

NORTH DAKOTA STATE UNIVERSITY  
**STAFF SENATE MEETING MINUTES**

September 3, 2008  
Memorial Union, Prairie Rose Room

Staff Senate meeting minutes are archived on our Web site at:  
[http://www.ndsu.edu/staff\\_senate/meeting\\_information/meeting\\_minutes/](http://www.ndsu.edu/staff_senate/meeting_information/meeting_minutes/)

**Upcoming Staff Senate Meetings:**

October 8, 2008	9:30 – 11:00 a.m.	Memorial Union, Plains Room
November 5, 2008	9:30 – 11:00 a.m.	Memorial Union, Plains Room
December 3, 2008	9:30 – 11:00 a.m.	Memorial Union, Plains Room

**Upcoming Executive Committee Meetings:**

September 17, 2008	9:30 – 11:00 a.m.	Memorial Union, Agassiz Room
October 22, 2008	9:30 – 11:00 a.m.	Memorial Union, Hidatsa Room
November 19, 2008	9:30 – 11:00 a.m.	Memorial Union, Agassiz 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](mailto: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 55 present and 8 absent.

Substitutions:

Matthew Chaussee for Viet Doan
Jean Hagen for Pam Hommen

Senators absent without substitutions: Tanie Boeddeker, Jeanne Flood, Jeff Gimbel, Paula Hilde, Korey Krabbenhoft, Tera Sandvik, Melanie Torgerson, Chris Winjum

Guests: Joe Heilman, Student Body President; Andrew Mara; Andrea Abrahamson, Facilities Management; Barry Miller, Internal Auditor.

**II. Adoption of Agenda.** Approved by general consent.

**III. Program: Liz Torguson introduced Joel Heilman, Student Body President**

Joel Heilman described activities of the Student Government and activities funded by the Student Activity Fee. He thanked staff for all their support and for the staff contribution to the Sustainability Task Force and the Valentine Ball.

**IV. Approval of the August 6, 2008, meeting minutes.** The minutes were approved by general consent.

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

**A. President – Gretchen Bromley (See Attachment A).**

- Guest: Barry Miller, Internal Auditor. Miller was asked to review Staff Senate financial records of the past year, and he also expressed willingness to do annual reviews in the future upon request. He summarized several findings.  
Finding #1: Campus Kudos should not be funded from appropriated dollars, nor should Discover U compensation for presenters. Any gift cards should be taken from local funds instead. This is taxable income for the individuals who receive them. Gifts are considered differently and are not taxable, but there is a limit of a \$25 value. Gift cards including such items as coupons for the coffee cart become taxable income for the receiver. It is advisable to give a gift, not a gift card, to avoid this. Donated items from other businesses are OK if under \$25 in value. Students are handled differently than employees so this doesn't apply to them.  
Finding #2: Staff Senate goals should be reviewed and revised every year and this should be in the Bylaws. A fund has now been set up for charitable donations such as for the Valentine Ball income; it is called an Agency Fund and is not considered university records. There are a few other financial "housekeeping" items that Laura Dallmann will revise and pass on to next treasurer. MOTION: (Olson/Dallmann): to adopt Barry Miller's report. MOTION APPROVED BY GENERAL CONSENT.
- MOTION (Schindlbeck/Olsen): recognizing that the Sustainability Task Force initiated by Staff Senate has made great strides, but should now become an ad hoc committee of the University Senate. MOTION CARRIED.
- Faculty Personnel Committee. Bromley reported that after investigating, there is not a provision in the Bylaws for this position. There is not justification for Staff Senate to have representation on that committee. Apologies to Lori Sholts who was elected to that position in May.

- Several New Senators were introduced and welcomed to the Senate.

