

**Meeting Minutes**  
**September 4, 2013**  
**Prairie Rose, Memorial Union**

- I. Meeting called to order at 9:30 a.m. by President Kelly Bisek.
- II. Consent Agenda – No items for consent.
- III. Approval of the Meeting Agenda – MOTION by Christianson / Gibson to approve the meeting agenda as amended. MOTION CARRIED.
- IV. NDSU Homecoming Update by Jobey Lichtblau – Encourages everyone to go to the homecoming website for constantly updated information. The biggest change this year is the location of the parade from around campus to downtown. After the parade will be a pep fest by the Civic Center and Library also downtown. Matbus is doing a “free Friday” to support the activities. The Homecoming Committee is looking for volunteers to help with crowd control during the events. A sign-up sheet will be made available for volunteers to help.
- V. Staff Senate Homecoming Committee report by Regina Ranney – The committee is progressing very nicely but at this time we need volunteers to help get things ready. A sign-up sheet will be available online very soon in addition to the paper sign-up sheet. The float itself is simple but showy and we will be giving away glow in the dark necklaces instead of candy.
- VI. Membership report by Jeanne Erickson. 52 Senators present with 4 proxies and 6 guests. Janet Harrington was proxy for Glen Christensen, Sandy Erickson for Cathy Giddings, Jayme Pfeifer for CeCe Rohwedder, and Christina Weber for Mary Sinner. See **Attachment 1** for details.
- VII. Student Government Report by Robbie Lauf – Today (September 4) there are two big events happening. First is the Student Involvement Expo from 11 a.m. to 3 p.m. on the East Patio. The expo is a way for students to see what is available for involvement on campus. 2<sup>nd</sup> Annual Bison Yell Practice happening this evening at 8 PM in the Fargodome. Student Government’s first meeting was last Sunday, September 1 and they are looking to fill senate seats at this time. Student Government is looking forward to working with us in the upcoming year.
- VIII. Faculty Senate Report by Birgit Pruess, President Elect – Birgit introduced herself and expressed her excitement to work with Staff Senate over the next year.
- IX. Program by President Dean Bresciani. Kelly Bisek introduced President Bresciani. President Bresciani discussed the new funding model from State Appropriated funds. The formula is performance based with standards that are almost inarguable. Over all, the funding is much more equitable. Freshman and graduate student enrollment have increased. President Bresciani also encouraged everyone to attend the upcoming State of the University address on October 10, 2013. The NDSU’s success continues to be impressive and grow.
- X. Approval of the June 12, 2013 Meeting Minutes – MOTION by Styczynski / Johnson to approve the June 12, 2013 meeting minutes. MOTION CARRIED.
- XI. Treasurer’s Report by Tina Exner
  - Agency: \$3,673.23
  - Appropriated: \$1,142
  - Local: \$2,899.48

XII. Advisor Comments by Colette Erickson – Staff are invited to three different events. The Counseling Center will be doing a two-hour seminar on managing your mood at work on Wednesday, October 9<sup>th</sup> at 10 a.m. A Civil and Workplace Mediation Training through the Conflict Resolution Center at UND is coming up. This training is good for supervisors and employees to learn how to communicate and stay calm during situations. The third event is a TIAA-CREF Financials Essentials workshop geared towards women (men may attend also) entitled, “She’s got it, a women’s guide to saving and investing.” This will be held on October 3 at 5:30-7 PM in the Memorial Union, Arikara room.

