



NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

June 11, 2008
Reimers Room, Alumni Center

Staff Senate meeting minutes are archived on our Web site at:
www.ndsu.nodak.edu/staff_senate

Upcoming Staff Senate Meetings:

July 9, 2008	9:30 -11:00 am	Memorial Union Great Room
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Upcoming Executive Committee Meetings:

June 25, 2008	9:30 - 10:30 am	Memorial Union Crest Room
July 23, 2008	9:30 – 10:30 am	Memorial Union Crest Room

NOTE: Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Heather Heger prior to the meeting (231-8293 or heather.heger@ndsu.edu).

All broadbanded staff members are encouraged to attend.

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Executive Director and Chief Diversity Officer, 202 Old Main, (701)231-7708.

The meeting was called to order by President Gretchen Bromley at 9:30 am.

I. Quorum, Substitutions and Guests – Heather Heger.

For today's meeting there was a quorum with 54 present and 10 absent.

Substitutions:

Sharon Kautz for Bill Kozojed
Debra Severson for Kris Mickelson
Mary Asheim for Vicki Miller
Ramona Danielson for Bruce Sundeen

Senators absent without substitutions:

Laura Dallmann
Cindy Kozojed
Richard Mattern
Scott Minot
Karen Roesch
Tera Sandvik
Margaret Schmidt
Melanie Torgerson
Michael Tracy
Janine Trowbridge

Guests: Dr. Dennis Cooley, Acting Parliamentarian; Bruce Frantz, Director of Facilities Management.

II. Adoption of Agenda. No changes. The agenda was approved by general consent.

III. Program. Vance Olson introduced Bruce Frantz, Director of Facilities Management, who spoke about the "NDSU Master Plan". A copy of the PowerPoint presentation is available on the Staff Senate Web site. The plan will be discussed July 11 with President Chapman.

IV. Approval of the May 14, 2008, meeting minutes. No corrections. The minutes were approved by general consent.

V. Reports of the Executive Officers / Members of Executive Committee.

A. President – Gretchen Bromley. Bromley explained that the Executive Officers will be reporting this year at Staff Senate meetings.

Parliamentary Authority. Staff Senate bylaws do not specify a parliamentary authority. Until the Senate amends the bylaws to specify one, President Bromley will be using Robert's Rules of Order Newly Revised 10th edition. Also, Bromley will be appointing a parliamentarian. Please let her know if you are interested.

Equal Opportunity Hearing Panel. Larry Anenson and Jeri Vaudrin volunteered. Appointments will be announced by the end of the week.

Conversations Across the Land. Attended by President Bromley and VP/President Elect Vance Olson.

Committee Appointments: Standing committee appointments were announced and recognized. Appointments are listed on the Staff Senate Web site.

B. Past President – Barb Geeslin. See year-end report - **Attachment 1.**

C. Treasurer - Laura Dallmann (absent). No report.

D. Director of HR – Broc Lietz.

HRC Representative: Lietz shared about an upcoming staff appointment to NDUS Human Resources Council (HRC). One voting member from each campus plus three “at large” members (one rotates every two years from a 4 year campus, one rotates from a 2 year campus and one rotates between the doctoral campuses). HRC meets typically four times per year. HRC advises SBHE on HR issues. “At large” members are the voice of the employees. HR typically brings the name of one person to Staff Senate and then to President Chapman for approval. HR recommends Jen Baker from NDSU Safety Office. **MOTION (Marty Hoag/Bill Law): to approve Jen Baker as the NDSU “at large” member of HRC. VOTE: Roll call with 48 Yes; 1 No; 1 Abstain. Motion carried.**

Y Adams	Y Gimbel	Y Robinson
Y Anderson	Y Gregoire	Absent Roesch
Y Anenson	Y Heger	Absent Sandvik
Y Baker	Y Hilde	Y Schindlbeck
Y Barclay	Y Hoag	Absent Schmidt
Y Bergeson	Y Hommen	Y Sholts
Y Boeddeker	Y Jadny	Y Singelmann
Y Bohn	Absent Kozojed, C.	Absent Sizer
Y Boschee	Y Kautz for Kozojed, W.	Y Sprague
Y Brandt	Y Krabbenhoft	Y Stokka
Y Christianson	Y Lattimore	Y Stotz
Y Cummings	Y Law	Y Danielson for Sundeen
Absent Dallmann	Absent Lindberg	Y Thompson
Abstain Davidson-Harrington	Absent Mattern	Absent Torgerson
Y Davis	Y Severson for Mickelson	Y Torguson
Y Doan	Y Asheim for Miller	Absent Tracy
Y Ferris	Absent Minot	Absent Trowbridge
Y Fingarson	Y Olsen	Y Vaudrin
Y Flood	Y Olson	Y Wadholm
Y Fragodt	Absent Peterson R.	Y Winjum
N Freeman	Y Peterson, A.	
Y Geeslin		

