

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

October 6, 2010  
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 3, 2010	9:30 – 11:00 a.m.	Great Room, MU
December 1, 2010	9:30 – 11:00 a.m.	Great Room, MU
January 5, 2011	9:30 – 11:00 a.m.	Great Room, MU

**Upcoming Executive Committee Meetings:**

November 17, 2010	9:30 – 11:00 a.m.	Dinwoodie - Bjornson, MU
December 15, 2010	9:30 – 11:00 a.m.	Gunkelman, MU
January 19, 2010	9:30 – 11:00 a.m.	Gunkelman, MU

**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.

**Senators & Substitutes:**

- Attendance sheets are on the back table; please sign in. (Absences are noted in the minutes.)
- Please mute or turn off cell phones before the meeting.

## Call to Order

Kris Mickelson called meeting to order at 9:30 a.m.

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

Absent:

Glenn Christensen  
Peggy Cossette  
Tamara Cummings  
Marilyn Dowdy  
William Ferguson  
Jean Hagen  
Natalie Leer  
Pamela Nielsen  
Kelly Summers  
Jeri Vaudrin

Subs:

Andrea Abrahamson for Robert Barclay  
Bethany Vincent for Wendy Clarin  
Sue Wolter for Connie Eggers  
Lynnell Popowski for Lynn Ehlen  
Tammy Helweg for April Moser  
Brandon Marback for Sheila Watson

Present: 50

Absent: 10

Guests:

Kyle Sebesta (scholarship recipient)  
Sarah Hunter (scholarship recipient)  
Scott Swanson – Ag Communications  
Cindy Kozojed - Telecommunications

### II. Consent Agenda – For Information: **MOTION:** (Haney/Miller) to approve consent agenda. **MOTION CARRIED.**

**Policy 103B:** Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings.

**Policy 180:** Separation Procedures

**Policy 133.1:** Tuition Discount – Spouse and Dependents

**Policies for Input:**

**Policy 348:** Instruction in the Responsible Conduct of Research

**Policy 150:** Commercial and Fund-Raising Activities

**Policy 304:** Academic Staff and Executive/Administrative Positions –  
Procedures for Filling

### **III. Approval of Meeting Agenda**

**MOTION:** (Dallmann/Pierce) to approve meeting agenda. **MOTION CARRIED.**

### **IV. Program**

Power of Service by Matthew Skoy

Matthew had us talk with someone we didn't know and have them what service means to them. The purpose of this activity is to prove that everyone defines service differently. Matthew has been privileged to work with the NDSU Volunteer network. The Volunteer network is located in the Student Activities Office. Some of the programs that we participate in are:

Fill the Dome

Martin Luther King Day – in which we encourage students to go into the community and give

Giving Tree – buy gifts for people that cannot afford presents for the children

Dress for Success – clothing drive for women that cannot afford appropriate work clothing

The Big Event – Objective is to get the campus involved in neighborhoods

Serving the Tribal Community – Service projects at reservation

America Reads – Work with elementary school students

Bison Service Challenge – This program started last year to promote service. 30,000 hours of service were logged. Students are doing some phenomenal things in the community.

### **V. Student Government Report – no report**

### **VI. Approval of the September 1, 2010 minutes:**

**MOTION:** (Olson/Dallmann) to approve minutes as changed. Janine Trowbridge requested to have the paragraph removed from the State Staff Senate section and attach the paragraph that she sent via e-mail as an attachment. **MOTION CARRIED.**

### **VII. Treasurer's Report – Kathy Backen-Andersen**

Local - \$4,476.92

Agency – \$0

Appropriated - \$786.71

### **VIII. Advisor Comments – Colette Erickson - no comments**

### **Reports of the Committees:**

- A. Executive** – Kris Mickelson. Policy 133.1 tuition discount for staff itself, release time, and number of credits. Staff Exec Board has completed a SWOT. Now we need to create some action items from the SWOT minutes.

We have started a proxy list, if you cannot be here and cannot find someone from your department, you can contact Heather Heger to find a proxy for you.

- B. NDUS Staff Senate** – Kathy Backen-Andersen – There were 11 universities represented in the last meeting via an IVAN session. We will be pursuing a non-voting seat on the Board of Education. Next meeting is in December.

**C. Standing Committees**

1. **Bylaws** – Vince Anderson – no report
2. **Election** – Vance Olson – no report
3. **Legislative** – Debra Severson – no report
4. **Program** – Victoria Miller – Valentine Ball is in February. We need volunteers to help decorate the day of the ball. There will be a planning meeting scheduled in November.
5. **Public Relations** – Deb Haney/Marilyn Dowdy – Wednesday, October 13<sup>th</sup> is the Wellness Roundup in the Plains Room from 10:00 – 3:00. Please sign-up for a half-hour slot if you are able to. Thank you to everyone that helped with the Homecoming float, it turned out wonderfully.
6. **Scholarship** – Stephanie O'Brien/Connie Eggers – no report
7. **Staff Development** – Jodi Pierce/Paula Schneider – we are working on setting up some mini-sessions for November, January, March, and April. We are also working on finalizing a speaker for Discover U in February.
8. **Staff Recognition** – no report.

**X. New Business**

**XI. Announcements**

We will be taking a Staff Senate group photo after the October meeting, please plan to stay after the meeting to participate in the photo.

Ericka Beesler-Thompson – LIVE Real mentor program will be have a presentation at noon on October 13<sup>th</sup> in the Hidatsu Room. Next Monday, October 11, 2010, there will be a Town Hall Meeting. At the meeting there will be a lot of community stake holders, and legislators. They are going to get together and talk about Drinking and Drugs at the NDSU Alumni center.

Staff Senate Website has a link to President Bresciani's State of the University Address.

We have started a proxy list, if you cannot be here and cannot find someone from your department, you can contact Heather Heger to find a proxy for you.

**XII. Adjourn**

Kris Mickelson adjourned the meeting at 10:15 a.m.

***Scheduled meetings:***

- *Staff Senate: Wednesday, November 3, 9:30-11:00, MU Great Room*
- *Executive Committee: Wednesday, November 17, 9:30-11:00, MU/Dinwoodie-Bjornson*