

BHSU Staff Senate – MINUTES

Monday, May 18, 2020

10 AM Zoom Meeting

Senators in Attendance: Derrick Erhart, Roxanne Lewis, Tai Duncan, Andrea Bakeberg, Jamie Boettcher, Kristin Carmichael, Terri Bjorum, Nancy Shuck, Melissa Hart, Scott Hanson, Bill Kelly, Clarissa Thompson, Brock Anundson, Janette Hettick

Other Attendees: Prasanthi Pallapu, Karen Williamson, Sara Freng, Anne Stevens, Dawn Kennedy, Jean Osborn, Rich Loose, Johanna Best, Hans Nelson, Ryan Delzer, Tracey Steinbach, Lori Terrill, Diane Watson, Aaron Bauerly

Call To Order

- I. The meeting was called to order by Nancy Shuck at 10:02 AM.

Approval of Minutes of April 20, 2020

- I. A motion was made by Roxanne Lewis and was seconded by Terri Bjorum to approve the minutes from April. The motion was put to a vote and was carried.

Proposal (Hans Nelson)

- I. Nancy shared out the email about the proposal from Hans to the group. Hans shared that one of the issues with enrollment currently that we are working to address includes the need for scholarships. Hans would like to propose a scholarship fund for employees and staff to contribute \$5/month (or some other amount) through an automatic payroll deduction. There are about 387 employees on campus, so if every person donated \$5/month we would raise \$1,935/month and about \$23K per year. There are very strict restrictions on many scholarships, whereas this scholarship could potentially have a little more flexibility and we could decide how many scholarships we would like to award. It is also helpful in requesting funds from donors and for grant funding requests to be able to say that 100% of faculty/staff donate to the university.
- II. Derrick Erhart sent this proposal out to his group and they were supportive given that the donation isn't mandatory. Hans did re-iterate that it would not be mandatory.
- III. We could set up an endowment and then give 5% from the endowment annually. However, that would likely be something that we could look into down the road.
- IV. We would need to decide if we want the money to be deposited into an existing scholarship fund. We would also need to determine the criteria. A couple of items that were discussed were possibly using the funds as an emergency type scholarship for students who find themselves short on cash or to set it up as a scholarship for staff or a child of a faculty/staff member. Hans suggested setting up a committee to look into these items more deeply.
- V. Melissa Hart shared that the process to set up a payroll deduction is as easy as staff sending an email to HR on the amount they would like deducted and they take care of the rest of the process.

- VI. Hans requested having the senators bring the idea to their constituents to get feedback to bring back to the group and then to have the staff senate work with the Foundation to form a subcommittee to work on the scholarship. We will vote on this at the June meeting.

Bylaw Review / Update

- I. Nancy sent out the revised staff senate bylaws. The changes include the addition of the line to address bylaws as well as an update to a committee name.

Changes to University Divisions (Andrea Bakeberg)

- I. The areas that were affected are Academic Affairs, Enrollment & Student Affairs (which will become the Division of Enrollment Management) and Finance & Administration. These are being updated to post on the website, and the changes will take effect July 1. However, there are some new positions that will be added with the re-structuring that are not yet filled.
 - a. Academic Affairs: BHSU Rapid City will now fall under this division, and Student Affairs has been moved over under this division. Hans Nelson will manage the new Center for Hospitality & Business as well as serve as the Academic Programs & Campus Liaison for BHSU-RC. The Center for West River Health Sciences will oversee all the nursing programs/courses at BHSU-RC for SDSU, USD, and the BHSU Applied Health Sciences. The request for funding for this center will be going to the BOR and a position will be created to run the center.
 - b. Division of Enrollment Management: Financial Aid was moved under this division, and the Student Success Center was created and will house some existing as well as some new areas. Some existing staff will be moved over. There will be a director of the Student Success Center, so that position will need to be filled.
 - c. Finance & Administration: Dining Services and Public Safety & Parking have been moved over under this division. Both were previously housed under Enrollment & Student Services. Also, under facilities note that BHSU-RC and Residence Halls have been added.

Changes to Staff Roster(s) for Senators

- I. Nancy sent out a number of changes to staffing for the rosters. There were no other changes.

Committee Assignments

- I. Janette Hettick volunteered to be on the mentoring committee. The Strategic Planning committee could use a few more people. We also discussed that Roxanne was placed as chair on several committees as the VP, so we may want to re-evaluate who chairs those subcommittees. Clarissa Thompson volunteered to chair the Mentoring Committee. Nancy Shuck will talk with Roxanne Lewis about starting to call meetings for the committees.

