**Staff Senate Meeting Agenda**

**Tuesday, Jan 15th, 2019**

**Location: OM 111**

**Time 9:00 am**

**Members Present**

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

**Agenda**

* Call to Order
* Additions to the Agenda - Susan added HR and the Awesome Grant to the agenda
* Approval of minutes from the previous meetings—Nov 14th, 2018 – We will need to follow up with Lois on this, but the meeting minutes should have been approved via email voting.
* Treasurer’s Report - Teri brought the trial; still some trouble deciphering it but will check with Business Office and have a report next meeting. Also noticed we have not yet been billed for the cocoa/cookies from Staff Association. Teri will follow up with Kristine Carl on this.
* Report from State Staff Senate meeting on Jan 14th – lots of updates to report; Nick Haker & Tammy Doland of the SBHE committee were present. They are presenting to legislature a needs-based budget,4% & 4% pay raises for the next biennium, asking for fully paid health premiums, and are NOT in support of any further cuts. Lisa Johnson (also SBHE) shared that with the staff emeritus now they are hoping each campus will be able to write their own policy on that. They will present idea to Academic Affairs council in February again. Billie JoLorius (SBHE) shared with us the NDUS general talking points document so that when staff are talking to family/friends/public, they have something general to speak to. Rick will share these with Staff via email. There is a new NDUS site: inside.ndus.edu. You can click on the legislative tab to track bills. Bills are added daily and are assigned to a senior or mid-level staff member; can click by department and see all bills assigned to department. For example, Jane Grinde does all of the HR bills, etc.
* Old Business
  + Broadband list/HR – seeking nominations for new vacancies – two 5000, two 6000/7000 – Rick has taken a new job with the Special Olympics and will be leaving us January 31st, so Susan will be taking over as President in February, 2019. Susan is going to check again with HR on broadbands. We need 10% representation from each broadband grouping on Staff Senate.; so we will figure out exactly what we need at the February meeting and put out a call for nominations. We will also need to elect a new Vice President for Staff Senate at the February meeting. HR (Sarah Gasevic) is also going to be invited to the next meeting to answer some questions (reporting new hires, people leaving, etc. are they receiving letter from Staff Senate, etc.)
  + Staff Association Meeting Review – well attended.
  + Campus Security: Event moved to future date – table to late Spring or next Fall? - This became part of Staff Senate because of Cory Drucker’s involvement on Staff Senate. Agreed to remove this from our agenda. Kyle Myers will contact Student Senate or SAC to take this event on. Staff Senate supports it, but it is not our “project.”
  + Collaborating with Student and Faculty Senates? - This will also be removed from agenda as Susan sent an email a couple of months ago and received no response. Charyte may follow up with Student Senate to encourage them to put their minutes out on SharePoint so we can keep updated.
  + Awesome Grant – This has been on agenda quite a while. Susan proposed we use it for the Spring Break food drive but wasn’t sure what for. Mandi suggested we use it for gift cards to Millers so students can pick up perishables (milk, meat, veggies, etc.). Mandi agreed to apply for the Awesome Grant for us and will provide an update in February.
* New Business
  + Orville Johnson Meritorious Service Award – when to nominate? – It was decided we will place a call for nominations mid-March and try to have the winner selected by April 15th. Susan sent an email to Mary to find out when Spring Staff Appreciation event will be.
  + Comet Pride Scholarship update: - Susan sent an email to faculty, staff, and students last week. Apps are due March 1st. 1 application has been received to-date
  + Bylaws Updates – tabled for next meeting. Not sure exactly what we may need to update but are hoping Misti has some insight.
  + Staff Training – Using Outlook – An idea was proposed that we provide monthly little sessions for basic staff training. Using the projectors in each room, Outlook, SharePoint, Skype for Business, etc. Mandi will send out a survey to find out what Staff would be interested in learning more about. Once we know that, we will reach out to people (Alyssa, Dean, Chris, etc.) to see who would be available for different mini-sessions. Thought we should have a catchy name for it, “Staff Secrets,” or “Tech Secrets” was an idea.
* Area Updates – Please send to Lois
* Adjourn
* Next meeting Date: March 12th, 2019 – OM 111 9AM