



# Staff CometConnection

A monthly newsletter for Mayville State Staff  
Provided by MaSU Staff Senate

## FEBRUARY 2020

### UPCOMING EVENTS:

#### FEBRUARY 1-29

Pennies for Pride | See details on page 2

#### FEBRUARY 14

Valentine's Day



#### FEBRUARY 17

Presidents' Day | Campus Closed

#### FEBRUARY 25

Staff Strategies Training Session | 10am | EDUC 118 | See details on page 3



The editors of the Staff CometConnection newsletter

### WHAT IS STAFF SENATE & WHO DO WE REPRESENT?

MaSU Staff Senate's mission is to represent classified staff on matters and proposals that would involve the status of classified employees, and to improve communication between the President, Vice Presidents and all employees of Mayville State University. Staff Senate represents all classified personnel, officers of the institution and all other **permanent** employees who are not members of the faculty association. According to the NDUS HR manual, the definition of a permanent employee is a person who satisfactorily completes a probationary period and is appointed to an approved and regularly funded position. Staff Senate meets on a monthly basis and are open to all classified staff members. Check out the *Staff Senate Year in Review* on pages 4-6 to see what we did last year!

Staff Senate welcomes ideas and questions! To submit a suggestion, please fill out the [Staff Senate Survey](#).

### WELCOME TO THE MAYVILLE STATE FAMILY:

- Austin Monson - Admissions Recruiter

### WE SAY GOODBYE TO:

- Karoline Jacobson
- Jeff Larson
- Micah Smith

### FEBRUARY BIRTHDAYS:

1 Bambi Manthey

2 Francesca Elliot

6 Ashley Kulland

9 Kaitlyn Scoble

10 Cheryl Angen, Leah Larson, Tonya Nerby

14 Kara Schreiner



16 Andi Gayner, Aubrey Madler

17 Gretchen Dalzell

18 Mariesa Ulrich

21 Jess Hegg, Shannon Skovlund

23 Karoline Jacobson, Kari Mooney

28 Brittany Stevenson

# Comet Kudos

## JANUARY 2020

The Comet Kudos award was created to recognize staff members for their outstanding contributions to Mayville State.

In January, we received the lowest amount of nominations since we started this program, so please make sure you submit those nominations! Thank you to those who participated. Those nominated include Kristine Carl, Leslie Durkin, Heather Johnson, Jim Morowski, Debi O'Brien, Alissa Perkins, Shay Thorsgard, and the Entire Grounds Crew!

Congratulations to January's winner, **Leslie Durkin!**

Please nominate a staff member that you feel should be recognized for February using the following link: [Comet Kudos Nomination Form](#)

\*Please note: Faculty may nominate but are not eligible to receive the Comet Kudos award



**PENNIES FOR PRIDE**

**FRIENDLY, CAMPUS - WIDE COMPETITION**

STAFF SENATE INVITES YOU TO JOIN US IN TAKING A "LEAP" IN RAISING ADDITIONAL MONEY FOR OUR COMET PRIDE SCHOLARSHIP

Get your office area together and make a Valentine's box, use a coffee can, be as simple or creative as you'd like! Just have a container that Faculty, Staff, & Students can plopp their pennies into!

**PENNY FOR PRIDE BEGINS FEBRUARY 1 AND ENDS FEBRUARY 29TH.**

Contributions will be matched through the MSU Foundation with State Matching funds. All proceeds will go toward the MSU Comet Pride Scholarship fund.



PLEASE LET US KNOW IF YOU ARE PARTICIPATING BY EMAILING HEATHER.JOHNSON.4@MAYVILLESTATE.EDU, SO WE CAN BE SURE TO PICKUP YOUR CONTAINER MARCH 2ND!

## MEET YOUR STAFF SENATORS

Each month we will feature one of your Staff Senators so you can get to know who represents you!



### SUSAN CORDAHL

Susan is a 2017 graduate of Mayville State University. She has been working at Mayville State for 11 years now; working in the Financial Aid Office for 10 years before transitioning over to the new Academic Advising Center last year. She is also the new Veterans Certifying Official for our military-affiliated students. She is serving as the Staff Senate President for the 2<sup>nd</sup> time in her career here at MaSU, and also serves on the event planning/fundraising sub-committee. A little known fact is that Susan also occasionally works at her favorite store... Target! She loves the employee discount!

Susan has lived in Mayville her entire life and has 3 children: Tyler (22), Chloe (16), and Jovie (13). In her spare time, she enjoys watching her youngest daughter cheer for MPCG and playing Scrabble with her mom. She also enjoys time with her best friends of 30+ years, who also grew up in Mayville! "In all my years growing up in Mayville, I never dreamed I'd end up working at Mayville State, but I'm so glad this is where life directed me. Mayville State has given me opportunity after opportunity to grow both personally and professionally, and I've truly found a home here. I look forward to coming to work most days because I enjoy the people; my colleagues and the students. I love sharing ideas and my story, especially with students, and it's so nice to be a part of something so real and so wonderful."

# STAFF STRATEGIES

**FEBRUARY'S SESSION:  
TEAMUP & TODOIST APPS  
TUESDAY, FEBRUARY 25TH  
10:00AM IN EDUC 118**



**Todoist** helps you get a clear overview of everything on your plate and never lose track of an important task. **Microsoft To Do** is a new, free, intelligent task management app that makes it easy to plan and manage your day. **Teamup** is not a personal calendar for you to manage your own time. It helps small and large groups easily manage their shared time and resources. Join us to learn more! You are welcome to bring your laptops but they are not required.

