

Staff Senate Meeting Minutes

Tuesday, November 10th

Location: Zoom

Time 2:00 pm

Members Present

X	Teresa Agnes– 1000-3000		Allissa Bratager - (representing) 4000-5000	X	Alyson Beckman – 1000-3000		VACANT – 1000-3000
X	Heather Johnson – 4000-5000		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 Johnson
- Icebreaker activity: first/worst job
- No additions to the agenda
- Secretary minutes – Megan Vig
 - October meeting minutes approved via email voting
- Treasurer's report – Shannon Hofer
 - Balance of \$478.10 on 11/1/2020
 - No word from cabinet regarding budget, Heather will follow-up with Steve Bensen and cc: Courtney
- Report from State Staff Senate – Heather Johnson
 - COVID rates have switched with higher percentage of active cases occurring on campuses vs community, earlier in semester community rates were higher than campus rates.
 - If nearing retirement, check with HR regarding new changes for retirement in regards to loans.
 - State Staff Senate would like to see employees who are working from home to still be able to have storm days (ex: may have children who are home as well). More updates on this issue coming in December.
 - Discussion on tuition waivers across all NDUS institutions and include dependents. May have limitations for dependents.
 - Day after Thanksgiving (Black Friday) discussions are no longer being pursued; up to individual campuses to present to presidents for approval. SBHE or NDUS will not try to have it recognized as holiday. Unequitable since faculty have Wednesday, Thursday and Friday off; staff only have Thursday. Motion by Susan to have Staff Senate present idea to President Van Horn, second by Alyson, motion approved. Heather will draft email and send out for approval.
 - #COVIDchallenge won by UND student; if anyone runs across this challenge please share with Heather.
- Old Business
 - Campus Reopening Taskforce Updates – Susan
 - COVID noncompliance and processes report provided, disciplinary process discussed.
 - Expanded contract with The Village including expanded mental health services.
 - Campus surveys will be sent out to all faculty, staff and students from the taskforce. Survey will model survey from other institutions and inquire on health and other needs. Heather shared our survey questions with Andrew. Timeline of releasing survey unknown.
 - Update from MaSU COVID Liaison, Lindsey Hall
 - MaSU has no contact tracers on campus however UND is doing our contact tracing. Lindsey Hall is our liaison but not a contact tracer. Be sure to state you are at Mayville State University when reporting on website.
 - Still waiting on test results from Friday, 11/6.
 - Staff Shared Calendar – Heather
 - No updates
 - Comet Pride buttons—Heather
 - 36 buttons purchased to date. Reminders about purchasing your button in newsletter and email from Lois Karlstad.
 - Staff Association Meeting- November 17 @2:30p-OM Theater – Heather
 - Virtual meeting; no longer meeting in-person.
 - Speaker-ND United. Permission from HR; okay as long as not a sales pitch. Please respond to survey sent out from ND United.
 - Waiting on cabinet updates and taskforce updates, President Van Horn asked Heather to address certain topics but has not provided further information yet.

- Gratitude activity to end Staff Association meeting. Heather contacted IT about virtual wall for website or may use a qualtrics survey and make display in Old Main.
 - Staff Senate Emails—Heather
 - Created ticket to request email address; waiting on approval from IT.
 - Orville Johnson Award Plaque Update – Susan
 - Bob Kozojed found small name plaques. Susan sent off Misti's for example with Cheryl's to be engraved.
- New Business
 - Vice President Elect
 - Nomination for Alyson Beckman. Motion to cast unanimous ballot for Alyson by Megan, second by Susan Cordahl, motion approved.
 - Vacant Position Open- 1000-3000 Broadband
 - Leah reached out to Austin Monson.
 - Committee Chairs
 - Purpose: chair serve as contact person. Let Heather know before next meeting of committee chairperson; please meet with your committee and select committee chair.
 - Communication Officer – Potential New Role?
 - Responsible for Staff senate webpages, social media, reach out to committees regarding updates needing to being made. Officer will be a part of the public relations committee.
 - Motion by Susan to create communication officer role, second by Teri, motion approved. Matthew volunteered to take on new role; create role description.
 - COVID Essential Workers – Teri
 - Is there some type of recognition we can give to those working on campus (ex: IT, Food Services, Custodians, Physical Plant, others? Inquire from HR) from Staff Senate? Think of ideas. Newsletter thank you would be nice. Social media committee has plans for recognition on facebook. Remember to nominate for Comet kudos.
 - COVID Care Committee – Heather
 - Events committee looking into creating COVID care packages for students (mostly off-campus students since they do not have a meal plan). Millers willing to have a box for people to donate. Additionally, we would host a food drive for snacks, non-perishable foods, toilet paper on campus. Seeking approval from President Van Horn, VP Andrew Pflipsen and Tami Such. Food pantry (Bella) have limited items. Collection boxes in Old Main, Bookstore and Millers (Susan will collect items from Millers).
 - Remi and Teresa willing to deliver packages around town.
- Committee Reports
 - Staff Recognition Committee – Shannon, Allissa, Remi
 - Remember to complete Comet Kudos survey
 - Staff Professional Development Committee –Teri, Megan, Matthew
 - November 24th – TEAMS vs Zoom
 - Public Relations Committee – Heather, Alyson, Remi
 - Monthly Staff Senator – Leah
 - Event Planning/Fundraising Committee – Heather, Susan, Alyson, Kris, Leah
 - MSU Student COVID Care Packages
 - Deck your Desk Holiday Competition
 - More information coming out soon
- Meeting adjourned at 3:21 pm
- Next meeting Date: Tuesday, December 8th at 2pm.