

Staff Senate Minutes

January 17, 2023(10:00am–11:30am)

Online Via Zoom

In-Attendance: Jenna Otto, Ambre Plahn, Amanda Bales, Kelly Rush, Keats Chaves, Keegan Gormally, Adrian Trujillo, Michael Gonzalez, Michael Reis

Absent: Michelle Gallagher

Guests: Georgia Armitage, Sue Monahan, Jason Horne, Chris Solario

Approval of minutes

- December 6, 2022, Minutes are approved.

Presentation

- Institutional Research (Georgia Armitage) - LGBTQIA+ Data Policy
 - Since 2015, the Higher Education Coordinating Commission has required us to collect sexual orientation and gender identity data. That information can help us better understand our student population, investigate/check for equity gaps, and advocate for those students. Before we can use the data that the university collects, the registrar would like us to have a policy so that students/staff/faculty know how this information will be used -- the policy presented fills that gap. In essence, individual responses would only be available to offices that collect the data. Aggregate data would only be available to administrative departments. The data would be used to send information regarding resources to specific groups of students, advocate for grants, and assess student outcomes/equity gaps. Q&A conversation following presentation:
 - Can others collect LGBTQIA+ data, e.g. staff senate?
 - Yes, this policy only pertains to data collected as required by the HECC.
 - Who will be able to use this data? How will that be determined?
 - Anyone within WOU trying to send information regarding resources to specific groups of students, advocate for grants, and assess student outcomes/equity gaps.
 - Will this data be available publicly? Will you need to request information each time?
 - No, this data will not be available publicly. Most Oregon Public

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Universities restrict public data sharing. You will need to request the information each time.

- Sue Monahan - NWCCU Accreditation
 - Northwest Commission of Colleges & Universities conducts our regional accreditation every 7 years, and their site visit is approaching this April. We get a lot of public resources through our accreditation. Most of our funding comes from student tuition. However, the funding students obtain mostly comes from sources that are awarded to students based on their school's accreditation. Our last 7-year review was in 2016. In 2019, we had a mid-cycle review. In 2022, we had our year six policies, regulations, and financial reports review. In 2023, we have our year seven institutional effectiveness and review. NWCCU cares about our Mission, Institutional Effectiveness, Mission Fulfillment: Student Learning; what student, Mission Fulfillment: Student Achievement; Graduation and student success,
 - During the NWCCU visit in April, there will be an opportunity for staff to meet with the accreditors and Sue encourages all of us to not only attend those meetings but be candid and engage with them. This listening session will be open to all staff, not just those who work directly with students daily.
 - Top 10 things to know about Accreditation by the NWCC:
 - Why Accreditation?: Through regional accreditation, we assure the public that we are responsible stewards of societal resources: federal grants, guaranteed student loans, veteran's benefits, PLUS Loans for parents and graduate students, Oregon Opportunity Grants.
 - We state our mission: WOU creates lasting opportunities for student success through transformative education and personalized support.
 - We define mission fulfillment: Our mission is fulfilled when students engage in purposeful learning experiences.
 - We track and reduce equity gaps.
 - We examine our achievements in comparison to our peers.
 - We provide evidence of our work and our student's outcomes.
 - We plan, allocate resources, assess and continually improve: Institutional Effectiveness is not a state we achieve but a process where we constantly get better at what we do. Our students learn more, we support them better, and they

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are more successful.

- We use indicators to track our progress: Alignment and assessment of learning outcomes; NSSE measures of academic challenge and High Impact Practices; graduation rates at four and six years, excess credits at graduation; affordability; first to second year retention.
- Our year seven evaluation is coming up: Self-Evaluation due March 1, 2023. NWCCU site visit April 12-14, 2023.
- Everyone at WOU plays a role in mission fulfillment!

