



Staff Senate Minutes
June 10, 2020
Via Zoom
3-4:30 pm

Members Present: Dan Boese, Jessica Cadreau, Melissa Casanova, Tyler Clauson (Past President), Paula Cox, Chris Dingle, Emily Dougherty, Jordan Eberhardt, Kristin Ellwanger, Monica Evavold, Jade Gourneau, Brenda Haugen, Sarah Heitkamp, Jamey Holweger, Devona Janousek, Brian Larson, Jennifer Lunde, Melissa Mager, Kyle Markwardt, Christina Mead, Jennifer Proulx, Brian Schill (Vice President/President Elect), Jill Schroeder, Julie Simon, Andria Spaeth, Carla Spokely, Zauna Synnott, Michael Ullrich, Laura Vatnsdal, Megan Wasylow (President), Cathy Westerhausen

Members Absent: Samantha Eastman, Kari Holter, Cheryl Misialek, Lisa Moore, Cindy Murphy, June Novacek, Tyler O'Hara, Peggy Schulz, Jayson Sharp

Ex-Officio Present: No present.

Guests: President Andy Armacost, Michael Pieper, Assoc VP Facilities, Jed Shivers, VP Finance & Operations / COO, Cara Halgren, VP Student Affairs & Diversity

- 1. Call to Order** – Meeting was called to order at 3:02 pm.
- 2. President Armacost** | Introduction & update on COVID-19 preparedness on campus
President Armacost was able to introduce himself and he spoke on Covid-19 safety and campus safety. Read the UND Today article regarding Race, Society and our campus. Read the week 2 letter from President Armacost. These are the items to note this week.
- 3. Roll Call** – Melissa Casanova- not on. Dan Boese will send Paula the log sheet for the zoom meeting.
- 4. Announcements** – Laura Vatnsdal made note that we will need to check the times for Fall semester. Classes are smaller and we are allowing more time between classes for them to empty out and get in. Laura and the scheduling office have been very busy.
- 5. Guest Speaker:** Associate Vice President, Human Resources & Payroll Services, Peggy Varberg | Employee benefits on Mental Health: Peggy was not able to make this meeting at the last minute. She provided a printed version which Megan Wasylow read to the senate.

Regarding the mental health portion, please remind folks that the Employee Assistance Program (EAP) is a great option for a vast many concerns a person might have during this time:

Anxiety
Depression
Financial concerns
Family
Relationship
Legal concerns.

Work place issues
Drug and Alcohol issues

It is important to remember that the EAP is available not only for the employee but for the family members and anyone who lives in their household like a roommate. We have many employees use the service. UND does not ever know who uses the services or why.

Also, as part of our health plan, there is a mental health rider. You can use the health insurance to see a mental health counselor, physician, psychiatrist/psychologist, etc.

Our HR website has a lot of information and the contact information for our Employee Assistance Program provider-Village Business Institute. (800)627-8220. I always encourage folks to reach out to them.

Sometimes it only requires a conversation on the phone and other times they will connect the person with a counselor in their area. Many people have benefited from these services.

During these tough times it helps when we reach out to each other. Check on our friends and co-workers. Ask how they are doing? Is there something I can do for you? Take the time in staff meetings to do this. Go around the Zoom room when possible to let people talk for a minute about their life outside of work to share fun stuff. (Only if they want to)

The world is a challenging place to live in right now and we need to stay connected to those we care for.

6. Staff Senate Orientation

- a. Introductions – lightning round: Fun Fact/Something you learned:
 - Chris Dingle – Tyler’s hat is sweet!
 - Brian Schill – Vice President/President elect, was in a punk rock band and part of the Legislature committee.
 - Chris Mead – Not from North Dakota. She is from Missouri.
 - Paula Cox – Played drums and raced demolition derby cars.
 - Kyle Markwardt – Not bald chose to shave his head. Wife suggested due to receding hairline.
 - Jessica Cadreau – Gracie will have a lemonade stand to raise money for Circle of Friends Humane Society.
 - Andria Spaeth – Has 3 boys and this is not a fun fact every day.
 - Emily Dougherty – Heavily involved in the Grand Forks Curling Club. If interested call.
 - Monica Evavold – Part of the first virtual commencement and a member of the River Cities Speedway since 1999.
 - Melissa Mager – Accountant and enjoys photography and science. Two things that do not go together.
 - Jordan Eberhardt – Has the worlds cutest dog, and is waiting for his regular hair to grow back.
 - Jamey Holweger – No microphone where he is at.
- b. [Robert’s Rule of Order](#) – If not familiar with this, please read. Basically if you want to bring a motion, have a discussion about the motion, and just have fun.
- c. Expectations of a Senator -Attend meetings, active on your committees, communicate to departments what is going on, we are the boots on the ground, Keep up with the staff senate website, Facebook page, agenda’s and minutes, newsletters. Bring back questions directly or can submit to the suggestion box. Have a yearly evaluation of yourself for the staff senate.

7. Approve minutes from May 13, 2020 Staff Senate Meeting – Jennifer Lunde made a motion to approve the minutes as written, Jessica Cadreau 2nd the motion, Motion carries. Jill Schroeder abstained.

