



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: JUNE 9, 2004 MINUTES

Approved by the Executive Committee on July 28, 2004

Approved by the Staff Senate on September 8, 2004

Visit the Staff Senate Web Site at:

www.ndsu.nodak.edu/staff_senate

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30 a.m.
The Executive Committee meets on the fourth Wednesday of each month from 9:30-11:00 a.m.

Upcoming Staff Senate Meetings:

July 14, 2004	9:30-10:30 a.m.	COMMITTEE MEETINGS , Prairie Rose, Memorial Union
August 11, 2004	9:30-10:30 a.m.	COMMITTEE MEETINGS , Prairie Rose, Memorial Union
September 8, 2004	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
October 20, 2004	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

June 30, 2004:	9:30-11:00 a.m.	Atrium Conference Room, Memorial Union
July 28, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union
August 25, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union

All broadbanded staff are encouraged to attend.

1. **Meeting called to order:** President Susan Bornsen called the meeting to order, and welcomed everyone in attendance, including the newly elected senators.

Membership: (Cindy Kozojed) Everyone was reminded to check in on the sheets at the back table.

For today's meeting – June 9, 2004, there is a quorum.

Present - 49

Absent - 16

Substitutions – Helena Johnston for Audrey Olson.

New rosters are available at the check-in table. A draft of the tri-fold directory is being circulated, please check the information pertinent to you, and make changes if necessary.

2. **Review and approval of the May 12, 2004 Staff Senate minutes:** Janine Trowbridge made a motion to approve the May Staff Senate meeting minutes. Sharon Morgan seconded the motion. The minutes were approved by an aye vote.
3. **Treasurer's Report:** (Gina Haugen) Before committing funds, please consult with the Treasurer (1-6177, gina.a.haugen@ndsu.nodak.edu) or the President (1-6339, susan.bornsen@ndsu.nodak.edu).

Fund 1725:.....\$4106.52

Fund 3746:\$1457.58

Carolyn Fink made a motion to accept the Treasurer's report. **Candy Skauge seconded motion.**
Motion carried by an aye vote.

4. **Committee Reports:**

Election: (Pam Hommen) **See attached.** Mary Twitchell and Jodie Filpus are new staff senators in the 1000/3000 band replacing Kristie Feist and Joshua Boschee who recently resigned from NDSU.

COSE: (Cindy Kozojed, Sharon Morgan) Please consider nominating someone for the FISH award prior to the next COSE meeting, which is July 22nd. Nominations may be given to Cindy Kozojed, Sharon Morgan, or Barb Geeslin. Also on each table is an order form for the new COSE tee shirt. Orders may be given to Cindy, Sharon, or Barb or they may be sent to the address on the order form.

5. **Old Business:**

B-Parking Lot: (Pam Hommen) The "B-Parking Lot Staff-Administration" meeting was held on May 13, 2004. **Notes from the meeting are attached.** The issue was the potential problems using a barrier in the B-parking lot. Staff suggested using stop signs at three safety points first before installing a permanent barrier. As a result from the meeting, Vice-President Dick Rayl is considering this recommendation and is consulting with the Upper Great Plains Transportation Institute before he makes a formal decision.

Dining Services during breaks and in the summer: A committee is in the process of being formed.

New Mission Statement for Consideration: "In support of our NDSU Mission, Staff Senate advocates for a positive, engaging campus community characterized by communication, respect, growth and recognition."

Discussion was held on the wording of the mission. Gretchen explained how the statement was reached. It was decided to table the changing of the mission statement.

ATM Issue: This will be addressed at the September meeting.

6. **Program: Election Committee** (Pam Hommen) An election for a University Senate Member-at-Large (to replace Kristi Fiest) was held. Nominations were taken from the floor. **Janine Trowbridge made a motion** that nominations cease. **Jane Lessard seconded the motion.** Passed by voice vote. Ballots were cast, resulting in a tie vote. President Bornsen tossed a coin to name the winner. The coin toss was in favor of Candy Skauge.

Nominations were taken for the two vacant seats on the Employee Recognition Committee. **Janine Trowbridge made motion** that nominations cease. **Barb Welk seconded the motion.** Passed by voice vote. **Cindy Kozojed moved** that a unanimous ballot be taken for Deb Hegdahl who was the only nomination in the 1000/3000 band. **Jennifer Kreuger seconded the motion.** Carried with an aye vote. Ballots were cast for the remaining band and Bill Kozojed was elected.

