



Staff Senate Minutes

November 7th, 2023 (2:00pm–3:30pm)

Online Via Zoom

Start recording - Staff Senate follows Simplified Robert's Rules

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

In-Attendance: Adrian Trujillo, Alexis Morrison, Ambre Plahn, Jenna Otto, Keats Chaves, Jason Horne, Kristen Perry, Crystal Ross, Pam Flippo, Noah Carillo

Absent:

Guests: Wendi Mars, Mike Hanson, Kirstie Rudich, Darla, Michelle Gallagher, Dana Nunez-Silva, Sharon Price,

Approval of minutes

- June Minutes in Progress
- October 17 Minutes are approved

Guest Speakers

- Mike Hanson - Parking Update
 - Wanted to provide information about how and why parking permit fees increased this academic year.
 - COVID hit many aspects of the university and parking services was affected pretty hard. Pre-pandemic they sold over 3,000 permits. Now, they are only selling roughly 2,000 permits each year and they did not raise prices for 4 years. So, the parking fund was starting to deplete due to a decrease in sales, while spending was continuing to rise. Parking Services is Auxiliary funded. Meaning, they get no support from the General Fund.
 - The city of Monmouth charges a fee to campus for \$50,000/year is to be paid directly from Parking Services.
 - Costs to improve parking lots both here in the Monmouth campus as well as the Salem campus has gone up exponentially.
 - Q/A:
 - Why the big % increase between the zones?

Staff Senate Minutes

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- They needed to close the gap between how much funding was needed and what they had available. Unfortunately, that meant zone 2 had the greatest price increase. Their goal is not to just increase fees just because. They do so intentionally so they are able to cover their standing fees/maintenance currently in place.
- Going forward, will there be fairly similar increases between each zone and will there be more advance notice to these increases?
 - Not sure at this time how this will be addresses moving forward, but they do hope to provide more campus wide information as it becomes available.
- Parking Kiosks – where are we at with this and where will they be located?
 - Still actively working with the State to get this approved. If approved, we would replace our current parking meters with these kiosks. These would be in parking lots that have a campus map installed.
- What is the function of the Parking Committee and are they included in the decisions made to increase costs and how the funds are utilized?
 - We are looking to review the scope of this committee and move to have them look solely at parking citations. A question was asked whether or not they have any say in how funds are allocated or how much to increase permit costs? Answer, no, they do not have input currently on how funds are allocated and increasing permit costs.
- Overall, our main goal for staff senate was to be able to sit down with facilities and parking services to open better channels of communication and we feel we accomplished this goal. Both Mike and Rebecca were very receptive to our feedback and want to be more transparent with the campus community as much as they can. They realize that during their initial campus presentations regarding the new fee structure they had unintentionally left out staff senate and will ensure that does not happen again in the future.

Reports

- Committee Reports
 - Shared Governance –



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- Engagement - when we get upper administrators as guest speakers in our meetings, they would love for us to be more engaging and ask them questions so that even via zoom, positive engagement can still happen. This will also help Adrian show them that zoom meeting still work and benefit staff senate as a whole.
- Update to the non-faculty staff member appointed to the Board of Trustees. Unfortunately, the Governor's Office has chosen to hold off on voting in this person for this upcoming Board of Trustees meeting. We are waiting for more information from Evan and will provide updates as they become available.
- President's Cabinet
 - October 18th –
 - Equity Assessment Plan Summary
 - See attachments under new business
 - They are hoping to get things in motion prior to the Board of Trustees Meeting and are looking for feedback from the campus community.
 - Question about how to provide that feedback? It doesn't appear to include a mechanism to submit feedback in their summary. Suggestion to provide those comments to Dominique directly. Adrian will follow up to find out about this process and let the Senators know.
 - Public Comment Updates – They want to come up with a way to make policy changes/public comments more effective and streamlined.
 - It would be great to get more "lower level" staff members on these committees. As it stands currently, most of these committees are comprised of Directors/VP's/etc. It's time to look at the definition of what is a "staff" member versus an "administrator".
 - November 1st
 - Most of this meeting was primarily focused on who on campus should be responsible for planning campus wide events. It isn't sustainable to have just one department (such as Student Affairs or DEI) to solely be responsible for these planning efforts. No real solution was developed,

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but they will continue to work on a plan and possibly put a committee together for planning events.

