

Staff Senate Minutes

April 19, 2022 (10:00am–11:30am)

Online Via Zoom

In Attendance: Amanda Bales, Keats Chaves, Michelle Gallagher, Melissa Hinzman, Rip Horsey, Jenna Otto, Ambre Plahn, Michael Reis, Kelly Rush, Adrian Trujillo

Absent: Luanne Carrillo-Avalos

Guests: Michael Ellis, Julia Fruit, Sharyne Ryals, Kristen Larson, Lori Bullis, Sean O’Neill, Bev West

Approval of minutes

- April 5, 2022 Minutes Approved

Guest Speaker

- Cyber Security - Michael Ellis
 - 80% of attacks originate with a person so please be aware
 - Look for fake URL’s
 - Do not click on links in emails
 - Do the Portal Training modules
 - Only 31% of employees are up-to-date on training
 - Training reports are available to supervisors
 - If you get a suspicious email please report it to cybersecurity@wou.edu or spam@wou.edu
- College Restructure – Bev West
 - Faculty Senate passed a motion to pause restructure
 - There is a faculty petition to overturn the motion
 - Bev created a form to allow staff to sign in support
 - This was not a Staff Senate initiative
 - Staff are the most impacted by a college restructure

Reports

- Committee Reports
 - Covid Safety – No updates



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- Administrative Equity – No updates
- Shared Governance
 - Summit tentatively set for 5/18 @4:00pm
- Other

Unfinished Business

- Committee Needs
 - Staff Connections - Senator
 - WUC Advisory Committee - Senator (if possible)
 - Keats is the UTAC committee member
- Appreciation/Recognition
 - Individual Recognition
 - Jane Cameron-Jensen is our winner for April.
- Continued Updates
 - Invite new DEI exec, HR head & President as available
- Performance Evaluations Training
 - Basic Outline & Framework
 - Onboarding
 - WOU ID
 - Benefits
 - Keys/Building Manager
 - Training video of campus services
 - CBA
 - Performance Review Process
 - Supervisor Training
 - Time Cards/ Time Off/ Overtime
 - Onboarding
 - Position Description Updates
- Fundraiser Raffle (to be held in Fall)
- Scholarships (May)
- Staff Senate Executive positions
 - President – Jenna Otto



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- VP – Kelly Rush
- Sec/Recorder – Ambre Plahn
- Staff Senate Senator elections
 - Recruitment

New Business

- Staff feedback for new leaders – **Postpone to next meeting**
 - Short survey
- Re-align Unclassified openings - **Postpone to next meeting**

Announcements

- Trolley from Monmouth to Independence (Fall)
- Agenda item suggestions
- Kudos/Recognition
- Public Comments - Anything for the good of the order?

Adjourn

Upcoming Meetings:

- May 3, 2022
- May 17, 2022
- Jun 7, 2022
- Jun 21, 2022