

NORTH DAKOTA STATE UNIVERSITY

**STAFF SENATE EXECUTIVE  
MEETING MINUTES**

**August 26, 2009**

To be approved by the Staff Senate Executive Committee on

*September 9, 2009*

Visit the Staff Senate website at  
[www.ndsu.nodak.edu/staff\\_senate](http://www.ndsu.nodak.edu/staff_senate)

**Upcoming Staff Senate Meetings:**

Sept. 9, 2009	9:30-11 am	Memorial Union, TBD
Oct. 2, 2009	9:30-11 am	Memorial Union, Plains Room

**Upcoming Executive Committee Meetings:**

	September 23, 2009	9:30-11 am	TBD
	October 21, 2009	9:30-11 am	Memorial Union, Gunkelman

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***All broadbanded staff members are encouraged to attend.***

- I. **Meeting was called to order by President Vance Olson at 9:30 a.m.**  
Members Present: Chris Anderson, Laura Dallmann, Heather Heger, Lorna Olsen, Vance Olson, Liz Thompson  
Members Absent: Jeff Gimbel, Broc Lietz, Kris Mickelson  
Guests: None.
- II. **Adoption of the Agenda.**  
MOTION (Olsen/Dallmann): to approve the meeting agenda. Motion carried.
- III. **Review and Approval of the July 22, 2009 Staff Senate Executive Committee Minutes.**  
MOTION (Trowbridge/Olsen): to approve the July 22, 2009 Executive Committee minutes as amended. Motion carried.
- IV. **Treasurer's Report.**  
Laura Dallmann reported that fund balances are: appropriated fund 1,410.00, local fund \$1,256.08, and agency fund \$2,349.17.
- V. **Standing Committee Reports.**
  - A. **Bylaws** – No report
  - B. **Election** – Committee to meet before next Staff Senate committee meeting and will have someone report at the September, 2009 staff senate meeting
  - C. **Legislative** – No report
  - D. **Program** – Upcoming guests: President Chapman, Char Goodyear, and Michele Reid
  - E. **Public Relations** – Meeting again today. Paperwork has been filled out for the float entry. Float construction is in process. The homecoming parade is October 3<sup>rd</sup>, float will be ready. Need volunteers to walk beside the float to hand out candy.
  - F. **Scholarship** – We have received thank you cards from a couple of students that received scholarships.
  - G. **Staff Development** – Mini workshops planned and scheduled. Flyers to come out soon. It was decided to use black & white flyers to help keep costs down.
- VI. **Unfinished Business.**
  - A. **Barb Geeslin Gift:** MOTION (Trowbridge/Dallmann): Use up to \$120 for a gift for Barb Geeslin to show our appreciation and represent her achievements during the last year in the past president position. Motion Carried. Janine volunteered to look into purchasing the gift at the NDSU bookstore.
  - B. **At-Large Senators:** We have 72 senators currently, we are about 3 or 4 senators short in the 6000/7000 bands. Heather will look at the roster on the Web site and make sure it is up-to-date. Janine Trowbridge has an updated list to give the Election Committee.
  - C. **Senator Vacancies:** same as above.
- VII. **New Business/Discussion.**
  - A. **Proposed Business Office Change** – Laura Dallmann. Wondering who determines the campus hours and who should we talk to about potentially changing them. Dr. Chapman's Office may be the first place to check. Laura received a request from someone to check into changing campus hours from 8 a.m. – 5 p.m. to with a one hour lunch break to 8 a.m. – 4:30 p.m. with a half-hour lunch
  - B. **Salvation Army Kettles** – Chris Anderson. Jerry Leich has 30 Salvation Army kettles throughout town and she needs volunteers to ring the kettles. She could come to the

October Staff Senate meeting and give a presentation. Volunteers are needed to ring the kettles from November 18<sup>th</sup> through the beginning of the new year. This could be an opportunity to get new senators involved.

- C. **Web site Additions:** Add to the Web site that if you want to join the parade, contact Chris Anderson.
- D. **Treasurer's Report on Web Site:** Create a link on the Web site to post reports such as the year-end report and treasurer's report. Laura has found a way to encrypt e-mail addresses if we decide to include them on the Web site.
- E. **Proposed Budget:** The number of staff per division is needed so we can ask for the appropriate percentage of the budget from each division. The VPs should have the letters before October 1, 2009.
- F. **Purchasing QuickBooks:** MOTION (Trowbridge/Olsen) for Laura Dallmann to look into the cost of QuickBooks at the bookstore and make a discretionary purchase of up to \$100. Motion carried.
- G. **Extended Campus:** How to keep that staff involved/informed about Staff Senate. Have a staff senate meeting down there. Invite some key staff members to talk about moving the staff senate meetings to different locations.

**VIII. Adjournment.** The meeting was adjourned at 11:00 a.m.

Respectfully submitted,  
Liz Thompson, Interim Staff Senate Secretary