

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

February 6, 2013

Memorial Union, Plains Room

Staff Senate meeting minutes are archived on our Web site at:

http://www.ndsu.edu/staff_senate/meeting_information/meeting_minutes/

Upcoming Staff Senate Meetings:

March 6, 2013	9:30 – 11:00 a.m.	MU, Plains Room
April 3, 2013	9:30 – 11:00 a.m.	MU, Great Room
May 1, 2013	9:30 – 11:00 a.m.	MU, Plains Room

Upcoming Executive Committee Meetings:

March 20, 2013	8:30 – 10:00 a.m.	MU, Meinecke Board Rm
April 17, 2013	8:30 – 10:00 a.m.	Ceres Hall, Rm 116

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 Jodi Pierce prior to the meeting (231-8296 or jodi.pierce@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)231-770*

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.

- I. Call to Order** - LaDonna DeGeldere called the meeting to order at 9:30 a.m.
- II. Attendance Report** – Jodi Pierce – Attachment 1
Substitutions:
Chris Gauthier for Angela Bachmann
Amy Knudsen for Alicia Kauffman
Ann Marschke for Vicki Miller
Kristen Wever for Mary Sinner
- III. Consent Agenda** - MOTION: (Styczynski / Johnson) to approve the consent agenda. MOTION CARRIED.
For Information: None
For Input: None
- IV. Approval of the Meeting Agenda** – MOTION: (Clarín / Gauthier) to approve meeting agenda. MOTION CARRIED.
- V. Announcement** – Eric Christianson, a student from the NDSU College of Business, presented information about the HOW ethics philosophy. The Legacy Program in the Business College is bringing the Legal Research Network (LRN) workshop to NDSU at no expense to the university. For more about LRN, go to www.lrn.com or www.howistheanswer.com. Staff Senate will sponsor a training session for staff on February 20, 2013 from 9:00 – 11:00 a.m. in the Memorial Union, Great Room.
- VI. Student Government Report** – No report.
- VII. Faculty Senate Report** – Harlene Hatterman-Valenti
- Faculty Senate is trying to get the new SROI (student rating of instruction) questions implemented next school year. The new question were created to avoid biases.
 - A faculty ad hoc budget committee has been created to give faculty input on budget issues for the university.
 - Larry Peterson lead an open forum to discuss the upcoming accreditation information, updates and changes.
 - A task force was created to address academic freedom concerns on campus. The task force has been asked to explain the importance of this issue to everyone including the public.
- VIII. Campus Kudos** – introduced by Janine Trowbridge. Nomination and presented of Campus Kudos given by Sonja Fuchs to CJ Johnson in the Division of IT. Nancy Lilleberg, CJ's supervisor, was in attendance.
- IX. Program** – Relay for Life, presented by Laura Dallmann on behalf of Lindsey Kaufmann. A short slide presentation was shown. The event starts on April 26, 2013 at 6 p.m. and ends on April 27, 2013 at 6 a.m. There will be opening and closing ceremonies and activities in between. As the event draws nearer, Laura Dallmann will create a schedule for our walkers so we have someone on the track at all times. All are welcome and will be accommodated. Information will be sent via e-mail as the event draws closer.
- X. Approval of the January 2, 2013 Meeting Minutes**
MOTION: (Styczynski / Bisek) to approve January 2, 2013 meeting minutes with a correction. MOTION CARRIED.
- XI. Treasurer's Report** – Tina Exner
Appropriated Fund - \$134.60
Local Fund - \$17,498.60
Agency Fund - \$4,423.23

XII. Advisor Comments – no comments.

XIII. Reports of the Committee

A. Executive – Kelly Bisek – recap of the presentation by Eric Christianson about the HOW ethics presentation.

B. Standing

1. Bylaws – Vince Anderson – No report.

2. Election – Laura Dallmann

Olson nominated Kris Mickelson for the open position on the Legislative Committee.

MOTION: (Styczynski / Christiansen) to close nominations and cast unanimous ballot. **MOTION CARRIED.**

The Election Committee met on January 23, 2013 to solidify the general elections schedule and to work with, Mary Asheim, chair of the Public Relations Committee, to collaborate on a Staff Appreciation Event. Nominations and election dates were changed to nominations being held from March 18-29 with elections from April 8-10. Election information will be published in *It's Happening At State* and emails will be sent to the staff listserv. The Staff Appreciation Event being sponsored by the Public Relations committee will be held on March 27th in hopes that this will encourage more people to join Staff Senate.

3. Legislative – Vance Olson announced that Bruce Bollinger will be a liaison to the Legislative Committee during this legislative session.

4. Staff Development and Program – Paula Schneider – Registration for the Discover U seminar on February 13, 2013 is low. This seminar, “Managing & Balancing Your Finances and Stress Management” was planned based on suggestions and feedback from staff. We are encouraged to attend this event and promote it to other staff members.

