



Essential Employees

Following is a detailed list of MSU Moorhead's essential employees as of October 2025. These positions are designated as essential during a campus closure due to inclement weather or other emergency. Group 1 essential employees are required to report to work for their next normally assigned shift. All other essential employee groups need to be notified about reporting to work. Please communicate with the essential employees in your area about what group they are in and how they can expect to receive notification about reporting to work.

An essential employee is defined as:

Positions and employees of the University who provide services that are essential to the well-being of students, those service activities available for students living on campus, and those functions deemed essential to personal safety and the protection or preservations of the State's investments such as property during an emergency.

In accordance with MinnState Policy 4.4, the authority to close the university campus, or cancel classes or other activities when an emergency exists, resides with the President or the President's designee.

Alterations to the University's normal operating schedule may include:

- **Cancellation of Classes:** The President or designee may decide to cancel classes. In the event classes are cancelled due to a weather or other short-term emergency event, employees are still required to work from their assigned work location. In alignment with Minnesota's Earned Sick and Safe Time law, employees may use earned sick and safe time in lieu of personal leave, vacation leave, or compensatory time if they choose not to work.
- **Campus Closure:** The President or designee may decide to close the campus.
 - Essential employees who are required to report to work on campus during a campus closure are still expected to report to work.
 - If an essential employee required to report to work on campus is unable or chooses not to report to work, they may use earned sick and safe time rather than personal leave, vacation leave, or earned compensatory time.
 - Certain essential employees may not be required to report to work on campus during a weather event or other short-term emergency, as determined by the President or designee. These employees will be expected to work from home or an approved alternate location if:
 - They have an approved telework plan;
 - They have a university-issued laptop and can complete their work successfully off-campus. If neither of the above options apply, then these essential employees will be excused from work with pay.

Circumstances may change after the campus has been closed. A supervisor may determine the services of essential employees who are on duty at that time are no longer needed and essential employees may be released from work with pay.

- **Closure of State Agencies by the Commissioner of MN Management and Budget:** These closure orders do not apply to any MinnState campus.
- **State of Emergency declared by the Governor:** MSUM will follow any declaration by the Governor.

MSU Moorhead Essential Employees - September 2025

Group 1 essential employees are required to report to work for their next normally assigned shift.
Group 2 essential employees groups will be notified about reporting to work if necessary.

Group 1

Administration Position

President
Provost & Senior Vice President for Academic & Student Affairs
VP Finance & Administration
VP of Enrollment Management & Strategic Initiatives
Campus Human Resource Officer (CHRO)
Athletics Director
Campus Information Officer
Associate Vice President of Student Affairs & Dean of Students

Current Employee

Tim Downs
Ok-Hee Lee (Interim)
Georges Tippens
Jason Trainer
Kayla Kappes
Chad Markuson
Sandie East
Kara Gravley-Stack

Rationale*

EMT
EMT
EMT
EMT
EMT
EMT, A
EMT
EMT

Athletics Position

Deputy Athletic Director

Current Employee

Vacant

Rationale*

A

Housing and Residence Life Position

Director Housing & Residence Life
Associate Director Housing & Residence Life
Area Director
Area Director
Area Director
Building Maintenance Supervisor
Building Services Supervisor
General Maintenance Worker Lead
General Maintenance Worker
General Maintenance Worker (M-F, 7:00a-3:30p)
General Maintenance Worker (M-F, 6:00a-2:30p)
General Maintenance Worker (M-F, 6:00a-2:30p)
General Maintenance Worker (M-F, 6:00a-2:30p)
General Maintenance Worker (M-F, 7:00a-3:30p)
General Maintenance Worker (M-F, 6:00a-2:30p)
General Maintenance Worker (M-F, 6:00a-2:30p)
General Maintenance Worker (M-F, 7:00a-3:30p)

