today’s meeting have not had a performance evaluation in the past 2 years
 - Jenna will reach out to HR to open the conversation of increasing the % of performance evaluations.
 - Asking HR to provide % of current staff who have had a performance evaluation

Announcements

- WOU Board meeting & informal chat. Nov 17, 9-9:30am Ochoco Room
 - Jenna’s Report to the Board is available to view in the BoT folder on Goggle Drive
- Reminder to fill out survey re: Presidential Search
 - Link is available on the Presidential Search Website
- Kudos/Recognition
 - Jenna recognized the work of Mark Robertson and his help creating reports
 - Rip recognized the WOU Rugby team for becoming Regional Champs & Andy Main for his work in helping the team get to Nationals in Austin, TX December 11-12



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- Public Comments - Anything for the good of the order?
 - MSU is having a wreath sale, watch for email order form.

Adjourn

Upcoming Meetings:

- 12/7/21 Tuesday 10:00am - 11:30am