- Remote Work policy: President Peters and Desiree are working to develop a clearer policy regarding remote work. Many staff have expressed concerns with the lack of transparency in the current call to return to campus this winter. Our new General Counsel was in attendance and mentioned that providing a flexible work schedule/remote option can be seen as a benefit for employment and increase retention.
- University Council
 - Strategic Planning Campus Town Hall, Nov. 3rd
 - Diverged from their initial charge from the summer to now. They sent out a recent survey to help them define their core mission, vision, etc. Staff have until tomorrow, November 8 to submit responses to the survey. Feel free to reach out to Keats if you have any questions about the survey, but you are able to just answer the questions you want to answer.
 - They are currently in phase 3 of their strategic planning development which include creating our high-level goals. Once those are established, then each “unit” sets up their own goals. No clear definition on what a “unit” is defined yet, it sounds like they will self-define.
 - The overall assessment that will happen will be a culture shift for the campus community. They want to start evaluating how they are doing at the unit level.
 - Again, please take a few minutes to complete this survey and remind your colleagues to do so as well. The committee very much would like to get as much community engagement as possible.
- Other - Administrative Equity, Staff Connections, Scholarship, etc.
 - Staff Connections:
 - WUC Advisory:
 - This committee only meets 3 times a year and it can be challenging to keep things consistent. The first meeting is really going over the bylaws and introductions-based meeting. Their current goal is to work on accessibility to the building. If another Senator is interested in serving on

Staff Senate Minutes

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- Scholarship – Yes, we were able to award a \$1,000 scholarship to a student this academic year. The student was notified, and the funds have been transferred to their student account. We do need to start looking at increasing our funding for this as we are down to roughly \$1,000 left. We have invited Katie from the Foundation to help us with our fundraising efforts and she is thinking about pushing Giving Day to promote this program in hopes that we can get more staff/faculty to give to this fund.
 - On a side note, we were historically given \$500 from the President each year for our General Fund, and we can choose to spend those dollars how we wish. Currently, we use those funds to support the Staff Member of the month.
- UBAC – Jenna would be willing to join that committee if they are still in need of a senator. If they would like to move forward, then we will bring this to a vote next meeting.
- President Report
 - [October 10th](#)
 - [October 24th](#)

Unfinished Business

- Update on Standing Committee Memberships & Shared Governance
 - Senators, please complete the Google Sheet shared by Adrian. We would love to get our records updated so the website can accurately reflect who is on which committees.
- Voting Process for Staff Senate
 - Motion to amend the bylaws reflecting the changes made in our shared drive – Jenna motions to amend the bylaws, Jason seconds. 10 Yays, 0 Nays – motion passes.
- Performance Evaluations & Training
 - On hold
- Use of Direct Appointments
 - On hold
- Search Committee processes
 - On hold
- Fundraiser Raffle
 - Oh hold



Staff Senate Minutes

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- Parking Permits
 - Moving this to finished. Mike provided feedback and answers to the concerns that were raised previously.
- Remote Work/Return to Campus Policy
 - On hold

New Business

- [Equity Assessment Summary Plan](#)
 - Summary provided in the President's Cabinet Section above
- "Suggestion Box"
 - Senator Jenna Otto – looking for a way to allow staff to be given a voice. Looking to implement a "suggestion box" to allow any member of the campus community to put in a suggestion or idea for how things can be improved on campus. We could create a Google Form that can be available either on the Staff Senate Website or via the Portal. The other item to figure out would be how to disseminate the suggestions, who would moderate the form? It could allow someone to remain anonymous if they choose, or let us know who they are and which department they work in. Sounds like many of us are in agreement that we would like to move forward with this idea. Keats has a process set up for student complaints and we may be able to model that tool in place.

Announcements

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

Adjourn

Upcoming

- One Meeting in November.
 - November 21st - Katie
 - December 5th - Provost Coll