



Staff Senate Meeting

May 13, 2020

3:00 p.m. – 4:30 p.m.



Gavel Pass

- Whitney Maine to Megan Wasylow

Welcome New Senators!

- We are excited to start a new year!
- We will go further into detail of senators during introductions.

Guest Speakers

- Senior Vice Provost, and Incoming Interim Provost, Dr. Debbie Storrs
- Director of Assessment & Accreditation, Dr. Tim Burrows
 - Higher Learning Commission (HLC) Updates

Announcements

- Staff Career & Professional Development Coordinator, Zak Aubol
 - Survey of Staff Needs

Staff Senate Orientation

- Introductions
 - Welcome New Senators starting their first term!
 - Sarah Heitkamp
 - Cheryl Misialek
 - Lisa Moore
 - Cindy Murphy
 - Jennifer Proulx
 - Julie Simon
 - Eric Souvannasacd
 - Cathy Westerhausen
 - Welcome Jordan Eberhardt and Kyle Markwardt for officially starting their first term!
 - Congratulations June Novacek and Zauna Synnott for completing your 1st term and starting your 2nd term!

Staff Senate Orientation: Mission & Vision

Mission

To advocate for staff by supporting engagement, development, and recognition through shared governance and collaboration.

Vision

To be the roots for all UND staff.

Staff Senate Orientation: Takeaways

- Staff Senate Website, Facebook Page, & Newsletter
- [Constitution](#) & [Bylaws](#)
- [Robert's Rule of Order](#)
- [Staff Resources](#)
- Defining and understanding what Staff Senate is
- Senator expectations
- [Suggestion Box](#) and UND.staffsenate@UND.edu email.
- This will be a different experience for everyone
- Most of all, have fun!

Staff Senate Orientation: Robert's Rule of Order

- Robert's Rule of Order
- Move a Motion
- Quorum is 50% of senators plus 1.
- Help meeting and decisions move along quicker
- Be respectful and courteous
- Most of all, have fun

Staff Senate Orientation: Purpose & Definition

Purpose of Staff Senate – On the main page of UND Staff Senate website

- To serve as an active link for meaningful information exchange between staff and administration relative to issues of mutual concern.
- To provide open meetings to express, propose, represent, investigate and debate issues. The Staff Senate, acting as an official and responsible voice in University affairs, will recommend action on issues that receive majority approval of the senators.
- To advise the President with regard to working conditions and employment practices, including recognition, compensation and other pertinent issues.
- To promote awareness of opportunities developed by Staff Senate, encourage involvement in campus and community activities and increase knowledge of the operation of the University.

Defining Staff Senate – My wording (not officially documented anywhere)

- Staff Senate breaks silos by providing social events to connect and recognize UND staff, promotes and provides professional development opportunities, connects staff to the UND and Grand Forks community, and provides information and a voice through shared governance.
- We have a voice through shared governance and collaboration
 - Staff Senate Meetings – we are a governing body
 - North Dakota State Staff Senate Meeting
 - University Senate Meeting
 - President Council Meeting
 - University Committees
 - Questions and Comments can go to our Suggestion Box or Staff Senate Email

Staff Senate Orientation: Expectations of a Senator

- Attend Staff Senate Meetings (1.5 hours per month)
- Be active in a Committee (half hour to 1 hour per month)
- Communicate to your departments (boots on the ground)
 - Staff Senate Events, Deadlines, Awards Nominations, and Nonprofit Contributions.
 - Staff Senate Website, Newsletter, and Facebook Page.
 - Information from our Staff Senate Meeting.
 - When we are requesting staff input. We will be more active with this since it is a Legislative year.
 - Bring back questions or guide staff to the [Suggestion Box](#) or UND.staffsenate@UND.edu email.
 - Familiarize yourself with [Staff Resources](#) and let staff know about this as well.

Staff Senate Orientation: Expectations of a Senator Continued

- Consider your current leadership and skillset goals, note what you have accomplished from Staff Senate, and consider putting in your yearly evaluation.
- You will get out of it what you put in. This is a different experience for everyone.

Approve Minutes

- Approve Minutes from April 8, 2020 Staff Senate Meeting

Officer Reports

- Historian
 - Dan Boese
- Membership
 - Melissa Casanova
- Secretary
 - Paula Cox
- Treasurer
 - Devona Janousek
- Member at Large
 - Chris Dingle, Peggy Schulz, Jill Schroeder

Committee Reports - Engagement

- Engagement: Emily Dougherty & Paula Cox
- **Engagement Committee** – develops programs to encourage participation, networking, and to booster morale of staff within the UND community.

Committee Reports – Community Relations

- Community Relations: Kari Holter & June Novacek
- **Community Relations Committee** – advertises and accepts applications from local non-profit organizations that will receive funds generated from UND Denim Days. The Committee will review applications and determine recipients of funding. The Committee will approve and publicize regular and special Denim Days as submitted throughout the year. All collected donations from UND employees will be turned in to the President's Office for deposit. Coordinates annual Tubs of Love drive by selecting local non-profit organization(s) to receive donation(s) in December.

Committee Reports – CBE

- Constitution, Bylaws, & Elections: Tyler Clauson
- **Constitution, Bylaws, and Elections Committee** – reviews, drafts, and recommends amendments to the Constitution and Bylaws and presents them to the Executive Committee and then to Staff Senate for approval. The Committee rules on questions relating to qualifications of electors and members; nominates and receives nominations; presents a slate of nominees; and conducts the elections.