Cindy Kozojed made motion to destroy today's ballots. **Jane Lessard seconded the motion.** The motion was approved by an aye vote.

7. **New Business:** In the time remaining today, the committees are asked to gather and elect co-chairs. Please let Susan know who is elected. The co-chair becomes the chair the following year.
8. **Advisor Comments:** (Broc Lietz) Broc reminded members that the request for the payroll advance is due to the Payroll Office on June 15th. The request form is on the payroll office website. Broc answered questions concerning the payroll advance.

Jennifer Krueger made a motion to adjourn. **Candy Skauge seconded the motion.** Motion carried with a voice vote.

NEXT MEETINGS: July 14, 2004 and August 11, 2004 in the Prairie Rose Room, Memorial Union. These meetings are scheduled for committees to meet, if they so desire. There will be no regular full Staff Senate meeting until September 8, 2004.

Respectively Submitted:

Barbara Geeslin

Attachment 1

Summary of Staff Senate 2003-2004

Submitted by Pam Hommen, Past-President, Staff Senate Executive Committee, June, 2004

Below is a non-prioritized list summarizing events, accomplishments, and future suggestions:

- Added a staff representative to the Arboretum Committee (Gretchen Bromley), which is a two-year term.
- Hired Dan Hodgson, a NDSU student, to update our web pages. He began at \$6.50 per hour with an average of 20 hours per month, and he is willing to work for us again this next year. Dan is doing a great job for us.
- Began state-wide NDUS staff senate meetings via IVN in October 2004 with participation from most of the schools. Monthly meetings have been focused on learning about each other's campuses and staff senates. The representatives this year were Gretchen Bromley, Gina Haugen, Jane Lessard, Broc Leitz, and Pam Hommen. Future plans may be to form a more structured group. As this group is more formalized, we will be requesting to add this committee to the Committee Representatives list from Staff Senate. I suggest three representatives, and an alternate, with a term length of 3-4 years, to "stagger" the appointments, and to not limit participation to only current staff senators (to allow for past staff senators). Our adviser is the Human Resource Director.
- Suggest adding a staff senator representative to the University Senate's personnel committee.
- The Staff Senate floor layout format in the last two years has changed from rectangle open square to round tables to enhance a friendlier, warmer and more welcoming atmosphere. I have received suggestions and requests that we return to the open square because people are having trouble seeing and hearing when others are speaking. We are checking into what layout is available since our staff senate has increased to 65 senators.
- Began e-mailing monthly notices to all staff and faculty when meeting minutes are posted on the internet.
- A computer access survey was sent to all staff. We heard back from three people and they are not interested in learning computer skills and they requested copies of minutes. I encourage staff senate e-mails to include something about "sharing with those in your department without access to e-mail."
- In support of our troops, sent cards/notes & care-package donations. Staff Senate sponsored a campus-wide care-package donation to the North Dakota Army National Guard troops serving in Iraq. On December 23, 2003, we sent 43 care packages (containing 700 lbs of food, recreational, practical and personal care items). Shipping costs (totaling \$620) were covered by cash donations. Posted on our web-site is an address to write to any soldier.
- Weight Watchers at-work program on campus was offered this last year, except for now during this summer. Hopefully it will start up again this fall.
- Beginning this Fall, 2004, the Staff Senate Vice-President will also represent Staff Senate on the President's Council (along with the Staff Senate President).
- For the first time, Staff Senate had an interactive booth at the NDSU Health Fair held in April 2004. Our theme was "Whistle for Help." A handout with safety questions and tips was distributed with the whistles. The whistles were engraved with "NDSU Police, Escort Service 231-8998, Staff Senate." The President's Office and Campus Police sponsored us.
- The staff development committee offered several seminars. Just to mention a few, free pedometers were distributed at BCBS Health Plan Overview and Walking Works Programs. The motivational workshop, "2004 Changes and More," in January 2004 at the Ramada was well attended (filled to maximum number).
- Organized a "B-Parking Lot Staff-Administration" meeting, which was held on May 13, 2004. The issue was the problem using a barrier in the B-parking lot to reduce traffic through the parking lot between 15th Avenue and Centennial Blvd. Staff suggested using stop signs at three safety points before installing a permanent barrier. Vice-President Dick Rayl is considering this recommendation and is consulting with the Upper Great Plains Transportation Institute.

