



UNIVERSITY OF NORTH DAKOTA

Minutes of the Staff Senate

December 12, 2018

**EERC Discovery Hall**

12:00-1:00pm Potluck

1:00-2:30pm Meeting

**Members Present:** Sarah Abentroth, Trinity Bohlman, Jessica Cadreau, Melissa Casanova, Tyler Clauson (President), Chris Dingle, Emily Dougherty, Samantha Eastman, Kristin Ellwanger, Jade Gourneau, Garrett Grasser, Carissa Green, Angela Holkesvig, Kari Holter, Gregory Kelly, Jennifer Lunde, Amy Malheim, Jeremy Mahlheim (Vice President), Janelle McGarry, Tina Monette, Angie Morgan, June Novacek, Jen Proulx, Patricia Reed, Lesli Risky, Teri Salwey, Lori Schafer, Conrad Smith, Courtney Souvannasacd, Carla Spokely, Zauna Synnott, Laura Vatnsdal, Megan Wasylow

**Members Absent:** Christopher Choate, Brenda Haugen, Kara Helmig, Devona Janousek, Brian Larson, Jennifer Lynch Hurst, Melissa Mager, Whitney Maine, Brianne Melicher, Lani Moen, Renee Nilsen, June Novacek, Jayson Sharp, Andria Spaeth, Kim Werner

**Ex-Officio Present:** Peggy Varberg, Interim Director, Human Resources and Payroll Services

**Guests:** Melony Linder, Vice President for Marketing and Communications; Christina Mead-Palmer, Desktop Support Manager, University IT; Heather Wages, Academic Affairs Officer, Office of the Provost (MISSING ONE NAME HERE)

1. **Call to Order** – Clauson called the meeting to order at 1:04 p.m.

2. **Guests**

- a. **Meloney Linder, Introduction-VP Marketing & Communications; Voluntary Separation Incentive Program** – Linder gave an overview of the Voluntary Separation Incentive Program now in progress. She was assisted by Varberg and Wages. Many other state entities announced such a program, and some UND employees were asking about it, so the decision was made to offer it again. Rule of 65 is in effect. Applications will be accepted until July 15 and follow an approvals process from the applicant's supervisor up through the chain to the Vice President-level and finally the President for final approval. It is not a retirement program, but a voluntary incentive. HR/Payroll representatives are available to answer questions about how retirement would be affected. Staff are eligible for their annual leave to be paid out, plus 10 percent of sick leave for those with 10+ years of service. Years completed are counted as of the November 20, 2018 start date.
- b. **Chris Mead-Palmer, UIT – DUO Authentication for Email** – Duo Authentication for Office 365 is coming for all users starting February 4. However, in general, once a user logs in on a device, he or she will not need to continue to authenticate on that device. Discussion on methods of Duo Authentication, devices available, support available, and best practices. Users who need assistance are encouraged to submit tickets.

3. **Announcements/Question Period**

- a. **20 year reunion, honoring past Staff Senators** – Clauson thanked all of the guests who attended for the 20<sup>th</sup> anniversary and all who planned and carried out the celebration.

- b. **Tubs of Love** – Tubs of Love wrapped up with this meeting, and a significant collection of items for Sunshine House and Circle of Friends. The program even received media attention this year.
4. **Approval of November 14, 2018 Staff Senate Minutes – Motion:** to approve with the following amendment: Add Sydney Johnson to “Guests” (*Souvannasacd/Maine/carried unanimously*).
5. **Business Items**
- a. **31 Days Report** – The ticket sales brought in \$12,000, with a net \$6,150 for the Seeds for Staff Success program. Feedback received that some people miss paper tickets, but with the difficulties in collecting monies under current UND systems, it is unlikely we would go back at this time. Questions about whether a summer raffle would be worthwhile, considering slow ticket sales this round. Person hours vs. funds raised ratio is still good.
  - b. **Vote for consistent 9am morning meetings or 1pm afternoon meetings for next year. - Motion:** to change the meeting time for the full Staff Senate to 9:00 a.m. for the rest of the academic year (*brought by the Executive Committee; tabled after discussion and presentation of second motion*). **Motion:** to use a Qualtrics survey to take the vote on meeting time (*Souvannasacd/Wasylow/carried on a majority voice vote*). A survey will be circulated via e-mail shortly.
  - c. **Meeting/Event locations for next senate year without Union** – Discussions on possible locations, parking challenges. Anyone with ideas should contact Casanova.
  - d. **Constitution and Bylaws changes to come** – Not finalized. Tabled to future meeting.
    - i. Treasurer and President apply for permit
    - ii. PR to notify winners daily and put out weekly blasts of winners
  - e. **UND TAKEOVER – Tavern United, Wing Night** – The event is tonight, with UND trivia and cupcakes to mark the 20<sup>th</sup> anniversary celebration.
6. **Officer Reports - as needed**
- a. **President** – Clauson solicited ideas for guests for Staff Senate meetings over the next few months.
7. **Staff Senate Committee Reports**
- a. **Public Relations** – Wasylow thanked Smith for getting the Staff Senate e-mail active. Events should be posted on the UND Events Calendar. The next Public Relations Committee meeting is 2:00 December 20<sup>th</sup> in the Agassiz Room, Memorial Union. Everyone is welcome.
  - b. **Staff Recognition** – Holkesvig said we should consider using the EERC space for the State Employees Recognition Week luncheon. She encouraged everyone to read the story of the next UShine winner, Will Martin, a particularly personal one. Fifteen nominees are active for December, and more are welcome. Nominees who do not win will be informed at the end of their nomination period.
  - c. **Community Relations** – Reed reported that the Denim Day recipients for 2019 have been selected. She also relayed another thank you for the successful Tubs of Love conclusion.

- d. **Constitution/Bylaws/Elections** – There are currently three open seats on Staff Senate. Terms would run only until the next election in the spring. Members are encouraged to recruit from their area.
- 8. University Committee Reports**
- a. **Parking** – Dingle reported the Parking Committee will meet in January.
  - b. **University Senate** (Clauson/Malheim/Reed) – Did not meet in January. November meeting included approval of December graduates.
- 9. Suggestion Box** – None
- 10. Matters Arising/Open Discussion** –
- a. Wasylow reminded everyone that December 20 is Lunch and Learn and Chamber Business After Hours.
  - b. A group picture will be taken following the meeting
  - c. Reminder to pay for Catering if you were on the sign-up list.
- 11. Adjourn** – With no further business, the meeting adjourned at 1:56 p.m.

Next Staff Senate Meeting  
January 9, 2018 – 9:00-10:30 AM  
River Valley Room Memorial Union