

NDSU STAFF SENATE EXECUTIVE COMMITTEE MEETING MINUTES

February 16, 2011, 9:30 – 11:00 a.m.

Location: MU, Rec Center Conf Room

I. Call Meeting to Order

Kathy Backen-Andersen, Matthew Chaussee, LaDonna DeGeldere, Colette Erickson, Heather Heger, Kris Mickelson, Vance Olson, Bruce Sundeen and Liz Thompson

Absent: Laura Dallmann

Guest: Vicki Miller

II. Approval of the Agenda

MOTION: (Sundeen/Backen-Andersen) to approve Agenda, Agenda approved as changed.

MOTION CARRIED.

III. Approval of the February 2, 2011 Staff Senate minutes

MOTION: (Olson/Sundeen) to approve Staff Senate minutes. **MOTION CARRIED.**

IV. Approval of the January 19, 2011 Staff Senate Executive Committee minutes

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

V. Treasurer's Report – Kathy Backen-Andersen

Agency Fund - \$1,416.89

Appropriated Fund - \$529.74

Local Fund - \$10,446.08

VI. Valentine Ball Committee – Vicki Miller

- \$4,347 total in projected income
- Total attendance was 303. Sold 250 student tickets and the rest of the tickets were staff/faculty and donations.
- Several totes of materials will be stored in the basement of Ceres Hall.
- Show who has gotten the scholarships and interviewing the students on how the scholarship has helped them, what they used it for may be a good advertising tool for the future...

VII. Membership Report – Heather Heger

Membership Report was e-mailed out. Heather is going to send a letter to Kelly Summers to remove him from Staff Senate. He has not attended a meeting since the beginning of this academic year. We need to have a discussion on an excused absent.

VIII. Committee Reports

Standing Committees:

- A. Bylaws - no report
- B. Election – Vance Olson – Staff Senate Election 2011
- C. Legislative – Vance Olson – 2/28 – 3/1 Legislature in a recess, 4/27 is the 80th day of Legislature, if they are not finished, they will go into special session.
- D. Program – no report
- E. Public Relations – no report. Bruce Sundeen needs a content person to work with deciding what we would like in a video to promote Staff Senate and Valentine Ball.
- F. Scholarship – Matt Chaussee – They will have roughly \$1,200 from Development Committee and they can add the income from Valentine's Ball. We would like to see a list of all of the recipients who have received scholarships in the past. We can contact them and receive a testimonial for the MU frame.
- G. Staff Development – Record number of participants at the Discover U.
- H. Staff Recognition Committee – If you have anybody in mind for nomination, please nominate them.

Other Committees:

A. Policy Coordination Committee

Policies for Information:

Policy 134 - Faculty/Staff Assistance

Policy 135 - Family Medical Leave – Uncompensated

Policy 137 – Holidays – Cover 8 hours

Policy 406 - Surplus Property – there is a specific policy on how the money received from them can go to pay for the recycling cost.

Policy 608 - Suicide Threat Response – only provides for students.

Policy 703 - Bison Card Terms and Conditions - If students have money on their card.

Two years if the money comes back, three years if it does not come back.

Policy 712.1 - Legal Representation - A list of who they can hire.

Policy 813 - Facilities and Administrative Costs - Grants and the percentage they pay to be on campus.

Policies for Input:

None

- B. President's Cabinet Report** – Our President Council has recommended that if you have an employee who has issues in their reviews and still receives the standard raise increase should be looked at closely. Performance audit on local funds, Staff Senate needs a good paper trail in regards to our expenses.

IX. University System Staff Senate

X. Unfinished Business

Budget Information for committees. We need to get budget projections from the committees for this New Year.

XI. New Business

- University business hours – Jan Lofberg has suggested changing campus core hours. It is suggested a focus group or ad hoc committee be created to move forward.
- It's Happening at State not being published every week and the impact it has on the Department in regards to position openings. Create a link on the staff senate website for Open Positions and have it linked over to the job HR website.

XII. Future Discussion

- President Bresciani came and visited the Staff Senate Meeting this past month, Kris Mickelson will send President Bresciani a thank you note for attending the meeting.
- Need to get some students back into the Valentine's Ball to help decorate and planning and execution of the ball.
- We would like to have bands attend and play some music. If we could schedule it when the Big Band is available to play something.

XIII. Advisor Comments - no comments

XIV. President's Comments – Staff Senate is moving forward in the right direction.

XV. Announcements – LaDonna DeGeldere and Matt Chaussee to meet sometime this coming week regarding the SWOT.

XVI. Adjourn

Next Meeting: *Staff Senate – March 2, 2011 at 9:30 am, in MU Great Room*
 Staff Sen. Exec – March 16, 2011 at 9:30 a.m., in MU Rec Center Conf Rm