VI. Committee Reports.

- A. **Executive.** Vance Olson read the Executive Committee meeting report from May 28, 2008. No discussion. See **Attachment 2.**

VII. Unfinished Business. None.

VIII. New Business.

Discussion on the president’s appointment of chairs and vice-chairs. **MOTION: (Bergeson/ Stokka) The bylaws be amended to have all standing committees of the Staff Senate other than the Election Committee elect their chairs by votes of the committee members.** Discussion followed. **AMENDMENT: (Stokka/ Hoag) If the motion is approved, the appropriate language is to be composed by the Bylaws Committee.** **VOTE: Roll call with 47 Yes; 1 No; 0 Abstained. Motion carried.**

Y Adams	Y Gimbel	Absent Robinson
Y Anderson	Y Gregoire	Absent Roesch
Y Anenson	Y Heger	Absent Sandvik
Y Baker	Y Hilde	Y Schindlbeck
Y Barclay	Y Hoag	Absent Schmidt
Y Bergeson	Y Hommen	Y Sholts
Y Boeddeker	Y Jadny	Y Singelmann
Y Bohn	Absent Kozojed, C.	Y Sizer
Y Boschee	Y Kautz for Kozojed, W.	Y Sprague
Y Brandt	Y Krabbenhoft	Y Stokka
Y Christianson	Y Lattimore	Y Stotz
Y Cummings	Y Law	Y Danielson for Sundeen
Absent Dallmann	Absent Lindberg	Y Thompson
Y Davidson-Harrington	Absent Mattern	Absent Torgerson
Y Davis	Y Severson for Mickelson	Y Torguson
Y Doan	Y Asheim for Miller	Absent Tracy
Y Ferris	Absent Minot	Absent Trowbridge
Y Fingarson	Y Olsen	Y Vaudrin
Y Flood	Y Olson	Y Wadholm
Absent Fragodt	Absent Peterson R.	Y Winjum
N Freeman	Absent Peterson, A.	
Y Geeslin		

More discussion... **MOTION (Stokka/ Sholts): to end discussion. MOTION CARRIED. ORIGINAL MOTION: carried unanimously.** Bromley consulted with the acting parliamentarian on when committees could elect their chairs. Cooley said that the bylaws change must be made first before elections of committee chairs can happen.

IX. Announcements.

- A Full Senate group photo - Photographer did not show.
- B. Standing committees met for first time right after the meeting.

X. Adjournment.

MOTION (Boschee/Stokka): to adjourn the meeting. MOTION CARRIED UNANIMOUSLY.
The meeting was adjourned at 11:10 am.

Respectfully submitted,
Kay Sizer
Staff Senate Secretary

Report of the
Staff Senate President
2007-08

The NDSU Staff Senate enjoyed another accomplished year during 2007-08. Through the dedication and hard work by the members of the Staff Senate, ideas were formed, debated and acted on. Included were three applauded issues of the Staff Senate newsletter, *The Messenger*; support of NDSU Policy 153 on smoking (which originated with Staff Senate); a highly successful Valentine Day Ball; an excellent *Discover U* staff development day; formation of an ongoing Sustainability Task Force; secured reserved parking spots at the Wallman Wellness Center for staff; and several widely popular and well attended staff development workshops. NDSU Staff Senate continued its mission of "...addressing the needs and aspirations of university staff by promoting a progressive campus environment."

The **May 9, 2007** meeting of the Staff Senate moved the responsibilities of president from Steve Bergeson to Barb Geeslin, new senators were welcomed and departing ones were thanked for their service. Elected officers included Gretchen Bromley (President-Elect), Kay Sizer (Secretary), Laura Dallmann (Treasurer), Heather Heger (Membership Officer), and at-large representatives for the Executive Committee were Josh Boschee, Lorna Olsen and Vance Olson.

Keith Bjerke gave an update of the 2007 legislative session; the smoking ad hoc committee was disbanded and a motion of support carried to support University Senate's Committee to work on Policy 153.

At the **June 13, 2007** meeting Vicki Swenson, General Manager of Candlewood Suites Hotel in the NDSU Research & Technology Park presented a program. The process of redesigning the Staff Senate banner to conform with NDSU requirements was initiated. The committee list was made available on the web site and committees met after the meeting to elect a chair and co-chair.

September 12, 2007 brought pre-meeting entertainment by the NDSU Saxophone Quartet. President Joseph Chapman was the guest speaker at this meeting and updated the senate on current and ongoing activities, plans and updates having to do with the University. Campus Kudos Awards were presented to 16 NDSU staff at this meeting

and it was announced that Darlene Pixley, NDSU Dining Services was one of the five recipients of the Governor's Award for Excellence.

