

Western Oregon University Staff Senate Minutes

Thursday, September 3, 2009

CALL TO ORDER

The meeting was called to order at 3:05pm.

President Joe Hutchinson introduced Provost Neely and invited him to address the Senate. Dr. Neely shared his encouragement for the positive financial outlook for Western and for the continued improvement in the economy for the state of Oregon. He expressed his appreciation for the ongoing efforts made by each member of the Senate both as an employee of WOU and as a Senator.

ATTENDANCE

Senators Present: President Joe Hutchinson, Angie Barry, Sarah McConnel, Jerri Lee Parpart, Betty Orwick (for Lisa Catto), Jackson Stalley (for Lori Davidson), Malissa Larson, Penelope Repko, Barry McBeth, LouAnn Vickers (recorder)

Senators Absent: Carla Menear, Yuliya Kharitonova

Guests: Provost Kent Neely, Dr. Stephen Scheck, Faculty Senate President Katherine Schmidt, Jennifer Hansen, Jennifer Morris, Jay Carey, Trever Jackson, Andrea Nelson

MINUTES

It was requested that the word "visual" be removed from page two of the minutes, when describing the need for providing an "alternative format" of the minutes for those with special needs. Change was made. Minutes were approved.

PRESIDENT'S ANNOUNCEMENTS

President Hutchinson confirmed that the Staff Senate has received \$500.00 from the President for this academic year. He also shared concerns for a fellow employee who has been seriously ill. He moved that we utilize some of our funds to send some flowers or a similar acknowledgement to the individual. Angie seconded the motion. Motion passed unanimously.

Joe is involved in the preventative measures that WOU will take regarding the H1N1virus – formerly known as the "Swine Flu". The CDC is now referring to it as the "flu". Several football players and coaches came down with it which resulted in the cancelling of practice. Campus offices are advised to take precautionary measures, i.e. encourage fellow staff members to stay home when they have flu symptoms, to keep tissue and hand sanitizer available at the front desk, and to use common sense with personal hygiene. Sarah McConnel mentioned that the Residence Halls have specific precautionary measures that they are taking when students are ill. The students are asked to visit the Student Health Care Center, self-isolate until 24 hours after fever is gone, the RA's are supplied with gloves and masks.

An update was given on the EMHE (Emergency Management for Higher Education) grant, for which Joe serves as Coordinator. The committee had their first on-campus meeting and progress is continuing on making the necessary assessments to begin implementing the funds. One of the items of interest is that there will be large screens placed in WUC to display the emergency messages.

President Hutchinson welcomed Faculty Senate President Katherine Schmidt and asked if she had any announcements. She shared about a new online process that has been created for grade submission which will be very helpful to the faculty.

OLD BUSINESS

It was noted that the changes that were made to the bylaws in our previous meeting needed to be brought before the Senate in a "regular session" for vote. The following changes were discussed and voted upon:

Officers: President Hutchinson explained the need to have an additional senate officer available to fill in for him, when necessary, at meetings or events. He requested that we revise the current senate officers to include a Vice President/Recorder and two or three members “at large”. The current recorder position would serve as the VP/Recorder. This would be the first person contacted to fill in for the President if needed and one of the members at large would be next in line if the VP/Recorder is not available. After discussion, it was decided that three “at large” members would be a reasonable number.

During the discussion, Kathryn Schmidt noted that due to the tasks that each position is responsible for in the Faculty Senate, the VP and Recorder are two different positions. After some discussion it was determined that because Staff Senate is structured slightly different, the change in the officers as noted by President Hutchinson would be appropriate. Motion passed.

Approved Revision:

II. STRUCTURE

C. Officers

1. Officers consist of a president and a vice president/recorder and three (3) “at large” members, elected by staff senate, each with distinct roles and responsibilities. The “at large” members may be serving in their first year as senators.

