



MINUTES
BHSU Staff Senate

Monday, September 21, 2020 – 10 AM
Zoom meeting the third Monday of each month

Members in Attendance: Nancy Shuck, Derrick Erhart, Kristin Carmichael, Taylor Watkins, Terri Bjorum, Bill Kelly, Andrea Bakeberg, Clarissa Thompson, Janette Hettick, Scott Hanson, Roxanne Lewis, Tai Duncan

Guests: Jean Osborn, Tracey Steinback, Prasanthi Pallapu, Melissa Hart, Johanna Best, Sharla Dowding, Donna VandenHoek Wiles, Jean Kennedy, Rich Loose, Karen Williamson, Jodi Gabriel

Call to Order

1. The meeting was called to order at 10:03 a.m.

Approval of Minutes of August 24, 2020

1. There was a motion from Terri Bjorum to approve the August minutes. The motion was seconded by Taylor Watkins, and the motion was carried.

Treasurer Report – William Kelly

1. \$200 (operating fund); two endowment scholarships - \$26,500 (combined balance)

Policy Review – Comments

- I. 4:1 Americans with Disabilities Act Compliance
 - a. This policy is being updated to incorporate the formal appeals process.
- II. 4:13 Telecommuting
 - a. No comments
- III. 4:2 Conflict of Interest
 - a. No comments
- IV. 4:4 Employment Background Checks

- a. Does this mean that we are going to have to do background checks for camp hosts? Melissa discussed that we should look into background checks for those individuals if they will be around minors. HR can work with Nancy on those. Teachers who already have a background should be fine as long as that is on file. HR can work with individuals on a case by case basis for any special circumstances.
- V. 4:5 Drug Free Environment
 - a. No comments
- VI. 5:2 Employee Travel
 - a. No comments
- VII. 5:4 Membership and Licensure
 - a. No comments
- VIII. 6:3 Office/Building/Classroom Key Distribution
 - a. We have masters and room keys, and Scott noted that these two types of keys are distributed differently. Scott will send the information to Andrea and she can incorporate into the policy.
- IX. 6:5 Work Order Requests
 - a. No comments
- X. 6:6 Snow & Ice Removal
 - a. No comments
- XI. 6:7 University Mail Services
 - a. Janette commented on having an exception for special cases such as if an employee has a temperature sensitive prescription, and Scott clarified that we are not legally able to accept personal mail. Derrick noted that individuals could use services like The UPS Store instead as they can accept personal mail.

Staff Member Issue – state employee reduced tuition rate for online courses

(email from Andrea with staff member's issue and president's response)

- I. We inquired about self-support courses and what they need to make but have not received a response. There were some additional staff comments regarding IT courses that are not available at BHSU, so their only option would be to take the courses online from another state school.
- II. We will look into getting questions regarding the needs to cover self-support courses answered so we can continue this discussion.
- III. With the pandemic, this is an important item to pursue.

Proposed Bylaw Changes

- I. Examination of changes to university org chart and new supervisors
- II. These were sent out. There were some new hire updates incorporated.

- III. Scott noted that there wasn't anything included regarding central receiving. He will send those updates to Andrea.
- IV. We will need to take this to the staff for a vote. That may be done via Zoom or some other electronic format.

Committee Reports

- I. Nancy reached out to the mentoring committee and will need to follow up with them.
- II. No other committee reports.

Announcements

- I. Janette noted that we are trying to get students registered for Spring before they leave for Thanksgiving break.
- II. Scott noted that during the break facilities will be updating a lot of the water fountains to include water bottle filling stations.
- III. Melissa reminded the group that December 28, 29, and 30th will be the holidays that will be recognized. Supervisors should be aware of any special circumstances they need to work with employees/HR on such as those hired after one of the holidays that were worked by staff that they would then be ineligible to receive.

Adjournment

- I. Derrick motioned to adjourn the meeting. The meeting was adjourned at 10:32 a.m.