- Began using a “suggestion box” at Staff Senate meetings. Suggestion forms were left on the tables for senators to complete during our meetings. This encouraged a number of staff suggestions from our meetings. All suggestions were shared and addressed at the following meeting and were included in our meeting minutes.
- A photo album and scrapbook were put together of this year’s meetings, events, and awards. Senators are encouraged to take these back to their office to share with other staff, especially with staff who are not familiar with Staff Senate. This should eventually be stored in the historical archives. I will be giving the public relations committee this year’s books and asking if they would be interested in doing this annually.
- In recognition of those individuals who have received a Campus Kudos award, pictures of the award recipients will be hung in the Memorial Union. The proposed location is on the west wall right before the FLC ramp on the main level, to the right of the Employee Recognition Award recipients. A condensed version of the kudos nominations will be included.
- Along with the Campus Kudos certificate, recipients are also awarded coffee cart certificates, which are redeemable at either the Memorial Union or Minard Hall coffee carts. This is funded by President Chapman.
- New staff senate lapel pins will be distributed this summer, 2004.
- Programs were rescheduled to accommodate for topics that needed to be presented at our Staff Senate meetings and were rescheduled from receiving several requests throughout the year for program presentations at our staff senate meetings. I recommend that the program committee survey staff senate for interests in scheduling programs, as this was not done this last year.
- UND’s Staff Senate President Ray Tozer and President-Elect Tammy Butler were invited to our November staff senate meeting. They had a good presentation and it was interesting to hear about UND’s staff senate. UND has a very active staff senate.
- The by-laws were updated and approved at the April meeting.
- Results from the March meeting Staff Senate survey were that the majority wanting lapel pins, wanting information/discussion time for campus concerns/issues, keeping our meetings to one hour, and keeping program presentation at our monthly staff meetings. We are looking at the format for our meetings to allow for more discussion time during our meetings. Because the majority response was to keep meetings to one hour, it may be more practical to offer some meetings without a program presentation to allow more time for discussions (collecting suggestions, questions, and concerns before the meeting to allow preparing for meeting discussion).
- At the beginning of the year, the executive committee updated the goals and objectives, and shortened the mission statement printed on the tri-fold directory and on our website. Several discussions took place as to if staff senate was meeting the needs of staff. This led into creating a strategic plan.
- The executive committee began a strategic plan, with high hopes that it be followed and continued from year to year. Gretchen Bromley and Lisa Zolondek volunteered to lead the strategic planning. We began by looking at our mission statement and evaluating who are the stakeholders, why do we exist and what are the values, philosophy and culture of our NDSU Staff Senate, and participated in a SWOT analysis (Strengths-Weaknesses-Opportunities-Threats). Yet to be completed are re-evaluating the goals and objectives, identifying specific tasks and assigning new ideas to committees, determining measurable techniques, and the implementation for future executive committees to continue this strategic planning.
- From this strategic planning process, a new mission statement was introduced in the April and May staff senate meetings and was discussed in our June meeting, and will be voted for approval at the September meeting.
- Suggestions from the survey given at a staff senate meeting and from the strategic planning are:
 - A Staff Senate quarterly newsletter which is sent out to all departments, staff & faculty (which could also include information such as salary increases, definition of broadbanded staff, a calendar of upcoming events);
 - Consider not offering programs at every meeting to allow more time for discussions;
 - Inviting new employees who have completed their 6-month probation to staff senate meetings;
 - Changing senator terms from two years to three years with a limit of two consecutive terms;
 - Changing the secretary, treasurer, and membership officer terms from one year to two years;
 - Keep encouraging staff senators to bring staff guests to the meeting.
- President Chapman continues to support all efforts by the Staff Senate. He is willing to assist all employees at NDSU in so many different ways. His positive support is appreciated.

Attachment 2

Points made from the B-Parking Lot meeting on May 13, 2004:

Potential problems with using a barrier in the B-parking lot:

- * Snow piles up around the barrier
- * 15th Avenue plugs up easily in the winter & floods easily during heavy rains - would not have alternate south route to
exit/enter parking lot
- * \$75/month average extra cost per service truck to go this extra distance (8 trucks per month)
- * More time to get to & from work
- * Safety issue for north entrance of Service Center for emergency vehicle - Marking 17th street needed (but would also need something stating it's not a through street?)
- * What makes B-Lot unique from rest of campus?
- * Crude/ugly/low budget fix for problem
- * Effect on rerouted traffic - now drive through congested area by Stevens (employees - 2x/day)
- * Did this increase student safety? Seems more dangerous walking through a parking lot, bad visibility.
- * Barrier causes problems for machinery/trucks entering/leaving Service Center. Barrier needs to be moved back 5-6 feet
- * Promised barrier would remain open in the summer