**B. Treasurer** - Laura Dallmann - New appropriated funds = \$1,410. Local funds = \$6,449.13.

**VI. Committee Reports.**

**Executive.** Vance Olson presented the Executive Committee report. (See Attachment B.)

- MOTION (out of exec committee): that the treasurer shall request an annual financial review by NDSU Audit & Advisory Services following the end of the fiscal year which will be presented for approval to the full Senate no later than the October meeting. The Bylaws should be amended to include this language. MOTION CARRIED.
- MOTION (out of exec committee): that a committee be formed to investigate parking concerns on campus and present findings at a future Staff Senate meeting. MOTION CARRIED. Volunteers for this committee included Janet Harrington–Davidson, Lori Sholts, Jody Bohn, Rita Lattimore, and Mike Tracy. Janet Harrington-Davidson was charged with calling the first meeting.
- MOTION (out of exec committee): that a committee be formed to check into release time for staff senators to attend regular meetings and perform their duties. Discussion. There is nothing in the Bylaws to address this. MOTION DID NOT CARRY. Broc Lietz offered to raise the topic with administrators from an HR perspective. MOTION (Trowbridge/Dallmann): to request that Broc Lietz, Staff Senate Advisor, look into the issue of release time for Staff Senators to attend meetings and perform their duties and to report back at a future meeting. MOTION CARRIED.
- MOTION (out of exec committee): to form a committee to look into creation of a cookbook as a fundraiser for Staff Senate. MOTION CARRIED. Volunteers for the Cookbook Committee included Rita Prunty, Laura Dallmann, Chris Anderson, and Janine Trowbridge. Also, Tammy Ross, Kelly Bisek and Tina Fisher are other staff who have expressed interest. Rita Prunty was charged with calling the first meeting.
- MOTION (out of exec committee): to list all Staff Senate motions requiring action and to provide regular status updates on the website. The Secretary is to prepare the list of motions after each Staff Senate meeting for posting on the website. MOTION CARRIED. This is to ensure that there is follow-up on motions to be sure they are completed. Laura Dallmann will do the postings to the website.
- MOTION (out of exec committee): to charge Executive Committee with responsibility for significant Staff Senate website changes. MOTION APPROVED BY GENERAL CONSENT.

MOTION (Dallmann/Tracy) asking for the resignation of President Gretchen Bromley as NDSU Staff Senate President and for her resignation from NDSU Staff Senate, effective immediately. Vance Olson, President Elect, chaired discussion. Ballot vote: yes 28, no 9, abstained 7. MOTION CARRIED. President Bromley then resigned.

MOTION (Dallmann/Prunty): to table the remainder of the agenda until the next meeting. MOTION CARRIED.

**VII. Adjournment.** The meeting was adjourned at approximately 11:25 am.

Respectfully submitted,  
Kay Sizer  
Staff Senate Secretary

# President's Report

9/3/2008

Submitted by Gretchen Bromley, Staff Senate President

## The following actions have been completed:

1. **2008 Staff Senate Audit.** In June 2008, the Executive Committee charged the incoming president to appoint a committee in June to audit the previous year's financial reports and present the audit for approval by the full Senate in August. Barry Miller, NDSU Internal Auditor agreed to assist the Senate in completing this first audit. The audit was completed August 20 and presented to the Executive Committee August 27. Please refer to Mr. Miller's report (attached).
2. **University Senate Executive Committee.** The committee met Monday, August 25.
  - a. On behalf of the Staff Senate, Staff Senate accomplishments, actions and announcements to-date were shared.
  - b. Senate Liaisons were appointed by the Presiding Officer to the following committees and are available to our Staff Senate representatives as additional committee contacts:
    - i. Campus Space & Facilities - Greg Cook (Science & Mathematics)
    - ii. Library - Mark Meister (Communications)
    - iii. Athletics - Michael Kelsch (Pharmacy, Nursing & Allied Sciences)
  - c. The Sustainability Task Force (STF) report prepared for the Hanover Research Group (on retainer with NDSU) was shared with the committee (the report is available on Blackboard>Organizations>Sustainability Task Force). The committee was impressed with the findings, commended the Staff Senate for taking the initiative on this campus concern and thanked staff, student and faculty members for their work on the committee. On recommendation of the Presiding Officer, Dogan Comez, the Executive Committee approved a motion to recommend the University Senate approve the STF as an ad-hoc committee of the Senate at its September 8 meeting. **Since the STF was a committee created by Staff Senate, the president entertains a motion that the Staff Senate approve the transition of the STF to become an ad-hoc committee of the University Senate contingent on approval by the University Senate.**
3. **Staff Senate representation on the Faculty Personnel Committee.** This summer, it was brought to the attention of the president that Staff Senate bylaws do not provide for a representative position on this committee. The concern was shared with Dogan Comez, Presiding Officer of University Senate, who has determined that their bylaws also make no provision for a staff representative on this committee. I have encouraged Lori Sholts, who was elected in May to serve in this capacity, to run for one of the currently open member-at-large positions.
4. **Senator vacancies filled/committee appointments:** The following senators have resigned from Staff Senate or NDSU. Their positions were filled by the person receiving the next highest number of votes from the previous full election. Thank you to the Election Committee for expediting this process. Please join me in saying "Thank you!" to exiting senators for their past service on Staff Senate and welcoming our newest senators:

