

NDSU STAFF SENATE EXECUTIVE COMMITTEE MEETING MINUTES

November 17, 2010, 9:30 – 11:00 a.m.

Location: MU, Dinwoodie-Bjornson

I. Call Meeting to Order

Kris Mickelson called meeting to order at 9:37 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.

Guest: Cole Davidson

II. Cole Davidson – Staff Development Committee

The Staff Development Committee had questions about the general budget of Staff Senate and where it came from and how money was distributed. The Executive Committee agreed that a presentation to all of Staff Senate at the next general meeting could be made to explain the process of how money is acquired each year.

Staff Development Committee also wanted to ask the input of Executive Committee about changing the times of the Discover U mini sessions to get more attendance. It was decided that the next mini session will be scheduled to take place just before the general meeting in the Ballroom in hopes that more senators will attend and that we will get prospective senators to stay for the general meeting.

III. Approval of the Agenda

MOTION: (Dallmann/Sundeen) to approve Agenda. Laura Dallmann wants to add to Unfinished Business moving Staff Senate materials out of Paula's office. **MOTION CARRIED.**

IV. Approval of the November 3, 2010 Staff Senate Committee minutes

MOTION: (Chaussee/Heger) to approve the Staff Senate minutes as amended. **MOTION CARRIED.**

V. Approval of the October 20, 2010 Staff Senate Executive Committee minutes

MOTION: (Dallmann/Backen-Andersen): to approve minutes as amended. **MOTION CARRIED.**

VI. Treasurer's Report – Kathy Backen-Andersen

Local Fund - \$4,617.32

Appropriated Fund - \$1,073.00

Agency Fund - \$0

VII. Committee Reports

Standing Committees:

A. Bylaws – no report

B. Election – no report

C. Legislative – no report

D. Program – Char Goodyear will be the United Way representative at the next full Staff Senate Meeting. Dallmann suggested having Prakash Mathew present the enrollment numbers again to Staff Senate and have a refresher again on the Robert's Rules.

E. Public Relations – We have created a subcommittee to take care of the frames in the Memorial Union. They will meet tomorrow and get started, deadline is end of November.

F. Scholarship – no report.

G. Staff Development – see comments in Item II.

H. Staff Recognition Committee – no report

Other Committees:**A. Policy Coordination Committee****Policies for Information:**

Policy 103.1: Recruitment for Executive/Administrative/Managerial, Academic Staff and Other Non-Banded Positions (0000, 1000 and 2000 positions)

Policy 200: Recruitment for Professional Staff Positions (Banded 1000 and 3000 positions)

Policy 201: Recruitment for Broadbanded Staff Positions

Policy 509: Electronic Financial Transaction Policy

Policy 712: Contract Review

Policy 713.1: Litigation Hold Policy

Policies for Input:

Policy 304: Academic Staff and Executive/Administrative Positions – Procedures for Filling

VIII. NDUS Staff Senate

The Chancellor's office would like to mail out some information on upcoming legislation to each of our staff senates in the next few days. They will be sending this information to each institution and ask that the information be distributed as appropriate.

LaDonna will forward NDUS update information to the NDSU Staff Senate Executive Committee as it becomes available.

IX. Unfinished Business

Moving Staff Senate materials out of Paula Schneider's office to basement in Ceres needs to be done as soon as possible.

X. New Business

A. SWOT Discussion – we are meeting on Friday (11/19/10) to continue the process. Matt Chaussee needs the action items follow-up before the meeting.

B. United Way – Liz Thompson

Liz Thompson will send out an e-mail one week prior to our general Staff Senate meeting to explain to senators that we are taking donations for United Way and then a reminder the afternoon before our general meeting will be sent out. Char Goodyear has given her consent to have this collection and taking a picture with us presenting the donation to her from Staff Senate as a promotional item.

XI. Future Discussion

Attendance at full Staff Senate meetings will be added to the next agenda and we will add the Membership Report to the Executive Committee agenda in the future.

XII. Advisor Comments

Colette and Tricia met with Dining Services, Facilities Management, Information Technologies and Residence Life to discuss the training for self-service advice slips. The divisions are receptive to the change and all is going well with the changes.

XIII. President's Comments

- Kris Mickelson received a letter from President Bresciani stating that he would like to add a representative from the Staff Senate and the Faculty Senate to his cabinet. See attached. The names that Staff Senate will submit are, Kris Mickelson, Vance Olson and Laura Dallmann.
- Mickelson encouraged participation in the second phase of the focus groups online if we did not have participation in the first phase. The second phase will continue through the end of the fall semester.

XIV. Announcements

XV. Adjourn

Meeting was adjourned at 11:00 a.m.

Next Meeting: *Staff Senate – December 1, 2010 at 9:30 am, in MU Great Room*
 Staff Sen. Exec – December 15, 2010 at 9:30 a.m., in MU Ceres 116

Office of the President
NDSU Dept. 3550
P.O. Box 6050
Grand Forks, ND 58206-6050

November 10, 2010

Amy Ruolper Taggart, President of Faculty Senate
Kris Mickelson, President of Staff Senate

Re: Representation on the NDSU President's Cabinet

Dear Amy and Kris,

As you know, since coming to NDSU I have had an interest in broadening the representative counsel offered to me by the President's cabinet. In my experience, doing so offers a substantially more informed, collaborative and better coordinated consideration of campus policy and direction.

Early in my tenure I prioritized adding a student government representative given that there was no student at the table; doing so has proven productive and well received. As we start forming the future strategic direction of NDSU, I anticipate an increasing range of critical discussions. I believe that faculty and staff association representation is critical to those discussions, and I am ready to add a representative from both the faculty and staff senates.

As you appreciate, this is a delicate change requiring fit with the overall balance of the cabinet. Along those lines, I am asking that each of you forward three nominations for cabinet from the membership of your senate's executive committee. Those names can but do not necessarily need to include that of your senate president. From the three, I will select the individual who I feel best fits and balances the cabinet.

The representative's term will typically be for one academic year (making the initiate invitation a half-term appointment). I would look forward to your representative first joining cabinet at the Monday, January 13, 2011 meeting; we convene at 9:30 a.m. in the President's Conference Room at Old Main. Please forward your nominations to me at your convenience but by the end of fall semester. Thank you for your time and consideration.

Sincerely,



Dean Bresciani
President