



**Staff Senate Minutes**  
**February 10, 2021**  
**Via Zoom**  
**3-4:30 pm**

**Members Present:** Zachary Aubol, Dan Boese, Tyler Clauson (Past President), Paula Cox, Chris Dingle, Emily Dougherty, Samantha Eastman, Jordan Eberhardt, Kristin Ellwanger, Monica Evavold, Carissa Green, Jade Gourneau, Brenda Haugen, Sarah Heitkamp, Jamey Holweger, Devona Janousek, Brian Larson, Christina Mead, Cheryl Misialek, Lisa Moore, Cindy Murphy, June Novacek, , Tyler O'Hara, Jennifer Proulx, Brian Schill (Vice President/President Elect), Peggy Schulz, Jayson Sharp, Julie Simon, Andria Spaeth, Zauna Synnott, Laura Vatsndal, Megan Wasylow (President), Michael Ullrich, and Cathy Westerhausen.

**Members Absent:** Melissa Casanova, Kari Holter, Melissa Mager, Kyle Markwardt, Eric Souvannasacd, and Carla Spokely.

**Ex-Officio Present:** Peggy Varberg

**Guests:** VP Jed Shivers, VP Cara Halgren, Heidi Flaten, and Kristi Bruggeman.

1. **Call to Order** – Meeting was called to order at 3:01 pm.
2. **Announcements** – Zachary Aubol talked about TTaDa and the Customer Service Training. Looking for volunteers. Dining Plan is still here for staff and faculty. Can pick up and take the food to go. Very reasonable pricing.
3. **Guest Speakers:** Jed Shivers updated us on the legislation, money and how it relates to Higher Education, finding out how much money is available is about a month away. On a year to date basis, not too bad and we still have March projections to go. No big insurance premium increase and 2 & 2 increase for salary performance based or merit raise. Peggy mentioned must be an active evaluation, no probation or low score on evaluation. There is a bill about the Pers retirement, legislators have asked for data and it is under review to see what impact, pros and cons would be for the campus. Fiscal note, this is what we calculated what the bill will need. VFPO website is tracking info on the bills. New this year email started to explain only one sent out. Will more be coming? Been updating the website. URL is in the chat by Brian Schill.
4. **Introductions:** Lots of sharing.
5. **Approve minutes from January 13, 2021 Staff Senate Meeting** – Emily Dougherty moved to approve the minutes, Christina Mead 2<sup>nd</sup> the motion to approve. No discussion. Motion carries unanimously.
6. **Officer Reports**
  - a. Vice President: **Brian Schill** – Still waiting on the State Senate to move forward on the Tuition Waiver Task Committee.
  - b. Historian: **Dan Boese** – Making changes. Will have the senators listings tied to their directory listing going forward.

- c. Membership: [Melissa Casanova \(Paula Cox temporary\)](#) – Need someone for this position next year.
- d. Secretary: [Paula Cox](#) – No update.
- e. Treasurer: [Devona Janousek](#) – Will need someone to take over the treasury duties next year.
- f. Member at Large: [Chris Dingle](#) – No update.

## 7. Committee Reports

- a. Community Relations: [Kari Holter](#) & [June Novacek](#) – Tubs of Love picked up and delivered.
- b. (Past President) Constitution, Bylaws, & Elections: [Tyler Clauson](#) – Nearing nomination time. List is with Megan Wasylow (President) and Brian Schill, (Vice President/President elect). Last term for Tyler. Need someone for this position next year. Encourage others to continue with Staff Senate and encourage others to join.
- c. Engagement: [Emily Dougherty](#) & [Paula Cox](#) – Coffee with Kathy 2 spots left. Website updates have been made, Thank you, Dan. We are up to date. Facebook pages had a soft launch will share the links in the chat. Emily is wrapping up her term, so we are looking for a new Co-chair. Join our fun committee.
- d. Legislative: [Kyle Markwardt](#) & [Brian Schill](#) – Have not met will be soon. Following the bills on the website. Legis.nd.gov keep up to date or track a specific bill. Brian sent an email before the meeting with all the information, you can use the website to be more specific. We will keep you updated.
- e. Public Relations: [Brenda Haugen](#) & [Cristina Mead](#) – Will need new chair or chairs for this committee.
- f. Staff & Professional Development: [Zauna Synnott](#) – TTaDa lots of trainings coming up. Zauna will share.
- g. Staff Recognition: [Andria Spaeth](#) – UShine one next week for January, Andria will be sending out ballots for the Annual UShine winner. Spring Fling is still set for April 13. Andria will be stepping down as chair. Every month the UShine winner is sent a personalized congratulations video from President Armacost. This is pretty awesome.