Current Employee

Heather Phillips
Jergenson, Carol
Prince Paige
Adam Szalcinski
Kellam Barta
Mitch Hogue
Rachel Jacobs
Vacant
Vacant
Morgan Carey
Janelle Johnson
Stacey Knutson
Bobby Valdez
Brett Skjold
Tamarak Schoon
Kathy Wolsky
ReNae Schaefer

Rationale*

EMT, E
E
E
E
E
E, D, SH
E, P, SH
E, P, SH
E, P, SH
E, P, SH
E, P, SH
E, P, SH
E, P, SH
E, P, SH
E, P, SH
E, P, SH
E, P, SH

Information Technology Position

Information Technology Spec 4
IT Director of Infrastructure

Current Employee

Bryan Kotta
Sam Groff

Rationale*

D, S
D, S

Physical Plant Position

Executive Director of Facilities Management
Power Plant Chief Engineer
Plant Maintenance Engineer (24/7 shift)
Plant Maintenance Engineer (24/7 shift)
Plant Maintenance Engineer (24/7 shift)
Plant Maintenance Engineer (24/7 shift)
Building and Grounds Maintenance Supervisor
Building Services Supervisor (M-F, 5:00a-1:30p)
Building Services Supervisor (M-F, 7:00a-3:30p)
General Maintenance Worker Lead (M-F, 5:00a-1:30p)
General Maintenance Worker Lead (M-F, 2:30p-11:00p)
General Maintenance Worker (M-F, 11:00p-7:30a)

Current Employee

Brenda Norris
Michael Cook
Tom Poach
Ed Bergseid
Jacob Nadeau
Jesse Erickson
Kyle Kopacek
Paul Smith
Matt Langlie
John Gilbery
Michael Pink
Bradley Moore

Rationale*

EMT
H, sn
H
H
H
H
SN
SH
SH
P, SH
P, SH
P, SH

MSU Moorhead Essential Employees - September 2025

General Maintenance Worker (M-F, 11:00p-7:30a)
General Maintenance Worker (M-F, 11:00p-7:30a)
General Maintenance Worker (M-F, 5a-1:30p)
General Maintenance Worker (Tu-F 11:00p-7:30a, Sa 5:00a-1:30p)
General Maintenance Worker (M-F, 2:30 p-11:00p)
General Maintenance Worker (M-F, 2:30a-11:00a)
General Maintenance Worker (M-F, 2:30p-11:00p)
General Maintenance Worker (M-F, 2:30p-11:00p)
General Maintenance Worker (M-F, 2:30p-11:00p)
General Maintenance Worker (M-F, 1:30p-10:00p)
General Maintenance Worker (Tu-Sa, 2:30p-11:00p)
General Maintenance Worker (M-F, 3:00a-11:30a)
General Maintenance Worker (M-F, 3:00a-11:30a)
General Maintenance Worker (M-F, 3:00a-11:30a)
General Maintenance Worker (M-F, 5:00a-1:30p)
General Maintenance Worker (M-F, 6:00a-2:30p)
General Maintenance Worker (M-F, 5:00a-1:30p)
General Maintenance Worker (M-F, 5:00a-1:30p)
General Maintenance Worker (M-F, 5:00a-1:30p)
General Maintenance Worker (M-F, 5:00a-1:30p)
General Maintenance Worker (rover, shift changes)

James Loomer	P, SH
David Meland	P, SH
Imad Amedi	P, SH
Gabrielle Smith	P, SH
Vacant	P, SH
Kathy Hegland	P, SH
Ian Flynn	P, SH
Kym Zavadil	P, SH
Nympha Jacobs	P, SH
Germond Johnson	P, SH
Dominic Krull	P, SH
Kevin Keller	P, SH
Deb Nygard	P, SH
David Nygard	P, SH
Christopher Hernandez	P, SH
Greg Krause	P, SH
Devin Braton	P, SH
Brandon Byron	P, SH
Kevin Vondal	P, SH
Jordan Sadeddin	P, SH
Veronica Sadeddin	P, SH