Presenters: Ashley Kulland and Chris Gonnella

## HR HAPPENINGS

### CHECK YOUR CHECK

It might be easy to have your paychecks directly deposited into your [bank account](#), plus it is NDUS policy, but it's still crucial to recognize what all those numbers and abbreviations on your pay stubs mean. If you don't review your paycheck, you might be accidentally losing money. Below are some important pieces of information for you to be aware of.

Your paystub lists:

- Your taxable earnings.
- Your gross pay, or the total amount of money that you earned that pay period.
- Your net pay, or the amount of money that you get to take home with you.
- Withholdings for federal taxes, state taxes, Social Security and Medicare, which largely account for the difference between your taxable earnings and net pay.
- Other benefits like child care payments, retirement contributions, vision, dental, etc.

Your pay stub also lists gross and net income to-date, so you're able to track just how much money you're making (your gross pay) and how much money you're actually taking home after taxes and other deductions (your net pay) throughout the year. You can use this information to build a spending plan, work on reducing your debts or start saving for the future.

It's important to stay on top of this information. Any errors are your responsibility to find and report to the human resources department. The last you thing you want is for an error to be repeated through several pay periods as, in some cases, this may cause you to actually owe money. If you have questions about any of the information listed on your pay stub, be sure to contact human resources so we can assist you.

If you're not familiar with where to find the latest copy of your paycheck, let us be your guide. Start by logging into the [HR system](#). That will bring you to a page titled *Employee Self Service*. If the top says anything different, as in the case of some managers, simply click the drop down arrow and select *Employee Self Service*. From there you will click on the tile titled *Payroll*. This will bring you to a page listing out your last few months' worth of paychecks and you will click on the desired check you wish to review.

# STAFF SENATE: A YEAR IN REVIEW

# 2019

MARCH

## SPRING BREAK CARE PACKAGES

- Members of Staff Senate filled 24 care packages for our students

## KICK OFF OF MONTHLY STAFF STRATEGIES

- Office 365: Part 1

APRIL

## COMET PRIDE SCHOLARSHIPS

- Scholarships awarded to 7 dependents and spouses of MSU employees

## STAFF STRATEGIES

- Office 365: Part 2

MAY

## ORVILLE JOHNSON MERITORIOUS AWARD

- Awarded to Lois Karlstad at the Employee Recognition Dinner

## STAFF SENATE BYLAWS UPDATED

- Dropped required Staff Senate membership from 10% to 5%

## WELCOME LETTER UPDATED

- Letter to new employees from Staff Senate was updated

## STAFF POTLUCK

- Rescheduled from March due to weather

## STAFF STRATEGIES

- Office 365: Part 3

JUNE

## STAFF ASSOCIATION MEETING HELD

## EMPLOYEE PERKS LIST UPDATED

- The list is attached to this email and can be found on SharePoint

## CAMPUS CLEAN UP DAY

- Over 30 people participated, including CDP children and teachers

## STATE STAFF SENATE MEETING

- Misti, Susan, and Alissa attended in Grand Forks

## STAFF STRATEGIES

- Office 365: Part 3

JULY

## PLANNING FOR STATE EMPLOYEE RECOGNITION WEEK BEGAN

## STAFF STRATEGIES

- The Wellness Center

# STAFF SENATE: A YEAR IN REVIEW CONTINUED

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AUGUST

## STAFF SENATE PLANNING SESSION

- Planned goals and tentative events for upcoming year
  - Created Staff Senate calendar
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SEPTEMBER

## STATE EMPLOYEE RECOGNITION WEEK

- Puppy Yoga featuring Turtle Mountain Animal Rescue
  - \$376 raised and donated to TMAR
- Ice Cream Social
- Comet Kudos Wall - 5 prize donated by local businesses
  - Winners: Bryan Karolus, Mindy O'Connor, Misti Wuori, Kati Nelson, and Ashley Hanson
- Taco Lunch
- BINGO day and evening event at Top Hat

## STATE BOARD OF HIGHER ED REP. RETHA MATTERN VISITS CAMPUS

- Discussed campus needs and opinions

## STAFF SENATE SUB-COMMITTEES FORMED

1. Public Relations
2. Event Planning/Fundraising
3. Staff Recognition
4. Staff/Professional Development

## STAFF STRATEGIES

- The Dakota Wellness Program
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OCTOBER

## APPLE CRUNCH OFF

- 164 Crunches on campus

## HOMECOMING TAILGATE PARTY CANCELLED

- Weather related - Hoping to plan for next year

## FALL STAFF ASSOCIATION MEETING

- Walkabout activity to discuss campus issues, concerns, and incentives/perks
- Staff Senate is currently working on addressing some of the topics mentioned - STAY TUNED

## KICK OFF OF STAFF COMETCONNECTION NEWSLETTER

## KICK OFF OF COMET KUDOS PROGRAM

- October's winner: Susan Cordahl

# STAFF SENATE: A YEAR IN REVIEW CONTINUED

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NOVEMBER

## STAFF SENATE DISCUSSION WITH HR

- Discussion about FMLA and sick leave policy
  - Still in discussion by all NDUS HRs and State Staff Senate

## COMET KUDOS

- November's winner: Ashley Kulland

## STAFF STRATEGIES

- Business Office Forms
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DECEMBER

## HOLIDAY DECORATING CONTEST

- Winners: Mary Trudeau and Ashley Hanson

## STAFF POTLUCK

## WINTER SURVIVAL KITS PLACED IN ALL STATE FLEETS

- Kits contain a blanket, flashlight, first-aid kit, small candle with matches, ice scraper, and shovel

## COMET KUDOS

- December's winner: Deni Winsand
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THANK YOU FOR GREAT YEAR! WE ARE LOOKING FORWARD TO SEE  
WHAT WILL BE ACCOMPLISHED IN 2020!