5. Public Relations – Mary Asheim

- Special thanks to everyone who contributed articles for the *Messenger*. As a reminder, the *Messenger* will remain on the website for viewing at all times.
- Brandon Marback is close to having the updated Staff Senate brochure ready to print, so they will be ready in time for Staff Appreciation Day.
- Sheila Boyda has been working with Bison Information Network (BIN) on a promotional video for Staff Senate. This will be a video that can be used at New Employee Orientation, at a contact table, or at any event we want to promote Staff Senate.
- Staff Appreciation Day will be held in the Plains Room on Wednesday, March 27 from 8:00-10:30 AM. Mark your calendars – we are planning something new and exciting for this year's event!

6. Scholarship – Matt Chaussee – See Attachment 2

7. Staff Recognition – Janine Trowbridge – The Staff Recognition Luncheon will be Friday, April 12, 2013. The committee reviewed the procedures and will proceed much as the past year. More information coming via email in March.

8. Valentine's Ball – La Donna De Geldere for Victoria Miller – The Valentine's Ball will be held on February 23, 2013 from 7:30 p.m. to midnight. Planning is progressing nicely. Ticket packets were distributed during the meeting. Senators are needed to help fill contact tables for ticket sales

leading up to the event.

C. Gunkelman Award – William (Bill) Lenarz – no report.

D. NDUS Staff Senate – Laura Dallmann

- Salary administration from the Governor's Budget was discussed. Laura Glatt addressed these concerns from a previous meeting. There were no further questions or suggestions for action.
- Work is progressing on developing an NDSSS logo.
- Discussion of the Chancellor's visit to UND and its broadcast was held.
- An election for the staff advisor to the State Board of Higher Education was held. Janice Hoffarth from UND was elected as the staff advisor.
- Kris Mickelson has agreed to serve on the NDSSS legislative committee.
- Future meetings have been scheduled and are posted on the NDSU Staff Senate calendar.

E. President's Cabinet – LaDonna DeGeldere

- An Accreditation Committee has been created for the accreditation in the fall of 2015. More information will be coming forward about updates and the process.
- Discussion about the IT Building at UND have been held. There was going to be some displacement of workers to accommodate a space for the Chancellor but that is changing daily.
- A proposal to buy out the Chancellor's contract is being discussed. Questionable leadership issues were given as the main reason for this buy-out.
- The Bison Caucus is through the Alumni Center and Development Foundation. It is a neutral voice consisting of area business leaders to bring issues on behalf of NDSU to legislation. This group is gaining membership and strength in support of NDSU.
- Joe Johnson suggested having a legislator come visit our meetings during the off years of legislature sessions. Several names were suggested. Vance Olson agreed that the Legislative Committee would look into this option.

F. COSE – Laura Dallmann – The last meeting was held in Bismarck on January 29, 2013. A clothing sales flyer will be coming soon and a newsletter will be created and distributed around March 1, 2013. Our next meeting will be held on April 23, 2013 in Jamestown.

G. Ad-Hoc Committees

1. **Ad-Hoc Library Committee** – Kelly Bisek – The committee met to go over information and decide how to move forward. Next meeting will be next Friday, February 15, 2013 to finalize questions to present to the Library's leadership.

XIV. Old Business – No old business.

XV. New Business

- A. Career Expo** – Volunteers are being requested to assist on February 27, 2013 during the Career Expo sponsored by the Career Center. Volunteers will be asked to direct traffic and mentor students on dress, presentation, or other topics as needed.

XVI. Announcements

Veteran's affinity group meeting being held on February 7, 2013 in the Memorial Union, Mandan Room.

XVII. Adjourn

LaDonna DeGeldere adjourned the meeting at 10:30 a.m.

Scheduled meetings:

- *Executive Committee: Wednesday, March 20, 2013, 8:30 – 10:00, MU, Meinecke Boardroom*
- *Staff Senate: Wednesday, March 6, 2013, 9:30-11:00, MU, Plains Room*

Meeting Minutes respectfully submitted by
Laura Dallmann on behalf of Liz Thompson, Secretary

