Staff Senate Minutes
July 12, 2023
1:00-2:30 PM

**Members Present:** Zachary Aubol, Ivy Baird, Vaafusuaga Boese, Priya Chimote, Diana Duchscherer, Jordan Eberhardt, Kellie Ebertowski, Chris Egeland, Kristin Ellwanger, Monica Evavold, Eric Gutzwiller, Brenda Halle, Alissa Hancock, Jamey Holweger, Anna Kinney (Vice President), Katie Kucera, Kaitlin Lockett, Cheryl Misialek, Linnea Nelson, Hannah Phelps, Jen Proulx, Lindsay Sannes, Danielle Schindele, Julie Simon, Andria Spaeth, Natalie Talk, Michael Ullrich, Brandon Wallace, Jennifer Weigel, Sara Westall, Kathryn Wise, Mike Wozniak (President).

**Members Absent:** Paula Cox (Past President), Kristi Embry, Chris Glenn, Taylor Hanson Wald, Jasmine Hurley, Andy Larson, Chris Larson, Kyle Myers, Brian Schill, Andrea Velaris,

**Ex-Officio Present:** Peggy Varberg

**Guests:** Rob Carolin, Meloney Linder

1. **Call to Order** at 3:02pm

2. **Announcements:**
   - Bike it Challenge started July 9. Still time to sign up.
   - Summer Commencement is August 4.

3. **Approve minutes from June 21, 2023 Staff Senate Meeting** – Cheryl Misialek motioned to approve the minutes. Brenda Halle seconded the motion. No discussion, minutes were approved as distributed.

4. **Officer Reports**
   a. **Vice President:** Anna Kinney – ND State Senate met yesterday. New compliance officer was introduced.
   b. **Historian:** Vaafusuaga Boese – updating website with changes
   c. **Membership:** Kaitlin Lockett – contact Kaitlin to pick up your nametag, table tent or t-shirt.
   d. **Secretary:** Cheryl Misialek – no report
   e. **Treasurer:** Julie Simon – no report
   f. **Member at Large:** Brenda Halle, Jen Proulx, Natalie Talk – no report

5. **Committee Reports**
   a. **Engagement:** Jordan Eberhardt – No report. Meeting tomorrow
   b. **Community Relations:** Alissa Hancock & Brenda Halle – August recipient is Global Friends Coalition. $173.50 was raised for St Joseph’s in June
   c. **Constitution, Bylaws, & Elections:** Paula Cox – no report.
   d. **Legislative:** Brian Schill – no report.
   e. **Public Relations:** - Chris Egeland – If you have any items to submit for the Staff Happens Newsletter, submit them to Chris. Still looking for 2 additional members.
f. Staff & Professional Development: Zak Aubol & Jennifer Weigel – received information from Zauna with committee roles.

g. Staff Recognition: Kathryn Wise & Ivy Baird – no report

6. University Committee Reports
   a. Parking Committee updates: Kristin Ellwanger – haven’t met yet. Andria Spaeth still wanted to be representative on Parking Committee.
   b. Committee on Sexual Violence Prevention and Response: Mike Wozniak
      i. Policies and Procedures for Accountability Working Group: VACANT
      ii. Support for Impacted Individuals Working Group: VACANT
      iii. Awareness and Prevention Education Working Group: VACANT
      Once we have our first meeting, I will let everyone know if these spots are still needed.
   c. Conflict of Interest/Scientific Misconduct Committee updates: Chris Egeland NEED 1 more.
      Committee doesn’t meet in the Summer
   d. Campus Safety Committee updates: Ivy Baird & Jen Weigel
   e. Budget Committee updates: Natalie Talk
   f. Diversity, Equity, and Inclusion Committee updates: Diana Duchscherer
   g. Telecom Modernization Committee updates: Julie Simon – Committee is complete

