

## Minutes

Wednesday, October 2nd, 2019

- I. Call to Order at 9:30AM by Cronin
- II. Attendance Report by Carin Engler – 35 present, 2 proxies, 5 excused, 4 absent. Quorum met.
- III. Consent Agenda – policies were not circulated prior to meeting and so ballot will be done via email if needed before November meeting.
- IV. Approval of Meeting Agenda - Motion for unanimous approval of meeting agenda with the change of Coordinating Council to Cronin from Booher made by Elizabeth Cronin; seeing no objections motion passed.
- V. Campus Kudos presented by April Helgaas
  - A. Nathan Johnson, nominated by Deb Habedank
- VI. Speakers
  - A. Maria Wingenbach - Open Enrollment/Benefits. Open enrollment is from October 14- November 1<sup>st</sup>. Changes will be effective January 1<sup>st</sup>. Open enrollment should be used to make any changes that add or drop a person from coverage when a life change has not occurred. Flex accounts open enrollment period is NOT announced yet, but does need annual enrollment. Dental and vision plans are exempt from life event changes and all enrollment changes must take place during open enrollment. Changes to Life insurance can also be made during this period.  
Same plans are in place as last year.
  - B. Emily Hegg - Well-being initiative. The President's Council for Campus Well-being (PCCW) is expanding their focus to include campus health and well-being. These have different meanings to each person and the council will be adapting their definition from that of the CDC. This initiative is an ongoing process containing elements of physical, social, and mental wellness. They aim to help create a supportive environment, moving beyond the individual to the whole campus. The president places great importance on this initiative and its value to campus. The council is a resource for departments to use in their own initiatives, please reach out to them for support. They currently have nine workgroups to identify and work on tangible outcomes. Please see their website for more information.
- VII. Student Government Report by Joe Vollmer (SBVP)- Student government has raised the number of senators to 21 to help represent all students across campus better. Homecoming t-shirts will be on sale soon. Blood drive to be held October 17<sup>th</sup> from 1:15 to 4:30
- VIII. Faculty Senate Report - No Report
- IX. Approval of Wednesday, September 4, 2019 Staff Senate Meeting Minutes  
Motion by Thomas, second by Nelso DeShaw. Motion passed.
- X. Treasurer's Report by Tina Exner- Scholarship 498.38, Appropriated 1031.00, Local 685.42
- XI. Advisor Comments by John Woolsey – Has been attending meetings across campus, please invite if interested. Performance review process, goals need distributed to employees as it is an interactive process and time must be given for feedback. The HR newsletter will start again. Info on open enrollment will be distributed soon along with more communication on benefits. Position for Assistant Director of Organizational Development will be posted soon.
- XII. Committee Reports
  - A. Bylaws by Wendy Leach - No Report
  - B. Elections by Amanda Booher - No Report
  - C. Legislative by - No Report
  - D. Public Relations by Kate Nelson DeShaw – Staff appreciation week had 2 outdoor events with good participation despite poor weather. 110 at ice cream social and 40 at apple walk
  - E. Information Technology by Ben Bernard - No Report
  - F. Scholarship by Kay Hopkins – met yesterday, waiting on approvals for fundraising ideas. Change for Change coming soon and 3 other events in the works.
  - G. Staff Development by Kristi Steinmann – met to talk about speakers & Discover U in November.

Leadership development session information will be coming soon.

- H. Staff Recognition by Kaelen Napoleon - No Report
- I. Campus Engagement by Krista Olson - No Report
- J. Gunkelman Award by Megan Ramsett - No Report
- K. Environmental Sustainability by Kate Nelson DeShaw – met last week, working on education on how to get involved in environmental activities. Please fill out the survey on campus priorities. Looking to put together newsletter with tips, etc.
- L. Senate Coordinating Council by Elizabeth Cronin – will look into timeline for approval of SCC policies and distribute email if necessary.
- M. State Staff Senate by April Helgaas – in cross-campus updates, other campuses have more lenient policies regarding raffels, donations & sales for fundraising. Clarification of policies requested. Best practices are being highlighted across campuses and NDSU’s approach to many things is being adopted elsewhere.  
Facebook spotlight profiling an employee is done at UND- do we want to consider something similar here?  
Retha Mattern from BSC is the rep to SBHE and will be coming to each campus to gather info & questions & discuss her role as rep.  
SBHE & HRC are discussing initiative to make FLA policy uniform across campuses. Current policy of using all leave before donations can be used is what is on the books, but is not what is in practice on smaller campuses. Reetha has met with several individuals who expressed support for being able to retain 80 hours of leave for use after an absence.  
Friday after Thanksgiving committee discussing how to re-ask since the prior request was neither approved nor denied.  
Budget and professional development committee formed, they are looking at combining or sharing efforts across campuses- whether in person or by Skype/IVN. A survey of current efforts on each campus is being done.
- N. Joint Committees
  1. Campus Space and Facilities by Ben Bernard - No Report
  2. Library by Alicia LaFerriere - No Report, meeting today
  3. University Athletics Shiloh Susag - No Report
  4. Learning Space Advisory Committee by Wendy Leach - No Report
- O. Ad Hoc Committees
  1. Facebook Page by Amanda Booher - No Report
  2. 30<sup>th</sup> Year Anniversary by Carin Engler – took field trip to the archives looking for things from 1989-1990. The event will be held next September.
- XIII.** Executive Committee by Maggie Latterell – Committee chair training was held
- XIV.** President’s Cabinet by Elizabeth Cronin – Concern over the impact of enrollment numbers on the budget. Changes are being considered for the application process. Changes or fundraising needed for scholarships, the amounts offered aren’t keeping up with the cost of classes. There has been a high incidence of phishing lately, be on the lookout for suspicious emails. Check out the Spectrum article on tailgating.
- XV.** Old Business - none
- XVI.** New Business- none
- XVII.** Announcements
  - A. Homecoming looking for volunteers
  - B. Launch of Public Campaign to take place Thursday of Homecoming
  - C. Reminder to fill out surveys sent out by Connie
  - D. Cathy Gidding’s retirement party is tomorrow.
- XVIII.** Adjourn at 10:23AM by Cronin

Scheduled meetings:

- Staff Senate: Wednesday, November 6, 2019, 9:30 – 11 AM in the Prairie Rose Room, Memorial Union

- Executive Committee: Wednesday, October 16, 2019, 9:30 AM in the Peace Garden Room, Memorial Union