Possible solutions:

1. Stop signs at safety points
 - Deter through traffic with the inconvenience of stop signs.
 - Slow down traffic - would need to enforce ticketing
 - Funnel pedestrians
2. Sidewalks
 - On east side of Wellness Center, north side of Service Center, and between lots HR & AR.
 - Welding, grinding, etc. done outside of Service Center (can't do inside building because machinery is too large) makes for dangerous area/situation for students passing by.
3. Handout from staff at meeting, "Pedestrian and Vehicle flow at Service Center & Robinson Hall"

Other thoughts:

- * Barrier has been open since December (no chain)
- * Complaints noted regarding the traffic study
- * Move dumpster by Service Center
- * Right-hand turn onto 18th from Centennial needed (to help alleviate back-up traffic)
- * Ticketing of vehicles parking w/o correct parking permit
- * Everyone agreed that safety is top priority

To Vice-President Dick Rayl, Bruce, & Tim, thanks for your time today.

-Pam Hommen

Amended Final Report of the Staff Senate Election Committee for 2004

Committee members include Cindy Kozojed, Sharon Morgan, Irene Askelson, Dale Summers, Karen Brown and Nancy Mueller (Chair). Nominations for 29 vacant staff senate positions were accepted online February 16 – March 12, 2004, as well as paper ballots, which were mailed to Jane Lessard at Varsity Mart. Elections were held online April 1 – April 15, 2004, as well as paper ballots being cast at four locations, Telecommunications in Thorson Maintenance, room 211 Ceres, 114 Ehly Hall, and Varsity Mart. 217 ballots were cast electronically and 5 paper ballots were submitted. The Election Committee tallied the ballots and verified the elections results presented below. A special thanks to Carol Tschakert and Harry Vandershoot from ITS for their help with the online voting system. The Orientation/Mentor Meeting is scheduled for May 5, 2004. New senators were assigned an experienced senator to guide them along through their first meeting in May as well as be a supportive senator throughout their first year in Staff Senate. Each new senator was presented a binder containing the Staff Senate bylaws, committee descriptions, minutes of the last meeting and an agenda for the May meeting.

Submitted by Nancy Mueller and amended by Pam Hommen 5-26-04

1000/3000 - Administrative, Managerial, and Professional

10 Vacancies

Glessner, Mary (1-9672)*
Kozojed, Cynthia (1-8431)*
Schluchter, Jackie (1-9610)
Nostrum, Rian (1-7890)
Boschee, Joshua (1-6541)
Hegdahl, Deb (1-7037)
Semmens, Theresa (1-5870)
Koehlmoos, Marilyn (1-6740)
Miller, Brian (1-6332)*
Feist, Kristi (1-8698)*

Alternates:

Twitchell, Mary (1-6108)
Filpus, Jodie, (1-3240)
Schwartz, William (1-8332)
Sellner, Jim (1-6231)
Kangas, Michael (1-5936)
Mathew, Damien (1-8017)

4000 - Technical and Paraprofessional

8 Vacancies

Trowbridge, Janine (1-7315)*
Morgan, Sharon (1-7739)*
McMullen, Theresa (1-9549)
Askelson, Irene (1-8616)*
Groszhans, Kimberly (1-8381)
Flink, Carolyn (1-8888)
Kapaun, James (1-8784)*
Heger, Heather (1-8293)
****Spacek, Jill (1-8525)**

Alternates:

Bartels, Sharon (1-4323)

Italics indicate a write-in candidate

* Indicates a returning senator

** Originally posted to incorrect band. One extra senator in 4000 band, new total of 65 senators for 2004-2005.

5000 - Office Support

4 Vacancies

Cossette, Peggy (1-8211)
Cuyppers, Tara (1-1029)
Krom, Janet (1-7661)*
Welk, Barbara (1-8028)*

Alternates:

Schmidt, Gail (1-7733)
Hartsoch, Patricia (1-8974)
Bjellum, Karen (1-5938)

6000 - Crafts and Trades

2 Vacancies

Peterson, Robert (1-7302)*
Goosen, Brent (1-7183)*

Alternates:

McDougall, Jim (1-8202)
Dirk, Mike (1-8794)

7000 - Services

5 Vacancies

Jacobson, Brenda (1-9951)
McIntosh, Paul (1-9913)
Wilson, Dennis (1-9934)*
Slyter, David (1-9946)
Gunderson, Richard (1-9983)*

Alternates:

Beam, Mary (1-9886)

