



Staff Senate Meeting January 16, 2019

Call to order: Meeting called to order at 9:35am

In attendance: Rip Horsey, Laura Lyon, Kathryn Plummer, Kyler Dreyer, Lori Palmer, Susan Hays, Natasha Gaspar, Jessica Shumake, Kara Westervelt Parker, Kristen Larson

Absent: JD Welch (excused)

Approval of the minutes: No changes; minutes approved from Dec 4, 2019 meeting

Reports:

Business Services Controller: Informational Presentation by Christeena Whitfield

Process for financial policy revisions: Christeena will write the policies but approval process will include auditors and Policy Council. Key people from different areas will be involved in brainstorming sessions and people who have ideas for policies should submit them to Christeena via email or can contact Miranda to schedule a meeting. The goal is to have policies approved by July 1, 2019. Some may be approved sooner. Rationale behind changing policies is to bring us into business best practices and distance ourselves from our now-defunct OUS ties.

Policies proposed for revisions:

- Travel: flat per-diem rate for meals and incidentals; will typically result in slightly higher amount allocated for meals/incidentals, but it will simplify the process
- Moving expenses: previously, there was a flat dollar amount; benefit is now 100% taxable, so no need to nit-pick number of meals; perhaps add language into policy that requires payback for moving expenses if they leave WOU within a year of hire. Unknown if there is a cap on amount per position level.
- Contracts/Procurement: goal is to remove bureaucracy and allow for purchase of consumables (i.e. water, coffee);
- Capital Purchasing: changes will be around if we “bundle” things
- Revenue: reporting operating vs. non-operating revenue--new policy (hope to change Pell Grant to be an operating revenue)

Other changes:

- Electronic Timesheets: hope to have them in service by July 1, 2019. Unknown whether time-off request will be through electronic time system; unknown if it'll be campus-wide for student workers/unclassified/classified.



- Communication Plan and potential Communication Officer.
- The Cashiers' Office is getting credit card terminals; they're working on the agreements with the banks and will order the terminals through the state
- Electronic billing by Spring Term 2019
- Security in the Business Office: visitors of all kinds must stop and check in at the front desk
- WOU will hire an internal auditor

Committee Chairs and Other Membership Info -- VP Kyler Dreyer

JD and Kathryn -- Student Support Committee co-chairs

Natasha and Laura -- Constituency Committee co-chairs

No staff have volunteered to be committee members, so senators should reach out to individuals to get them to volunteer to be on the committees

Board of Trustees Summary -- President Rip Horsey

Rip will be presenting to the Board of Trustees today on the following topics:

- Recognition and Value
- Administrative Equity Committee
- Shared Governance

University Budget Advisory Committee -- Senator Natasha Gaspar

UBAC is currently voting on all the proposals submitted as to which ones they recommend for further development or which ones they recommend go through a different route for development; proposals that are centered on enrollment and revenue are the focus; the staff senate proposal did not get voted to go forward because its focus wasn't enrollment or revenue; they will get together next week to finalize votes on what goes forward. What is the timeline for proposers to know whether their proposal went forward? Unsure when notifications will go out; probably after President's Cabinet reviews all proposals.

Unfinished Business:

Campus Climate Survey Updates:

- Experience of work environment
- Feeling of value
- Having a sense of connection
- Perceive growth opportunities

New Business:

None

Announcements:



- 5th Tuesday Meeting on January 29, 2019 3:30 to 5:00pm in Willamette Room; Staff Senate should come to the meeting; Faculty Senate has similar concerns to ours, but look at it through a slightly different lens.
- Student engagement: SLCD is looking for advisors for alternative break; on-campus internship program--departments can submit proposals and they're seeking individuals to serve on the advisory committee who screens proposals
- Registrar's Office remodel is complete; come see the new space in the 1st floor of the Administration Bldg.

Adjourn: Meeting adjourned at 10:36am