

Staff Senate Minutes

October 17, 2023 (2:00pm–3:30pm)

Online Via Zoom

Start recording

- Meeting recordings only accessible to Senators
- Zoom meeting - <https://wou-edu.zoom.us/j/85780295099>

In-Attendance: Jenna Otto, Ambre Plahn, Keats Chaves, Adrian Trujillo, Jason Horne, Alexis Morrison, Keegan Gormally, Kristen Perry

Absent: Crystal Ross, Pam Flippo, Noah Carillo

Guests: Desiree Noah, Wendi Mars, Mike Hanson, Kirstie Rudich, Michael Ellis, Dana Nunez-Silva, Chris Solario, Sharon Price, Simone Stewart

Approval of minutes

- June Minutes – No list of attendees for senators. Adrian will go back and add them to the minutes. We may need to look at the Unfinished Business items from this meeting and decide to either table them or bring them back to our current Unfinished Business sections. Adrian will reach out to Desiree to find out if they have a definition or not and to also reach out to the members that volunteered to be on a committee to take on coming up with a definition or not.
- October 3 Minutes are approved

Guest Speakers

- Desiree Noah - HR Updates
 - Trainings! In the next few months HR will be holding multiple training sessions for supervisors over a variety of topics. Hoping to have the majority of supervisors trained by the end of March 2024.
 - Performance Evaluations – considering using a performance management system. Working with UCS on streamlining the onboarding/new employee paperwork processing.
 - HR is here and we have a lot of planning going on right now.
 - Overhaul of classification compensation. Will be hiring a 3rd party to help this will include an in-depth look into every position description. In the next few months we will be sent an email asking us to complete a JAQ
 - Questions:

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- Is HR currently fully staffed?
 - Still actively searching for a Payroll Manager. In the meantime, Wendi, Jamie and Rachel are doing a great job ensuring that payroll is still being processed in a timely manner.
- What is USSE?
 - University Shared Services Enterprise. This is a holdover from when all 7 universities were under the same umbrella.
- What is the advantage of doing payroll all in house versus outsourcing?
 - There is a huge cost to outsourcing this, but the Self-Serve system we are currently using can be a great tool and we should continue exploring getting it set up for classified staff and student workers. Currently working to set up EPass which would help automate the processing of pay documents that are integrated into Banner.
- Will the supervisor training be for supervisors of Classified, Unclassified and student workers?
 - Yes, that is the goal is to train every supervisor on campus.
- When will the supervisors be trained in completing performance evaluations?
 - At this time, they do not have a timeframe for when this will be completed. This will be a big project that will take time to implement.
- Do you have a timeframe/goal for when we might see some of the trainings start to roll out?
 - Supervisor training on hiring/discrimination/etc. will be rolled out in March.
- You mentioned using an external performance management system, can you explain what that is?
 - The system we use to track applications and the
- Can you tell us the status of the Staff Development Fund HR9107?
 - This is supposed to be a fund utilized to support staff development up to \$250 per employee (as long as funding was available).
- Would it be possible to get more communication from HR (in general) about updates within the departments, projects currently being pursued, who to contact, etc.
 - Yes, that would be possible. To clarify, are you wanting more than the

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monthly reminders we are already sending?

- Those are great, but since they are general reminders it's probable that most folks gloss over those emails. We are hoping for more of an announcement that "Hey, HR is here this is who we are and what we are working on", etc.

Reports

- Committee Reports
 - Shared Governance - none
 - President's Cabinet - none
 - University Council
 - Strategic Planning Town Hall - Tuesday, October 17 from 1:30 - 2:30pm
 - Feedback from Senators and Staff members:
 - From the standpoint of DEI it would be great to use a term other than a "Town Hall". It has been a very interactive experience with these events that are open to the campus community.
 - Might consider asking these meetings to be held during a time when other large committee meetings are being held at the same time (such as staff senate meetings in today's case). Also, having a zoom option available would be great for those either working remotely, or those staff members that are unable to leave their desk due to the nature of their work.
 - Possible name suggestions could be:
 - "Community Conversation"
 - "Campus Conversation"
 - Next meeting will be held on November 3rd at 10:00am, and will be a Question and Answer session.
 - Other - Administrative Equity, Staff Connections, Scholarship, etc.
 - Staff Connections: Ramping up for the Halloween Decorating/Costume Contest. If interested in participating, just reach out to Staff Connections.
 - Working on setting up a new day/time for a lunch gathering as well as a new location (possibly the Summit).

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Unfinished Business

- Voting Process for Staff Senate
 - There is a draft version of an amendment to add a new voting process for senators. Adrian will work to clean up the draft version and share with the Senators for review. Senators, please comment that you have reviewed the new version. That way, we will know that everyone has reviewed it and we can move forward. Goal is to discuss at our next meeting and call for a vote to adopt or not.

- Performance Evaluations & Training
 - Given the updates from HR today, do we want to leave as unfinished business or remove it as complete?
 - Majority of senators all agree that we should leave it and possibly reach out to HR to find out how we can be an important part of this process and work together with them to roll these new processes out.

- Use of Direct Appointments
 - On hold

- Search Committee processes
 - On hold
 - Search Advocates are currently being processed through the DEI. They are not a requirement for all search committees but rather a strong suggestion. How does one become a search advocate?
 - They would need to complete a 16 hour training course (that is \$200). Currently, the soonest you could sign up is for the March training session. Simone is currently registered, and her department paid for the fees. This could be something to request funding for professional development using the HR funds.
 - If possible, it would be great to publicize to campus.

- Fundraiser Raffle
 - On hold

- Parking Permits
 - On hold

- Remote Work/Return to Campus Policy
 - On hold



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New Business

- Werner University Center Advisory Committee is seeking a Staff Senate Member
 - Kristen is already on the committee so that could take care of that 😊
- Update on Standing Committee Memberships & Shared Governance
 - Adrian will be sending out a spreadsheet to senators that has a list of members that are on the various standing committees. It would be great to get this updated to ensure that we are meeting the requirements as set by our bylaws on committee participation. Once this is sent out, please update the rosters with what you are currently serving on. Please have this complete by October 31st.

Announcements

- Agenda item suggestions
- Kudos/Recognition – Justin Crosswhite is the winner of the October Staff Member of the month...YAY!!!
- Public Comments - Anything for the good of the order?
 - Do we want to still hold a staff senate meeting on November 21st or move it to another date? Majority are good to keep it as is so we will still hold two meetings in November.

Adjourn

Upcoming

- Next meeting November 7th