Senators were reminded of and encouraged to attend the annual State Employees Recognition Week picnic to be held on September 13.

There remained four open senator slots in the 7000 band. A motion to combine the 6000 and 7000 bands was approved unanimously. Also approved at this meeting were minor changes (to coincide with actual duties) to the By-laws.

The NDSU Sustainability Task Force was formed at this meeting. Gretchen Bromley volunteered to head the task force and asked for volunteers to please be in touch with her.

At the **October 10, 2007** meeting we enjoyed an art exhibit from the Memorial Union Gallery presented by Esther Hockett. Lynn Dorn, Women's Athletic Director, was the guest speaker and updated the senate on the NCAA certification process. Beth Haseltine and Catie Herman presented this year's United Way Campaign.

Michael Robinson presented By-laws amendments and they were approved unanimously.

An opening in the 1000/3000 band was filled by Kevin Schindlbeck. Mike Tracy filled a position in the 6000/7000 band. Barb Geeslin filled the spot vacated on the Health and Wellness Center Advisory Board.

Bonnie Cooper announced that the Public Relations Committee will join forces with the Golden Key International Honour Society in sponsoring "Make a Difference Day". Collection boxes will be placed around campus.

Marty Hoag explained the Records Management Initiative taking place on campus lead by Barry Miller the NDSU Internal Auditor. Other Staff Senators, in addition to Marty, on the committee are Michael Robinson, Lois Christianson and Annette Sprague.

As we entered the meeting on **November 14, 2007**, we were greeted by Carl Wichman, NDSU Bookstore, and an exhibit of children's books (all available in the bookstore) in honor of National Children's Book Week.

Vice President/Provost Craig Schnell was the guest speaker at the November meeting. Dr. Schnell thanked the staff senators for the work they do each day as frontliners. He

went on to speak of goals and growth of NDSU. He expressed that it is a great time to be at NDSU.

Dr. Dennis Cooley, Philosophy and Ethics, presented a brief overview of Robert's Rules of Order pertaining to conducting a business meeting.

The By-laws were successfully amended to change the terms of the Secretary, Treasurer and Membership Officer to two year terms.

Vance Olson agreed to chair a committee to plan a Valentine Ball. With the support of President Chapman, this ball would be for staff, students, faculty, and alumni and be held in the Memorial Union Great Room on February 9, 2008.

Donations were accepted to support an area family with a holiday tree and gift cards sponsored by the State Employee Recognition Week Committee.

Interest was expressed to change campus hours to 7:30-4:00pm all year. Barb Geeslin asked for volunteers to serve on an ad hoc committee to explore the possibility of changing hours. This committee was never formed due to no volunteers.

The **December 12, 2007** meeting enjoyed seasonal music provided by a brass quintet from the NDSU Music Department, directed by Neil Mueller.

The suggestion was made to start using a Consent Agenda (senators were given information on how that works).

Vice President of Business and Finance, John Adams was the guest speaker at the December meeting. Vice President Adams spoke about the budget process in preparation for the next legislative session. He mentioned several items that funding will be requested for. Vice President Adams also answered questions from the senators.

Josh Reimnitz, Student Body President, gave a short presentation on the Friendship Family Program of the Office of International Programs.

The first meeting of the Sustainability Task Force was held and 45 people (faculty, students and staff) expressed an interest in joining the task force. Information will be posted on the Staff Senate website.

The Valentine Ball on February 9 will run from 7:30-12:00pm. Big Band music will be provided by NDSU students as well as a D.J. Many students have joined the

committee and are doing a tremendous job of planning this dance. Staff Senate will donate any proceeds from the dance to the American Heart Association.

An update on the proposed Smoking Policy was given. A new subcommittee of the University Senate was formed; the policy is being rewritten and will return to Staff Senate at some point in the future.

The January 9, 2008 Staff Senate meeting started out with senators reading excerpts from Martin Luther King speeches in honor of MKL Day. Jane Vangsness, Alcohol & Other Drug Prevention Coordinator presented to the senate.

There was an opening in the 4000 band of senators due to the resignation of Theresa McMullen. Openings remained in the 6000-7000 bands.

Policy 153 (Smoking Policy) was presented by Gretchen Bromley as it came out of the Policy Coordination Committee. A motion of support was passed.

Availability of Staff Senate scholarships was being announced on campus with a application deadline set of April 4, 2008.

Sheree Kornkven, Manager of the Technology Learning & Media Center, ITS and Charlie Kaspari also from ITS, presented a display of specialized multimedia services available for departments at NDSU in the beginning of the **February 13, 2008** meeting.