7. Staff Senate President Report
   a. Senate Executive Committee Meeting
      i. 23 committees! – looking to evaluate and consolidate/eliminate/add.
   b. Meeting with Pres. Armacost – none over the summer
   c. State Staff Senate meeting – no new updates
   d. Parking and Transportation Committee – meeting cancelled
   e. UND LEADS Implementation Team
      i. Discussed implementation of the August 17th event
      ii. State of the University leading into President’s Picnic – more info to come.
      iii. Resource Fair – do we need a table for Staff Senate?
   f. President’s office – Event’s Coordinator position open

8. Business Items
   a. Suggestion Box items
      i. Merit is so subjective and unfair. Why do some qualify - there are supervisors who think their employees are the best and some of us have supervisors who would NEVER give anyone a merit raise because they won’t get a merit raise themselves We have all put in the time throughout all of this. So could there at least be some transparency as to WHY those who got merit pay deserved it?
      1. Peggy: Thank you for the question regarding distribution of "merit" increases. Merit is based on the annual evaluation of how well the employee did with regard to those duties assigned to them. Each area only has so much money in the merit pool. Generally, in most areas there is some level of review or team approach at looking at that performance of the team as a whole. The narrative the employee and supervisor provide in the evaluation document is used to guide level of work, above expectation work, additional duties, etc. that might have been displayed by each individual. This year at UND, in almost all areas, each eligible employee received a minimum of a 4% increase for Merit/Market. To thank individuals for their great work and with a bit of a nod to inflation, the President made the decision to require the 4% percent minimum for each eligible employee. From there, department and/or divisional leaders made further decisions based on merit or market where needed to provide additional increases. Merit pay is based on performance only. As noted earlier, the annual evaluation, developed by both the employee and supervisor, is the guide. Each evaluation has a skip level
reviewer to ensure it is a balanced evaluation. Bottom line is, the only way an employee does not get a merit increase is if they are on probation or did not meet expectations in an area of their performance review.

ii. As a spinoff question from the Huron Consulting question, what is the salary survey that AVP Varberg referred to?

1. **Peggy**: In December/January of each year, UND HR/Compensation provides our annual salary data to 6 different companies such as CUPA (College University Personnel Association), Bureau of Labor Statistics, State of ND, various athletics conferences, EduComp, etc. Each entity gathers data and then provides market data back to each entity, by job (job code), to those who participates and purchases the data. We then use that data to determine the appropriate market ranges (salary ranges) for the next year.

iii. What is going on with all the streets being closed off without any notice and having to dodge signs to get out of a parking lot?

1. **Mike Pieper, Associate VP of Facilities**: This has been a little different summer with Xcel replacing several of their gas lines on campus, they are not a UND contractor simply replacing some of their older underground infrastructure. We have been working with Xcel the best we can, and when we are aware of sidewalk and roadway disruptions, we get notices out ASAP. We have had a few last second notices that we had to get out, we are working to reduce those inconveniences. UND plans and communicates its closures in-house with our contractors, and actively updates its construction blog along with other campus communications. For the most part this has worked very well over the last few summers, but we still get hit every now and then with an unplanned emergency outage that might be cause for an emergency repair and corresponding closures.

b. Committees
   a. PR Committee needs additional assistance
      a. Danielle Schindele volunteered to be on Committee
   b. Treasurer nominations
      a. Julie Simon nominated Brandon Wallace. Andria Spaeth seconded the motion. Brandon accepted the nomination. Brenda Halle motioned to close nominations, seconded by Alissa Hancock. Unanimous vote. Congratulations Brandon!

11. **Adjourn** – at 1:36pm
   a. **Next meeting** – Sam Jenson (GGFYP)

Next Staff Senate Meeting
August 9, 2023 – 3-4:30 PM
In Person: Memorial Union Ballroom D

Zoom: https://und.zoom.us/j/97073540620?pwd=RmRUTitObU1jeWpSam9kOHi6azJ1Zz09
Meeting ID: 970 7354 0620 | Passcode: 832511