

# **NDSU STAFF SENATE EXECUTIVE COMMITTEE MEETING MINUTES**

**October 20, 2010, 9:30 – 11:00 a.m.**

**Location: MU, Dinwoodie-Bjornson**

## **I. Call Meeting to Order**

Kris Mickelson called meeting to order at 9:35 a.m.

Members present: Kathy Backen-Andersen, Matthew Chaussee, Laura Dallmann, LaDonna DeGeldere, Colette Erickson, Heather Heger, Kris Mickelson, Vance Olson, Bruce Sundeen, and Liz Thompson.

## **II. Approval of the Agenda**

**MOTION:** (Dallmann/Backen-Andersen) to approve Agenda.

MOTION CARRIED, with the addition of Policy 158 to the Information section.

## **III. Approval of the October 6, 2010 Staff Senate Committee minutes**

**MOTION:** (Dallmann/Chaussee) to approve the Staff Senate Committee minutes. MOTION CARRIED.

## **IV. Approval of the September 15, 2010 Staff Senate Executive Committee minutes**

**MOTION:** (Backen-Andersen/Dallmann) to approve the Staff Senate Executive Committee minutes. MOTION CARRIED.

## **V. Treasurer's Report – Kathy Backen-Andersen**

Local Fund - \$4,617.32

Appropriated Fund - \$1,073.

Agency Fund - \$0

## **VI. Committee Reports**

### **Standing Committees:**

A. Bylaws – no report

B. Election - Elections for two members to fill in until May, after May they will need to run for office for the next year.

C. Legislative – We would like Keith Bjerke to come to the staff senate meeting in January.

D. Program – Health Fair.

E. Public Relations – Health Fair was a success.

F. Scholarship – no report

G. Staff Development – in process of confirming the speaker for Discover U. Consensus by committee for \$5 increase in the registration cost for the Discover U day.

H. Staff Recognition – no report.

### **Other Committees:**

A. Policy Coordination Committee

#### **Policies for Information:**

**Policy 180 v1 Separation Procedures** – Rick Johnson

**Policy 133.1 V2 Tuition Discount – Spouse and Dependents** – Colette Erickson

#### **Policies for Input:**

**Policy 348 V2 Instruction in the Responsible Conduct of Research** – Rick Johnson

**Policy 150 V3 Commercial and Fund-Raising Activities** – Rick Johnson

**Policy 304 V6 Academic Staff and Executive/Administrative Positions – Procedures for Filling** – Lois Christianson

Policy 158: Acceptable Use of Electronic Communications Devices

Discussion with Colette to have a brainstorming session. Awareness would be key to the policy. Maybe have Bill Bowman do mini sessions for NEO or maybe videotape Bill's presentation and put on a webpage.

Is there a centralized place on the website for all required training for employees?

## **VII. NDUS Staff Senate – NDPers Retirement discussion.**

**VIII. Unfinished Business**

Storage for NDSU Staff Senate Items. There are available spots in the basement of Ceres Hall. It is not a locked area, so everyone has access to it. Take everything else out of Paula's office, except the t-shirts, and put in Ceres Hall basement.

**IX. New Business**

SWOT Discussion – We need to schedule a meeting to do follow-up work.

**X. Future Discussion**

**XI. Advisor Comments**

Payroll Advice Slips

January 14, 2011 is the last time that employees will receive an advice slip. They will need to print them via self-service after that time. Tricia will start doing training for self-service this month, November, and December. Tricia will need to schedule a meeting with Dining Services, Res Life, and Facilities Management. Lincoln Bathie was going to set up more computers in central areas to give access to all employees.

**XII. President's Comments**

No comments. Kris commended Laura for doing such a good job helping her out. Laura has become more of a partner than subordinate.

**XIII. Announcements**

**XIV. Adjourn 11:30 a.m.**

**Next Meeting:**      *Staff Senate – November 3, 2010 at 9:30 am, in MU Great Room*  
                              *Staff Sen. Exec – November 17, 2010 at 9:30 a.m., in MU Dinwoodie-*  
                              *Bjornson*