Reports

- Committee Reports
 - Administrative Equity – No report
 - Shared Governance - Next meeting Feb 6
 - Cabinet –
 - Disability Access to our website is out of compliance with ADA, and other state/federal guidelines for accessibility. If we fail to update our website's ease of accessibility, we can face financial penalties. The university has been researching ways to make these updates. They have found a system that uses AI that would bring us to nearly 100% compliance with these regulations and the cost to implement this program is not that expensive. Cabinet has gone ahead and approved the use of this program. One issue with this solution is that it does not link with any external websites that are linked to the main wou.edu site or forms that are linked to various pages as well.
 - DEI sent out an email requesting volunteers to become a Title IX coach. If you are interested in this, please contact the DEI office. There are also several cultural competency training sessions in the works. The next one that has been announced is January 27, so please register for these if you can. More will be coming up in the next few months as well.
 - Budget Issues: The president has sent an updated email regarding more cuts to the budget. The goal is to cut the budget by \$5M by next year with \$2.8M (56%) coming from Academic Affairs. No decisions have been made yet on how this be accomplished, but it is very likely that we will be cuts across the board. Not just

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with S&S, but with staff positions, faculty positions, course offerings, etc.

- Several senators would like to ask President Peters to attend a staff senate meeting to address our current budget issues and plans for future cuts. He has attended faculty senate and has given them the update, so it would be appreciated if he did the same for staff.
- Equity Audit: There are several upcoming training sessions/focus groups meeting soon.
 - University Council -Accreditation is currently at the top of their focus right now.
 - Other –

Unfinished Business

- Committee Needs
 - UBAC - Classified preferred. UBAC has requested a Classified Senator to serve and the Senate prefers this as well. However, it has been challenging to fill this role and rather than continue to see the spot left unfilled, we may want to ask if we can fill it with an Unclassified Senator instead. Also, there is specifically a spot for an SEIU representative already, so more clarification is needed. Jenna will reach out to Cara to find out who they are looking for and the length of the term. Michael Reis mentioned his concern that we have a lack of staff participation (especially Classified) in committee service and that the University Administration needs to be more supportive of this kind of service by recognizing that this is extra work and giving staff encouragement, flexibility and/or potentially reallocation of some duties to help support this.
 - WUC Advisory Committee
- Senate Vacancies
 - Classified – We had two nominations, but both declined.
 - Unclassified – Jason Horne has been nominated to fill the vacancy left by Julia Fruit. Kelly will send out a poll to vote.
- Appreciation/Recognition
 - Luke Barnard won the Staff Person of the Month for January....YAY!!!
- Searches
 - President Peters sent out an update on several searches and their progress. Director of Admissions was a failed search. The search firm for the Provost will be having campus

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meetings soon to get feedback, so please try to attend those once they are announced.

No new information yet on the search for the HR Executive. The search firm is having a difficult time finding qualified candidates that are interested in applying for the position.

- Fundraiser Raffle – We are still in need of items to include in the raffle baskets. So far, we have received a one-year free membership from Curves (valued at \$1,267) and a Gift Certificate from The Guys Barber Shop (valued at \$24), as well as a few random gift cards to Buffalo Wild Wings, etc. If you are interested in joining the committee, please reach out to Ambre Plahn, Kelly Rush, or Keegan Gormally. We can really use the help so we can have a successful fundraiser for student scholarships.
- HRO 917 usage – Jenna is currently talking with HR and the Budget Office regarding the of these funds. They are supposed to be used for staff professional development. So far, \$9,000 has been spent this year on EAP.
- Reminder of upcoming elections
 - Executive (President, VP, Secretary/Recorder) – please reach out to any of the current members if you are interested in learning what their role entails.
 - “General” Senate seats
- Closed captioning of Senate meetings
 - There is a shortage of captioners. One question to consider: Does our use when a request has not been made for a specific individual need limit the availability of others to have captioners? Unfortunately, since we outsource the use of captioners, we will not know the answer to this but something we should think about and discuss at our next meeting.
- Performance Evaluations & Training
 - On hold
- Use of Direct Appointments
 - On hold
- Search Committee processes
 - On hold

New Business

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Announcements

- Agenda item suggestions
- Kudos/Recognition
- Public Comments - Anything for the good of the order?
 - MLK Celebration week
 - The Annual dinner featuring Keynote speaker Dr. Omogun will be held on Thursday, January 19 in the Pacific Room of WUC. Tickets are free, but you need to RSVP. Please consider attending if you can. Link to the MLK week events is available here: [MLK Week Events](#)
 - Title IX advisor training
 - Volunteers that signed up to be a Title IX advisor will be undergoing trainings led by the DEI Office
 - Equity Assessment
 - Focus Groups
 - DEI Professional Development sessions
 - See notes above in the announcements.

Adjourn

Upcoming

- Feb 7, 2023
- Feb 21, 2023
- Mar 7, 2023
- Mar 21, 2023