

Staff Senate Minutes

May 16, 2023 (10:00am–11:30am)

Online Via Zoom

In-Attendance: Jenna Otto, Ambre Plahn, Amanda Bales, Keats Chaves, Kelly Rush, Adrian Trujillo, Keegan Gormally, Noah Carillo, Jason Horne, Michael Gonzalez, Michelle Gallagher

Absent: Michael Reis,

Guests: Rian Gayle, Malissa Larson, Chris Solario, Chelle Batchelor, Alexis Morrison, Heather Brophy, Sheree Solario,

Approval of minutes

- Minutes for May 2, 2023 are approved

Guest Speakers

- Strategic Planning - Chelle Batchelor, Rian Gayle, Connor Goerhing, Malissa Larson
 - Before the current team was created, we had the “Forward Together 2017-2023” plan that was put together in 2016 by President Rex Fuller and was approved by the Board of Trustees in January 2017.
 - The Major sections of the plan were: Mission, Vision, Values, Purpose, Institutional priorities, strategies.
 - It was time to assess and plan what is next. President Peters appointed Associate Provost, Judy Sylva to be our new Strategic Plan project manager and implemented a new team comprised of:
 - Chelle Batchelor, Connor Goehring, Denise Thew Hackett, Jasmine Miller, Katie Wojke, Luanne Carrillo, Malissa Larson, Omar Melchor-Ayala, and Rian Gayle
 - The President has provided four priorities to guide this team:
 - Place students at the center of everything we do
 - Center Equity, Diversity, and Inclusiveness,
 - Develop and improve systems to better serve the community
 - Connect with local, state, and regional needs
 - Our Charge: The team is charged with implementing all phases of the assessment of the institutional priorities from Forward Together 2017-2023. Provide summaries of the interpretations, implications, and input gathered from all campus communities and

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- constituents to the University Council and the President. Develop a framework for ongoing progress monitoring of the new plan that is inclusive of all campus units and constituents and centers of equity. Making recommendations regarding the branding of the new WOU plan and partnering with relevant units to publicize the plan.
- What is next? We are currently in the Assessment Stage
- Timeline: Spring 2023 – Create a project plan for the team, collect and summarize evidence of institutional priorities, share evidence for interpretation, implications, and input on mission, vision, and values edits, collect and summarize input to share with University Council.
- Summer 2023: Draft plan components based on recommendations from the university council, draft assessment plan based on the recommendation's basic components of the proposed plan, University Council reviews plan draft and assessment plan draft.
- Fall 2023: Share plan draft and assessment plan with campus community and constituents for input, summarize and bring input to university council to inform recommendations for a plan to the president, president approves final draft, student, staff and faculty senate reviews and endorse final draft, board of trustees review and approve WOU plan.
- The committee wants your feedback!!! They have created a QR code to access a form to submit questions, comments, ideas.
- Questions/Answers:
 - Q: How will you be presenting the feedback from campus to the campus community, will it be in a presentation like this, a town hall, or what will this look like?
 - Nothing is set regarding dates/times yet. We do plan to hold several opportunities for the community to both provide feedback and for the work group to present the feedback.
 - Q: What was the outreach process for soliciting folks to serve on this team and who made the final decision for selection?
 - Would need to clarify with both Dr. Peters and Judy. Chelle and Malissa were notified they were nominated and then chosen to serve on this committee.
 - Chelle mentioned that as a Dean, she was asked to nominate those she

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felt would be interested in serving on this committee in her department.

She sent out information to everyone within her department and only two names were submitted (hers and Michael Reis's). Chelle put both of their names forward and she was the only one to receive an invitation to join. She had submitted her own name for nomination.