Public Safety Position

Executive Director Public Safety & Compliance
Patrol Operations Lieutenant
Sergeant (24/7 shift)
Sergeant (24/7 shift)
Sergeant (24/7 shift)
Sergeant (24/7 shift)
Sergeant (24/7 shift)
Public Safety Operations Coordinator

<u>Current Employee</u>	<u>Rationale*</u>
Ryan Nelson	EMT, S
Mitch Osland	EMT,S
Ryan Dingman	S
Jessica Jorgensen	S
Eddie Small	S
Sydney Arntzen	S
Jason Dockter	S
Trisha Giddings	S

Recreation & Wellness Position

Director Recreation & Wellness
Assistant Director Fitness & Wellness
General Maintenance Worker (Tues-Fri, 4p-12:30a, Sat 3p-11:30p)

<u>Current Employee</u>	<u>Rationale*</u>
Kari Peterson	E
Sam Rios	E
Jason Hagen	E, P, SH

Student Union Position

Director Student Union & Activities
Assistant Director of Event Services
Assistant Director for Operations
General Maintenance Worker (M-F, 6:00a-2:30p)
General Maintenance Worker (M-F, 6:00a-2:30p)
General Maintenance Worker (Tues-Fri, 4p-12:30a, Sat 3p-11:30p)

<u>Current Employee</u>	<u>Rationale*</u>
Layne Anderson	E
Braden Kuznia	E
Steve Fox	E
David Wichmann	E, P, SH
Mike Mellon	E, P, SH
Jason Hagen	E, P, SH

Group 2

Athletics Position

Asst Athletic Director for Compliance
Associate Athletic Director for Marketing and Production
Asst Athletic Director for Media and Public Relations
Head Athletic Trainer
Athletic Trainer
Athletics Trainer
Athletics Trainer

<u>Current Employee</u>	<u>Rationale*</u>
Jason Sobolik	A
Jon Wepking	A
Nolan Schmidt	A
Shannon Curtin	A
Kennedy Holwerda	A
Alex Bertram	A
Ben Spurgeon	A

MSU Moorhead Essential Employees - September 2025

Athletics Trainer
Game/Concessions Operations
Game Operations
Game Operations
Game Operations

Austin Hills A
Vacant A
Allison Swenson A
Caden Steffan A
Hallie Vervair A

Environmental Health & Safety Position Safety Administrator

Current Employee Rationale*
Thomas French EMT

Event Ticketing Director of Ticketing Services

Current Employee Rationale*
Citrowske, Amanda A, E

Event Support Director of University Events College Lab Services Specialist

Current Employee Rationale*
Elizabeth Evert-Karnes E, P
Rob Rachow E, P

Housing and Residence Life Position General Repair Worker General Repair Worker

Current Employee Rationale*
Scott Wolsky D, SH
Joey Lauckner D, SH

Physical Plant Position Auto Mechanic Building Utilities Mechanic Building Utilities Mechanic Carpenter Electrician General Repair Worker Groundskeeper Intermediate Groundskeeper Intermediate Groundskeeper Intermediate Locksmith Master Plumber Painter Plant Maintenance Engineer (M-W & Fri, 7am-3:30pm, Th 3-11pm)

Current Employee Rationale*
Mike Jorud SN
Vacant SN, H
John Christianson H, sn
Jeff Olson SN
Wade Dockter SN, H
Mirza Basic SN
Jacob Eli SN
William Ferguson SN
Melissa Fimreite SN
Michael Sorum D, SN
Tim Singelmann H, sn
Bob MacArthur SN
Michael Walleen H

Student Support Positions Director of Counseling Services

Current Employee Rationale*
Angela Bellanger EMT, E

Rationale*

A: Athletics
D: Maintaining door hardware/operability
E: Student engagement
EMT: Emergency Management Team member
H: Maintaining heat to buildings
P: Protection of state property
S: Security
SH: Shovel entries/emergency exits
SN: Snow removal
sn: Snow removal back up and hauling

updated: 9/29/25