

NDSU STAFF SENATE EXECUTIVE COMMITTEE MEETING MINUTES

March 16, 2011, 9:30 – 11:00 a.m.

Location: MU, Rec Center Conf Room

I. Call Meeting to Order

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

Members Present: Kathy Backen-Andersen, Matthew Chaussee, Laura Dallmann, LaDonna DeGeldere, Colette Erickson, Kris Mickelson, Vance Olson, Bruce Sundeen and Liz Thompson
Absent: Heather Heger

II. Approval of the Agenda MOTION (Dallmann/Backen-Andersen): to accept Agenda as amended. **MOTION CARRIED.**

III. Approval of the March 2, 2011 Staff Senate minutes MOTION: (Dallmann/Sundeen) to accept meeting minutes as changed. **MOTION CARRIED.**

IV. Approval of the February 16, 2011 Staff Senate Executive Committee minutes MOTION: (Olson/Sundeen) to approve minutes. **MOTION CARRIED.**

V. Treasurer's Report – Kathy Backen-Andersen

Appropriated Fund - \$408.45

Agency Fund - \$2,782.74

Local Fund - \$8,717.14

VI. Membership Report – Heather Heger no report

VII. Committee Reports

Standing Committees:

A. Bylaws – Bylaws now has a framework.

B. Election – We are still short of nominations for Staff Senators. We need 6 more in the 1000-3000 bands, 2 more in the 4000 band, 2 extra in the 5000 band and need 5 in the 6000-7000 bands.

C. Legislative – no report

D. Program – March 17th at 10:00 a.m. there is a program about "How to Survive the Flood" by Carol Swiak.

E. Public Relations – Messenger is complete and approved, had not been sent for printing or distribution.

F. Scholarship – They are working on the

G. Staff Development – Working on the survey

H. Staff Recognition Committee – Applications were done last Friday and they are in the process of reviewing them.

Other Committees:

A. Policy Coordination Committee

Policies for Information:

Policies for Input:

VIII. NDUS Staff Senate

House Bill 1213 has been passed. Meeting is scheduled today, March 16, 2011. See Attachment 1

IX. Unfinished Business

None.

X. President's Cabinet

Vance Olson – Requested letters from Vice Presidents to show their support of Staff Senate.

XI. New Business

- A. Could Staff Senate address the concern that some staff do not have computer access? Could Staff Senate work towards a solution so that these associates would be able to receive publications that are going paperless? Discussion to continue next month.
- B. The decision to close the child care center. The President has decided to keep the child care center open another year to work out the logistics of it remaining open. The people who are in support of the child care center need to work together to support this.
- C. COSE Travel – LaDonna DeGeldere is still planning on attending. COSE Travel is going to be covered under Staff Senate.
- D. April Executive Meeting date changed to April 27th in the MU Rec Center Conf Room.
- E. Budget Increases, Laura Dallmann and Kris Mickelson need to get started on finalizing the budget.
- F. SWOT Update – Good starting point for us to work with. Attachment 2
- G. Provost Interviews – if you are going to be attending, please attend the Provost interviewees.

XII. Future Discussion

XIII. Advisor Comments

XIV. President's Comments

XV. Announcements

XVI. Adjourn

Meeting adjourned at 11:13 a.m.

Next Meeting: *Staff Senate – April 6, 2011 at 9:30 am, in MU Great Room*
 Staff Sen. Exec – April 27, 2011 at 9:30 a.m., in MU Rec Center Conf Rm

HB 1213 for the NDUS Staff Senate

Kris Mickelson, NDSU Staff Senate President, and Aaron Berg, ND State Staff Senate President, reported that the ND Senate has passed HB 1213 unanimously!

HB 1213 is the bill in which staff senate is seeking the opportunity to annually appoint one individual to serve as an adviser to the state board. The advisor may attend and participate in all meetings of the state board but may not vote. The final step in this process is to have the governor's signature on this bill; Governor Dalrymple signed HB 1213 on April 5, 2011.
This is a success for staff across the North Dakota University System!!

Staff Senate Survey - March 2011

RESPONSE SUMMARY

TOTAL STARTED SURVEY: 32

TOTAL COMPLETED SURVEY: 26 (81.2%)

1. Senator Information		
From the options below select the broadband that you represent.	Response Percent	Response Count
Crafts & Trades, and Service Bands (6000/7000)	6.3%	2
Office Support Band (5000)	34.4%	11
Technical and Paraprofessional Band (4000)	9.4%	3
Administrative, Managerial and Professional Bands (1000/3000)	50.0%	16

2. Staff Senate informational updates							
Please answer the following	Yes	No	Response Count				
I would support Staff Senate updates being presented at departmental and division level meetings.	90.3% (28)	9.7% (3)	31				
I would be willing to give periodic updates on Staff Senate to my department and/or division.	77.4% (24)	22.6% (7)	31				
Who should be responsible for providing periodic updates to departments and divisions? (Please rate from 1 to 6 in order of importance with 6 being most important)							
	1	2	3	4	5	6	Response Count
Executive Committee members	3.2% (1)	3.2% (1)	6.5% (2)	22.6% (7)	12.9% (4)	51.6% (16)	31
Committee Chairs	3.2% (1)	22.6% (7)	3.2% (1)	22.6% (7)	29.0% (9)	19.4% (6)	31
All Senators	6.5% (2)	3.2% (1)	12.9% (4)	19.4% (6)	9.7% (3)	48.4% (15)	31