Prakash Mathew, Vice President for Student Affairs was the guest speaker at this meeting. He spoke on student enrollment and the trends that it has followed and what he sees as trends in the future. He spoke of plans for offering evening and weekend classes.

A motion carried to have a roll call vote on Policy 153 that was presented at the January meeting. This was done due to the fact that members had not been given the chance to abstain from the vote. The vote was taken at this meeting and passed 37 to 16.

Lorna Olsen reported that the February 6 DISCOVER U workshop went very well and had 192 people registered. The consensus was that having it at the Memorial Union in the new ballroom was very pleasant.

Steve Bergeson announced that the spring election nominations will be March 10-28 and voting for the election is scheduled for April 7-11.

Vance Olson reported that the Valentine Ball was a great success with approximately 350 people attending. Olson was commended for his efforts on this event.

At the beginning of the **March 12, 2008** meeting, Jaclynn Davis Walette, Multicultural Student Services, spoke briefly about the upcoming Tri-College Pow Wow and encouraged staff to attend.

The guest speaker for this meeting was Eveadean Myers, Executive Director and Chief Diversity Officer in the Office of Equity and Diversity. She spoke about diversity on campus, activities and future plans of the Office of Equity and Diversity. She announced she is working on creating a Diversity Center on campus.

Gretchen Bromley gave an update on the Sustainability Task Force. She encouraged senators to feel free to join the committee and activities at any time. There is still much research to be done on this subject.

Broc Lietz, Staff Senate Advisor, reported on what the Human Resources Council is recommending as staff salary funding for the next legislative session. He explained how salary funds are distributed and reported that NDSU staff salaries are 2.3% below the market.

Vance Olson was awarded a Campus Kudo certificate for his role in coordinating the Valentine Ball.

During the **April 9, 2008** meeting a table was set in the back of the room to collect items for the YWCA Emergency Shelter.

Pat Simmers, Sr. Associate Athletic Director and Team Makers Executive Director was the guest speaker at this meeting. Simmers spoke about NDSU athletics and also about the strength at NDSU of Team Makers. He explained membership and where the money from Team Makers goes.

Gretchen Bromley announced that Staff Senate brochures and stationery notes have been created and will be ordered.

Laura Dallmann reported that the Staff Recognition Committee's processes needs to be reviewed. Dallmann will head an ad hoc committee to look into this.

Bromley reported that the Sustainability Task Force is working with the ND State Data Center to implement a survey as part of a grant proposal.

Geeslin reported that she had been in touch with Bruce Frantz and VP John Adams concerning the cost to staff of riding the bus to the off campus offices. Facilities Management is working with MAT to come up with a solution to have no cost rides for staff also.

Geeslin requested final reports from all committee chairs by the May 14, 2008 meeting.

This has been a great year of accomplishments by Staff Senate. Senators worked hard and long to provide opportunities for all NDSU staff.

Respectfully submitted,

Barb Geeslin
2007-2008 NDSU Staff Senate President

Executive Committee Report

6/11/08

The Executive Committee submits the following report summarizing actions taken at its meeting held May, 28, 2008 in the Crest room:

- Name Badges:** In an effort to increase visibility and recognition of Staff Senate, a motion was made by Vance Olson (seconded by Michael Robinson) and approved unanimously to create name badges each year for the current President and Vice President/President Elect. The badges will be worn at various university activities and have been ordered for the 2008-2009 year. Kris.
- Audit Committee:** In the interest of best practices, a motion was made by Vance Olson (seconded by Michael Robinson) and approved unanimously to amend the bylaws by assigning the incoming President to appoint a committee in June to both audit the previous year's financial reports and present the audit in August for approval by the full Senate. Bylaws Committee.
- Senate Vacancies:** Due to continued concerns about Staff Senate vacancies in the 6000/7000 band, a motion was made by Gretchen Bromley (seconded by Michael Robinson) and approved unanimously to charge the Election Committee to come up with a plan addressing Senate representation from the 6000/7000 band.
- Calendar for 2008-2009:** Due to scheduling conflicts with the President's Council meetings (which are attended by both the Staff Senate President and Vice President/President Elect), a motion was made by Laura Dallmann (seconded by Kay Sizer) and approved unanimously to change the August 2008 through April 2009 full Senate and Executive Committee meetings to the first and third Wednesdays of each month respectively. Meetings will resume to the second and fourth Wednesdays beginning May 2009. A calendar will be posted on the Staff Senate Web site. Heather.
- Survey:** To solicit input from NDSU broadbanded staff on how well Staff Senate is meeting the needs of its constituents, a motion was made by Gretchen Bromley (seconded by Kay Sizer) and approved unanimously to charge the PR Committee with surveying staff about whether we are meeting Staff Senate objectives and purposes. Further, to compile information from the May 2008 Staff Senate Exit Survey and present it to the Staff Senate.