

NORTH DAKOTA STATE UNIVERSITY

**STAFF SENATE MEETING MINUTES**

October 7, 2009

Memorial Union, Great 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:**

November 4, 2009	9:30 – 11:00 a.m.	Memorial Union, Great Room
December 2, 2009	9:30 – 11:00 a.m.	Memorial Union, Great Room
January 6, 2010	9:30 – 11:00 a.m.	Memorial Union, Great Room

**Upcoming Executive Committee Meetings:**

October 21, 2009	9:30 – 11:00 a.m.	Memorial Union, Meadow
November 18, 2009	9:30 – 11:00 a.m.	Memorial Union, Peace Garden
December 16, 2009	9:30 – 11:00 a.m.	Memorial Union, Meadow

**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 Vance Olson at 9:30 a.m.**

**I. Quorum, substitutions and guests – Heather Heger**

For today's meeting, there was a quorum with 58 present and 13 absent.

Substitutions: Sue Walter for Peggy Cosette

Rhonda Miller for Viet Doan

Candace Allar for Jody Pierce

Senators absent without substitutions:

Najla Amundson

Britton Carter

Jeff Gimbel

Brent Goosen

Korey Krabbenhoft

Kris Mickelson

Scott Minot

Luke Prather

Margaret Schmidt

Paula Schneider

Tim Singelmann

Kelly Summers

**II. Consent agenda – For Info. Only:**

None.

**III. Approval of Meeting Agenda**

**MOTION** (Trowbridge/Miller): to approve the meeting agenda. MOTION CARRIED.

**IV. Student Government Report – President Amber Altstadt & Vice President Andy Schlicksup**

- Research Student Activity Fee, how it's used, allocated, and if it needs to be adjusted.
- Evaluating computer clusters with ITS. Utilization and maybe changes of location.
- Freshman leadership initiative.
- We will be having the State of Student Address in November.
- Policy 153 – students are spearheading this policy.
- Fill the Dome initiative is just kicking off, deadline is November 23, 2009.

**V. Program**

Guest Speaker: Char Goodyear was introduced by Marty Hoag. E-Pledge (on-line pledge). Last year NDSU's United Way pledge was \$126,668. Goal for this year: \$131,950.

**VI. Approval of the September 9, 2009 minutes**

**MOTION** (Miller/Anderson): to approve the minutes. MOTION CARRIED.

**VII. Treasurer's Report – Jan Lofberg reporting for Laura Dallmann**

Appropriated – \$1,226.06

Local – \$1,116.58

Agency - \$2,349.17

**VIII. Reports of the Committees**

**A. Executive** –Chris Anderson (See Attachment 1)

**B. Standing**

1. **Bylaws** – Kevin Schindlbeck – (See Attachment 2) - **MOTION** (Schindlbeck/Trowbridge): to approve bylaws as amended. MOTION CARRIED.
2. **Election** – Janine Trowbridge (3 openings in 6000 & 7000 bands)

3. **Legislative** – Rita Lattimore – No report.
  4. **Program** – Martin Hoag – Michele Ried, Dean of Libraries here next month.
  5. **Public Relations** – LaDonna DeGeldere (See Attachment 3) Health Fair
  6. **Scholarship** – Tera Miller – Seven scholarships awarded, 5 student scholarships and 2 staff scholarships \$2150 total.
  7. **Staff Development** – Connie Jadrny/Jean Hagen – October 14 benefits session for one of the mini sessions. Staff Development committee meeting after the meeting today.
- C. **COSE Report** – Cindy Kozojed – December the State Employee Recognition (SER) committee will be doing the Fraser tree again this year.
- D. **Other**
1. **Policy Coordination Committee** – Vance Olson

**Policies for Input and Vote:**

Policy #153 – Smoke Free Campus

**MOTION** (Chaussee/Davis): to vote on Policy #153 Smoke Free Campus

Discussion was held.

**MOTION** (Bisek/Flink): to table the motion to vote on policy and in addition create an ad hoc committee to poll the staff. Hand out ballots to vote on an ad hoc committee. **MOTION CARRIED** to create ad hoc committee.

**MOTION** (Trowbridge/Adams): Motion to have Executive Committee **APPOINT** an ad hoc committee. **MOTION CARRIED.**

Those interested in being on the ad hoc committee please contact anyone on the Staff Executive committee

**IX. Unfinished Business**

**X. New Business**

State Staff Senate Constitution and Bylaws website – Janine Trowbridge - **MOTION** (Anderson/Miller): to approve the constitution and bylaws of the ND State Senate. **MOTION CARRIED.**

State Staff Senate – Janine Trowbridge – Election of alternate representative

Alternate nominations: Laura Dallmann and Vicki Miller.

**MOTION** (Trowbridge/Olsen): that nominations cease. **MOTION CARRIED.**

Ballets passed out. Laura Dallmann has been elected as the alternate representative.

**MOTION** (Trowbridge/Adams): to destroy both sets of ballots. **MOTION CARRIED.**

**MOTION** (Bergeson/Barclay): to amend the wording as follows: Instead of: “shall – Invite to Ensure representation” change to “Request representation”. Amendment to change: NDUS Staff Senate shall request representation from the Human Resource Council (HRC) to be present. Notify the Human Resource Council of upcoming meetings. **MOTION CARRIED.**

**MOTION** (Hoag/Bergeson): to accept the amendment with changes. **MOTION CARRIED.**

Matt Chaussee – Testing of an exploratory program for providing student mid-term grades. Designed for early identification of issues with grades and needing help.

