

Staff Senate Meeting Minutes

Tuesday, May 12th, 2pm

Location: Zoom

Time 2:00 pm

Members Present

X	Alissa Perkins – 1000-3000		Allissa Bratager - (representing) 4000-5000	X	Alyson Beckman – 1000-3000	X	Ashley Kulland – 1000-3000
X	Heather Johnson – 4000-5000	X	Kristine Carl – 6000-7000	X	Leah Larson – 4000-5000	X	Matthew Berglund – 1000-3000
X	Megan Vig – 1000-3000	X	Remi Herman – 1000-3000	X	Shannon Hofer 1000-3000	X	Susan Cordahl – 1000-3000
X	Teri Wright – 1000-3000						

Agenda

- Call to Order
- Additions to the Agenda
- Approval of minutes from April 14th meeting
 - Susan motions; Teri seconds approval
- Treasurer’s Report – Shannon
 - Bookstore and copies charges end with \$607.18 balance
- Report from State Staff Senate meeting
 - (Misti) June meeting is virtual and still hoping Sep 9-11 to have F2F in Bismarck.
 - We need to submit a budget request for next year so we can carryover unused funds. (This is on the agenda later).
 - The SBHE will take 2nd reading of leave policy (allows for reserving leave time) on May 29 (passing the 1st reading). Must use FMLA & leave concurrently but would allow for saving leave time aside.
 - Hoping to have live-stream SBHE open meetings, as call-ins are limited. Furloughs were discussed.
 - There is a presidential group looking at safety & planning to return to campus this fall, so we’re encouraged to work with campus leadership, be open with supervisors about your concerns.
 - There is a mockup of a website for State Staff Senate, with more work over the summer. The old one “went away” when NDUS webpage updated. We will also need to update our contacts on that page too.
 - Parking permits at UND/NDSU were discussed.
 - For flex, if you still have 2019 funding, you can still use that funding (HRC rep gave that update/newsletter from ASI). Misti will email our HR about it. They did not cut off making claims.
 - In the June meeting, we will change leadership. Michael Linnell will take over from Minot (for Misti).
 - UND, Lake Region and Williston State are having furloughs. Healthcare is covered still.
- Introduction of new staff senators
- Old Business
 - 2019-2020 Contract language update re: presence in K-12 Recruitment – Ashley
 - All summer 2019 MSU contracts included language regarding recruitment and retention as a way for the president to encourage staff to visits high school for recruitment. While this language is printed on contracts, it is not a permitted activity for Title III key personnel. This recruitment effort was organized by Dr. Pflipsen called Comet Stars, and focused initially on faculty, and has not involved staff. The faculty were slated to originally start recruiting (“outreach”) in early spring 2020.
 - Adopt-A-Highway – Susan
 - Staff Senate took this project over from Student Senate. The expectation is 2x/year (Spring and Fall). The highway going north of MSU on the way to Hatton. We worked to get and wanted volunteer approved hours. This was the May 1 “Day of Giving”, but that day did not happen in person. We are provided vests, gloves, and bags, and thus, we need to tell the organizer ahead of time. Susan could reach out to organizer to see if anything has changed with social distancing. Susan will bring this update to the June meeting.
 - Comet Pride Scholarships update – Heather
 - Staff raised money with Comet Pride buttons. Spouses and children of staff can apply. The update from the Foundation – we did not know where funds came from, could not verify amount. It will be 500\$/5 students. Financial Aid has not sent out letters yet.
 - Staff concerns with COVID-19 updates – Alissa & Susan
 - Flex concerns seem mostly approved.
 - What about coffee “talks” virtually?
 - Ideas are welcome.

- New Business
 - Vote for 2020-2021 Staff Senate Officers
 - Shannon has a new term if she wants (Treasurer). Shannon will stay on as Treasurer. Teri motions that Shannon be elected Treasurer. Second by Susan.
 - Lois is done this year as Secretary. Megan self-nominated. Misti seconds this. Minutes are taken by Ashley Kulland today, then will be approved and posted to SharePoint.
 - VP is open, as Alissa resumed President. Megan suggested a unanimous vote for Ashley Kulland as VP. All approved.
 - Meeting dates/times beyond the May meeting
 - Keeping 2nd Tuesdays at 2pm. Megan will send email invitations & Zoom links. We can always make both and cancel one as needed.
 - 2020-2021 Budget request
 - No requests have been made. You must put a budget request in for the year with amounts. Shannon submitted this document last year. This document is from 6/10-6/11 in Excel form. We can use the template from last year to describe what each amount will cover. Shannon will ask if any money rolls over. It's important to remember that because State Staff Senate might meet twice, and Staff Recognition Week was an extra amount (Alissa's records).
 - Staff Shared Calendar – Heather
 - Showing VCSU a website list calendar & University of Colorado Boulder (can sort). Our MSU calendar website would need to be revamped. (Misti) said this is run through Marketing. Heather Hoyt & Beth are involved in this Ad-Astra launch. Ashley will email Heather and Beth to offer our support and ask for an update.
 - Staff Senate Team Site – Ashley
 - SharePoint is open-record; this might complicate users. Many departments have Teams. Working documents could go there. Website would have public (minutes, agendas). Is there a secure way to store website documents securely? (No). Ashley will reach out to Craig.
- Committee Reports
 - Staff Recognition Committee – Shannon, Alissa
 - Orville Johnson Meritorious Service Award update
 1. We need to order the plaque. Susan has this information. Votes are in. Comet Kudos is open until May 20th.
 - Open spot on committees-
 - Staff Professional Development Committee – Ashley, Teri, Megan
 - Plan for May & June
 1. May was going to be a mini refresher on office phones. Since we are remoting, we're skipping this. June is an Excel training with Ashley Kulland/Rhonda Nelson.
 - Open spot on committee-
 - Public Relations Committee – Alissa, Heather, Alyson, Remi
 - Monthly Staff Senator – Megan is next.
 - Update on website – goal is July 1
 - Event Planning/Fundraising Committee – Heather, Susan, Alyson, Kris
 - Celebration once returning to campus? Not much to plan off-campus. Megan offered knowledge that Kelly in the library hosts Trivia at night via Zoom. Maybe offer these during the day? Group will meet to discuss.
 - Open spot on committee-Leah volunteered.
- Adjourn
- Next meeting Date: June 9th at 2pm via Zoom

-Minutes respectfully submitted by Ashley Kulland on behalf of Lois Karlstad