XIII. Committee Reports

- A. Executive Committee by Wendy Clarin – Use of Marketplace is available for any committees and Bisek is our contact for that function. Funding for purchasing food has come under question and the committee is in the process of investigating the resources available for such purchases.
- B. Election by La Donna De Geldere – After the elections in April, Staff Senate had 56 out of 60 senate seats filled. During the summer two people left Staff Senate leaving us with 54. Today we will be able to fill every available senate position thanks in large part to the recruiting efforts of Jeanne Erickson. The following staff members introduced themselves and are interested in being a senator: Linda Weidmann, Holly Halvorson, Char Rasmussen, Cindy Selstdadt, Rhonda Klubben, and Molly Rinehardt. MOTION by Stycynski / Mickelson to cast a unanimous ballot to elect all six staff members to Staff Senate. MOTION CARRIED.
- There is an opening in the 4000 band for a member of the Staff Recognition Committee. De Geldere showed the list of 4000 band members and explained the duties of the committee. No one self-nominated at this time so we will revisit this position in October.
- C. Bylaws – Bisek reported that he has forwarded the updated bylaws for approval to the President’s Office.
- D. Legislative – No report.
- E. Staff Development / Program by Gennifer Baker – The committee is planning the process for a Discover U seminar. They are taking suggestions for speakers. – There are still a good number of openings for the HOW workshops being held on September 17 and 19. All are encouraged to sign up and attend one or both of the workshops.
- F. Public Relations by Mary Asheim – See **Attachment 2**.
- G. Scholarship by Angela Seewald-Marquardt – Scholarship Committee raised \$4,300 in scholarships were given to 14 people including 2 staff members, 6 dependents of staff and 6 general student population. Currently the committee is collecting items for the raffle this year. Please, look forward to participating in the raffle process this year by selling tickets.
- H. Staff Recognition by Alicia Kauffman – Please, remember to nominate those around you that go above and beyond in the work place for the Campus Kudos award. Next month there will be a campus kudos award given.
- I. Valentine’s Ball – No report.
- J. Gunkelman Award – No report.

- K. State Staff Senate by Laura Dallmann – No meetings have been held since our next meeting via IVN on September 23 at 3 PM in EML 171. See **ATTACHMENT 3** for excerpts from the unapproved meeting minutes of the June 18, 2013 meeting for highlights.
- L. COSE by Laura Dallmann – The COSE board did not meet this summer. Dallmann is questioning NDSU's involvement on the COSE board. The purpose of the board is to promote morale for state employees. Most of the things that COSE does is duplicated in other ways at NDSU so Dallmann is wondering if NDSU is getting an appropriate return for the money invested in attending the meetings. The board is trying to get a meeting with the governor to see what his support of the board is and to get clarification on several issues. When that meeting after place, Dallmann will report back.
- M. Ad-Hoc Committees
  - 1. Environmental Sustainability Committee – No report.
  - 2. IT Communications Committee by Vince Anderson – Based on feedback from June meeting there is a need to have a committee with an officer. Bisek suggested a proposal from the committee next meeting on how to proceed.
  - 3. Homecoming Committee – No additional comments.
- XIV. President's Cabinet by Wendy Clarin – Mentioned was made of the commercial played during the Kansas State football game. – Research productivity is going well on campus and one group has a five year renewable grant of 1 million dollars which is very exciting. – It has been stressed that businesses in ND are looking for specific things in graduates. – There is a two to one matching grant opportunity for specific programs available to academic departments. – VP of Student Affairs is retiring and Joann Miller is the chair of that search committee. – Please, plan to attend the State of the University address. – There is a committee to improve advising. Issues with advising come up often so this is an effort to help with those issues.
- XV. Old Business
  - A. Policy 133.1 Tuition Discount/Waiver – Spouse and Dependents Discussion by Kelly Bisek – Bisek briefly reviewed the discussion on the June 12<sup>th</sup> minutes. Bisek read the minutes and asked for further feedback. – Regina Ranney made the following comments: It is very important to Ranney that this chance for same-sex unions continues to move forward. She does not want to see this opportunity fall through the cracks because the exact wording cannot be achieved. It is easy for someone in her position (someone who is legally married) to sit back and see the errors and be critical of the policy but she feels that it should have importance and continue to move forward. As NDSU moves forward in ND and beyond she would like to see this as another area where we lead by example.
- XVI. New Business
  - A. Vendor Show by Vicki Miller – Miller would like to know if Staff Senate would like to hold another vendor show. Last year over \$400 was raised for scholarships with very minimal work. MOTION by Clarin / Mickelson to form an ad hoc committee to put together a vendor show. MOTION CARRIED.  
Volunteers: Vicki Miller, as chair, Christina Weber, Kris Mickelson, Carin Engler, Cindy Selstdadt, Wendy Gibson, and Holly Halvorson.
- XVII. Announcements
  - A. Bisek thanked everyone for their participation especially during this busy time of year.