<b>Exiting Senators</b>	<b>New Senators</b>	<b>Committee Appointment</b>
Larry Anenson	Luke Prather	Public Relations
Joshua Boschee	Sheree Kornkven	Program
Dolly Wadholm	Ronda Klubben	Scholarship
Michael Robinson	(Opening in the 1000-3000 band)	

## **Memo**

**To:** Gretchen Bromley, Staff Senate President

**From:** Barry D. Miller, Manager, Audit & Advisory Services *BDM*

**CC:** Joseph Chapman, President  
Broc Lietz, Staff Senate Advisor

**Date:** August 20, 2008

**Subject:** Staff Senate Review for FY 2008

Gretchen,

Attached is a copy of the Financial Transaction report of the Staff Senate conducted by Audit & Advisory Services for the year ended June 30, 2008.

If you have any questions, please feel free to contact Audit & Advisory Services at 1-9413.

**North Dakota State University  
Audit & Advisory Services  
Staff Senate Report  
August 20, 2008**

Audit & Advisory Services (A&AS) performed a review of the financial transactions of the Staff Senate for the year ended June 30, 2008.

A review consists principally of inquiries of management and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. A&AS is not aware of any material modifications that should be made to the financial statements based on the review.

***Review Procedures:***

As part of the review, the following procedures were performed:

We reviewed the committee by-laws to gain an understanding of the charge of Staff Senate.

We reviewed the on-line minutes for the past year.

We obtained the financial documents from the Staff Senate treasurer for the year ended June 30, 2008. We reviewed the amounts in the financial documents and traced them to the University PeopleSoft system to see if they agreed.

We recomputed the amounts on the October 10, 2007 Staff Development Activities request and verified the transfer of funds from the departments to the Staff Senate accounts.

We obtained and reviewed supporting documentation for the Discover U workshop.

We verified the amount of Campus Kudos expenses agreed to the number of employees who received the Campus Kudos.

We reviewed AP vouchers to determine that the appropriate approval was on contracts for non-employees for compliance with NDSU purchasing guidelines.

### **Recommendations:**

#### Finding #1:

We identified expenditures appearing to result in noncompliance with constitutional provisions, state law, and OMB policy with the purchase of Campus Kudos from appropriated dollars. In addition, IRS regulations states if your employer gives you cash, a gift certificate, or a similar item that you easily can exchange for cash, the value of that gift is to be included as extra salary or wages regardless of the amount involved. Currently this amount is not being added to the taxable income of the employees who receive the Campus Kudos.

Staff Senate holds Discover U sessions during the year and University staff give presentations during these sessions. The presenters are presented with a \$25.00 certificate to the NDSU Bookstore. IRS regulations referred to above also apply to these gift certificates. Currently this amount is not added to the taxable income of employees who give presentations at Discover U sessions.

#### Recommendation #1:

If Staff Senate decides to continue with the awarding of Campus Kudos and gift certificates to presenters, we recommend that the purchase of Campus Kudos not be taken from appropriated dollars to comply with ND law. In addition, Staff Senate should work with the Payroll Office in how to properly report Campus Kudos as well as the gift certificates given to Discover U presenters to capture the taxable consequence of the gift certificates.

#### Finding #2:

A review of the Goals and Objectives on the NDSU Staff Senate Webpage as of August 12, 2008 indicates that these goals were revised on 8/27/03 therefore; the goals/objectives are 5 years old. Only one of the goals has been marked as being completed (goal 3A). It is important to review goals often because if goals are not thought about and reviewed they are forgotten and will not happen.

#### Recommendation #2:

A&AS recommends that a Staff Senate committee review the goals and update as necessary. In addition, the goals/objectives should be reviewed annually and updated as necessary. Goals should be reviewed once a year to document what you have done this year, and to set your goals for the next 12 months.