The three (3) roles for the “at large” members were further discussed and defined as a Webmaster, Activities Coordinator, and Parliamentary Procedures. Jerri Parpart suggested that the “at large” members volunteer and then be voted on for approval by the senate.

The following senators volunteered and were approved by senate vote:

Webmaster – Penelope Repko

Activities Coordinator – Angie Barry

Parliamentary Procedures – Sarah McConnel

Meetings: The bylaws were previously amended in 2008 to state that the senate would meet one time a month. The senate voted and approved that we resume meeting twice a month. The meetings will be held on the first and third Thursdays from 3:00-4:30pm. A listing of the meetings and meeting places will be available on our website. The meeting on the first Thursday will be utilized as a working meeting and the meeting on the third Thursday will be for presentations from the campus community. Motion was passed to revise the bylaws as followed:

Approved Revision:

II. STRUCTURE

D. Meetings

1. The Staff Senate will meet twice monthly during the academic year.

President Hutchinson noted that it is his goal to ensure that all staff has a voice in the senate. He also noted that he would like for the ASWOU President to receive an invitation to our meetings. An invitation will be extended for our October meetings.

Minutes: In an effort to establish positive and consistent communication with the WOU community, it was requested that the minutes be distributed within three (3) business days of the senate meeting. It was also requested that we provide an “alternate format” of the minutes for those on campus that have special needs. A motion was passed to implement the following change:

Approved Revision:

II. STRUCTURE

F. Minutes

1. The Vice President/Recorder distributes minutes via e-mail within three (3) business days to all faculty and staff.
2. Hard copies or alternative formats of minutes are available by request from the Recorder.

Mission Statement: The Mission Statement written in our previous meeting was brought to the senate for approval. There was discussion on making sure that we were inclusive of the other senate groups and councils on campus. The following revision was made and implemented for the mission statement:

“Staff Senate seeks to promote dialogue and works to complement all faculty, staff, and student senates and councils in an effort to influence positive and progressive change to the WOU community.”

NEW BUSINESS

Committees: The senate committees were discussed and committee chairs were established. It is unclear what the function is for the “Committee on Committees”. It was decided to table this committee until more information is available. The following committees were established:

New Staff Welcome: Jerri Parpart, Chair
LouAnn Vickers
Staff Development: LouAnn Vickers, Chair
Angie Barry
Newsletter: Lori Davidson, Chair
Angie Barry
Activities Committee: Angie Barry, Chair
Barry McBeth

***Note from Recorder: None of these committees are closed. Senate members are encouraged to join a committee by contacting the chair. The more we have the better it is!!*

Campus in Bloom: Penelope will continue to update this page on our Staff Senate webpage by adding additional pictures. President Joe mentioned that he would also like to use some of the pictures that she takes in our newsletter.

Guest Speaker Brainstorm: Suggestions were made for guest speakers for the upcoming meetings. It was reiterated that we would like to have a combination of academic presentations as well as personal presentations – an opportunity for some of the staff at WOU to share their story. President Hutchinson is going to contact John Killoran to see if he is available for our upcoming meeting on 09/17. Others mentioned were Dr. Minahan, Dr. Neely, Dave McDonald, Tom Neal, and perhaps arranging for tour of the new dorm in the spring.

ANNOUNCEMENTS

The Math & Nursing Building has been named the “Winters Building”, after the late Marc “Ted” Winters. Provost Neely shared the history of Mr. Winters and his ability to overcome the obstacles in his life. He made a dramatic life-change which led him to the completion of his college education through a program that President Minahan supported at that time. Mr. Winters served with former Governor McCall, on behalf of the under-represented people in the state of Oregon, assisting with the establishment of the Housing Division and also the creation of the Oregon Department of Human Services.

All senators are reminded and urged to send a proxy to sit in for them if they are unable to attend a meeting.

Meeting adjourned at 4:20pm.

Next meeting: Thursday, September 17th @ 3:00pm, Hamersly Library, Room 107