

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

**October 17, 2012, 9:30 – 11:00 p.m.**

**Location: Niskanen Expansion Community Room**

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

Members Present: Mary Asheim, Wendy Clarin, Laura Dallmann, LaDonna DeGeldere, Colette Erickson, Tina Exner, Bill Lenarz, Kris Mickelson, Vicki Miller and Liz Thompson

Members Absent: Jodi Pierce and Kelly Bisek

### **II. Approval of the Agenda - MOTION (Mickelson/Dallmann): to approve agenda. MOTION CARRIED.**

### **III. Approval of the August 15, 2012 Staff Senate Executive Committee minutes - MOTION (Dallmann/Lenarz): to approve the August 15, 2012 Staff Senate Executive Committee minutes. MOTION CARRIED.**

### **IV. Approval of the October 3, 2012 Staff Senate minutes - MOTION (Dallmann/Mickelson): to send the minutes out to the Staff Senate Executive Committee via e-mail for approval. Motion suspended for e-mail vote. MOTION CARRIED via e-mail vote.**

### **V. Treasurer's Report – Tina Exner**

Agency Fund - \$1,338.00

Local Fund - \$14,403.70

Appropriated Fund - \$873.83

### **VI. Membership Report – Jodi Pierce – Attachment 1**

### **VII. Standing Committee Reports**

A. Vendor Show – Send out the registration form via the staff listserv. The employees that are participating in the vendor show need to take vacation time to setup their tables. Invitations will go out via all listservs to promote attendance. MOTION (Dallmann/Mickelson): to promote the vendor show depending on the participation. Discussion on verifying the cost of the room and increasing the table rental rate. MOTION CARRIED.

B. Valentine Ball – Time to re-evaluate the continuation of the Valnetine's Ball Event. It is a great event, but the amount of money that is earned is not conducive to the amount of effort that is involved. Add the re-evaluation of the Valentine Ball to the agenda for the November full staff senate meeting.

C. Bylaws – no report

D. Election – We are down seven people, need to have more people from the 6000-7000 bands. Bylaws say that our membership is UP TO 60 members. Colette Erickson will speak with supervisors regarding the time commitment that is required to be on Staff Senate and encourage them to allow their employees to be involved.

E. Legislative – no report

F. Staff Development/Program – Discover U registration forms were sent out. They are starting to get registrations back. Budgeting/Retirement Planning using TIAA-Cref representatives to present a session in February. This event would be free, since there is no cost associated with having TIAA-Cref representatives.

G. Public Relations – Electronically send out The Messenger to everyone and print copies for facilities and dining services. Brochures are being drafted, question is: is Staff Senate still comprised of 5% of each band of employees. No, it is up to 60 members. Mary will send any questions out via e-mail. Video is something they are doing after the brochures. Question: who is the target audience so that they have a better idea of what should be in the video. Everyone is the target audience.

H. Scholarship – raffle ticket sales have really been going well so far. The sales continue through October 26, 2012.

I. Staff Recognition – We will have a few campus kudos for next time.

J. Gunkelman Award – the committee will get together after the December meeting.

**VIII. Other Committee Reports**

- A. NDUS Staff Senate – no report
- B. COSE – meeting tomorrow in the electrical engineering building, everyone welcome to join.
- C. Senate Coordinating Committee – No policies for input or information. Committee will meet in the next few weeks.
- D. Traffic Issues Committee – no report
- E. Bison Day of Honor – Attachment 2 – MOTION (Dallmann/Exner): to accept the document for Bison Day of Honor. Discussion: LaDonna DeGeldere will carry the document forward to the cabinet for approval on October 29, 2012. MOTION CARRIED

**IX. President's Cabinet**

**X. Unfinished Business**

- A. Marketplace Use
- B. Staff Senate Shared Drive Update – Create a folder for pictures. Give access to CeCe Rohwedder so that she can copy/paste pictures.

**XI. New Business**

**XII. Future Discussion**

**XIII. Advisor Comments**

No comments.

**XIV. President's Comments**

**XV. Announcements**

Student Affairs holds a meeting twice a year and it is a Division meeting. The meeting is scheduled for October 31, 2012 at 9:00 and 2:00 it runs for an hour each. Every time we hold these meetings, there is a social time also and everyone wears their name tags. Serving cakes – does Staff Senate want to be part of Division meetings, just as an exposure to Staff Senate? We need six people in the morning session and four people in the afternoon session.

**XVI. Adjourn**

LaDonna DeGeldere adjourned meeting at 11:08 a.m.