Attachment 1

Senator		J	J	A	S	O	N	D	J	F	M	A	M
Andrea	Abrahamson		No longer at NDSU										
Vince	Anderson	X			X	X	P	X	X	X			
Mary	Asheim	X	N	N	X	X	X	X	X	X			
Angela	Bachman	X	O	O	X	X	X	X	X	P			
Katherine	Backen-Andersen	X			X	X	X	X	X	X			
Gennifer	Baker	X	M	M	X	X	X	P	X	X			
Kelly	Bisek	X	E	E	X	P	X	X	X	X			
Sheila	Boyda		E	E	X	X	X	X	X	X			
Letha	Cattanach		T	T	X	X	X	X	A	Resigned from Senate			
Matthew	Chaussee	X	I	I	X	X	X	X	X	X			
Adam	Christiansen	X	N	N	X	X	X	X	X	X			
Wendy	Clarín	X	G	G	P	X	X	X	X	X			
Laura	Dallmann	X			X	X	X	X	X	X			
LaDonna	DeGeldere	X			X	X	X	X	X	X			
Marilyn	Dowdy	X			X	X	X		X	X			
Lynn	Ehlen	X	N	N	X	X	P	X	X	X			
Daniel	Erichsen	X	O	O	X	X	X	X	X	X			
Jeanne	Erickson	X			X	X	X		X	X			
Christina	Exner	X	M	M	X	X	X	X	X	X			
Ron	Fingarson	Ex	E	E	X	X	P	W	W	W			
Perry	Flaten	P	E	E	X	X	X	X	X	X			
Wendy	Gibson	X	T	T			X	X	X	X			
Cathy	Giddings	X	I	I	X	X	X	X	X	X			
Carole	Huber		N	N	X	X	X	X	X	X			
Joseph	Johnson	Elected in Oct				X	X	X	X	X			
Alicia	Kauffman	X	G	G	X	X	X	X	X	P			
Brian	Kennedy	X			X	X	X	X	X	X			
Hideaki	Kikuchi	X							A	Resigned from Senate			
Natalie	Leer		N	N		X		X	A	Resigned from Senate			
William	Lenarz	X	O	O	X	X	X	X	X	X			
Chad	Lindberg	X			X	X	X	X	X	X			
Jerie	Little	X	M	M	X	X	X	X	X	X			
Brandon	Marback	X	E	E	P	X	X	X	X	X			
Timothy	McCue	A	E	E	X		P	X	A	X			
Kristy	Mickelson	X	T	T	X	X	X	X	X	X			
Vicki	Miller	X	I	I	X	X	X	X	X	P			
Vance	Olson	X	N	N	X	P	X		X	X			
Jessica	Osebold		G	G	No longer at NDSU								
Shauna	Pederson	X			X	X	X	X	A	X			
Jodi	Pierce	X			X	X	X	X	X	X			
Regina	Ranney	X			X	X		X	X	X			
Lori	Rezac		No longer at NDSU										

Senator		J	J	A	S	O	N	D	J	F	M	A	M
CeCe	Rohwedder	X			P	X	X	X	X	X			
Paula	Schneider	X	N	N	X	X	X		X	X			
Angela	Seewald-Marquardt	X	O	O	X		X	X	X	X			
Nathan	Sheggerud	X			P	X	X	X	X	X			
Anna	Sheppard		M	M	X	X	X	X	X	X			
Julie	Sherwood	X	E	E	X	X	X	X	P	X			
Mary	Sinner	X	E	E	X	X	X	X	X	P			
Deven	Styczynski	X	T	T		X	X	X	X	X			
Dale	Summers	X	I	I	X	X	X	X	X	X			
Elizabeth	Thompson	X	N	N	X	X	X	X	X	Ex			
Janine	Trowbridge		G	G	X	X	X		X	X			
Jeri	Vaudrin				X	X	X		X	W			
Sheila	Watson	X	No longer at NDSU										
Elizabeth	Worth	X			P	P	X	X	X	X			

A – Absent

Ex – Excused

M – Medical

P – Proxy

W – work conflict

X – Present

Scholarship Committee Update

February 6, 2013

Revised MOU with the Development Foundation

The Staff Senate Scholarship Committee has been working with the Development Foundation to revise the wording on the Memorandum of Understanding (MOU) for what were originally entitled the "Classified Staff Scholarships." The last time the document was revised was back in 1993. The document is renamed the "Staff Senate Scholarship Endowment" and we have revised the language on the MOU to be consistent with the broad-band classification system used for University employees and dependents eligible for the scholarships, clarified and itemized the minimum qualifications for consideration. Perhaps the largest change is that per the 1993 document, the Staff Senate Scholarship committee was given authority to determine an application process for the spouse of a staff member. We have revised the "Children of Staff" scholarship to be for "Dependents of Staff" so that anyone who is a legal dependent of an eligible staff member is eligible for the scholarships. The revised document has gone for approval by the Development Foundation administration.

Contributions directly to the "Staff Senate Scholarship Endowment"

We have discussed with the Development Foundation ways we can increase the principal balance of the Staff Senate Scholarship Endowment to increase annual staff / dependent of staff scholarship amounts. The leading idea at this point is to ask for contributions during the upcoming Power of One campaign. We would encourage all senators to promote contributions to the "Staff Senate Scholarship Endowment" during the upcoming campaign. More will follow as the Development Foundation ramps up their fundraising efforts for 2013. Additionally, fundraising events could also be used to increase the principal amount of the Endowment although proceeds from the past year's fall raffle will all be distributed as scholarships for the 2013-2014 academic year. Other ideas for contributing to the Endowment's base funding are welcomed and encouraged.

Scholarship applications

Scholarship applications will be accepted beginning February 15th, 2013 through April 5th, 2013. Applications can be completed online at www.ndsu.edu/staff_senate and will also be available in paper format from Student Financial Services. We will be awarding scholarships this year to staff members in amounts of \$100 and to dependents of staff members and general NDSU students in amounts up to \$500.

Respectfully Submitted,

Matthew Chaussee