- B. Bisek would like to briefly meet with the following people right after the meeting: Wendy Clarin about parking, and the chairs from scholarship committee, development committee, public relations committee, and homecoming committee.
- C. Bison Day of Honor by Kris Mickelson. It's time get this event going. There is a need for volunteers. Please, contact Kris Mickelson if you are interested in helping.

XVIII. Future discussion

- A. Non-senator Participation in Committees

XIX. Meeting adjourned at 10:50 a.m. by Kelly Bisek.

# ATTACHMENT 1

## STAFF SENATE ATTENDANCE REPORT

Senator		J	J	A	S	O	N	D	J	F	M	A	M
Vince	Anderson	X			X								
Mary	Asheim	X			X								
Angela	Bachman	X			X								
Katherine	Backen-Andersen				X								
Gennifer	Baker	X			X								
Kamie	Beeson	X			X								
Ben	Bernard				X								
Kelly	Bisek	X			X								
Marie	Bosley Gordon	X			X								
Kimberly	Buckley				X								
Glenn	Christensen	X			P								
Adam	Christiansen	X			X								
Wendy	Clarín	X			X								
Jaclyn	Curtis	Ex			X								
Laura	Dallmann	Ex			X								
LaDonna	DeGeldere	X			X								
Viet	Doan	X			X								
Marilyn	Dowdy	X			Ex								
Lynn	Ehlen	X			X								
Roxanne	England	X			X								
Carin	Engler	X			X								
Daniel	Erichsen	X			X								
Jeanne	Erickson	X			X								
Chris	Exner	X			X								
Chris	Gauthier	P											
Wendy	Gibson	M											
Cathy	Giddings	X			X								
Trent	Gilbery	X			X								
Jeff	Gimbel	X			X								
Holly	Halverson	Na			X								
Karen	Hansen	X			X								
Loretta	Herbel	X			X								
Nancy	Hillen	X			X								
Penny	Hoesel	X			X								
Joseph	Johnson				X								
Alicia	Kauffman	X			X								
Ronda	Klubben	Na			X								
Chad	Lindberg	X			X								
Jerie	Little	X			X								
Brandon	Marback	X			X								

NO STAFF SENATE MEETING

Resigned August 2013

Ann	Marschke	X	<b>NO STAFF SENATE MEETING</b>	X										
Timothy	McCue	P		X										
	<b>Senator</b>	<b>J</b>		<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>		
Kristy	Mickelson	X		X										
Vicki	Miller	X		X										
Frank	Oakgrove	X		X										
Shauna	Dubuque-Pederson	X		X										
Char	Rasmussen	Na		X										
Regina	Ranney	X		X										
Molly	Rinehardt	Na		X										
CeCe	Rohwedder	X		P										
Paula	Schneider	X		X										
Steve	Scott	X		Resigned August 2013										
Angela	Seewald-Marquardt	W		X										
Cindy	Selstadt	Na		X										
Nathan	Sheggerud	A		A										
Anna	Sheppard	X		X										
Julie	Sherwood	P		X										
Mary	Sinner	X		P										
Deven	Styczynski	W		X										
Dale	Summers	X	X											
Donna	Theusch	X	X											
Linda	Wiedmann	Na	X											

A – Absent

Ex – Excused

M – Medical

P – Proxy

W – work conflict

X – Present

**Public Relations Committee Report**

September 4, 2013

**Food Drive**

- Our summer food and fund drive for the Great Plains Food Bank ran through the month of July. Knowing that money would do the greatest good, we set up our fundraiser in Marketplace so that it would be easier for people to make cash donations, and we set up a collection jar at our RedHawks contact table. We also understood that some people may prefer to make a food donation, so we placed several food containers around campus. We received \$800 in cash donations in addition to the food that was collected. We've already met and discussed ways that we can increase our goal for next year.

**RedHawks Welcome Back Event**

- The RedHawks Welcome Back Event went very well – the weather was great and the RedHawks won. On behalf of the PR Committee, we would like to thank all those who volunteered to distribute tickets at our contact table. I hope you enjoyed your thank-you gifts.

**State Employee Recognition Week**

- We have three things planned for State Employee Recognition Week September 9-13: 1) We have a display case reserved in the Memorial Union to help create awareness and list the activities for the week; 2) There will be an ice cream social from 2:00-3:30 PM on the patio at the President's house on Wednesday, September 11; and 3) We will be conducting a virtual scavenger hunt the entire week. We'll send out an email each day with a link to our webpage where people will find two clues, one picture and one sound. The answers to each clue will be posted the following day along with two new clues. Be sure to watch for our emails.