**XI. Advisor Comments** – Broc Lietz

HRC Meeting – had a lengthy discussion on North Dakota University System (NDUS) Staff Senate. Requirement/Suggestion that some representative from the resource counsel would be in attendance at the University Senate meeting, as a resource. They are very supportive of the state-wide senate. Potentially selecting one individual to attend all meetings rather than whoever is at that university to pick up the entire load. State Senate meetings will be quarterly, two of which are going to be face-to-face the other two will be handled via IVAN.

**XII. Announcements**

- Staff Senate T-Shirts are available for \$5.00

**XIII. Adjourn**

Meeting adjourned 11:03 AM

***Scheduled meetings:***

- *Executive Committee: Wednesday, October 21, 9:30-11:00, MU/Gunkelman*
- *Staff Senate: Wednesday, November 4, 9:30-11:00, MU Great Room*

## **Executive Committee Report**

Business addressed by the NDSU Staff Senate Executive Committee at the meeting held **September 23, 2009**:

**Senator Viet Doan** visited the committee with a concern raised about the contents of messages that go to the Staff ListServe. There is a standard that the committee determined to be clear, but will closely monitor messages in the future to make sure they fit the criteria.

**Discussion of how policies are handled by the Staff Senate.** When the Staff Senate is notified of new or modified existing campus policies, we have been posting them on the website for Senators to study instead of having each senator print them out with their agenda. It was determined that this is a good economical practice and will continue. The party presenting new policies, particularly involved or “Hot Button” issues will try to have a representative present at the Staff Senate meetings to answer any questions or concerns.

**Our opinions count!** Vance had some concerns of how the Staff Senate’s opinions on policies were being considered. Broc Lietz assured us that our input is highly valued at all levels of the University and will continue to be in the future.

**Chris Anderson**

**NDSU Staff Senate President Elect**

**Bylaws Committee Report**

10/05/2009

*Submitted by Kevin Schindlbeck, Chair, Bylaws Committee*

The Bylaws Committee met on September 4. A quorum was present and we conducted business related to the tasks that we were assigned during the June 2009 Staff Senate Meeting.

Discussion and language has been finalized in clarifying Section 5h of the bylaws as charged. (See below)

The proposed revisions to Section 5h and bringing a motion out of committee to approve as submitted at the next Staff Senate Meeting was unanimously approved by the committee members.

Preliminary discussion was begun on the charge coming out of the Executive Committee to add language to the bylaws for representation and participation in the statewide, higher education Staff Senate. Further discussion was tabled until the next Bylaws Committee meeting.

Section 5h as originally proposed for vote at the June 2009 Staff Senate Meeting.

During a regular Staff Senate meeting, a group of five (5) or more senators **can call for a vote of no confidence** when an officer improperly performs the duties of an office as described in the bylaws. The senators shall be required to provide accusation(s) made against the officer in question, identify duties that are believed to have been improperly performed, and describe how the duties were improperly performed. A written copy of the accusations shall immediately be given to the officer in question. The officer will be given an opportunity to resign on his/her own volition after receiving the accusations brought forth. If there is no voluntary resignation, at the next regular Staff Senate meeting, the officer in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations of improper performance to the full Staff Senate in attendance. Following the rebuttal opportunity, a vote using paper or electronic ballots **will take place** with a plurality of those members present required to carry the motion. **The Executive Committee declares an office vacant either by the officer in question voluntarily resigning or by a motion in favor of a vote of no confidence carrying. The Executive Committee decides if the officer in question will also be removed from his/her position as a member of the Staff Senate.**

Section 5h as amended based on the June 2009 Staff Senate Meeting motion.

During a regular Staff Senate meeting, a group of five (5) or more senators **can introduce a motion for the removal of an officer** when an officer improperly performs the duties of an office as described in the bylaws. The senators shall be required to provide accusation(s) made against the officer in question, identify duties that are believed to have been improperly performed, and describe how the duties were improperly performed. A written copy of the accusations shall immediately be given to the officer in question **and all members of the Staff Senate**. The officer will be given an opportunity to resign on his/her own volition after receiving the accusations brought forth. If there is no voluntary resignation, at the next regular Staff Senate meeting, the officer in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations of improper performance to the full Staff Senate in attendance. Following the rebuttal opportunity, **a vote must be declared as to the removal from his/her office or to the removal of him/her from the Staff Senate** using paper or electronic ballots with a plurality of those members present required to carry the motion. **Upon the motion carrying, the presiding officer of the Staff Senate shall declare the office vacant.**

**Kevin Schindlbeck**

**Chair, Bylaws Committee**

**Public Relations Committee 2009-2010**

**1. Homecoming October 3, 2009**

The Homecoming parade and float entry was a success! Thanks to everyone that spent time planning and assembling the float. Thank you to the pirates who were the best pirates in the parade, and thank you to the candy handlers and family that helped on Saturday.

**2. Messenger**

The Public Relations Committee is planning the next publication of the Messenger which is scheduled to be published in October 2009.

The Messenger is approximately 90% or more complete and will be ready for publication following the review and proofing process. Watch for your copy and read about the events that are happening now. Thank you to all who submitted information for the articles and upcoming events.