3. Increasing awareness of Staff Senate

1. Please rate the following on how effective they would be at increasing awareness of Staff Senate.

(Please rate from 1 to 6 in order of effectiveness with 6 being most effective)

	1	2	3	4	5	6	Response Count
1. Creating a general informational video and PowerPoint on the purpose of Staff Senate	7.4% (2)	14.8% (4)	7.4% (2)	14.8% (4)	25.9% (7)	29.6% (8)	27
2. Articles in It's Happening At State and The Spectrum	7.4% (2)	7.4% (2)	14.8% (4)	22.2% (6)	18.5% (5)	29.6% (8)	27
3. Request coverage from the Forum and local TV networks for Staff Senate's larger annual events	18.5% (5)	11.1% (3)	11.1% (3)	18.5% (5)	18.5% (5)	22.2% (6)	27
4. Information on televisions around campus	11.1% (3)	3.7% (1)	29.6% (8)	25.9% (7)	7.4% (2)	22.2% (6)	27
5. Events posted on the NDSU homepage	0.0% (0)	0.0% (0)	14.8% (4)	29.6% (8)	25.9% (7)	29.6% (8)	27
6. Create and maintain a Staff Senate Facebook page	11.1% (3)	22.2% (6)	14.8% (4)	29.6% (8)	18.5% (5)	3.7% (1)	27
7. Have an official "Open House" meeting for staff senate where all senators are strongly encouraged to bring a visitor to the meeting.	14.8% (4)	11.1% (3)	18.5% (5)	22.2% (6)	18.5% (5)	14.8% (4)	27
Promote Staff Senate at sporting events (e.g. t-shirt toss)	18.5% (5)	18.5% (5)	22.2% (6)	33.3% (9)	3.7% (1)	3.7% (1)	27
9. Variety of work-appropriate Staff Senate apparel available for senators	18.5% (5)	11.1% (3)	18.5% (5)	25.9% (7)	22.2% (6)	3.7% (1)	27
10. Staff Senate sponsored "Annual Staff Appreciation Day"	7.4% (2)	3.7% (1)	7.4% (2)	25.9% (7)	25.9% (7)	29.6% (8)	27

1. I think it is important to highlight what we do, the impact we have on the university. Give concrete examples, not just that we represent staff. What have we done that matters? I know, raising money for United Way and the Salvation Army is important. But those things may not matter to all staff. Working with the President's Cabinet and Student Government on specific projects and goals may be of more interest. What have we done that has affected change? What is our mission? I like all that Staff Senate does - annual employee recognition and now the Gunkelman Award. But I feel we need more "meat" to our message.
2. I feel that better articulating the mission of SS, as well as recent initiatives or projects, to NDSU staff as a whole would go a lot further than things like a T-shirt toss.

4. Identifying and addressing matters related to staff

1. Please rate how effective you believe the following would be at promoting a pro-active approach to identifying and addressing matters related to staff. (Please rate from 1 to 6 in order of effectiveness with 6 being most effective)

	1	2	3	4	5	6	Response Count
1. Define a method for NDSU staff to directly submit items (or suggestions/feedback) for discussion	3.8% (1)	0.0% (0)	7.7% (2)	19.2% (5)	38.5% (10)	30.8% (8)	26
2. Create a standing Advocacy Committee that reviews staff concerns	7.7% (2)	0.0% (0)	7.7% (2)	26.9% (7)	23.1% (6)	34.6% (9)	26

1. This could be similar to the Bias reporting. A website where suggestions/concerns could be made. As for the Advocacy Committee, I think that is what staff senate is for and shouldn't be assigned away from the rest of the senate.
2. As I understand SS mission, it is not to get involved in individual personnel matters, but rather look at policy/procedures as a whole.

5. Staff Senate events

1. Please indicate your level of support for the following proposed (or actual) Staff Senate events. (Please rate from 1 to 6 in order of importance with 6 being most important)

	1	2	3	4	5	6	Response Count
1. Valentine's Ball	0.0% (0)	7.7% (2)	3.8% (1)	11.5% (3)	30.8% (8)	46.2% (12)	26
2. Fall event to raise student scholarship funds	7.7% (2)	3.8% (1)	3.8% (1)	15.4% (4)	53.8% (14)	15.4% (4)	26
3. Student appreciation day	7.7% (2)	15.4% (4)	7.7% (2)	15.4% (4)	30.8% (8)	23.1% (6)	26
4. Senator appreciation day	15.4% (4)	11.5% (3)	7.7% (2)	26.9% (7)	15.4% (4)	23.1% (6)	26
5. Staff appreciation day	7.7% (2)	3.8% (1)	0.0% (0)	15.4% (4)	30.8% (8)	42.3% (11)	26
6. Partner with other NDSU organizations for volunteer opportunities	3.8% (1)	11.5% (3)	11.5% (3)	26.9% (7)	11.5% (3)	34.6% (9)	26
7. Free-will offering to a charity selected by Staff Senate	7.7% (2)	19.2% (5)	19.2% (5)	15.4% (4)	23.1% (6)	15.4% (4)	26
8. Job shadowing- pairing NDSU staff with NDSU students	11.5% (3)	23.1% (6)	15.4% (4)	19.2% (5)	11.5% (3)	19.2% (5)	26

1. While many of these are worthwhile projects, I am not sure how closely they align with the stated SS mission and purpose.

