**Staff Senate Meeting Minutes**

**Tuesday, September 10, 2019**

**Location: OM 111**

**Time 2:00 pm**

**Members Present**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Alyson Beckman 3000 | X | Misti Wuori 1000 | X | Ashley Kulland 3000  |  | Heather Johnson 5000 (rep 6000/7000) |
| X | Alissa Perkins 3000 | X | Teri Wright 3000 |  | Mandi Domier 3000 |  | Kyle Myers 3000 |
| X | Shannon Hofer 3000 | X | Charyte Henderson 4000  |  | Lois Karlstad 4000 | X | Susan Cordahl 3000 |
|  |  |  |  | X | JoAnna Strand 4000 |

**Agenda**

* Call to Order by Susan at 2:05
* Additions to the Agenda: Adopt a Highway was added by Susan
* Approval of minutes from July 9th meeting (electronic?) - Lois
* Treasurer’s Report by Shannon: Our budget was approved. $1,850 which includes $850 going towards State Employee Recognition week. $103.59 was spent so far. Balance of $1,717.41.
* Report from State Staff Senate meeting – Misti, Susan, Alissa:
	+ The day off after Thanksgiving will be looked into again.
	+ NDUS HR Council for FMLA policy standards. They want all of the NDUS campuses to adhere to a standard for the FMLA to provide fairness for all. Some campus require staff to use up all of vacation and sick leave before taking FMLA, others do not. Susan motioned that MSU Staff Senate support keeping a small amount of sick leave for emergencies, approx. 20-40 hours, for when the employee returns to work after FMLA is over. Terri seconded the motion. Motion passed. Susan will contact Carla of the HR Council to let her know our stance on the issue.
	+ SBHE Rep. Retha Mattern (BSC) will be on campus on September 19 and would like to hold a meeting with all interested staff members to bring forward any issues that they would like to have brought up with the State Board.
* Old Business
	+ Staff Senate terms and elections – Susan, Ashley, Alissa
		- Kyle, Susan, Shannon, Mandi are now representing their own Broadbands
		- Welcome Alyson Beckman! She is representing her own 3000 Broadband
		- We finally have a FULL senate! Meeting minimum 5% requirement
		- Ashley made a spreadsheet of the terms. It is out on Sharepoint.
	+ “Staff Strategies”– Alissa reported that the next training is on Sept. 26 at 10:30 in the Heritage Room. Sarah Gasevic will be presenting on the Dakota Wellness Program. Cyber Security was recommended for a future session.
* New Business
	+ ByLaws: clarification of roles; attendance, etc. – Susan requested that the duties of the officers in the bylaws be looked at the next time that the Bylaws Committee meets. Now that we have a smaller Senate it is important to pay attention to attendance at Staff Senate meetings. The bylaws state “Senators are expected to attend all Staff Senate meetings. A Senator shall contact the Secretary/Treasurer to record their absence from any Staff Senate meeting. A Senator who has three (3) unrecorded absences in any twelve (12) month period or fraction thereof, will be contacted by the Staff Senate President, and may be vacated by a vote of the Staff Officers.”
		- Susan will contact the two senators in question
	+ Campus Perks & Comet Pride – Ashley, Lois, JoAnna – Ashley reported that 75 Comet Pride buttons were available for purchase. 53 so far were purchased, 22 are left.
	+ State Employee Recognition Week: September 9-13, 2019 – Alissa, Heather, JoAnna, Susan – Alissa reported on the activities that are happening this week.
	+ Campus Survey – to include FAT initiative, scent/chemical free policy, etc. – Tabled until next month
	+ Formation of Committees on Staff Senate – At the August planning meeting 4 sub-committees were created:
		- Staff Recognition: Develop and administer programs to recognize and reward staff for their service to MSU. Examples include monthly Comet Kudos awards and the Orville Johnson Meritorious Service award
			* Joanna and Shannon volunteered for this committee
		- Staff/Professional Development: Plan programs and activities that will provide personal and professional growth opportunities for University staff. An example would be the monthly Staff Strategies training sessions
			* Charyte, Ashley, Teri, & Misti volunteered for this committee
		- Public Relations: Publicize the activities of Staff Senate and assist in opening channels of communications among all staff members. An example would be sending out a monthly newsletter to all staff members to inform them of upcoming events, Comet Kudos award winners, etc.
			* Charyte, Alissa, Heather, & Alyson volunteered for this committee
		- Event Planning/Fundraising: Plan events and fundraising opportunities. Examples would include the Comet Pride button, potlucks, Homecoming parade float, etc.
			* Susan, Lois, Heather, & Alissa volunteered for this committee
	+ Review of 19-20 Staff Senate sponsored Calendar of Events – The committees need to look forward to October to start planning the events they are responsible for on the event calendar that was created at the planning meeting. Homecoming is October 12. Available here: [*2019-2020 Staff Senate Planning Calendar*](https://ndusbpos-my.sharepoint.com/%3Ax%3A/g/personal/alissa_perkins_ndus_edu/EVWlyVIz3SZEvlsP8OfzlCEBjG5r15mWjgf1hdd6MAwOKA?e=2LRcI7)
	+ MaSU Staff Senate presence on the MSU website – We would like to have a presence online. The Public Relations committee will look for the best ways to implement this.
	+ Membership on the Institutional Data Management Committee – Ashley – Rick Karboviak was a member on this committee. Charyte has volunteered to take his place.
	+ 2019-2020 Contract language – Ashley – The contracts that went out to all employees in July had new language on them stating that all staff are required to participate in recruiting and retention activities. Ashley is looking into what this means.
	+ Adopt a Highway – The Staff Senate was asked if we want to take over the Adopt a Highway, Hwy 18 milemarkers 118-121 on both sides of the highway, from the Student Senate. The Student Senate was having difficulties finding time to get the job done. Questions were raised. When/ how often? Work release? Susan will bring these questions to Andrew Pflipsen.
* Notable Area Updates
* Adjourn at 3:30 by Susan
* Next meeting Date: October 8, 2019 2PM

Minutes by Shannon Hofer for Lois Karlstad