- Q: Will the feedback be anonymous, or will it be personally identifiable?
 - The form is currently asking for your email when filling out, so that can be a concern. This is not an anonymous survey. If anyone would like to submit feedback but does not want their name included, feel free to send your feedback to Jenna Otto and she is happy to submit the feedback directly herself so your name can be left out.
- LMS (Learning Management System) - Amy Clark – NOT IN ATTENDANCE - HOLD
- Pronouns - Keats Chaves
 - As staff members, are there any systems that we use on campus where it would benefit us as an individual to have our pronouns displayed? We currently utilize name badges, email signatures, and in the internal campus directory.
 - It would be great to see Best Practices guidelines put in place, or a list of tips/tools/suggestions on how to address large groups of people, etc.

Reports

- Committee Reports
 - Shared Governance - N/A
 - Cabinet - Equity Audit
 - How many people were able to participate in one of the initial report responses?
Curious what people's thoughts are regarding the initial report?
 - Not many folks were surprised by the results among staff members, but many were shocked to hear about the concerns from our students and that many do not feel safe here in our community.
 - University Council -N/A
 - Other - Administrative Equity, Staff Connections, Scholarship, etc.



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Unfinished Business

- Recognition – Olivia Flores is the winner for Staff Member of the Month for May...YAY!!!
- Committee Needs
 - WUC Advisory Committee
- Elections
 - “General” Senate seats
- Listserv/Google Groups
 - Kelly and Jenna will work through this a bit more to get Kelly added as a manager/approver in both the Classified/Unclassified listservs.
- Definition of Staff vs. Administration
 - Need to put together a small workgroup and possibly work over the summer to get a start on this work.
- Staff Service/Participation (service hours)
 - Discuss more over the summer
- Summer meetings - to be discussed in June
- Performance Evaluations & Training
 - On hold
- Use of Direct Appointments
 - On hold
- Search Committee processes
 - On hold
- Fundraiser Raffle
 - On Hold

New Business

- Credit for Prior Learning Feedback
 - Do we want to ask for a presentation to Staff Senate or just provide the feedback we have via email and call it good?
 - Let’s just send an email with the feedback provided

Announcements

- Agenda item suggestions



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- Kudos/Recognition
 - Kudos to Kelly and Adrien for doing a great job and coming in to serve as President and Vice President
 - Pastega Awards Ceremony is coming up on May 24
 - Staff Connections Walk is today at 2:30pm. Meet at the WUC Plaza
- Public Comments - Anything for the good of the order?

Adjourn

Upcoming

- June 6
- June 20

May 9, 2023

President's Senate Report:

- 1) Searches: We should have announcements about the next Director of Admissions and Executive Director of HR soon. This week we welcome four Provost candidates to campus. Dominique Vargas recently emailed campus with details for each visit.

Monday, May 8
Jose Coll

Tuesday, May 9
Adolfo Santos

Wednesday, May 10
Alix Fink

Thursday, May 11
Alex Fitts

- 2) Equity Assessment: On Monday, Dr. Jordan Shelby West presented summaries of her findings and recommendations based on the focus groups and meetings she had with members of our university community in the fall 2022 and winter 2023 terms. By the end of the week, we will supply links to the report and to the presentations. Cabinet will have discussion about the recommendations as we work to develop clear actions. The BOT will also be engaged in this work.

As you engage with the report, bear in mind the following:

- 1) Sometimes issues stem from miscommunication; members of the community don't always know what we are doing, have done, or are planning. We will work on better communication moving forward.
- 2) We have a lot of positives happening, especially in the vision for the future of WOU as a truly DEI centered institution. Many people have been engaged in positive work for a long time at Western. The observations and recommendations in the report do not erase or undermine that good work.
- 3) The work is slow, and change takes some time, but we can and will improve.

