



Staff Connection
Committee
Newsletter
Spring 2019

WESTERN OREGON
UNIVERSITY
FOUNDED 1858

WELCOME

The WOU Staff Connection Committee looks for ways to connect our staff and create a friendly and enjoyable work environment.

Through this newsletter we hope to create a resource where staff can share and gain information.

DEPARTMENTS IN THE SPOTLIGHT

This term we interviewed
Student Success & Advising
and Mail Services.

FINISH READING ON PG. 2 & 3



HAVE YOU MET _____ ?

Meet Sharon Price and Heather Duncan.

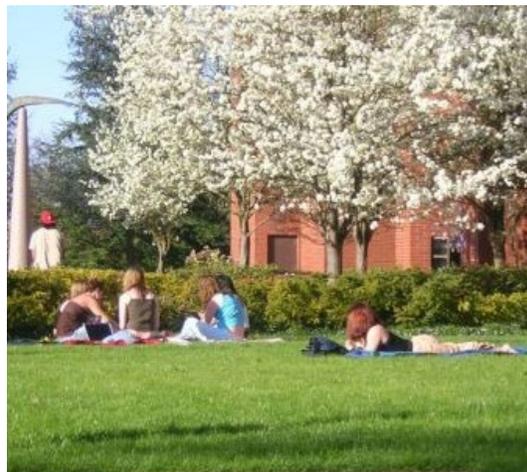
FINISH READING ON PG. 4



ANNOUNCEMENTS, TIPS & EVENTS

See what your fellow staff members have been up to, learn some tips that may help you at work, and see what's happening on campus this term.

FINISH READING ON PG. 5, 6, 7 & 8



Department in the Spotlight

What does Student Success and Advising (SSA) do?

Student Success and Advising assists students and the campus in a few different ways. They are the primary advisers for pre-nursing majors and for students who are exploring majors, they coordinate tutoring services for general education, (excluding math, science, and writing courses) and skills based tutoring, they assist students in overcoming challenges to achieve academic success, they provide training and support to faculty who serve as advisers, and they connect students with resources. In addition to these responsibilities, SSA collaborates with other areas on campus to let students know what services they provide.

How do students make appointments with Student Success and Advising?

The best way for a student to make an appointment is through the Wolf Connection System (WCS). This allows the student to choose a time and an adviser based on their needs. If the student does not want to use the Wolf Connection System, you can send the student to the Student Success and Advising, located in the Advising Center on Church Street, and they can make an appointment with the student employee at the front desk.

Who works in Student Success and Advising?

Student Success and Advising is made up of a Director, an Assistant Director, three Academic Success Advisors, a Bilingual Academic Success Advisor, a Tutoring Coordinator/Academic Success Advisor, and an Office Coordinator/Academic Advisor as well as four student employees, one grad intern, and 20-25 student tutors. To read more about Student Success and Advising personnel visit <https://www.wou.edu/advising/ssastaff/>.



Top 5 things you should know about Student Success and Advising:

1. Student Success and Advising wants to help all students with any needs or questions they may have.
 - Since SSA assists students when a professor refers them for help or when they are on academic warning or probation, students think that SSA is only for students that need academic assistance. This is far from the truth. SSA helps all students be successful in college.
2. Student Success and Advising coordinates the Wolf Connection System.
 - If you need access, training, and/or have questions about the Wolf Connection System, contact the Assistant Director of SSA. Lizzy Harman: harmanl@wou.edu
3. The advisers in Student Success and Advising are the advisers for pre-nursing majors and students who are exploring majors.
 - If you are assisting a student that falls into one of these categories, send them to SSA for help.
4. Student Success and Advising provides general education and skills based tutoring.
 - General education tutoring does not include writing, science, or mathematics. Separate tutoring centers exist for these areas.
 - Skills based tutoring includes subjects like test taking and time management.
5. Student Success and Advising supports anyone on campus in an advising capacity.
 - The director, Niki Weight, is available to assist advisers on campus.
 - While SSA provides academic advising to pre-nursing and undecided major students, they can help other students. However, if a student has a declared major, SSA advisers will refer the student to continue the conversation about their degree with their assigned adviser.

Department in the Spotlight

What does Mail Services do?

Mail Services sorts, delivers, and sends mail for the campus. This may sound like a simple task, however, it can be very challenging. Often times Mail Services employees must employ their detective skills to successfully deliver mail. Clues employees rely on are transparency of envelopes, their ability to recognize handwriting, and/or prior knowledge of department correspondence.

