**Staff Senate Meeting Agenda**

**Tuesday, May 14, 2019**

**Location: OM 111**

**Time 2:00 pm**

**Members Present**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Jessica Amb 1000 |  | Misti Wuori 1000 | X | Ashley Kulland 3000 | X | Heather Johnson 6000/7000 |
| X | Alissa Perkins 3000 | X | Teri Wright 3000 |  | Mandi Domier 6000/7000 | X | Kyle Myers 4000 |
| X | Shannon Hofer 6000/7000 | X | Charyte Henderson 4000 | X | Lois Karlstad 4000 | X | Susan Cordahl 5000 |
|  | Dina Zavala-Petherbridge 3000 | | |  | Vacant 6000/7000 | X | JoAnna Strand 4000 |

**Agenda**

* Call to Order – 2:00
* Additions to the Agenda - None
* Approval of minutes from April 9th meeting (electronic?) – Lois – Motion to approve, JoAnna Strand/Teri Wright, Approved
* Treasurer’s Report – None, Lois will check into getting a report for next meeting.
* Report from State Staff Senate meeting – no report; did not meet
* Old Business
  + Final Update on State Fleet Emergency kits – Jami Hovet, has received a book with the specific required items. Required is a scraper, a shovel and extension cord, if applicable. Requested a final list to be gathered by Staff Senate.
  + Welcome Letter from Staff Senate –updated(SharePoint)- Susan – is ready for any new employee
  + “Staff Secrets” Staff Training – Alissa, Misti – very positive feedback. Stay tuned for June “Secrets”
* New Business
  + Bylaws Committee Updates – Ashley, Shannon, JoAnna – Motion may by Teri Wright/Shannon Hofer to drop required membership from 10% to 5%. Discussion – Introduce by notice, approved by Staff Senate, and approved by President. Approved
  + Review of Staff Senate and terms; elections coming up – tabled until June meeting
  + State Staff Senate meeting – June 19-20 – Alyssa, Misti and Susan will attend
  + Orville Johnson Meritorious Service Award – follow up (plaque, etc.) – Lois will send the information to Susan and Susan will order the name plate
  + Staff Association – meeting is set for June 4th at 2PM; ice cream social; need agenda – Susan will prepare agenda, Shannon will arrange for ice cream and toppings, will check to see if Misti will send Qualtrix for questions
  + Perks – Charyte and Heather – provided list. Will verify a couple discounts and check with Dakota Boys to see if they would like to offer a discount. Once updated, it will be given to HR for final approval
  + University policies re: new nursing mothers, syringe receptacle availability. Places for nursing moms needs to be provided. Syringe receptacles is another concern. This will be presented to HR
  + Campus Clean Up - Student Success Days (June 7, 14, 17, 24) – Susan will send out email to make aware
* Area Updates
* Adjourn
* Next meeting Date: June 11, 2019 – OM 111 2PM