- 4) We have to explore discomfort as we find ways to move in positive directions.
- 3) Strategic Planning: Team members will be scheduling information sessions with the student, staff, and faculty senates over the next month to share information and solicit input, feedback, and perspectives as part of the assessment process of [Forward Together 2017-2023](#). The members of the team are:

Chelle Batchelor, Dean, Library & Academic Innovation

Luanne Carrillo, Interim Director, Multicultural Student Services & Programs

Rian Gayle, Interim Director, Office of Disability Services

Connor Goehring, Student Senate President

Malissa Larson, Associate Vice President of Student Affairs

Omar Melchor Ayala, Assistant Professor, Criminal Justice

Jasmine Miller, Assistant Athletic Director

Denise Thew Hackett, Associate Professor, Division Chair, Deaf Studies and Professional Studies

Katie Wojke, VP Advancement & University Relations

Jesse

WOU Institutional Planning 2023

Overview

Forward Together 2017-2023

In 2016, WOU President Rex Fuller convened a Strategic Planning Committee (SPC) with the following charge: evaluate past university plans and its current mission to develop a new strategic framework and university mission that will carry Western Oregon University forward, work both as a large group and in smaller focus groups to formulate the new mission, vision, values, and strategic plan, and gather input from other campus entities to ensure that many voices are heard in this important process.

Forward Together 2017-2023 – WOU's Strategic Framework was approved by the Board of Trustees on January 25, 2017

Forward Together 2017-2023

[Forward Together 2017-2023 – WOU's Strategic Framework includes:](#)

Mission

Vision

Values

Purpose

Institutional Priorities

Strategies

Time to Assess and Plan!

President Jesse Peters appointed Associate Provost Judy Sylva to be the project manager in the next iteration of WOU planning for the future.

Dr. Peters articulated four priorities to guide every component of the project:

- 1. Place students at the center of everything we do**
- 2. Center equity, diversity, and inclusiveness**
- 3. Develop and improve systems to better serve the community**
- 4. Connect with local, state, and regional needs**

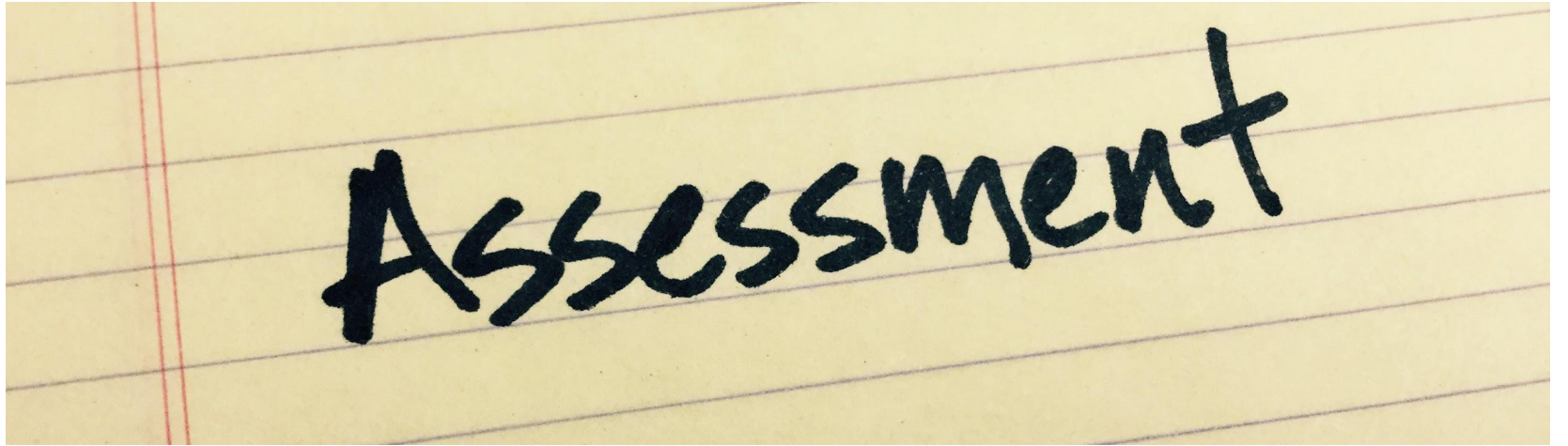
Meet the Team!