## 8. University Committee Reports –

- a. University Senate Budget Update – No report from Budget.
- b. University Senate Conflict of Interest Committee – Have not met or no emails yet.

## 9. Staff Senate President Report – [Megan Wasylow](#)

- a. NDUS Smart Restart Task Force Meeting – Vaccines and testing going on. Johnson & Johnson new vaccine 69% effective rate. Fargo's mask mandate expires on February 18<sup>th</sup>. Grand Forks no expiration on mask mandate.
- b. Pandemic Briefing Meeting – Numbers are down. Rapid testing results in 15 minutes. Student Health is distributing tests. FEMA money for Covid. There is a lot of people working on these pandemic committees and we want to thank everyone. Appreciate sending out the Pandemic briefings. We are looking into what it will look like on campus for Fall 2021. What do we need? Building maintenance and UIT are making sure all is still good and capable of the extra technology. Also making sure all comes back that went out. Test often for best results. As long as productivity is not compromised, would work remotely or be more flexible.
- c. ND State Staff Senate, Website is live: <https://staffsenate.ndus.edu/> Links website to agenda. Campus updates can be found here now. State Board of Higher Education representative fights for staff. HR Rep working on policy on job abandonment for resignation not terminated. If 3 days no call, no show, try contacting them every day. If still no contact, send a letter and let them know that we accept this as their resignation

and move this to termination not job abandonment. Bring all materials in front of a hearing officer to review if you appeal this. Funeral leave Chancellor wanted to expand the immediate family very few campuses used this need to get to immediate family document previously used. Staff Perks- Target teacher discount works for staff too. 10% during certain times of the year. See in GF and EGF who offers discounts to UND employees or state employees.

- d. University Senate – Voted to extend 5 minute time between classes so instead of 10 minutes between, it is now 15 minutes.
- e. Suggestion Box –
  - i. Potentially useful resource – Career development path and Leadership need to get software and succession planning to get there.
  - ii. Compensation fairness – There are requests in the VPAA's office now for approval.
- f. Staff Senate Executive Committee Elections
  - i. March Meeting: VP/President Elect nominations will be accepted, with a written document sent to the Senate one week prior to the April meeting.
  - ii. April Meeting: Elections for Secretary, Treasurer, Membership Officer, and Historian. If applicable, elections for any open chair positions not filled.
  - iii. May Meeting: Elections for 3 Members-at-Large.
  - iv. Megan asked that we all think about three questions. Why join Staff Senate? Goals for Staff Senate? What do you need to reach those goals?  
The Staff Senate helps increase your skillsets. Megan will email out for personal development for evaluations.
- g. Staff Senator of the Year – Announced at April Meeting. Megan will build a Qualtrics survey. Make sure to do the Kudo's first. February 26 need all Kudo's surveys in by.

**10. Business Items – None**

**11. Matters Arising/Open Discussion –** Vaccination absolute plan to vaccinate by July for campus. Faculty, staff, and students definitely vaccinated if they want to be by end of August 2021.

**12. Adjourn – 4:30pm**

**Next Staff Senate Meeting**

March 10, 2021 – 3-4:30 PM

**Zoom**