



**Staff Senate Minutes**  
**May 13, 2020**  
**Via Zoom**  
**3-4:30 pm**

**Members Present:** Dan Boese, Jessica Cadreau, Melissa Cassanova, Tyler Clauson (Past President), Paula Cox, Chris Dingle, Emily Dougherty, Samantha Eastman, Jordan Eberhardt, Kristin Ellwanger, Monica Evavold, Jade Gourneau, Brenda Haugen, Sarah Heitkamp, Kari Holter, Jamey Holweger, Devona Janousek, Jennifer Lunde, Melissa Mager, Whitney Maine (Out going President), Kyle Markwardt, Cheryl Misialek, Lisa Moore, Cindy Murphy, June Novacek, Tyler O'Hara, Jennifer Proulx, Brian Schill (Vice President/President Elect), Julie Simon, Andria Spaeth, Carla Spokely, Zauna Synnott, Michael Ullrich, Megan Wasylow (President), Cathy Westerhausen

**Members Absent:** Brian Larson, Christina Mead, Jill Schroeder, Peggy Schulz, Jayson Sharp, Laura Vatnsdal

**Ex-Officio Present:** Peggy Varberg

**Guests:** Zak Aubol, Tim Burrows, Carissa Green, Eric Souvannasacd, Renee ?

1. **Call to Order** – Meeting was called to order at 3:02 pm.
2. **Staff Presidential Gavel Pass:** Whitney Maine to Megan Wasylow. Whitney Maine thanked all the senators for a great year and all their hard work. Megan Wasylow thanked Whitney Maine for being a great leader and let Whitney Maine know that the gavel will be in the mail and a nameplate will be put on the standing plaque for her year of service.
3. **Welcome new Senators:** We welcomed our new senators. Sarah Heitkamp, Cheryl Misialek, Lisa Moore, Cindy Murphy, Jennifer Proulx, Julie Simon, Eric Souvannasacd, and Cathy Westerhausen.
4. **Guest Speakers:** Higher Learning Commission (HLC) Updates by Dr. Timothy Burrows, Director of Assessment & Accreditation. An email will be sent out with the information letting people know what the process is for being selected for a team and also letting staff know what the program is all about.
5. **Announcements:** Staff Career & Professional Development Coordinator, Zak Aubol. Survey went out for information on staff needs. Has received lots of responses and is getting a good sense of what the staff is looking for. Get those surveys filled out and sent back for assessment on what we can do to satisfy the needs of the staff.
6. **Staff Senate Orientation**
  - a. Introductions:  
**Sarah Heitkamp**, Manager and Curator of the Art Collections. Sarah is a first-time senator.

**Cheryl Misialek**, Administrative Secretary, English Department. Cheryl is a first-time senator.

**Lisa Moore**, Grants and Contracts Account Technician. Lisa has been at UND for 20 years and is a second-time senator. Served 2014-2017 previously.

**Cindy Murphy**, Accounting Technician for Dining Services. Cindy is a first-time senator.

**Jennifer Proulx**, Events & Communication Coordinator, AVP Student Success Career Expo Coordinator, Career Services. Jennifer is a second-time senator. Served 2016-2019 previously.

**Julie Simon**, Director of Finance and Administration, School of Law. Julie has been at UND for 25 years and is a first-time senator.

**Eric Souvannasacd**, System Evaluator, Rural Health, Cancer Research Center. Eric is a first-time senator.

**Cathy Westerhausen**, Account Technician, Shared Service Center. Cathy has been at UND for 9 years and is a first-time senator.

**Jordan Eberhardt**, AV Classroom and Desktop Support Technician, College of Engineering and Mines. Jordan is a first-time senator.

**Kyle Markwardt**, Title IX/Civil Rights Investigator, Equal Opportunity and Title IX. Kyle is a first-time senator.

Congratulations to **June Novacek** and **Zauna Synnott** both are starting to serve their second terms.

