

Staff Senate Minutes

February 21, 2023 (10:00am–11:30am)

Online Via Zoom

In-Attendance: Jenna Otto, Ambre Plahn, Amanda Bales, Kelly Rush, Keats Chaves, Keegan Gormally, Jason Horne

Absent: Adrian Trujillo, Michelle Gallagher, Michael Reis, Michael Gonzalez

Guests: Michael Ellis, Wendi Mars,

Approval of minutes

- February 7, 2023 Minutes are approved

Presentation

- Name Policy - Registrar's Office (Keats Chaves, Presenter)
 - The Registrar's Office put together a work group to discuss pronouns/gender identity, etc. and realized that we have a lot of folks that have preferred names that are not well documented. The group consists with folks across the campus including student representation, faculty, staff, etc.
 - The policy helps to define names and their types such as Name and Legal. The working draft of this policy is attached to these minutes at the end.
 - The policy also outlines the use of names and have come up with a list outlining how/when they will be used.
 - Right now, they are sharing this policy with several groups and are looking for feedback before it goes to policy council.
 - Questions for the group?
 - How is Athletics defined? Is this Title IX reporting or NCAA reporting?
 - How will the mailroom be notified? They get updates from Human Resources when staff/faculty have name changes, but currently the process does not include students unless housing directly notifies Amanda of a preferred name change.
 - What level of control will students have over the context for how their name is used in various situations? Can they pick and choose how their Name is used under the Preferred Name list?

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- PSU currently has a policy like this in place and Amy has been talking with them for guidance for our policy. K-12 also has a system in place and allows for students to choose different circumstances that their Preferred name is used.
- Given the resources we have though, we aren't sure how much flexibility we will have for folks to pick and choose how their Preferred name can be used, but they are exploring all possibilities.
- Request to make sure that these changes are made across all WOU systems and not just through HR/Banner. Other departments have systems in place that may need to be updated such as the Foundation Office, etc.
- Is Gender Identity/Pronouns a part of this policy or will there be a separate policy in place?
 - As the group starting to work on that they realized that the names were added a bit of complexity to outlining that policy. The group realized that they needed to define/create a policy regarding the Names first and then they will go back to Gender Identity/Pronouns.

Reports

- Committee Reports
 - Administrative Equity – no update
 - Shared Governance - Next meeting Feb 27
 - Cabinet - Next meeting Feb 22
 - University Council - No meeting
 - Other
 - UBAC meeting: Kelly attended and they had a presentation from IR to discuss a model they created to see the impact we have on the total number of students we have at WOU. How we can increase the number of students, how we can impact retention/recruitment, etc. The second presentation from the finance office provided a look at our overall budget status and how an increase of student enrollment will impact our budget.
 - President Peters sent a report with updates to where we are on the Strategic Planning process, vacant positions, General Counsel updates, HSI status,

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NWCCU status, College Restructure Taskforce updates, Government Relations updates. See the attachments for this update for more details.

Unfinished Business

- Appreciation/Recognition
 - Jasmine Miller is our winner.... YAY!!! Congratulations 😊
- Committee Needs
 - UBAC - 2 Classified Staff
 - WUC Advisory Committee
 - Scholarship Review
 - Looking for an additional 1-2 members to join our committee. We will have applications available for review in May and it will be a quick turnaround. Feel free to send Ambre an email if you want to join or have any questions.
- Senate Vacancies
 - Unclassified
 - 6 nominations were received.
- HRO 917 usage
 - Over the last few years this fund has not been well publicized to the campus, so not many folks knew this was available for staff development opportunities/funding.
 - We would like to see a system similar to how the faculty development award system and that it is regularly publicized and include an official application process. We would also like to see Staff Senate involved in the review process for applications since these are for staff rather than having this handled entirely within HR.
- Reminder of upcoming elections
 - Executive: President, VP and Secretary/Recorder. These are one-year positions that begin in June. If you have questions please reach out to Jenna (President), Kelly (VP), or Ambre (Secretary/Recorder).
 - “General” Senate seats
- Performance Evaluations & Training
 - On hold
- Use of Direct Appointments

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- On hold
- Search Committee processes
 - On hold
- Fundraiser Raffle
 - On Hold

New Business

- Moving forward with HR related “On Hold” items
 - Do we want to stay on this holding pattern or are there items we want to push forward knowing we do not have a permanent HR Director?
 - Maybe prioritize what needs to be addressed right now and what can be held off until the Director of HR has been found.
- Regular Updates from Administration
 - March 7 – President Peters
 - March 21 – HR: Jamie Smith & Wendi Mars
 - April 4 – Provost’s Office: Rob Winningham
 - April 18 – Possibly Student Affairs
 - May 2 – President Peters

Announcements

- Agenda item suggestions
- Kudos/Recognition
- Public Comments - Anything for the good of the order?

