

**Meeting Minutes
October 1, 2014**

- I. Meeting called to order at 9:30 AM by Wendy McCrory
- II. Staff Senate Annual Photo – Staff Senate photos were taken in the Memorial Union west stairwell.
- III. Attendance Report by Diane Harrison – See Attachment 1 for details.
- IV. MOTION by Ben Bernard / Tina Exner to approve the Consent Agenda. MOTION CARRIED.
 - A. Policy 101 – Personnel Definitions, V1
 - B. Policy 103 – Equal Opportunity/Affirmative Action Policy on the Announcement of Positions, V1
 - C. Policy 148 – Payroll Deductive Services, V1
 - D. Policy 180 – Separation Procedure, V1
 - E. Policy 803 – Restricted Gifts vs. Grant Policy, V1
 - F. Policy 804 – Allowability of Cost, V1
- V. MOTION by Tyler Perkins / Wendy Gibson to approve the meeting agenda as amended. MOTION CARRIED.
- VI. Campus Kudos presented by Kelly Bisek to Jodi Askew and Jeff Gimbel.
- VII. Programs introduced by Genn Sprecher
 - A. NDSU Records Management program and upcoming training required of Unit Records Coordinators by Theresa Semmens. Semmens gave a brief history of Records Retention at NDSU in recent years and announced the upcoming training for records retention unit coordinators. Training sessions for unit records retention coordinators will be on October 21, 22 and 29. Records management information can be found at <http://www.ndsu.edu/recordsmanagement/>.
 - B. Microsoft Office Specialist Certifications at NDSU: Could you be certifiably Excel-lent? by Matthew Chaussee – Many faculty and staff members work with departmental finances, student records data and other large data sets. Managing this data in ways that also satisfies needs for internal reporting is a difficult job. Other faculty and staff members are continually looking for professional development opportunities. During this presentation, you will get a taste of some of the resources and capabilities MS Excel has to offer, as well as learn about a new professional development opportunity to hone your skills in MS Excel and other Office applications while on a path to becoming MOS certified.
- VIII. Student Government Report – No report.
- IX. Faculty Senate Report by Sean Sather-Wagstaff – No report.
- X. MOTION by Jeff Gimbel / Ann Marschke approval of the September 3, 2014 Meeting Minutes. MOTION CARRIED.
- XI. Treasurer’s Report by Tina Exner

Agency = \$0
Local = \$3,841.20
Appropriated = \$959.47
- XII. Advisor Comments by Colette Erickson – No comments.

XIII. Committee Reports

- A. Bylaws by Laura Dallmann – No report.
- B. Election by Kelly Bisek – Diane Axness and Jena Beug have agreed to serve on Staff Senate. MOTION by Mandy Ohman-Zastre / Tyler Perkins to elect Diane Axness and Jena Beug to Staff Senate. MOTION CARRIED.
- C. Legislative by Jeri Vaudrin – No report.
- D. Public Relations by Angela Bachman – No report.
- E. Information Technology by Vince Anderson – Anderson thanked everyone that attended and participated in the IT Tech Expo. The next liaisons' meeting will be on October 9, 2014.
- F. Scholarship by Daniel Erichsen – The committee is wrapping up the gift collection process for the raffle. It is no longer allowable to receive gifts from NDSU departments. Based on new regulations there will be fewer prizes available so fewer tickets will be sold to compensate. The permit will be requested next week.
- G. Staff Development by Gennifer Sprecher – The flyers and information for the October 30, 2014, Discover U seminar given by Patty Corwin entitled "Learned Optimism" have been sent out. Registration and event information is also on the Staff Senate website.
- H. Staff Recognition – No report.
- I. Campus Relations (formerly Valentine's Ball) by Mandy Ohman-Zastre – The committee has been asked to help the Campus Emergency Food Pantry. The committee is working on a food drive to support this need. Information will be posted on the web site. Flyers were distributed to senators to take back to their areas. The food drive will go until October 15.
- J. Gunkelman Award – No report.
- K. State Staff Senate by Daniel Erichsen – The last meeting was held on Monday, September 29, 2014. Discussion was held about the upcoming State Board of Higher Education meeting tomorrow, October 2, 2014, at the NDSCS offices. -- The employee tuition waiver was passed to cover distance and continuing education classes. The student/employee pays 50% and the employing institution pays 50%. – An election for the staff representative to the State Board of Higher Education will be held in December. – Discussion was held about Measure 3 and what information can be passed on to employees. – The next meeting is October 27, 2014 at 3 PM via IVN.
- L. COSE by Penny Hoesel – The next meeting is October 20, 2014 in Bismarck. The Governor's Awardees were announced. Laura Thibert from NDSU Psychology Department was one of the awardees.
- M. Ad-Hoc Committees
 - 1. Environmental Sustainability Committee by Genn Sprecher – No report.
 - 2. Measure 3 by Ben Bernard – The information session will be tonight at 7 PM in Festival Music Concert Hall.

- N. Executive Committee by Genn Sprecher – Our last meeting was with President Bresciani. We are encouraged to attend the State of the University Address on October 9, 2014, at 11 AM.

