

Staff Senate Minutes

March 2nd, 2020 (2:00-3:30 pm)

Ochoco Room - Werner University Center (WUC)

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

In attendance: Laura Lyon, Olivia Flores, Ryan Jennings, Laura Tierney, Eric Dickey, Dorothy McInerney, Tony Manso, Kyler Dreyer, Beth Jones

Absent: Kathy Bolen, Max Chartier, Colin Haines

Guests: President Fuller

Approval of minutes

Draft in Staff Senate Team Drive for February 17, 2020

Reports

President's Winter Term Update

- Rex Fuller (President, Western Oregon University)

- An update on the town hall was sent out earlier today (3/2/2020) that included some of the FAQs that were presented at the town hall.
- There is nothing new to report since last week's town hall and everything is currently included in the President's email updates as well as the Board's website.
- The current tuition discussion would have tuition increase between 3.5%-4.4%
- Ryan asked about furlough and whether we could see that happening due to the budget.
 - Across the board, it would not be possible to furlough all employees but certain groups could be thinking about it.
- Some of the things that are being done for the budget are:
 - Looking at filling vacant employee spots and whether that needs to be done now or if it can wait to be filled. The pay from the position can help to offset the budget
 - Looking to see how to entice more international students since there has been a drop in those demographics
- Legislative Session is still at a full-stop because they cannot get to a full quorum. Things that we are waiting for are hearing about whether we can offer a doctoral program, ours would be the Doctorate of Physical Therapy. The other project that

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we are waiting for is the capital building projects. The session will be over on Sunday, March 8th. If the session ends before the projects are approved then the process starts over.

- Student Success building replacing the old education building, APSC extension for Health Sciences Programs, Merging of Rice and Smith, New PE/Athletics Complex
- There is currently a task force that is talking about if there needs to be changes made to how each university receives its funding from the State. Currently, the amount is made up of total enrolled and how many graduates they have each year.
- We are still working on making an easy transition for those who are currently attending Concordia University-Portland since it is closing.
 - WOU has attended two events up there since the announcement and we are hoping to help those who are displaced find a program that will work for them at WOU.
 - There is a potential to get some students most likely not until Fall 2020 since their semester overlaps with our Spring term.
- Coronavirus Update
 - The emergency team met this morning (3/2/2020) to talk about Coronavirus and an email will be sent soon from the President's office with an update on the steps that the University is doing to be proactive in case of the virus coming to our campus.
 - We currently have a travel ban on all of the nations that the CDC has listed on their website.
 - The Governor has made an Oregon task force for the virus that includes higher education and how it might affect them.
- Building Project Updates
 - WOU Welcome Center should be opening this Fall
 - The old education building will most likely be a completely new building when it is transitioned to become the student success center

Senate Budget Update

- Olivia Flores (Secretary/Recorder - Staff Senate)

- \$3,441.61 in the student scholarship account
- \$500 in general account

Staff Connections Committee Update

- Kathy Bolen and Tony Manso (Co-Chairs Staff Connections Committee - Staff

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Senate)

There was a meeting on Friday, but no new things were brought up. Just revisiting the programs that have been planned. Bowling went well there was a total of 10 people who went including Kathy, Eric, and a few families.

New Business

Monthly Senate Budget Updates

- Budget updates will now happen at the first meeting of the month.
 - Vote: 9-0-0 Motion made by Laura L. seconded by Olivia

Bylaws addition: President Updates to Staff Senate

- Discussion: Should we put in our bylaws that President Fuller attends one staff senate meeting a term? The next step would be to write the amendment in the language in which we would add it to the bylaws. After the presentation of the amendment, the staff will vote on it. Motion made to craft the new amendment: 9-0-0 Motion made by Laura L. seconded by Eric

Unfinished Business

Board of Trustees Staff Representative Trustee Recommendation Election Results

- Staff Senate voted through a Google Form. Melissa Larson is the staff member that was put forward by the staff senate. She is currently the representative and if the President and BOT move her forward then she will continue in the position.

Staff Senate attendance & bylaws

- There are deficiencies in the current bylaws regarding attendance:
 - No definition of what unexcused absence is

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- Is the time period of absences the fiscal year or the senator term (2-years)
- There is no mention of how many excused absences a senator is allowed
- We can do some work in our current bylaws regarding attendance through a google doc by asking for people to make comments on how to adjust the language to be more clear.
 - Vote 9-0-0 Motion made by Ryan seconded by Tony
- Olivia took a record of attendance and shared with each senator their current absence count, through email. There is also a shared google sheet with a current count.

Policies versus procedures at WOU: Employee evaluations

Laura L. got an updated email from Julie in HR regarding evaluations.

January 2020-Unclassified

- 209 due
- 82 completed
- 30% total completion

January 2020- Classified

- 21 due
- 10 completed
- 49% total completion

The next question that staff should ask- How many employees did not receive an evaluation in the last 365 days? Or how many employees did not receive an evaluation when it was due?

We are going to continue to push for more attention being brought to the lack of evaluations being completed in a timely manner.

Communication processes at WOU

- Rob Winningham talked with Laura L. before the board of trustees meeting and mentioned ways that he is trying to promote communication. His focus was on a newsletter while we are thinking more about a portal of shared communication regarding changes in policy and procedures.

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Announcements

March 11 - Wine Down Wednesday - Staff Connections Committee- Will start at 5 pm

April 6 - Erin McDonough presentation WOU Foundation 101 and Campaign information

Registrar updates:

Add/Drop forms will no longer be on a paper form. Instructors will now be able to put in overrides in WolfWeb.

Two new people were hired in the registrar's office.

Adjourn 3:32 pm