Adjourn

Upcoming

- Mar 7, 2023
- Mar 21, 2023



Division: Academic & Student Affairs

Classification:

Department phone:

Department email:

| TITLE | |
|--|-----------------------------|
| <i>Institutional Policy on Names</i> | |
| POLICY NUMBER | |
| <i>XXX-XXX-XXX (policy council staff will assign)</i> | |
| RESPONSIBLE OFFICER | UNIVERSITY CONTACT |
| <i>Provost and Vice President for Academic Affairs</i> | <i>University Registrar</i> |
| SUMMARY | |
| <i>The types of names stored and utilized by the university are defined as is the purpose of each type. Furthermore, the policy establishes expectations for the appropriate use of each type.</i> | |
| APPLICABLE TO | |
| <i>Students, faculty, and staff</i> | |
| DEFINITIONS | |
| <i>Name: Your name, legal or otherwise, that you wish to be used by the university in classrooms, university systems, and university correspondence, except for any correspondence or business that requires use of your legal name.</i> | |
| <i>Legal Name: The legal name as recorded with state and federal government, such as what is issued on a driver's license, state identification card, or social security card. The legal name is the name used to sign legal documents, deeds, or contracts.</i> | |
| <i>A US born person's legal name is the name shown on his or her U.S. birth certificate, unless the person's name has changed based on certain events, such as a marriage or a valid court order for a name change.</i> | |
| <i>A foreign-born person's legal name is the name shown on his or her immigration document.</i> | |
| AUTHORITY | |
| | |

STATEMENT OF AUTHORITY

The university recognizes two distinct name types:

1. Name
2. Legal Name

These types are used as follows:

An individual's Name is used in:

3. All university offices, systems, correspondence, and communication that do not require use of the legal name.

a. Including but not limited to:

- i. Wolf Web
- ii. Wolf Connection System
- iii. Learning management systems
- iv. Student/human resources/financial information systems
- v. Third-party systems used exclusively for internal support/processes/operations.
- vi. Class lists/rosters
- vii. Advising and degree audit systems
- viii. Library
- ix. University Housing & Dining
- x. University ID cards
- xi. University directory
- xii. Correspondence that does not require the legal name, such as honor roll letters
- xiii. University publications such as the Commencement program
- xiv. University offices (except in conducting business that requires use of the legal name)

An individual's Legal Name is used as follows:

4. The legal name is used in the following or in any other context in which it is required:
 - a. All correspondence, reporting, and communication that require the use of the legal name.
 - b. Information provided to local, state, federal, or international entities that require legal name.
 - c. Public Records requests

- d. Oregon Department of Revenue
- e. State and Federal Tax reporting and documents
- f. Financial Aid compliance, reporting, documents, and correspondence
- g. Student records (including, but not limited to transcripts, enrollment reporting, and official verifications)
- h. Student Exchange and Visitor Information System (SEVIS)
- i. Reporting to the state of Oregon
- j. Reporting to the Federal government
- k. Accounts receivable activity including billing and refunds.
- l. Athletics
- m. Military and veterans' education benefits
- n. Employment records, applications, and associated documents and processes for employment that require use of the legal name

Name types are initially assigned and/or changed as follows:

At the time of application to the university individuals provide their Legal Name and University Name. Legal Names may only be changed via official name change processes and using specified legal documentation. University names may be changed at will through the online tools provided by the University.