Committee Reports - Legislative

- Legislative: Tyler O'Hara
- **Legislative Committee** – provides Staff Senate with information regarding legislative activity, placing particular emphasis on issues affecting higher education and UND staff. The Committee depends on feedback from the Staff Senate to propose and initiate a coordinated effort as a result of the given information. Committee also acts as parliamentarian or source of parliamentary procedure according to Robert's Rules of Order Newly Revised. The Chair of the Legislative Committee serves on the University Senate Legislative Affairs Committee.

Committee Reports – Public Relations

- Public Relations: Christina Mead
- **Public Relations Committee** – works in conjunction with other Staff Senate Committees: publicizes events sponsored by the Staff Senate; opens channels of communication with the campus community; raises awareness about the vital role performed by staff in the operation of the university; develops documents and correspondence prior to submission to the Executive Committee; and maintains the Staff Senate display case. Coordinates Staff Senate involvement in local parades.

Committee Reports – Staff & Professional Development

- Staff & Professional Development: Jade Gourneau
- **Staff and Professional Development Committee** – identifies, recommends, and coordinates various programs and activities that will provide professional and personal growth for all UND employees. Committee may suggest programs for Staff Senate meetings. Develops scholarship programs, disseminates information, and monitors selection of recipients on an annual basis as funds are available. Develops funding sources for scholarships as they apply to Staff Senate.

Committee Reports – Staff Recognition

- Staff Recognition: Jennifer Lunde & Andria Spaeth
- **Staff Recognition Committee** – develops and administers events and programs to recognize and reward Staff Employees for their service to UND. Coordinates events such as Spring Fling, and in conjunction with Council of State Employees (COSE), plans activities for State Employee Recognition Week. This Committee also administers the UND Staff Senate Senator of the Year award. Coordinates monthly and annual U-Shine award, as well as fall and spring Exceptional-U awards.

University Committee Reports

- As Needed
- If you are serving on a University committee, please send an email to Megan, Melissa, and Brian with the name of the committee.

Staff Senate President Report

- Vice President
 - Brian Schill - July Potluck
- Past President
 - Tyler Clauson
- UND President Cabinet Updates
 - Whitney Maine
- University Senate
 - Legislative Affairs Committee will be active
 - Promoting Angel Fund
 - AU-ABC Essential Studies Breadth of knowledge waiver passed

Staff Senate President Report Continued

- Pandemic Planning & Response Committee
 - Megan Wasylow
- North Dakota State Staff Senate
 - Upon coming to the workplace, the changes that will be taking place. Physical distancing and following CDC & ND Department of Health guidelines.
 - 2019 Flex Spending was extended
 - Lake Region and Williston State have furloughed staff

Staff Senate President Report Suggestion Box

Suggestion Box

Comment from 4/28/2020:

Academic BST's receive gloves and goggles for work, but staff have been told there are no masks. Could UND provide face mask protection?

Could hand sanitizer stations be installed now rather than waiting until fall semester? The preference would be for automatic sensor hand sanitizer dispensers that users do not have to touch.

Response:

We have now begun receiving face coverings and will be distributing them as we receive them and are confident we will have enough for all BST's that do not already have their own shortly.

We are also in the process of trying to secure hand sanitizer stations along with the needed sanitizer and will be installing them this summer as soon as we receive them and the locations are identified.

Mark Johnson

Facilities Director of Operations

Staff Senate President Report Suggestion Box Continued

Suggestion Box

Comment from 4/29/2020:

Concern that staff who don't have reduced workloads would have reduced hours from May 15-July 31.

Response:

[Forthcoming from President Wynne and/or President Armacost]

Staff Senate President Report Suggestion Box Continued

Suggestion Box

Comment from 4/29/2020:

Concern that only staff, not faculty, will be impacted by the reduction in hours.
Concern that women and lower-wage staff will be disproportionately affected by reduction in hours. Question if Athletics department will have a reduction in hours.

Response:

Thank you for sharing your concerns. Yes, the Athletics department is reducing hours for several employees.

Peggy Varberg

Associate Vice President for Human Resources

Business Items

- Qualtrics surveys in email – please take both
 - Committee Assignments and Zoom/In person meetings through December (with names)
 - Vote for July meeting time and vote for Zoom/in person meetings through December (anonymous)
- Email will also include this PowerPoint as a reference.

Business Items - Elections

- Staff & Professional Development
 - 1 seat as chair or 2 seats as Co-Chairs
- Legislative
 - 1 seat as chair or 2 seats as Co-Chairs
- Public Relations
 - 1 seat as Co-Chair

Business Items - Elections Continued

- Member-at-Large
 - 3 Seats
- **Members-at-Large**
- Provide additional voices for the betterment of all Staff Senate.
- Act as conduits between the Executive Committee and all other Staff Senators.
- Members-at-large may be required to coordinate an ad hoc committee or serve as a Staff Senate representative on a University or State Committee.

Business Items

- Denim Spirit Day name change to Jeans Give Back
 - Kari Holter and June Novacek
- First Reading of Bylaws change– no vote

Community Relations Committee – advertises and accepts applications from local non-profit organizations that will receive funds generated from ~~UND Denim Days~~ **Jeans Give Back**. The Committee will review applications and determine recipients of funding. The Committee will approve and publicize regular and special **non-profits from Denim Days Jeans Give Back** as submitted throughout the year. All collected donations from UND employees will be turned in ~~to the President's Office~~ for deposit. Coordinates annual Tubs of Love drive by selecting local non-profit organization(s) to receive donation(s). ~~in December.~~

Matters Arising/Open Discussion

- Matters Arising/Open Discussion
- Adjourn
- Feel free to stay on Zoom for social

Next Staff Senate Meeting
June 10, 2020 | 3:00-4:30 PM
[Zoom](#)