*Next Meeting: Staff Senate – November 7, 2012 – Memorial Union, Plains Room  
Staff Senate Exec – November, 21 2012 at 9:30am –Room of Nations*

Senator		J	J	A	S	O	N	D	J	F	M	A	M
Andrea	Abrahamson		No longer at NDSU										
Vince	Anderson	X			X	X							
Mary	Asheim	X	N	N	X	X							
Angela	Bachman	X	O	O	X	X							
Katherine	Backen-Andersen	X			X	X							
Gennifer	Baker	X	M	M	X	X							
Kelly	Bisek	X	E	E	X	P							
Sheila	Boyda		E	E	X	X							
Letha	Cattanach		T	T	X	X							
Matthew	Chaussee	X	I	I	X	X							
Adam	Christiansen	X	N	N	X	X							
Wendy	Clarín	X	G	G	P	X							
Laura	Dallmann	X			X	X							
LaDonna	DeGeldere	X			X	X							
Marilyn	Dowdy	X			X	X							
Lynn	Ehlen	X	N	N	X	X							
Daniel	Erichsen	X	O	O	X	X							
Jeanne	Erickson	X			X	X							
Christina	Exner	X	M	M	X	X							
Ron	Fingarson	Ex	E	E	X	X							
Perry	Flaten	P	E	E	X	X							
Wendy	Gibson	X	T	T		A							
Cathy	Giddings	X	I	I	X	X							
Carole	Huber		N	N	X	X							
Alicia	Kauffman	X	G	G	X	X							
Brian	Kennedy	X			X	X							
Hideaki	Kikuchi	X				A							
Natalie	Leer					X							
William	Lenarz	X	N	N	X	X							
Chad	Lindberg	X	O	O	X	X							
Jerie	Little	X			X	X							
Brandon	Marback	X	M	M	P	X							
Timothy	McCue	A	E	E	X	A							
Kristy	Mickelson	X	E	E	X	X							
Vicki	Miller	X	T	T	X	X							
Vance	Olson	X	I	I	X	P							
Jessica	Osebold		N	N	X	A							
Shauna	Pederson	X	G	G	X	X							
Jodi	Pierce	X			X	X							
Regina	Ranney	X			X	X							

Senator		J	J	A	S	O	N	D	J	F	M	A	M
Lori	Rezac		No longer at NDSU										
CeCe	Rohwedder	X	N	N	P	X							
Paula	Schneider	X	O	O	X	X							
Angela	Seewald-Marquardt	X			X	A							
Nathan	Sheggerud	X	M	M	P	X							
Anna	Sheppard		E	E	X	X							
Julie	Sherwood	X	E	E	X	X							
Mary	Sinner	X	T	T	X	X							
Deven	Styczynski	X	I	I		X							
Dale	Summers	X	N	N	X	X							
Elizabeth	Thompson	X	G	G	X	X							
Janine	Trowbridge				X	X							
Jeri	Vaudrin				X	X							
Sheila	Watson	X	No longer at NDSU										
Elizabeth	Worth	X			P	P							

A – Absent

Ex – Excused

M – Medical

P – Proxy

W – work conflict

X – Present

For consideration: President's Cabinet

Bison Day of Honor:

The Bison Day of Honor is an effort by the NDSU Staff Senate to create a day of honor and memory for students, faculty and staff. Our campus has experienced the loss of students, staff, faculty, alumni and friends of the campus. Although the campus is amazing and supportive at the time not everyone will find closure for a loss or other losses that do not receive the recognition. This idea is founded in a conversation held between Kris Mickelson, past Staff Senate President, and Joe Heilmen, past Student Government President. A student had just passed away and the idea of a day of honor for all who are lost in the Bison family should be formed.

The mission of the Bison Day of Honor is to give recognition to those who have passed and provide unification, closure, respect for the campus, and a sense of community. Staff senate would take the lead, with the faculty and student government support.

Logistics:

When: January, Sunday before classes start

Where: East Memorial Union Patio as weather permits

Time: Dusk

Who: All NDSU Students, Staff, Faculty, Alumni and Campus Friends would be invited

Lead: Staff Senate will coordinated the event

Collection of Names: Respective Governing Bodies

Criteria for honor: any student, staff, faculty, alumni and campus friend who had passed in the previous calendar year

Record Storage: NDSU Archivist (commitment made)

Ceremony:

Welcome, greeting from upper administration, names would be read, a moment of silence, campus chimes played

We believe this is an honorable project to give closure to all who have lost a member of the Bison Family. We would ask for the President and the Cabinet to support this project.

Respectfully,

Bison Day of Honor Committee  
NDSU Staff Senate