**Staff Senate Meeting Minutes**

**Tuesday, April 9, 2019**

**Location: OM 111**

**Time 2:00 pm**

**Members Present**

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

**Agenda**

* Call to Order – Susan called the meeting to order at 2:03.
* Additions to the Agenda – Dina, Kyle, and Charyte made additions
* Approval of minutes from March 12 meeting (electronic?) – The minutes were approved electronically via Lois.
* Treasurer’s Report - Nothing to report.
* Report from State Staff Senate meeting – Susan and Misti attended the meeting. The next face-to-face meeting will be June 19/20 at CTS in Grand Forks. They reported on the statewide employee pay raises and the NDUS website that is currently a work in progress. This intranet is found at inside.ndus.edu
* Old Business
	+ Welcome new members (again); Vote for VP; treasurer – We welcome Heather Johnson from the Financial Aid office. Heather will represent the 6000/7000 broadband. Alissa Perkins was nominated for Vice President by JoAnna Strand, second by Misti Wuori. Shannon Hofer volunteered to take the treasurer position. Both were unanimously approved.
	+ Welcome Letter from Staff Senate – needs updating (SharePoint) – Susan will update, print & give to Sarah in HR.
	+ (Hopefully) Final Update on State Fleet Emergency kits – Susan will meet with President Van Horn and Dan Lorenz to get this wrapped up.
	+ “Staff Secrets” Staff Training – Alissa, Misti – The March 28th Office 365 was well attended with 23 participants. The next training is scheduled to be April 25, 1:00-2:00, in EDUC 112. Office 365, part 2 with Teams and OneNote will be discussed. Other future trainings were discussed with topics of Office 365, part 3; health and wellness; and Excel.
	+ Awesome Grant – Reminder that this $1,000 grant is available to apply for monthly.
* New Business
	+ Comet Pride Scholarship selections – Seven applications were received. It was decided that we would split the awards equally among the students with $330 each. The $15 left over will be rolled over to next year.
	+ Bylaws Committee Updates – Ashley, Shannon, JoAnna – Have not met yet. Scheduled to meet April 23.
	+ Orville Johnson Meritorious Service Award – call for nominations March; select by April 15- Lois – Since Lois was nominated, Misti will put the voting ballot up on Qualtracs. Misti has also agreed to announce at the Employee banquet since Susan will not be able to attend.
	+ Staff Association - June 4 at 2:00 in the Luckasen Room. An ice cream social will be held at this time as well. The agenda will be made at the May Senate meeting.
	+ Staff Potluck May 10 – prizes? – 11:30-12:30 in OM 103. Shannon will send an email out.
	+ Multicultural Showcase – Dina announced that April 23-28 there are a number of activities.
		- April 23 drag show premiering the new Rainbow Alliance club
		- April 24 guest chef
		- April 25 speaker from UND with his immigration story
		- April 26 Festival where the international students perform
		- April 28 Community potluck at the high school
	+ Directors Cup Soccer game – Kyle announced the upcoming tournament against students and faculty/staff on May 1st. This is the same day as the employee banquet so he will look into changing the day.
	+ Campus perks – Charyte questioned if the perks for NDUS employees are listed somewhere and if not, a list should be compiled and sent out to employees. Charyte Henderson and Heather Johnson will look into this.
* Area Updates
* Adjourn – Meeting adjourned at 3:12
* Next meeting Date: May 14, 2019 – OM 111 2PM