When Mail Services cannot figure out who a piece of mail goes to, they send it to the President's Office. The President's Office is the only office on campus that has the power to open all WOU mail.

Amanda Bales, Mail Services Specialist, says the slogan that best fits Mail Services is "Sort mail and know things".

Who works in the Mail Services?

Mail Services has one full time employee, Amanda Bales, and six student employees. When you have questions or need to speak to someone in Mail Services, Amanda is the best person to contact. However, the student employees are also very knowledgeable and should be able to assist you in most cases.

What's on the horizon for Mail Services?

Mail Services will be moving with the Print Shop to the Oregon Military Academic this summer. Keep your eyes peeled for specifics in the coming months.



Top 5 things you should know about Mail Services:

1. Make sure you write your index on the items you intend to mail.
 - Nothing can be mailed until an index is specified by the department.
2. Make sure to write clearly or type your mailing information.
 - Mail can be returned if the Post Office cannot read the mailing information.
3. When sending campus mail, make sure to designate a department and name.
 - There are several departments that are housed within a building, like the Werner University Center, and several people with the same first name, we have 21 employees who are named Michael, so make sure to be specific.
Ex: Computing Solutions – Michael Ellis or Athletics – Michael Feuling.
4. Let Mail Services know when they send mail to the wrong department.
 - Mail Services wants to know when they make mistakes, so they can make sure to send mail to the correct place in the future.
5. To further WOU's value of sustainability, make sure to send all recyclable packing items to Mail Services.
 - This includes packing peanuts and air bubble sheets.



Have you met _____ ?

Sharon Price

You may have seen Sharon Price's smiling face if you have walked through the Math and Nursing building on campus. Sharon is the Math Office Coordinator. This means that she is in charge of handling finals, answering questions related to math classes, prerequisites, and placement, creating easy to read schedules for students, proctoring group skills tests, ordering supplies, maintaining the budget, and that's just a few of the tasks she completes on a regular basis. On top of her usual job duties, Sharon also organizes the Sonia Kovalevsky Day and Natural Science and Mathematics Student Recognition Night.

For those who are not familiar with the Sonia Kovalevsky Day, it is a math event that takes place in late February or early March. Female high school students from across the state come to WOU to participate in math games and tour the campus. The focus of the event is to make math less intimidating and encourage female high school students to pursue a field in mathematics.

Sharon says that her favorite part about working at WOU is the mathematics faculty and helping students. One of her favorite parts of working with students is helping them realize that math is not scary and that math is all around them. She believes that attitude is everything. If you say you can't, then you have already hindered yourself.

When Sharon is not at work she loves spending time with her family, reading and all things Disney. She also enjoys going to the beach. Sharon's favorite part of going to the beach is listening to the waves and stopping at Mo's for some delicious seafood.



Heather Duncan

If you have been by the Service Learning and Career Development (SLCD) office recently, you may have been warmly greeted by Heather Duncan. Heather is new to our campus this year. She works as the Program Assistant for SLCD. This means she coordinates all of the administrative tasks for SLCD, as well as overseeing five student employees.

Heather says that her favorite part about working for WOU is the school's focus on student success. She says part of what makes our school so special is the primary goal of faculty and staff is to help students succeed both inside and outside of the classroom. She loves that through our programming and support, we can help students succeed in all aspects of their lives.

When Heather isn't at the SLCD office, she enjoys being outdoors, reading mysteries, and spending time with family and friends. Heather's home life keeps her pretty busy. She has three children who participate in sports, dance, and other afterschool activities and her family has been remodeling their home over the last few months. When Heather and her family get a chance to spend time outdoors they enjoy camping and hiking. A couple of their favorite places to camp are Fort Stevens in Astoria and Tillicum Beach Park in Yachats.





Announcements

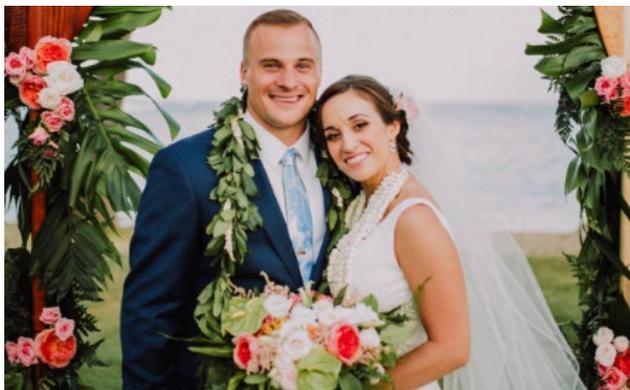


- Congratulations to **Emmanuel Macias** for receiving the “Gold Medal” prize for biggest improvement in National Student Exchange application submissions over the course of one academic year! Emmanuel improved WOU’s application submissions by 400%, which equates to 15 WOU students who have been placed on exchanges for the 2019-2020 academic year! Great job Emmanuel!

