



## Staff Senate Agenda

December 2, 2019 (2:00-3:30 pm)

Ochoco Room - Werner University Center (WUC)

### Call to Order - all visitors are welcome- 2:04 pm

**In attendance:** Kathy Bolen, Eric Dickey, Dorothy McInerney, Laura Lyon, Olivia Flores, Ryan Jennings, Laura Tierney, Beth Jones, Tony Manso

**Absent:** Max Chartier, Kyler Dreyer, Colin Haines,

**Guests:** Tim Glascock

### Approval of minutes

Draft in Staff Senate Team Drive for November 18, 2019

Approved in meeting, edits made prior.

### Reports

Presentation to Staff Senate

Suicide Prevention Training

- Tim Glascock - Grant Project Director, TRI

- Presentation given on overall aspects of the QPR training and why it would be an important training for both staff and faculty (attach PowerPoint?)
- Questions brought up:
  - How long is the training? Between 1-2 hours depending on the audience
  - Can it be added as a certification? Yes- the QPR team has discussed that and it might motivate those who are wanting to add more certifications.
  - How can we track this and make it mandatory? What do we do if people do not do it? Ideally, we would have this be a part of mandatory training and have a timeline of when it would need to be completed. Although it is important to note

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that it will be necessary to have an opt-out option for employees where they do not have to disclose.

- How can we make this training accessible for those who do not have the skills to have the harder conversations? There are aspects within the training that allow for the person to learn how to refer individuals to others to others about suicide.
- If a person would rather not role-play what can we do? Figure out better strategies to help broaden the conversations around role-playing. Just because it is hard does not mean that it is not important. The facilitator would help walk the person through the scenario rather than forcing them to continue with the role play.
- Would this training be good for student groups? Yes- if the students would benefit from the training it would be great to train them.
- What is the reach out currently for QPR? QPR facilitator group has a list of groups that would be good for training and have reached out as well as sending out blast emails to supervisors.
- After presentation discussion
  - How can we make this mandatory without having people be able to opt-out without disclosing?
  - Should we start with foundational trainings such as new employee orientation and then start thinking about suicide training.
  - Can we build “elective” trainings that staff can pick from such as QPR, Ally Training, Veteran Training, etc...?
  - One of the main problems is tracking the trainings and consequences that follow when an employee does not do the training.
  - Laura will be going to shared governance and will be sharing the findings with

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others to see what their input is.

- Kathy stated that they are working with Judy to see if they can provide a tracking system, but it is now in Judy's hands.

## Student Support Committee Update

- Eric Dickey and Colin Haines Co-Chairs Student Support Committee - Staff Senate)

- Colin and Eric met in October to talk about growing the scholarship fund. The approach that they are taking is to ask local businesses to contribute whether that would be through a monetary donation or donations that are then raffle or silent auctioned off.
- Reached out to Rip to clarify what it means to be on the student support committee and he sent back a lot of great information.

## Senate Budget Update

- Olivia Flores (Secretary/Recorder - Staff Senate)

- \$3,166.61 in student scholarship account
- \$500 in general account

## Board of Trustees Meeting Update

- Laura Lyon (President - Staff Senate)

- Presented the staff senate goals

## New Business

### Campus Civility Meeting Schedule and Staff Senate Discussion

- We are trying to schedule a meeting time for another time to talk about civility. There was a mention of finals week since faculty had more time but student representation might not be available.

### Employee Evaluations Data and Human Resources Presentation

- Waiting to hear back about the numbers for employee evaluations.

## Unfinished Business

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## Staff in the campus strategic plan

### Professional Development Discussion

- Professional Development looks different for each department, should the main goal be sharpening professional skills related to their goals?
- There is a professional development fund that HR holds that each employee can request up to \$250 but it is first come first serve. This is separate from the department fund. There is a form that you must fill out before you go and then the department gets the refund after.
- How can we assure that professional development is spread out with equity throughout the department?
- Maybe we need a full-time professional development officer whose focus is on making sure that employees are trained appropriately.
- Reaching out to other universities to see how they do similar jobs is a great way to develop easy professional development. \
- January 8th is the last date to submit a budget proposal- Laura will ask President Rex if we need to submit a proposal for UBAC on Thursday. The process is more complex this year. If we are wanting to make a proposal we will need to backup HR with their training software proposal. Laura will send an email that will detail what transpires from the conversation.
- There might be a better person to get clarification on how staff senate approaches asking for training software such as Dave McDonald and/or Rob Winningham since they are both apart of the committee.
- We will want to make sure that whatever software we use for tracking training would need to be inclusive of Deaf and Hard of Hearing Employees and Spanish Speaking employees.

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## Reviewing SMART goals

- Communication

- We will need to be careful that what we share in the communication flyer is allowed to be shared at that moment.

## Announcements

- Carhartt will do a 15% discount for WOU employees but we need to know how to sign up for the discount as well as updating the website.
  - Should we be asking the legal counsel about their opinion on offering discounts from certain brands and companies
- Facility Services just added a public surplus page that has all of the things that they will be selling such as generators and refrigerators.
- Maybe we as a staff senate should evaluate our bylaws to see what they say in regards to how staff senate works and runs.
- Wine-Down Wednesday is December 4th and we are working on encouraging people to show up! There is now a string quartet that will be playing background music.

**Adjourn** 3:29pm