

NDSU STAFF SENATE EXECUTIVE COMMITTEE MEETING

October 21, 2009 9:30 – 11:00 am

Location: MU Meadow Room

I. Call Meeting to Order

Present: Vance Olson, Heather Heger, Laura Dallmann, Liz Thompson, Chris Anderson, Lorna Olsen, Jeff Gimbel, Janine Trowbridge, and Kris Mickelson

II. Approval of the Agenda

MOTION (Trowbridge/Anderson) approve the agenda **MOTION CARRIED**

III. Approval of the September 23, 2009 Staff Senate Executive Committee minutes

MOTION (Trowbridge/Heger) approve minutes as amended **MOTION CARRIED**

IV. Approval of the October 7, 2009 Staff Senate minutes

MOTION (Trowbridge/Dallmann) approve minutes as amended **MOTION CARRIED**

V. Treasurer's Report – Laura Dallmann

Appropriated – \$1,226.06

Agency – \$2,349.17

Local – \$1,451.08

VI. Committee Reports

Standing Committees:

- A. Bylaws – next meeting they will discuss recommended language on how Staff Senate will select who to send to the North Dakota University Staff Senate Meetings.
- B. Election – They have people on a waiting list as they have not finished probation. There is one more position to fill. The committee will place notice in It's Happening at State, e-mail to listserv for volunteers to fill the At Large Staff Senator position. Will follow up on how we address absenteeism's at Staff Senate meetings.
- C. Legislative – no report
- D. Program - Is looking at different options for the November, December timeframe.
- E. Public Relations – Health Fair yesterday went well
- F. Scholarship – no report
- G. Staff Development – everything is on schedule for Discover U.

Other Committees:

- A. Policy Coordination Committee

For Discussion:

- 164 Emergency Procedures
- 335 Code of Academic Responsibility and Conduct
- 350.3 Board Regulations on Nonrenewal, Termination or Dismissal of Faculty
- 603 Sexual Assault Student Policy
- 714 Policy Coordination Committee
- 103 Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings
- 132 Developmental Leave
- 139 Leave With Pay
- 153 Smoke-Free Facilities
- 155 Alcohol and Other Drugs – Unlawful Use by Students, Faculty and Staff
- 156 Equal Opportunity Grievance Procedures
- 162 Sexual Harassment Policy
- 304 Academic Staff and Executive/Administrative Positions – Procedures for Filling
- 700 Services and Facilities Usage
- 806 Allowable Costs Policies – Summer Salary for Faculty and Staff

VII. Unfinished Business

- A. Smoking policy - vote in progress, the e-mail was sent out to solicit voting on the policy. Voting via the e-mail option is open through October 30, 2009. Paper ballots are available to all staff if they do not have access to computers.

VIII. New Business

- A. Web Site Permissions – Laura Dallmann – Web site has been changed to the TYPO3 format, owner is currently Viet Doan. Laura Dallmann believes the owner should be either the person doing the work or the President. Ownership will be discussed further at the next meeting following some investigation. Laura Dallmann will give Janine Trowbridge and Lorna Olson author and publisher rights to the Web site.
- B. Financial Audit – Everything looks good, Eric Miller has just not been able to finish the report yet.
- C. The bookstore is not ready to sell the cookbooks yet because of the current textbook adoption process. Laura suggests that we just get a booth the first week of December and sell the last 40 cookbooks in the Union.
- D. Has a Campus Kudos for Lois Larson (who has since retired 5/30/09) and hasn't been able to contact Melanie Torguson or Lois Larson. Since Lois has retired, we will send out a Campus Kudo for her.

IX. Future Discussion

- X. **Advisor Comments** - Broc Lietz – No report.

XI. Announcements

XII. Adjourn – 11:00 a.m.

Next Meeting: *Staff Senate – November 4, 2009 at 9:30 am, in MU Great Room*
 Staff Sen. Exec – November 18, 2009 at 9:30 am, in MU Peace Garden Room