**Staff Senate Meeting Agenda**

**Tuesday, March 12, 2019**

**Location: OM 111**

**Time 9:00 am**

**Members Present**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Jessica Amb 1000 | X | Misti Wuori 1000 | X | Ashley Kulland 3000 |  | Vacant 6000/7000 |
| X | Alissa Perkins 3000 | X | Teri Wright 3000 |  | Mandi Domier 6000/7000 |  | Kyle Myers 4000 |
| X | Shannon Hofer 6000/7000 |  | Charyte Henderson 4000 | E | Lois Karlstad 4000 | X | Susan Cordahl 5000 |
|  | Dina Zavala-Petherbridge 3000 | | |  | Vacant 6000/7000 | X | JoAnna Strand 4000 |

**Meeting Minutes**

* Call to Order- Susan called the meeting to order at 9:00 AM
* Additions to the Agenda - Spring Staff Association was added
* Approval of minutes from February 12 meeting (electronic?) – Approved electronically
* Treasurer’s Report – Teri didn’t receive a report from the Business Office. Shannon will see if she can run them and send them to Teri.
* Report from State Staff Senate meeting - Susan and Misti reported on the meeting that was held March 11. Highlights:
  + First reading of the Staff Emeritus status was held in the SBHE meeting
  + SBHE also looking at the policy on phones in fleet vehicles.
  + Human Resource Council looking at the Family & Medical Leave Act policy because there were some questions on the verbiage.
  + Legislative update: free speech and firearms on campuses are being discussed
  + June State Staff Senate will meet face-to-face in Grand Forks.
  + Misti Wuori is now the standing President of State Staff Senate as the previous one resigned from his campus position. Misti will serve through June.
* Old Business
  + Welcome new members; Vote for VP –
    - Welcome JoAnna, Ashley, & Alissa!
    - Vice President vote tabled for lack of quorum. Also need to look at Secretary and Treasurer positions.
  + Welcome Letter from Staff Senate – needs updating (SharePoint) – tabled until VP, Secretary, & Treasurer are elected.
  + (Hopefully) Final Update on State Fleet Emergency kits – Jessica not present, Susan will email President Van Horn and Dan Lorenz.
  + Awesome Grant: Spring Break Care Packages
    - We didn’t receive the grant. Think of other ideas that we can use it for and apply.
    - 24 bags were filled. Thank you Teri Wright, Megan Vig, Alissa Perkins, and Shannon Hofer for assembling them.
    - Next year was discussed to maybe collect monetary donations instead of food and then either go shopping at Sam’s club or just give out gift cards to Miller’s.
  + “Staff Secrets” Staff Training Marketing – Misti
    - Patrick Steele, Chris Gonnella, & Alissa Perkins will hold a training March 28 at 10:00 AM in the Luckasen Room. They will give an introduction of Office 365, OneDrive, and if there is time, OneNote.
    - Misti and Alissa will work together to advertise the event. Misti will check on getting refreshments.
    - Another training will be held in April. It will be a continuation of Office 365, Sway, and Microsoft Teams. The tentative date is April 25 at 1:00.
    - Other types of training were also discussed. Misti will check with The Village to see what training they offer.
  + Staff Potluck March 14 – noon-1pm @ Snack Bar – Shannon; volunteers needed for set-up.
    - It was decided to cancel the event due to upcoming weather forecasts.
    - Friday, May 10 was chosen as a tentative date for an end-of-the-semester celebration potluck instead.
* New Business
  + Comet Pride Scholarship– apps were due March 1
    - 7 applications were received. We will award them at the next meeting.
  + Bylaws Updates
    - Ashley, Alissa, & Shannon will look at the bylaws before the next meeting to see if any changes should be made.
  + Orville Johnson Meritorious Service Award – call for nominations March; select by April 15
    - Susan will ask Lois to send out an email for nominations.
  + Meeting date/time discussion
    - It was decided to change our meeting time to 2:00 PM. We will keep it on the second Tuesday.
  + Staff Association
    - Susan will ask Mary Trudeau for a good time to meet during the last week of April or early May.
* Area Updates – See next page from Ashley Kulland
* Adjourn
* Next meeting Date: April 9th, 2019 – OM 111 2PM

AREA UPDATES: Institutional Effectiveness – March 2019

My office has been well underway with the Title III grant efforts. Our office is the “home” to Activity II, centralized data collection and reporting, but we also monitor Activity 1 (Active Learning Classrooms & Courses) and Activity 3 (Advising). We are working with the Title III grant’s external evaluators to send an attitude survey – and we’ll be working with the Office of Diversity & Inclusion on planning a campus climate survey. Please feel free to use the link to this article: <https://mayvillestate.edu/about-msu/news/department-education-grant-funding-will-have-significant-impact-msu/>. Please check SharePoint🡪Departments & Offices🡪Institutional Effectiveness🡪Title II🡪Documents for our recent uploads and resources about the grant.

Additionally, it is reporting season – for both our state level and national accreditation entities. You’ll probably notice a flurry of requests for documents, meeting minutes, and updates gathered by members of the Institutional Accreditation Committee. Mayville State is due for an Institutional Update – and we’re planning toward updating our Assurance Argument. Both the update and argument are giant documents that demonstrate to HLC that we are a hard-working and thorough institution that gives students ample opportunities for quality education experiences from knowledgeable staff and faculty. In addition to accrediting bodies, we are in full swing with data requests – both from outside groups and on-campus projects. If you work in Financial Aid, Records, the library or HR – you’ve probably seen data requests for IPEDS work too.

We’re also gearing up for Spring Assessment Day, a campus wide day of assessment activities for faculty and staff who teach. We invited an outside speaker to help faculty sharpen the measurements (key assessments) on their student’s achievements and competencies. Additionally, this year held changes – and we’ve begun the process to start assessing Co-Curricular Student Organizations as well. That means, students in Psych Club or Football will now be helping us understand how those organizations contribute to our established Essential Learning Outcomes. Each organization will have the opportunity to assess their own group questions – so we can truly customize the assessment process for each group.

In the Grants & Contracts world, we’ve developed a brand-new information-style flyer. This flyer serves as a reminder for campus and outside grant resources, tips for first-time grant writers, and some grant award winner stories to inspire more staff and faculty to go after those funding opportunities. We are so proud of the faculty and staff who go after grants, and the Business Office who help our office keep those funding accounts accessible and updated. We’re hoping to send one monthly – so watch for the first one soon!

The Institutional Data Management Committee was also a new collective addition this academic year – and we’ve met nearly every month. Each meeting has emphasized the importance of data security, management, reporting and accuracy. In an increasingly digital age and with increased pressure to make data-based decisions, this group provides opportunities for additional data training, news, reporting and data-related information.

We’ve also been working with Ted Stoa & the MSU Foundation to plan a unique real-life strategic planning experience for Ted’s students. These students will see first-hand how the Foundation Board governs, plans and sets the stage for their activities by creating a mission & vision, setting objectives and solidifying membership roles. Strategic planning allows for the Foundation to map out where they want to be in a few years, using their renewed worldview to develop long-term project ideas to achieve their goals.

Campus research is also getting some spring cleaning. We currently partner with NDSU to make sure our faculty and staff who conduct surveys or data collection – are protecting their study participants and fulfilling the requirements for campus research. We are aiming to plan an IRB training for late summer or early fall – so researchers can attend in person with our NDSU partners. While a handful of faculty and staff are “regular” researchers, we want to open the door for more student participation – by developing and streamlining training resources for student and their faculty advisors.

Have a beautiful spring – and feel free to stop by, call or email with any questions!

Ashley Kulland