

Staff Senate Meeting Minutes

Tuesday, August 11th

Location: Zoom

Time 2:00 pm

Members Present

X	Alissa Perkins – 1000-3000	X	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
	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
- No additions to the agenda
- Approval of July minutes
 - Minutes reviewed and approved via email voting options
- Treasurer's Report – Shannon
 - No changes, balance of \$607.18, same value in PeopleSoft (unsure if funds have been rolled over)
 - No update from Steve Benson regarding new budget
- Report from State Staff Senate – Alissa/Ashley
 - August meeting was cancelled
- Old Business
 - Campus Reopening Taskforce Updates – Alissa/Susan
 - Masks are mandated now.
 - On-campus COVID testing dates: August 12, 24
 - Mandatory COVID training coming. Training will be 10-15 minutes and review social distancing, importance of masks and other COVID related material.
 - Guidelines provided for faculty members for classroom instruction. Syllabi need to be updated to have language regarding COVID.
 - Preservice will take place in Lewy Lee Fieldhouse; no Zoom options released for attending via Zoom at this time.
 - 2019-2020 Contract language update re: presence in K-12 Recruitment – Ashley
 - No updates
 - Staff Shared Calendar – Ashley/Heather/Alissa
 - No updates
 - Bylaw Updates – Alissa
 - Cabinet suggested minor edit for secretary/treasurer language; Alissa updated.
- New Business
 - State Employee Recognition Week
 - September 14th through 18th. With uncertainty of budget and COVID concerns, discussion of pushing back to March. Event planning committee has met in regards to State Employee Recognition week, if we celebrate during week and with limited funds the following days and ideas may be possible: Comet Kudos wall, Monday - pass out Soholt rolls, Tuesday – free pick up to-go tacos or nachos, Wednesday – wellness walk for wellness credit, Thursday- Adopt-A-Highway event with Top Hat Bingo or volleyball game to follow, Friday – National Cheeseburger day, culmination of week-long bingo game.
 - Motion by Susan to postpone State Employee Recognition week events to later date and still put up Comet Kudos wall, second by Teri, motion approved.
 - Alissa has reached out to Jeremiah Moen, Faculty Senate President to share our ideas for State Employee Recognition week and asked for assistance.
 - Adopt-A-Highway
 - Susan continue to plan with 9/17 date.
 - Susan requested materials from ND DOT however will need to bring own gloves.
 - Need to confirm location of highway adopted (may be south of Mayville)
- Committee Reports
 - Staff Recognition Committee – Shannon, Alissa, Allissa
 - July Kudos winner – Debi O'Brien
 - Staff Professional Development Committee – Ashley, Teri, Megan, Matthew

- Met to discuss fall semester ideas:
 - September: Cyber Security
 - October: Communication Tactics: Skype vs Teams
 - November: Communication Tactics: Zoom vs Teams
 - December: Fillable Forms and Signing pdfs
 - How-To Videos: How to Use Your Office Phones
 - Any requests please let committee know
- Public Relations Committee – Alissa, Heather, Alyson, Remi
 - Monthly Staff Senator: Allissa
 - Update on website: up and LIVE
- Event Planning/Fundraising Committee – Heather, Susan, Alyson, Kris, Leah
 - Met regarding State Employee Recognition Week
 - Planning event to welcome staff to new academic year
- Announcements
 - Bookstore ordered MaSU masks and gators, should arrive by end of the month or early September
- Adjourn
- Next meeting Date: Tuesday, September 8th at 2pm