**Staff Senate Meeting Agenda**

**Tuesday, Feb 12, 2019**

**Location: OM 111**

**Time 9:00 am**

**Members Present**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| x | Jessica Amb 1000 | L | Misti Wuori 1000 |  | Vacant 5000 |  | Vacant 6000/7000 |
|  | Vacant 3000 | E | Teri Wright 3000 | X | Mandi Domier 6000/7000 |  | Kyle Myers 4000 |
| x | Shannon Hofer 6000/7000 |  | Charyte Henderson 4000 | E | Lois Karlstad 4000 |  | Susan Cordahl 5000 |
|  | Dina Zavala-Petherbridge 3000 | | |  | Vacant 6000/7000 |  | Vacant 5000 |

**Meeting Minutes**

* Call to Order – Meeting was called to order by Susan at 9:04am
* Additions to the Agenda - none
* Approval of minutes from January 15 meeting- Motion made by Mandi Domier to approve the meeting minutes from January 15, 2019. Motion was seconded by Kyle Myers, Motion carried.
* Treasurer’s Report - none
* Report from State Staff Senate meeting-
  + Don Mortin is optimistic to seeing a 4% salary increase for this biannual
  + Still looking at the Friday after Thanksgiving initiative, told to keep pushing and try to get it through before this Thanksgiving
  + NDUS will be putting together a state wide survey on staff moral
* Old Business
  + Update on State Fleet Emergency kits-
    - Rick was trying to set up a meeting with Jami Hovet and President Van Horn
    - Jessica will pull list together and get to Susan to pass along to Dan
  + Broadband list –nominations for new vacancies
    - Two email self-nominations came in from the 3000 broadband- Motion was made by Jessica Amb to accept Ashley Kulland and Alissa Perkins nominations to serve on staff senate, motion was seconded by Misti, motion carried.
    - Still need to fill one 4000, two 6000/7000
    - Discussion was held on needing a new Vice President now that Susan has stepped up to the President role. Decision was made to table until next meeting when more members are in attendance
    - Next meeting we will discuss looking at a new time and dates for meetings- **Staff Senate Members bring your calendar to the next meeting!**
  + HR updates
    - Sarah Gasevic attended the meeting to give a HR update.
    - Discussion was held on the upcoming HRMS Manager Training,
    - Wellness Policy has been written and was given to Cabinet to review, however, it has not made it as an agenda item yet. This policy follows closely with Minot’s Wellness Policy. This policy would allow staff to take 3 hours/week for wellness at the Mayville State University’s Wellness Center, with supervisor approval. This would be for benefited employees only.
    - Discussion was held on creating a Perk Sheet for staff to inform them of all the perks to being a Mayville State employee
      * Perks that were known at the meeting-Verizon discount, Delchar Theater discount, Dell Discount, Delta Discount
    - Sarah is not sure where the Staff Senate Letter ended up, she/her student has been stapling the staff senate pop/candy coupon to the new staff hire folders.
      * Jessica will try and find letter in her emails and send to Susan.
    - 360 Evaluations- This is where staff would be evaluated by not only their supervisor, but by people who work with them the most (co-workers, supervisees, etc). This will hopefully be done through online surveys and only completed about every 3 years.
      * This will be piloted this year with Cabinet and possible the 1000 broadband.
  + Awesome Grant: Spring Break perishables – Mandi
    - Have not heard anything on who they awarded in February
  + Survey Monkey results for “Staff Secrets” Staff Training – Mandi
    - Went over survey results
* New Business
  + Comet Pride Scholarship update – apps due March 1
    - We currently have 6 applications for the scholarship
  + Bylaws Updates
    - **Senators- Please read Bylaws and come prepared with questions and corrections by the next meeting.**
  + Orville Johnson Meritorious Service Award – call for nominations March; select by April 15
  + Spring Break Potluck
    - This will take place on March 14th from 12-1, Shannon will send out email to staff including a potluck sign up using a weblink
* Area Updates – Send to Lois
* Adjourn
  + Meeting was Adjourned at 10:21am
* **Next meeting Date: March 12th, 2019 – OM 111 9AM**