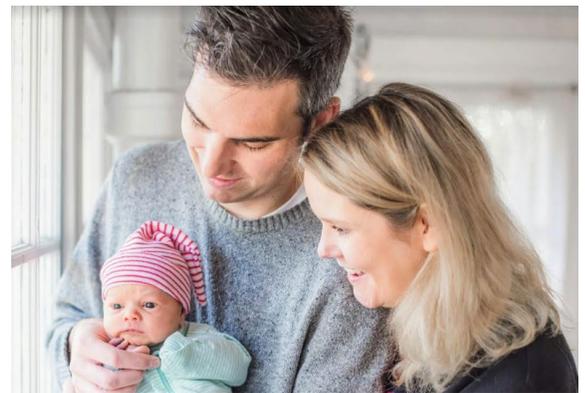


- **Major Joel Springstead** will be departing WOU Army ROTC soon for his next military assignment at the US Embassy in Tashkent, Uzbekistan. Wishing you lots of luck Major Springstead! Thank you for your service!

- **Lizzy Harman** from Student Success and Advising has had a really successful year. She got married last July in Hawaii, she published an article in Academic Advising Today, she became Assistant Director of Student Success and Advising in March, and she presented at the NACADA (Global Community for Academic Advising) Region 8 Conference in Calgary, Canada where she was voted best in the Region! Excellent work Lizzy!



- **Megan and Marshall Habermann-Guthrie** welcomed Bennett “Benny” Meredith into the world on December 16, 2018. Benny doesn't have a lot of hobbies yet, but they are a music lover and has already been on their first bike ride. At the risk of over-sharing, M&M want you to know that Benny is a "science baby" i.e. was conceived through IVF. Megan and Marshall would be happy to talk with anyone interested in learning more about what the IVF journey looked like for them. Congratulations Habermann-Guthrie family! Welcome to the wolf pack Benny!



- Sadly, last month we had to say good-bye to our Staff Senate Secretary, **Kara Westervelt-Parker**. Due to a reorganization of the Registrars Office, Kara will no longer work for WOU after June 2019. Kara worked for WOU for close to four years. She started in the Financial Aid Office as Assistant Director and then moved to the Registrars Office to become Assistant Registrar. Kara’s passion for higher education and constant drive for efficiency will be missed greatly. We wish Kara the best of luck in her future ventures and thank her for her service to Staff Senate.





Did you know?



Conversation Starters

Have you ever found yourself at a campus event or training and you weren't sure what to talk about with others?

Here are some conversation starters you can use if you run into the following staff members.

- **Amanda Bales** dabbles in graphic design when she isn't working at WOU. She loves fishing and wine.
- **Sharon Price** loves to garden. She has beautiful rose bushes that have bloomed for 25 years!
- **Niki Weight** likes horseback riding, spending time outdoors, reading historical fiction, and playing basketball. She also enjoys flying kites and having campfires at the beach.
- **Heather Duncan** spent two years overseas. The island that she lived on, Vanuatu, is actually the same island where the ninth season of Survivor was shot.
- **Laura Lyon** loves visiting national parks and has been to 16 national parks and 6 national monuments.
- **Natasha Gaspar** is a big fan of long distance running. She ran the Portland Marathon in 2016 and intends to run another marathon next year.

Troubleshooting Tips of the Term

Here are a couple tips we learned in Staff Senate that may help you in your department.

ASTRA Tips:

- Rooms can be requested between 180 – 4 days before an event.
- Weekly department meetings can be scheduled for one academic year at a time.

Student Interaction Tip:

- If you have an interaction with a student where you are concerned about their mental state or well being; disruptive or inappropriate behaviors in the classroom or on campus; or you believe a student poses a threat to themselves or others, you should complete the Student of Concern form.
 - To access the form click on the Student of Concern Report link under Programs for Everyone on your Portal.
- WOU provides a **FREE** interactive online training, called Kognito, that can help faculty and staff improve their interactions with student veterans. If you are interested in using Kognito please make sure you do so this term. Due to lack of funding, we will not be able to renew Kognito after June 2019. To access the training please click on the link below.