- b. Mission/Vision: Megan Wasylow read the Mission and Vision Statements.
- c. Constitution/Bylaws: Please go and read these, Megan Wasylow has included the link to read them.
- d. Robert's Rule of Order: Megan Wasylow has included the link to go and read these. Says to be respectful of others and have fun. Make sure to take advantage of the staff resources.
- e. 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](mailto:UND.staffsenate@UND.edu) email.
    - Familiarize yourself with [Staff Resources](#) and let staff know about this as well.
    - 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.

7. **Approve minutes from April 8, 2020 Staff Senate meeting:** Andria Spaeth made a motion to approve the minutes as is, Jennifer Lunde 2<sup>nd</sup> the motion, no discussion, motion carried unanimously.

## 8. Officer Reports

- a. Historian: Dan Boese. Dan maintains the Staff Senate website and fixes any issues that the website may have.
- b. Membership: Melissa Casanova. Melissa keeps attendance for both the Staff Senate and the Staff Senate Executive Committee meetings and makes sure rooms are booked for these. Keeps records of current and past senators to provide for the website.

- c. Secretary: Paula Cox. The secretary is responsible for taking and maintaining the minutes from the Staff Senate and the Staff Senate Executive Committees. The membership officer will email you the attendance list for each of the meetings to include in your minutes. Type them up and email to the president. After the minutes are approved by the Senate vote, they are distributed to the Historian for publication on the Staff Senate website. If the secretary is going to be absent, they will ask someone else on the senate to take the minutes and distribute for them.
- d. Treasurer: Devona Janousek. The Treasurer is responsible for Staff Senate fiscal affairs. This includes monitoring fund-raising, processing payments, tracking budgets, and preparing financial reports. Any expenses using Staff Senate funds must be approved by the Staff Senate President prior to the Treasurer disbursing the funds. If you are on a committee and plan on spending Staff Senate funds, the expense must be approved by the Staff Senate President *prior* to the expense occurring. We can get into the details of this later, but a recommended avenue for approval would be to bring the request to the Executive Committee. Last minute expenses could be approved by the Staff Senate President via email. Once you receive approval, you'll work with the Treasurer for direction on which fund number to use and how to execute the purchase.

Each month you'll receive the Treasurer's report via email. I am working on a new format so it will likely have a different look starting next fiscal year, which starts July 1.

Staff Senate operates under several different funds.

- We currently have an appropriated budget of \$7,515 that is used for general operating as well as some committee activity. Any budget remaining in the appropriated fund at the end of the year will go back to the budget office. We do not keep the appropriated balance for the next fiscal year. The rest of our funds can be carried over year-to-year, so some have accumulated larger balances. This allows us to save for special events and other special disbursements.
  - The 31 Days of Glory fund is used as a flow-through for raffle sales until it is disbursed to the winners and the balance is moved to the Seeds for Staff Success fund.
  - The Seeds for Staff Success fund is used for the Seeds for Staff Success awards.
  - The Staff Development fund is used for speaker fees and staff development programs.
  - The Spring Fling fund is used for expenses related to the annual Spring Fling event.
  - The Engagement fund is used for staff takeover events and other employee engagement activities.
  - The Seeds for Staff Donations and Denim Day funds are used for Denim Day collections and disbursements to the charities chosen for Denim Day donations.
- e. Members at Large: Chris Dingle, Peggy Schulz, and Jill Schroder. Works with the Staff Senate Executive Board and the Staff Senate. Vote on this position each year.

## 9. Committee Reports:

- a. Engagement – Emily Dougherty and Paula Cox. Develops programs to encourage participation, networking, and to booster morale of staff within the UND community. We are co-chairs and have an awesome 5 member team that's always looking for more people to join. Our purpose is to create opportunities for staff to connect and build community at UND. We have a number of new ideas to implement this year and that the time commitment will be minimal.
- b. Community Relations: Kari Holter and June Novacek. 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.

June 5<sup>th</sup> is the Special denim day.

