

x	Jessica Amb 3000	x	Misti Wuori 1000	x	Mindy O'Connor 5000		Open 6000/7000
x	Rick Karboviak 3000	x	Teri Wright 3000	x	Mandi Domier	x	Leslie Durkin 4000
vacv	Shannon Hofer		Linda Arnegard 5000	x	Lois Karlstad 4000	x	Susan Cordahl
x	Dina Zavala-Petherbridge			vaca	Bob Kozojed		5000

Staff Senate Meeting, February 13, 2018

### Agenda

- Call to Order – President Misti Wuori, 9:03 am
- Additions to the Agenda – No additions
- Approval of minutes from the previous meetings—January 16, 2018 meeting – Motion by Mindy O'Connor/Mandi Domier to approve.
- Treasurer's Report – No report
- Report from State Staff Senate—Misti/Rick/Jessica – Letter to State Board of Higher Ed in lite of lack of pay raises and such. Request to show greater concern of pay raises and fully paid health insurance. Other issues should be presented under separate cover, ex. no tuition caps, additional allowed days off.
- Old Business
  - Comet Pride incentives and sales—Update—Go to ½ price? Scholarship apps?
    - ❖ Will reduce Comet Pride buttons to ½ price.
    - ❖ 5 – 6 applicants for scholarships
  - Presidential Search Committee—Update/questions?
    - ❖ 12 impressive candidates, 2 sessions of interviews. Will decide on 5-6 finalists and they will be on campus for open sessions March 5-8, 2018.
  - Winter survival kits in state fleet cars—Jessica –
    - ❖ Issues have been discussed. Survival kits are required to be in state vehicles. Jess Amb attended the EOP meeting and some of Staff Senate concerns have been addressed. Jess Amb will meet with Jamie Eriksson to determine purchase of items and who is responsible to remove snow from vechiles
  - Morale Issues/ideas: Sarah Gasevic—HR –
    - ❖ Reviewed what had been talked about in the past as far as improving staff morale.
    - ❖ Mindy O'Connor and Jess Amb will get new employee packet information to HR.
    - ❖ HR will attend April 10<sup>th</sup> meeting with possible ideas
  - Spring Break Potluck and Food Drive –
    - ❖ Potluck is March 14 – noon to 1:00 in the snack bar. Mindy will talk to the bookstore about decorating the area.
    - ❖ Spring break food drive – Mindy O'Connor has an email ready to be sent and will send 1<sup>st</sup> one next week
    - ❖ Bags will be assembled March 9<sup>th</sup> @ 2:00
    - ❖ Dina Zavala-Petherbridge will gather number of students.
  - AED in Old Main—Thanks to Traill County Ambulance – Discussed scheduling training
- New Business
  - Mayville Staff Profile to NDUS—nominations needed (April) – Send nomination to Misti Wuori or bring to the March Staff Senate meeting
  - Summer NDSSS Meeting – Dates available for meeting
  - Additional new business? – Orville Johnson Award discussion at March Staff Senate meeting-

- Area Updates
  - ❖ Academic Records – summer and fall 2018 term schedules are available on the Web. Summer and fall 2018 registration begins April 3. Working on Spring 2019 term schedules so not available at this time on the Web. Students submitting graduation applications and then graduation audits are done.
  - ❖ Academic Advising – Registration starts April 3, and March will be busy advising current students as well as new students for both summer and fall.
  - ❖ Business Office – Business as usual, as usual! Invoicing, paying bills, receiving money and generally cleaning some things up. Initiating some new policies for credit card.
- Adjourn – 10:20 am
- Next meeting Date: March 13 at 9:00 a.m. OM 111

## Orville Johnson Meritorious Award

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This award is presented annually to an employee who shows outstanding dedication, loyalty, and trustworthiness toward Mayville State University and their fellow employees. Each year non-faculty staff nominates and votes on one fellow staff worker to receive this distinguished award.

Orville Johnson is remembered as a faithful employee who worked as a custodian from 1959 until his retirement in 1980. Orville passed away on December 17, 1986. Upon his death, his family donated his United States Service Flag and a \$10,000 donation. The donation was to help honor and recognize fellow employees. Recipients of the award receive their name engraved on the Orville Johnson plaque, an award certificate and a \$75 gift certificate to the Mayville State University Bookstore.

### Procedure

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The voting process is facilitated by the Staff Senate Secretary.

1. Staff Senate Secretary obtains Employee Recognition Banquet dates from the Banquet Co-Chairs (March).
2. The Orville Johnson Meritorious Award call for nominations is emailed to all classified staff (April). Examples of nomination letters are posted on the J Drive.
3. Nominees are placed in a survey via Survey Monkey and emailed to all classified staff for