<https://www.wou.edu/veterans/trainin/g/>



Events on Campus



Academic Events

- WOU Education Fair
 - o April 1st
 - 11am – 2pm
- From “Doing No Harm” to “Doing Good”:
The past, present, and future of
human subjects research
 - o April 17th
 - 4-5:30pm
- Creating a sustainable future,
presenting Rob Dietz
 - o April 21st
 - 12-1pm
- Arbor Day Celebration
 - o April 26th
 - 12-1pm
- Academic Excellence Showcase
 - o May 30th
 - 8am-8pm
- Commencement
 - o June 15th

Alumni Relation Events

- An Evening with Ayad Akhtar
 - o April 9th
 - 5:30-9pm
- LGBTQ + Allies Alumni Reception
 - o April 29th
 - 5:30-7pm

Athletic Events

All regular season baseball and softball home games are FREE!

For more information about WOU Athletics visit www.wouwolves.com.

- Baseball Home Games
 - o WOU vs Northwest Nazarene
 - April 5th
 - 1pm & 4pm
 - April 6th
 - 12pm & 3pm
 - o WOU vs Central Washington University
 - April 19th
 - 1pm & 4pm

Softball Home Games

- o WOU vs Northwest Nazarene
 - April 5th
 - 2pm & 4pm
 - April 6th
 - 12pm & 2pm
- o WOU vs Concordia
 - April 14th
 - 12pm & 2pm
- o WOU vs St Martins
 - April 27th
- o WOU vs Central Washington
 - April 28th
 - 12pm & 2pm

Outdoor Track & Field

- o John Knight Twilight Meet
 - April 5th
 - All day
- o GNAC Championships
 - May 10th
 - All day
 - May 11th
 - All day

Campus Recreation Events

Outdoor Excursions

- o Cascade Head Trail Hike
 - May 18th
 - 9am-5pm
- o Sahalie Falls and Tamolitch Falls
 - June 1st
 - 9am-5pm

Pick-up Games

- o Water Volleyball (Thurs.)
 - April 4th-June 6th
 - 6:30-9:30pm
- o Badminton and Pickleball (Sat.)
 - April 6th-June 8th
 - 9:30am-1:30pm
- o Volleyball (Sun.)
 - April 7th-June 9th
 - 2:30pm-9:30pm

Creative Arts Events

- Art
 - The Gathering of Chemeketa Community College Faculty
 - April 3rd-26th
 - April 10th Reception
 - 4:30-6pm
 - 51st Annual Juried Student Art Exhibition
 - May 13-28th
 - May 13th Picnic & Awards
 - 4:30-6:30pm
 - BFA Graduate Exhibition: Eric Frey, Paul Fults & Sabrina Riff
 - June 5-15th
 - June 5th Reception
 - 4:30-6:30pm
- Dance
 - Spring Dance Concert
 - May 9, 10, & 11th
 - 7:30pm
- Music
 - Clair Hudkins & Deac Guidi
 - April 11th
 - 7:30pm
 - Xiaoyu "Sammy" Zhu
 - April 12th
 - 7:30pm
 - May 1st – June 7th
 - 21 opportunities to see amazing musical talents here at WOU
 - Details on calendar.wou.edu
- Theater
 - High School Band Festival
 - April 4 & 5th
 - 8am-4pm
 - Triangle Alliance Drag Show
 - April 10 & 11th
 - One Acts Festival
 - April 18 & 19th
 - 7:30pm
 - April 20th
 - 2pm & 7:30pm

- Middletown by Wil Eno
 - May 29th, 30th & 31st
 - 7:30pm
 - June 1st
 - 2pm & 7:30pm

Cultural Events

- Pow Wow
 - April 27-28th
 - 8am-12am
- Nuestra Fiesta Latina
 - May 17-18th
 - 8am-1am

Smith Fine Arts Events

- The Hot Club of San Francisco Presents Cinema Vivant
 - April 6th
 - 7:30pm
- Kelly Willis
 - June 8th
 - 7:30pm

**Thank you for reading our
newsletter!**

Have a great term!

Sincerely,

Natasha Gaspar, Co-chair



Laura Lyon, Co-chair