XIV. President's Cabinet by Wendy McCrory – See ATTACHMENT 2

- A. Export controls - http://www.ndsu.edu/research/export_controls/

XV. Old Business – No old business.

XVI. New Business

- A. Administration Support Communications by Wendy McCrory – It has been suggested that an ad hoc committee be formed in an effort to facilitate training, information and communication between the Finance and Administration Division and the end users around campus. MOTION by Laura Dallmann / Gennifer Sprecher to create an ad hoc to improve communication between the Finance and Administration Division. MOTION CARRIED. Laura Dallmann, Tammy Helweg, Tina Exner, and Jeri Little are interested in serving on this committee.

- B. Event Calendar by Wendy McCrory – McCrory recommends utilizing the NDSU Events calendar and demonstrated creating an event.

- C. Homecoming Float by Wendy McCrory – McCrory encouraged entering a Homecoming Float again this year. Wendy Gibson volunteered the use of a flatbed trailer. Several vehicles to pull the flatbed are available. Trent Gilbery can get access to the same location as last year for assembly.

MOTION by Shelly Lura / Mandy Ohman-Zastre to create an ad hoc committee for the Homecoming Float for the Parade. MOTION CARRIED. Shelly Lura, Mandy Ohman-Zastre, Niki Lynnes, Amanda Voigt, Diane Harrison and Penny Hoesel have volunteered to be on the committee.

XVII. Announcements

- A. Matt Chaussee is available if anyone is interested in a demonstration or presentation about the Microsoft Certification program.

- B. The Measure 3 information session is in Festival Concert Music Hall at 7 PM.

XVIII. Meeting adjourned at 10:52 AM by Wendy McCrory

2014-15 Membership Report

	2014-2015	SENATOR	J	J	A	S	O	N	D	J	F	M	A	M
1	Vince	Anderson	X			X	X							
2	Diane	Axness	\			\	X							
3	Angela	Bachman	X			X	X							
4	Ben	Bernard	X			X	X							
5	Kelly	Bisek	X			Ex	X							
6	Jena	Beug	\			\	X							
7	Matthew	Chaussee	P			Ex	X							
8	Glenn	Christensen	X			A	X							
9	Jaclyn	Curtis	A			A	A							
10	Laura	Dallmann	X			X	X							
11	Viet	Doan	X			A	X							
12	Lynn	Ehlen	X			X	X							
13	Carin	Engler	X			X	X							
14	Daniel	Erichsen	X			X	X							
15	Jeanne	Erickson	X			X	Ex							
16	Christina	Exner	X			X	X							
17	Wendy	Gibson	X			X	X							
18	Cathy	Giddings	P			X	X							
19	Trent	Gilbery	X			X	X							
20	Jeff	Gimbel	X			P	X							
21	Carly	Gunnerson	X			X	X							
22	Holly	Halvorson	X			X	X							
23	Diane	Harrison	Ex			X	X							
24	Kelly	Haugen	X			X	X							
25	Tammy	Helweg	X			Ex	X							
26	Loretta	Herbel	X			X	X							
27	Nancy	Hillen	X			X	Ex							
28	Penny	Hoesel	A			X	X							
29	Joe	Johnson	A			A	X							
30	Ronda	Klubben	A			X	X							
31	Chad	Lindberg	X			X	X							
32	Jerie	Little	X			X	X							
33	Patty	Lloyd	X			X	A							
34	Michelle	Lura	X			X	X							
35	Niki	Lynnes	X			X	X							
36	Brandon	Marback	X			X	X							
37	Ann	Marschke	X			X	X							
38	Wendy	McCrary	X			X	X							
39	Barbara	Nilles	\			X	X							
40	Mandy	Ohman-Zastre	X			X	X							
41	Kendra	Otto	\			X	X							
42	Tyler	Perkins	A			X	X							
43	Molly	Rinehardt	A			X	A							
44	Cindy	Selstedt	X			X	P							
45	Anna	Sheppard	X			X	X							
46	Gennifer	Sprecher	X			X	X							
47	Deven	Styczynski	A			A	A							
48	Dale	Summers	X			A	X							
49	Donna	Theusch	X			X	X							
50	Jeri	Vaudrin	X			X	X							
51	Amanda	Voigt	A			Ex	X							
52	Kristen	Weber	X			X	X							

A – Absent

P – Proxy

Ex – Excused

W – work conflict

M – Medical

X – Present

\ - not member

President's Cabinet

September 29, 2014

Athletic director will be a great fit with NDSU. He attended the Team Makers lunch and received a standing ovation. Prakash will stay on until mid-October when the new director is in place.

Dr. Ingram spoke about the osteopathic medicine program that NDSU students will have a chance to enroll in. It is held at Virginia Tech and Auburn universities. The goal is to provide medical services to underserved areas, as in rural North Dakota. Students who may not be admitted into medical school will have an opportunity to explore this option.

The President spoke on the professional response to the crisis we had that affected campus last week. Federal, state and local agencies are working closely together and have been great to work with. Only 2-3 parents have contacted the President's office with concerns.

ESPN sent a handwritten thank you note to NDSU. Other people around the state are thanking NDSU for changing the way the country sees North Dakota.

Laura McDaniel spoke on how the imaging program and its standardization gives us mileage. Laura's office is here to support campus department's move forward. She also thanked everyone for directing media requests to University Relations.

Dr. Rusch noted the VP for IT/CIO search is wrapping up this week.