## State Staff Senate Meeting Report

The following are excerpts from the State Staff Senate unapproved meeting minutes. Excerpts are submitted by Laura Dallmann.

### 1. SBHE Update – Ms. Janice Hoffarth, ND SSS Representative

Next SBHE meeting is this Thursday in Bottineau. Board will review the President's evaluations. Chancellor last date is July 15. Kirsten begins as president July 1.

SBHE Items 46, 47, 48: State auditors found that an individual took 40 hours vacation and 40 hours of night shifts (at overtime rate). Policy revisions state that overtime is based on time worked. The only exception is if the institution is closed, an individual is still eligible for overtime. Call back time is not impacted by the change in the overtime policy. SBHE Item 44: Policy 608.2 was reviewed to discuss change for non-renewal and dismissals.

### 2. Old Business

**a. Updates on Pathways** - No discussion occurred. The update was made by SBHE members during the morning session.

**b. Performance Funding** - Discussion occurred at May 23 SBHE meeting in Fargo. The criteria for how the \$5 million for performance funding and use in the NDUS is still to be determined.

**c. Tuition and Budgets** - Tuition was discussed at length at two SBHE meetings. Final budget decisions at institutions are still pending.

#### d. SSS Website Content

i. Discussion occurred about the SSS website and usage.

ii. UND moved that campus Staff Senate president contact information, link to campus Staff Senate websites, Minutes, agendas, meeting schedule, constitution and bylaws, SSS officers, new SSS logo, NDUS liaison contact be on the website. NDSU seconded. Motion carried.

iii. NDSSS name should be used. Need to update bylaws with name. James should prepare materials for group to review.

**e. Staff Representative for NDUS/SITS** - Discussion occurred about the NDUS/SITS employees who are not represented by campus senates. Janice will extend an invitation to NDUS office employee and SITS office employee to approach ND SSS after they are organized.

### 3. New Business

#### i. Election of Officers

- Vice President: Emma Tufte from UND
- Secretary: Patricia Young from UND
- Communications Officer: Krissy Kilwein from DSU
- Parliamentarian: Anthony Willer from DSU

**ii. Resolution seeking ND SSS inclusion on Chancellor Search Committee** - Linda Benson (MiSU), Janice Hoffarth (UND), Patricia Young (UND) will serve on a committee to develop a resolution if needed to request the opportunity seek inclusion on the Chancellor Search Committee.

**iii. Executive and Legislative Committees added to Bylaws (Discussion)** - Discussion occurred about the executive and legislative committees to determine if these committees to be added to the bylaws. Consensus was reached that the legislative committee will remain as an ad hoc committee, thereby, standing membership would not be necessary for this committee. James will create a draft for the executive committee to be added to the bylaws.

**iv. Health Insurance** - An interim study is being conducted by the legislature is looking at setting caps as to how much the state will cover for health insurance. Information will be available in the future from Laura Glatt, the NDUS liaison.

#### **v. Staff Senate Idea Exchange**

- Discussion continued regarding improving involvement by Facility Services personnel on the local campus Staff Senates.
- BSC and DCB select senators based on department rather than the broadband group. Senators report at department meetings. In the bylaws, they must have a person at meetings if the elected individual does not attend. LRSC has 6 senators, 2 from 3 departments.
- BSC includes community/campus involvement on their performance appraisals. Staff Senate counts as one.
- LRSCS allows staff to vote for each representative, even those not in their broadband.
- UND has implemented mentors for the new Staff Senators. Advice was to ask an individual to help – many are willing to help if just asked.
- Use Senators as overseers – to help organize event and then reach out to the campus community for helpers.

#### **vi. Goals for 2013-14**

- Improving communication between the campuses to work together to address staff issues or opportunities. Campus updates should reflect Staff Senate discussions, events, new ideas, etc. Questions can be raised via listserv if campuses have questions about how other Senates are addressing a project, concern, etc. Could be renamed to Staff Senate Updates.
- If you have additional ideas for 2013-2014 Goals, please send a message Kristi.