- c. Constitution, Bylaws, & Elections: Tyler Clausen. 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.
- d. Legislative: Tyler O'Hara. 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. In Tyler O'Hara's absence, Brian Schill reported.
- e. Public Relations: Christina Mead. 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. In Christina Meads absence, Brenda Haugen reported.
- f. Staff and Professional Development: Jade Gourneau. 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.
- g. Staff Recognition: Jennifer Lunde and Andria Spaeth. 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.

**10. University Committee Reports:** As needed. If serving.

### **11. Staff Senate President Report**

- a. Vice President: Brian Schill – July Potluck. No information on the Potluck. Still not meeting until after July 31, 2020.
- b. Past President: Tyler Clausen. Looks like we have a good team to go forward with. Bylaws voting coming up.
- c. UND President Cabinet updates: Whitney Maine. Read the email coming from the Presidents office. If you have any questions or concerns, can send to the suggestion box or email.

Promote or donate to the Angel Fund if you can. This benefits students in need.  
Breadth of Knowledge waiver passed for Military and Veterans to transfer classes in to cover and UND will accept those credits.

- d. Pandemic Planning & Response committee. Will keep us informed as new information comes out.
- e. ND State Staff Senate. Every campus will look different in what the workplace will look like in the fall.
- f. University Senate. 2019 Flex spending was extended. Lake Region and Williston have furloughed staff.
- g. 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

**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]

**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

## 12. Business Items:

- a. Qualtrics surveys in email – Please take both.
  - i. Committee assignments and Zoom/In person meetings through December (Names) Do you have access to Zoom or do you need a place to go?
  - ii. July Meeting time 3-4:30 pm vote and vote Zoom/In person meetings through December (anonymous) vote for July meeting time and zoom meetings. Will have 2 surveys one with names for committee and one anonymous for votes.
- b. Elections
  - i. Staff and Professional Development Chair & Co-Chair. Comment was made that Jade Gourneau is a great leader. Tyler Clausen nominated Jade as chair. Jade will need to get back to us on accepting that nomination.
  - ii. Legislative Chair and Co-Chair. Nominations for Brian Schill and Tyler O'Hara. Brian Schill asked if the Vice President can co-chair on a committee. Answer was yes, you can serve on a committee. Brian Schill said he would co-chair if Tyler O'Hara would co-chair with him. Chris Dingle and Tyler Clausen made a nomination for Tyler O'Hara.

- iii. Public Relations Co-Chair. Nominate Jessica Cadreau from Jennifer Lunde, Chris Dingle 2<sup>nd</sup> Jessica Cadreau nomination. Jessica Cadreau accepted the nomination. Whitney Maine nominated Brenda Haugen. Tyler Clausen 2<sup>nd</sup> Brenda Haugen nomination. Brenda Haugen accepts the nomination. Vote conducted on Zoom. Brenda Haugen is the Co-Chair of Public Relations.
- iv. Member at Large (3 Seats) Peggy Schulz, Self nominated  
Chris Dingle – Self nominated  
June nominates Chris to stay.  
Jessica Cadreau, self nominated  
Jennifer Lunde 2<sup>nd</sup> Jessica Cadreau and Chris Dingle nominations.  
Congratulations to all three.

Motion made by Chris Dingle to extend the meeting by 5 minutes. Emily Dougherty 2<sup>nd</sup> the motion. Motion carries.

- c. Denim Spirit Day name change to Jeans Give Back: Kari Holter and June Novacek  
First Reading of bylaws not vote. We need a motion to change the name. Andria Spaeth made a motion to change the name Monica Evavold 2<sup>nd</sup> the motion.  
There was no discussion. Vote via Zoom. Motion carries. 82% Aye, 14% Nay, 8% Abstain.  
First reading and if name change will pass, if you have any suggestions to wording let them know and they will discuss.

**13. Matters Arising/Open Discussion:**

- i. Staff Clubs – Socials. Sending out an interest survey.

**14. Adjournment** –Tyler Clausen made a motion to adjourn, Kari Holter 2<sup>nd</sup> the motion. Adjourned at 4:36 pm.

Next Staff Senate Meeting:  
June 10, 2020  
3:00 – 4:30 pm  
Zoom