8. Officer Reports

- a. Vice President: **Brian Schill** July potluck is cancelled and the meeting time will remain as 3:00-4:30 pm. Via zoom.
- b. Historian: **Dan Boese** Update website, let Dan know if someone needs to be added to the panelist list.
- c. Membership: **Melissa Casanova** Not present
- d. Secretary: **Paula Cox** Would like to have someone volunteer for the minutes for the July and August meetings. I will be unavailable during these times. Will reach out to others before the end of the month.
- e. Treasurer: **Devona Janousek** Not present
- f. Member at Large: **Jessica Cadreau**, Nothing to report. **Chris Dingle**, Do we have committee assignments yet? **Peggy Schulz** Not present.

9. Committee Reports

- a. Community Relations: **Kari Holter & June Novacek** Not Present
- b. Constitution, Bylaws, & Elections: **Tyler Clauson** Promote membership and vote in new members. Will have Carissa Greens vote later in the meeting.
- c. Engagement: **Emily Dougherty & Paula Cox** | No report
- d. Legislative: **Kyle Markwardt & Brian Schill** Glad to have Kyle Markwardt to help Co-chair this committee. Will have more when they find out who is on committee. No report.
- e. Public Relations: **Christina Mead** Co-chair is Brenda Haugen, started back up with the catches. Reach out with someone and get in touch with us. Banners are ordered, did order from the EERC. Working on the monthly newsletter.
- f. Staff & Professional Development: **Jade Gourneau** Jade will be stepping down. We will vote on a chair and co-chair for this committee later.
- g. Staff Recognition: **Jennifer Lunde & Andria Spaeth** Staff senate shirts have been ordered. Will have the staff senate logo on the front and senator on the back. Shirts were ordered from Probitas. For Staff Recognition, looking at a drive thru ice cream social. Waiting for approval.

10. University Committee Reports – No report

11. Staff Senate President Report – **Megan Wasylow**

- a. Staff Senate photo has been postponed. Looking at different ways to do this. Parade candy, Paula and Jennifer will distribute. Chris Dingle mentioned he would help. Places look at distributing are Housing, Facilities, Dining, UPD, Chester Fritz Library, UIT. Staff Senate meeting time for 2020-2021, and committees. Will look at putting information on Teams.
- b. UND President Cabinet updates: No Report/did not meet
- c. Pandemic Briefing Meeting: UND's Smart Restart, UND Today
- d. Staff Re-Entry: Need feedback on questions/concerns for staff coming back to campus
- e. ND State Staff Senate: Looking at different ways to re-open campus and parking refunds.
- f. University Senate | Code of Student Life, Fall Academic Planning, and Faculty Handbook. Taking nominations for seat until end of July. Please send nominations to Megan.
- g. Suggestion box
 - i. Concern that the cost of royalties on branded masks could impact staff jobs. No this will not impact jobs.

- ii. Parking Refunds. Not a state issue just a campus issue. Parking UND policy is online. Employees had up to March 31st. They could suspend policy in place. Looking at the numbers we have 31123 employee parking permits. The amount for March, April, May, June, and July would be \$292,000 at an average of \$75 per permit. Do we know how many were requested and granted?
- iii. Suggesting a SafeColleges course to educate UND employees on systemic racism and implicit bias-- help align with UND's institutional values. This came after President Armacost's email.

12. Business Items

- a. Senator Vote – Chris Mead made a motion to vote for Carissa Green as senator, Tyler Clausen 2nd the motion.
 - i. Carissa Green – The Nistler's College of Business and Administration has no representation on the Staff Senate. Carissa wants to contribute and continuing to have this voice is important. This is Carissa's second 3rd year term. With no further discussion let's vote. The vote via Zoom was 95% Aye, 5% Abstain. Congratulations Carissa!
- b. Bylaws change for Jeans Give Back | Second Reading with some changes.

Community Relations Committee – advertises and accepts applications from local ~~non-profit~~ **nonprofit** 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 **nonprofit organizations 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~~ **nonprofit** organization(s) to receive donation(s). ~~in-December during the spring semester~~.

- c. Elections
 - i. Staff & Professional Development: Chair & Co-Chair – Jade Gourneau is stepping down. Do we have any nominations for Chair or Co-chair? Chris Dingle mentioned that some are hesitant to nominate as some are new. Maybe encourage some of the new staff senators to be more involved and consider it. Cathy Westerhausen mentioned that some of the senators are waiting to see where they end up on teams. Sarah Heitkamp mentioned that she is waiting to see where she is assigned. Some of the new senators do not know what the Seeds for Staff Success or Days of Glory are. Maybe get more information. So basically just need someone to lead this first meeting and can go from there.

13. Matters Arising/Open Discussion- Should have committee assignments by Friday or Monday at the latest. Jed Shivers, and Cara Halgren have just joined the meeting. Andria Spaeth asked Jed if he received the email about the Drive Thru Ice Cream Social. He mentioned he has seen the email and is checking with the Office of Safety on this issue and will get back to us as soon as he can. Looking at an August start date. Cara mentioned that we are one of a few campuses with low density housing. Each campus is taking an individual approach. Students and parents are excited about the upcoming school year.

14. Adjourn – Tyler Clausen made a motion to adjourn the meeting, Jennifer Lunde 2nd the motion, motion carries and meeting adjourned at 4:19 pm.

Next Staff Senate Meeting
July 8, 2020 – 3-4:30 PM

Zoom