In addition, the Staff Senate may want to consider amending their by-laws to indicate that an annual review of the goals is required. While a list of the accomplishments is listed in the by-laws as a requirement of the President, it does not specifically indicate that this includes a review of the goals/objectives.

### **Summary:**

This past year the Staff Senate began what they anticipate to be an annual fundraiser for charity when they held the Valentines Ball, which was a successful venture. As a public institution, charitable donations cannot be made and the Staff Senate funds are part of NDSU's balance sheet so an agency fund was established to record the revenue/expenses for this charity fund-raiser. The Staff Senate should ensure in the future that all revenue/expenses for any charitable fund-raisers be ran through the agency fund.

A&AS extends its appreciation to the members of Staff Senate for their cooperation and help during this review. If you have any questions or comments, please contact A&AS at 1-9413.

## Executive Committee Report

8/6/2008

Prepared by Gretchen Bromley, Presiding Officer

Presented by Vance Olson, Officer

### The Executive Committee met on August 27, 2008.

- Members Present: Gretchen Bromley, Vance Olson, Barb Geeslin, Kay Sizer, Laura Dallmann, Heather Heger, Lorna Olsen, Kris Mickelson (joined by phone), Broc Leitz
- Members Absent: None
- Guests: None

### The following motions were approved and are now submitted to the Staff Senate as recommendations for adoption:

- Audit** . Upon receipt of the 2008 Audit presented by NDSU Internal Auditor, Barry Miller, a motion was made by Laura Dallmann (seconded by Barb Geeslin) recommending the full Senate approve the following revision to the language of the original motion and amend the Bylaws to include this language (Dallman/Geeslin, originally presented to the full Senate on June 11):  
*The incoming President will appoint a committee in June to audit the previous year's financial reports. and present the audit for approval by the full Senate in August. The Treasurer shall request an annual financial review by NDSU Audit & Advisory Services following the end of the The audit will take place in July after the fiscal year ends. The audit which will be presented in September for approval by to the full Senate no later than the October meeting.*
- Parking tickets**. A letter was received from a senator requesting that that parking tickets on campus represent a concern for NDSU staff. The committee agreed the issue merits study. A motion was made by Gretchen Bromley (seconded by Laura Dallmann) and approved recommending to the Staff Senate that a committee be formed to investigate the issue and present at a future Staff Senate meeting possible solutions to the problem.
- Release time**. Concerns have been raised about practices that compromise the ability of staff senators to fulfill their representative responsibilities. Some work units schedule unit meetings which overlap with Staff Senate meetings. Some senators are required to take vacation or make up time spent working on Staff Senate. A motion was made by Gretchen Bromley (seconded by Heather Heger) and approved **recommending to the Staff Senate that a committee be formed to look into release time for staff senators to attend regular meetings and perform their duties. Further, that the committee report back to the full senate.**
- Cook book**. Interest in a cookbook has been shared with the committee. A motion was made by Laura Dallmann (seconded by Vance Olson) **recommending to the Staff Senate that a committee be formed to look into the creation of a "NDSU Staff Cookbook" as a fundraiser for Staff Senate and report back to the full senate.**
- Tracking senate motions/charges and accomplishments**. A question was raised about how to most effectively track the motions/committee charges that originate in the full Senate and the completion of those charges. A motion was made by Vance Olson (seconded by Laura Dallmann) and approved



**recommending to the Staff Senate that a Web page be created on the Staff Senate Web site posting actions of the Senate that are in both progress and completed.**

- Web site changes.** A question was raised about how to most effectively handle Web site change requests. A motion was made by Gretchen Bromley (seconded by Barb Geeslin) and approved **recommending to the Staff Senate that the Executive Committee be given the responsibility of reviewing and approving significant content changes to the Staff Senate Web site and that this responsibility be added to the bylaws.**

**The following motions carried:**

- Resignation request.** A motion was made by Barb Geeslin (seconded by Laura Dallmann) asking for the resignation of Staff Senate President Gretchen Bromley. Barb called the question.
- Approve purchase.** A motion was made by Laura Dallmann (seconded by Heather Heger) to approve the purchase of a camera battery for the Staff Senate camera.