



Staff Senate Minutes

April 2nd, 2024 (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: Alexis Morrison, Ambre Plahn, Jason Horne, Kristen Perry, Keats Chaves, Pam Flippo, Jane Cameron-Jensen, Crystal Ross

Absent: Adrian Trujillo, Rip Horsey, Noah Carillo, Jenna Otto,

Guests: Venu Nair, Wendy Mars, Stacey Rainey, Kirstie, Amy Stewart, Michael Ellis, Stewart Baker, Tracy Boyson, Sandra Holland

Approval of minutes

- March 19 Minutes approved.

Guest Speakers

- Venu Nair - Office of the General Counsel
 - Greetings! I am new to Oregon, coming in from Texas. I am very excited for the future of this university and look forward to helping with areas of improvement which include compliance with various laws.
 - One of the very first changes you will find concerns the approachability of this office and streamlining processes. We want things to run more efficiently for everyone and ensure that you all feel comfortable coming to our office for help.
 - We look at our office as a service office and every member of the WOU community is our client. We work to serve you. We are here to answer questions to the best of our ability and look forward to working with you all.

Reports

- Committee Reports
 - Shared Governance
 - Adrian proposed that as leadership changes, the frequency of these meetings is decided by that new group. Everyone seemed to be on board with that.

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- President's Cabinet
 - Cybersecurity updates
 - Please ensure that you are doing your best to complete the security trainings in your Portal account. UCS is aware that we have several staff members who do not consistently have access to a computer, so they are working on a solution to help those folks get up to date on these trainings.
 - Please ensure that you have set up DUO for Portal. Discussions are still taking place about making DUO a requirement for everyone to use the Portal/Email system.
 - [HSI Summit](#)
 - Please register if you are able to attend this event.
 - Strategic Plan
- University Council - Nothing to report
- Other - Administrative Equity, Staff Connections, Scholarship, Faculty Senate, etc.
- President's Report

Unfinished Business

- Performance Evaluations & Training
 - On hold
- Use of Direct Appointments
 - On hold
- Search Committee processes
 - On hold
- "Suggestion Box"
 - On hold
- Executive Position Nominations
 - We are still seeking nominations for the Staff Senate Executive Positions. If you have been nominated and are still thinking about it, please let us know if you have any questions.
- Scholarship Review Committee
 - Looking for at least 2 more members to review scholarships. Please let us know by April 16 if you would like to join this committee.



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New Business

- Call for guest speakers in Spring

Announcements

- Agenda item suggestions
- Kudos/Recognition
- Public Comments - Anything for the good of the order?
 - Second Tuesday of the month at 2:00pm HR is offering a training on Timesheet. It will cover everything from utilizing leave (FMLA, Paid Leave Oregon, OMLA, etc) and it will also be recorded for those unable to attend the presentation.

Adjourn

Upcoming

- Next meeting April 16, 2024