REFERENCED OR RELATED POLICIES

RELEVANT DOCUMENTS AND LINKS

HISTORY

APPROVAL DATE: XX/XX/XXXX

EFFECTIVE DATE: XX/XX/XXXX

LAST UPDATED: XX/XX/XXXX

HISTORICAL DETAIL NOTES:

SOURCE:

KEYWORDS

February 14, 2023

President's Senate Report:

- 1) Strategic Planning: I have asked Associate Provost Judy Sylvia to serve as the lead for our strategic planning process. Soon we will be communicating the timeline to campus; the goal will be to quickly evaluate the current plan, solicit feedback from campus constituents, draft a new strategic plan, circulate for comments and suggestions, and finally present to the BOT for approval.
- 2) Vacant Positions: As mentioned above, we still have several key positions that are in the process of being filled. We tried for an aggressive timeline on our searches, and we had success in filling the Director of Government Relations, the Public Information Officer / Social Media Director (Assistant Director of MarCom), and the Vice President of Advancement and Director of the Foundation Board. However, we have restarted the searches for Director of Admissions and Executive Director of HR. Pushing the start date to July 1st should result in deeper pools of applicants; applicants will have more time to transition into a new position.

With the resignation of General Counsel, Ryan Hagemann, I had an opportunity to consider how the office might be reconfigured. This is especially necessary during a time of budget cuts. Carson Campbell is now the Interim General Counsel, and I am not back-filling the Deputy General Counsel position. Carson and I are working on ways to streamline and shift functions in the office. I also have separated the position of Secretary to the Board from that of General Counsel. Even with the addition of this position, we will realize significant cost savings, and we will have greater capacity to support the BOT maintain a policy review process for WOU. This person will also have the ability to lead special projects as needed.

Anthem Executive is the search firm we have engaged for the Provost Search. They visited campus and solicited feedback from campus constituents. The position profile and ad should be public very soon. The search committee is:

Chair: Dominique Vargas

WOUFT Representative: Melanie Landon-Hays

SEIU Representative: Sharyne Ryals

ASWOU Representative: Connor Goehring

Faculty Senate Representative (2): Leigh Graziano & Chung-Fan Ni

Staff Senate Representative: Keegan Gormally

Dean Representative: Hillary Fouts

Student Affairs Representative: Emmanuel Macias
Finance & Administration Representative: Jason Krawczyk

Search Advocate: Adry Clark

- 3) HSI Status: I have appointed an HSI Advisory Committee to guide our work in this area. The committee is charged with making sure that we understand the procedures for attaining the status and meeting necessary benchmarks. They are also planning the next HIS Summit we will host in March at WOU. We have asked many leaders from around the state to attend: other college & university presidents, HECC officers, K-12 leaders, members of the state legislature, etc.

Committee Members:

Michael Gonzales
Doris Cancel-Tirado (co-chair)
Lucas Cordova
Kathy Espino Perez
Mary Pettenger
David Szpakowski
Priscilla Espana
Julian Elizalde
Hillary Fouts
Anna Hernandez-Hunter (co-chair)

- 4) NWCCU Accreditation: In March we will have our seven-year reaccreditation visit. Much work has gone into the preparation for this visit. A special thanks to Provost Winningham, Sue Monahan, and the entire AA team for their efforts. The University Council has also met several times in preparation for the visit. I believe the visiting team will want to see that we are using assessment tools for continuous improvement, that the university community has ample opportunity to provide feedback on strategic directions and initiatives, and that WOU has a clear map towards financial sustainability.
- 5) College Restructure Taskforce: I have received the report from the College Restructure Taskforce, and the members presented their recommendations to the Provost and me. There is campus support for a structure that seeks to equalize workload within the colleges. I have indicated that the next logical step will be to form a smaller implementation team that can develop a timeline and clear actions for me and the BOT to consider. We will tackle this with greater focus after our accreditation visit is over.
- 6) Government Relations: As you know, we have a new Director of Government Relations, Ricardo Lujan Valerio. This is a very important legislative session, and Rico is working with me, senior leadership, and the Legislative Action Committee (OCOP) to develop our

strategies. I have already met with Senator Wagner and Speaker Rayfield. I testified to the House Committee on Higher Education as well, and I'm sure there will be many more meetings and testimonials over the next few months. We need to articulate why higher education is worth the investment and why Western is the institution of note when it comes to serving underserved communities and providing educational access in Oregon. We are also exploring some requests for federal congressionally directed spending.

Jesse