- ★ **Chelle Batchelor**, Dean of the Library and Academic Innovation
- ★ **Connor Goehring**, ASWOU Senate President
- ★ **Denise Thew Hackett**, Division Chair, Associate Professor, Deaf Studies & Professional Studies
- ★ **Jasmine Miller**, Assistant Athletic Director for Compliance and Student Services
- ★ **Katie Wojke**, Vice President for Advancement & University Relations and Exec Director for WOU Foundation, Advancement & Foundation
- ★ **Luanne Carrillo**, Director of Multicultural Student Services & Programs
- ★ **Malissa Larson**, Associate Vice President for Student Affairs and Dean of Students
- ★ **Omar Melchor-Ayala**, Assistant Professor, Criminal Justice Sciences
- ★ **Rian Gayle**, Director, Disability Services

Charge!

- ❖ The WOU Plan Development Team is charged with implementing all phases of the **assessment** of the institutional priorities from Forward Together 2017-2023
- ❖ Providing summaries of the interpretations, implications, and input gathered from all campus communities and constituents to the University Council and the President in order to **inform** the development of the next WOU plan.
- ❖ This team is charged with developing a framework for ongoing **progress monitoring** of the new plan that is inclusive of all campus units and constituents and centers equity.
- ❖ Finally, this team is charged with **making recommendations** regarding the branding of the new WOU plan and partnering with relevant units to publicize the plan.

What's next?

A photograph of a piece of yellowed, lined paper with the word "Assessment" written in a bold, black, cursive script. The paper has horizontal blue lines and a vertical red margin line on the left side. The word is slanted upwards from left to right.

Assessment

Rough Timeline

Spring 2023

- Create project plan for team
- Collect and summarize evidence of institutional priorities
- Share evidence for interpretation, implications, and input on mission, vision, and values edits
- Collect and summarize input to share with University Council

Rough Timeline

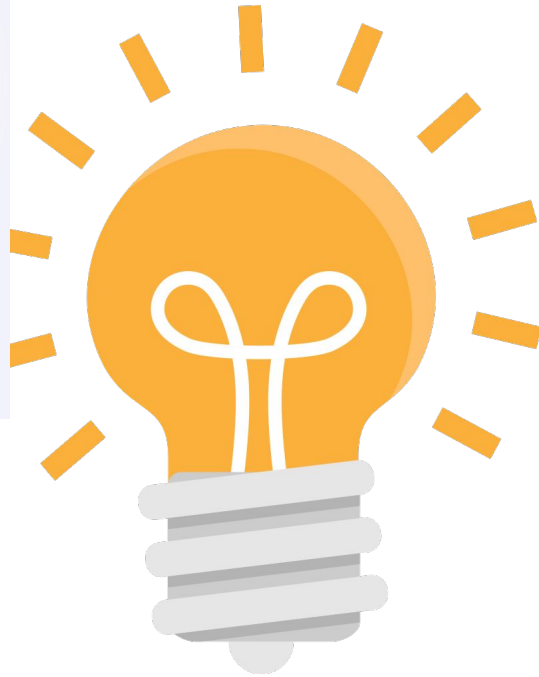
Summer 2023

- ❑ Draft plan components based on recommendations from the University Council
- ❑ Draft assessment plan based on the recommended basic components of the proposed plan
- ❑ University Council reviews plan draft and assessment plan draft

Rough Timeline

Fall 2023

- ❑ Share plan draft and assessment plan with campus communities and constituents for input
- ❑ Summarize and bring input to University Council to inform recommendations for a plan to the President
- ❑ President approves final draft
- ❑ Student, Staff, and Faculty Senates review and endorse final draft
- ❑ Board of Trustees review and approve WOU Plan



Please use the **QR code** to access a form to submit questions, comments, ideas, etc. inspired by this presentation

