

Staff Senate Meeting Minutes

Tuesday, March 9th

Location: Education Building #114

Time 2:00 pm

Members Present

X	Teresa Agnes– 1000-3000	X	Allissa Bratager - (representing) 4000-5000	X	Alyson Beckman – 1000-3000	X	Matthew Dalrymple – 1000-3000
X	Heather Bolstad – 4000-5000	Ex.	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

- Meeting called to order at 2:01 pm by President Heather Bolstad.
- No additions to the agenda presented.
- Secretary minutes – Megan Vig
 - January minutes approved with email voting; edits provided and changes made. February meeting cancelled.
- Treasurer’s Report – Shannon Hofer
 - Balance \$1178.80; no outstanding bills, spent \$148.81 over the fiscal year.
- Report from State Staff Senate – Heather Bolstad
 - COVID Vaccine: Traill County is providing vaccinations to Phase 1C; resolves issue of having vaccines available to staff/faculty in higher education.
 - HR Committee Updates: Committee is reviewing wording for funeral leave. COVID sick leave ended 12/31/2020; if you have questions on how to submit leave related to COVID, consult Sarah Gasevic in HR. P-card training coming soon.
 - Tuition Waivers: Heather joined State Staff Senate subcommittee in reviewing tuition waivers being applied at other NDUS institutions (outside of employee’s institution); reviewing applicability of employee’s years of service, question raised if part-time status is being considered.
 - Target Discount: We are considered teachers and able to utilize a 10% target code once/year; look on Target website for more information and use your @mayvillestate.edu to purchase office supplies for your office
 - Other: Free Speech Bill being reviewed by Higher Education; looking to make changes to the bill which may affect free speech on campuses. Math Pathways reviewing pre-requisites.

Old Business

- MaSU Taskforce Update – Heather Bolstad
 - Wellness Committee: 47 people signed up for first month of 3-month wellness challenge series. March: Water Challenge, April: Steps Challenge, May: Stress Management
 - Guest Speaker: March 30th Nicole Phillips will be on campus to present on “Negative Remedy” (1 pm in Classroom Auditorium). Nicole is the host of the Kindness Podcast.
- Comet Pride buttons - Alyson Beckman
 - No updates.
- Communication Officer – Megan Vig
 - Job Description/Details: Megan reviewed material missing from website with Heather; most is secretary role related (meeting announcements, minutes) with other updates (CometConnection, Staff Strategies) and Megan will take care of rather than creation of new communication officer role.
- Employee Morale – Heather Bolstad
 - Bulletin Board: Heather is working with Mary on finding location/approval by cabinet; no update.
- Goals for MaSU 2021
 - Will review after updated COVID guidelines are updated.

New Business

- Budget Update – Heather
 - Invitation from President Van Horn extended to join Staff Senate to provide more information on budget update. Consensus to have him join our April Staff Senate meeting provided he does not need to be in Bismarck for legislative reason.
- Spring Break Care Packages – Susan
 - Soliciting more donations until Friday; please bring donations based upon your location on campus. Care packages will be put together at 9 am Friday and moved to mailroom once completed. Our goal is to have 25-35 packages. Email will go out to students staying on campus for spring break on Monday to visit mailroom to pick up package. Students must sign for a package and only allowed to take one.
- Spring/Summer Association Meeting - Heather
 - Review of upcoming calendar; April coming up fast, gratitude campaign in May, June may be best time for Spring Staff Association Meeting; consensus for June Staff Association meeting. Discussion on Orville Johnson Award; Heather will send out

email to campus to call for nominations. Suggestion to announce winner on our own if there is not an Employee Recognition event this spring for campus and give out plaque at our Spring Staff Association meeting in June.

- Adopt-a-Highway-Spring Cleanup - Susan
 - Event will be arranged through Events Planning Committee. Susan will assist for the spring cleaning however she has met her term limit with Staff Senate. Discussion on when to host this spring's clean-up; check-in with DECA to see when they will be cleaning campus for double event.
- Comet Pride Scholarship – Heather
 - Application closes on March 15th; ~9 applications received to date. Be sure to pass along the app to those that qualify.
- Mini Series - Staff/Faculty – Heather
 - VP Pflipsen approached Heather on idea of facilitating a mini-series event for the fall, inviting ~3 speakers to campus (\$500/speaker, \$1500 total). If you have ideas that pertain to both staff and faculty, share with Heather. Concerns discussed on Staff Senate taking lead; consensus Staff Senate is not interested in taking on additional events at this time.
- Senator Terms

Member	Started (need to define start of term)
Agnes, Teresa	September 2020
Beckman, Alyson	September 2019
Berglund, Matthew	May 2020
Bratager, Allissa	May 2020
Carl, Kristine	January 2020
Cordahl, Susan	May 2017
Dalrymple, Matthew	March 2021
Herman, Remington	January 2020
Hofer, Shannon	October 2017
Johnson, Heather	April 2019
Larson, Leah	May 2020
Vig, Megan	January 2020
Wright, Teri	August 2017

- Be thinking of running for staff senate office; looking for interim secretary for May and June (Megan will be on maternity leave).

Committee Reports

- Staff Recognition Committee – Remi
 - Keep the Comet Kudos nominations coming in!
- Staff Professional Development Committee –Teri
 - March 23rd: Adobe PDF and LiquidFiles Review with Rob Frederick
- Public Relations Committee – Heather
 - Suggestions appreciated for CometConnection newsletter
- Event Planning/Fundraising Committee – Alyson
 - MSU Student COVID Care Packages: Final four packages will be shared with Lindsey Hall for distribution.
 - Pennies for Pride: Way to go to Division of Education! Final grand total needs to be calculated however we raised more than last year.
 - Upcoming events: National Pack Your Lunch Day, March 11th 11:30-1pm in Luckasen / National Virtual Vacation Day, March 30th
- Motion to adjourn meeting at 3:05 pm by Teresa, second by Alyson, motion approved.

- Next meeting Date: Tuesday, April 13th at 2pm in EDUC 114