Committee Reports

- I. University Re-Opening Task Force (Roxanne Lewis)
 - a. The task committee was meeting daily up through last week. They handed in their recommendations and there is a meeting tomorrow with all the BOR Presidents, it will then go to the Emergency Response team on campus, and then will go back to the

committee for changes to hopefully have all changes made to be shared out to campus on May 26th.

- b. The task force was put together to ensure safety and the committee is working to try to address everything that needs to be addressed. Any suggestions or questions can be sent to Roxanne.
- II. Start of Fall Semester Task Force (Brock Anundson)
- a. It is very much a work in progress, and we are considering information from other universities, the CDC, Monument Health, etc. This group has more time to get their plans into place and will incorporate many of the items that the University Re-Opening task force is implementing.
 - b. The task force has split into two sub-groups. One is focusing on classrooms and the other is focusing on campus living and how that will be addressed/coordinated. Another issue that will need to be addressed will be limiting the number of students in the dining room at one time as well as in the Young Center for the fitness center, etc.
 - c. There are other universities that have working documents that are being used to create a model for BHSU. If you come across anything that you feel would be helpful, you can send those to Brock to share out with his group.
 - d. Andrea Bakeberg also noted that she is happy to share information out to either of the task forces.
 - e. Clarissa Thompson shared that she has some information from her mom that works at Augustana that she can share with the group.

Residence Halls Re-Opening / Summer Camps and Conferences

- I. Right now, the plan will be to still hold camps this summer starting in July. The university will assess how best to safely host these events on campus.

Library Re-Design (Nancy Shuck for Jodi Gabriel)

- I. Jodi was unable to join the meeting but sent an overview for the Staff Senate (included below).
- II. Overview
 - a. Relocation meetings have begun with affected staff; Debbie & Randy are finalizing the relocation plans – some offices will move in the fall; most will move during the Christmas break
 - b. Architects are meeting with affected individual groups to lay out plans & revise as necessary; will meet next week to show them the most current plans
 - c. Architects will be providing a general plan for sharing to campus soon; admin team has approved with minor suggestions
 - d. Overall general feel of the proposed plan has been well-received by those that will occupy the areas
 - e. Architects are working with Kathy/Randy on approval and timing of final plans; will need to take final plans to the SDBOR
 - f. Renovation scheduled to begin Jan. 2021, with a target completion date of July 2022.
- III. First Floor – Student centered to include the tutoring & advising centers, writing center, math lab, help desk, café area; will include some administrative offices

- IV. Second Floor – Includes testing & disability services area; some common areas for students, as well as some additional study rooms; some administrative & technology offices
- V. Lower Level – Photography suite; DDN classroom; media areas; Archives vault area; some mechanical/server areas

Updates – Listening Sessions with Constituents

- I. There was an issue that was brought forward regarding capping out on taking annual leave. Melissa Hart discussed that there are no changes from the board level at this time. However, she did remind the group that it is your right to take your leave, so encouraged staff to work with their supervisor to take their leave.
- II. Andrea Bakeberg reached out to her group and encouraged them to reach out to her with any items. One issue that was brought forward was regarding weather closures and when staff are required to come to campus when classes are cancelled. The weather closure policy is being worked on. However, while that portion of the policy may not be changed, it does clearly state to use your discretion when reporting to work and staff should work with their supervisor in the event that offices are open but it is not safe for you to report to campus.
- III. Clarissa Thompson, Terri Bjorum, and Janette Hettick sent out a group message to their group as well.
- IV. Nancy Shuck noted that you do not necessarily need to call a meeting as it can be just as effective to reach out via email.

Meeting with President Nichols (regular or special meeting, now or fall)

- I. We will invite President Nichols to our next meeting which is scheduled for June 15th. She can stay for as much of the meeting as she would like.

Annual Meeting – All-Staff meeting (Bylaws call for May each year)

Announcements (questions, issues, positives, negatives, what color is your day?)

- I. Melissa Hart mentioned that the employment contracts will be going out via DocuSign this year. This will be the first time DocuSign is being used for this.
 - a. Nancy Shuck asked about raises, and Melissa confirmed that contracts will go out without raises. There is a special meeting of the Legislature at the end of June, so if they did extend a raise then new contracts would be sent out. However, we do not anticipate that there will be raises for state employees.