6. Staff Recognition and Campus Kudos Awards

1. Please indicate how effective you think the following would be at developing the staff recognition and campus kudos awards. (Please rate from 1 to 6 in order of effectiveness with 6 being most effective)

	1	2	3	4	5	6	Response Count
1. Require standing committees to nominate at least one person/year for a Campus Kudos and Staff Recognition awards	19.2% (5)	11.5% (3)	19.2% (5)	3.8% (1)	19.2% (5)	26.9% (7)	26
2. Clearly define recognition awards	0.0% (0)	3.8% (1)	7.7% (2)	3.8% (1)	42.3% (11)	42.3% (11)	26
3. Have departments/divisions include award recipients as part of meetings	11.5% (3)	7.7% (2)	11.5% (3)	3.8% (1)	38.5% (10)	26.9% (7)	26

1. I do not understand #3.
2. I feel that there are too many staff recognition award programs. Kudos, Fish, Staff Recognition, and I believe that there may be some other awards offered by HR/Payroll. If we could review these award programs and combine them, collaborating with the other entities involved with them I think it might reduce confusion about the awards. I also think that we need to work on larger public recognition. Some universities have campus award program. Perhaps we attempt to have one recognition program per year/semester between the awards for students, staff and faculty. It might help to show a larger unity between those separate shareholders and increase the prestige/awareness of the awards.
3. I think it is nice to include the depts. in the award, and define the process. However, a requirement sounds rather punitive and overbearing.

7. Senator terms and general comments

1. Is your Staff Senate term ending this year?	Response Percent	Response Count
Yes	76.9%	20
No	23.1%	6
2. If you answered yes to question 1, are you planning to run for another term? (If you answer no to this question, please indicate in the text box below why not).		
Yes	30.8%	8
No	46.2%	12
Not applicable, my term not ending this year.	23.1%	6

1. I was excited to be back on Staff Senate as I believe there is a lot that we can learn through Staff Senate. It was a great opportunity and a good organization. But I was very disappointed that the meetings were always longer than 1 hour. Everyone is busy and to be away for more than an hour when many of the agenda items could be sent on email for people to read in advance such as the treasurer's report. It would have been nice to know what the money was spent on rather than just a total reported. The total reported really did not mean much to anyone. Many of the committee reports could also have been submitted on email and then the committee could answer questions if there were any from the Senators.
2. I am job searching right now and I don't know if I will be at NDSU for the next fiscal/academic year. I will at most only be at NDSU for one more year.
3. I have been "underwhelmed" with the importance level of issues discussed and proposed.
4. I will be leaving my position at NDSU and moving out of Fargo in coming months.
5. Served 2 terms already
6. Have to wait a year
7. I do not have the time for the meetings and other activities.
8. I am not re-nominating myself due to time constraints in my current position.
9. I am not able to devote the number of hours to staff senate that are necessary to be an active participant. I really enjoyed the years I have been on Staff Senate and all the people I have met. I just need to spend more time in the office doing my work, and there are too many conflicts with meeting times, etc. I will still participate in Staff Senate functions and promote the mission of Staff Senate whenever possible because I feel the work they do is of great benefit to all NDSU staff. I truly appreciate the amount of work Staff Senate does for the University as a whole.
10. I have other responsibilities that are taking more time and may be retired by the time another 2 year term would end.

(a) 8. In the text box below describe ways in which you would like to see Staff Senate grow and develop.

1. More visibility, increased awareness within various departments and units on campus. Just make sure that people know what Staff Senate is doing, and the impact Staff Senate is having on the NDSU and FM communities.
2. Social and service issues balanced with workplace concerns of staff
3. Better access for staff to express concerns. Decrease confusion about University award programs and consolidate if possible. Develop ways that being on staff senate can provide benefits for departments and divisions. Whether it is creating new benefits or communicating existing benefits.
4. More cooperation from supervisors to allow participation without loss of leave time.
5. ditch Robert's rules and use a better parliamentary system that everyone can comprehend
6. SS has served NDSU well in the past, and has some wonderful, dedicated people involved. I would like to see more focus on its true mission and purpose. Promotion would be worthwhile, but only if there's a substantive message, such as articulating recent successes, initiatives, and info on how to bring forward ideas or suggestions from staff. You can toss out all the T-shirts you want, but that won't make people realize how SS can be useful to them! Also, I was curious why our responses were being solicited again, when we've already provided feedback to the SWOT. Are the responses collected with identifiers? It would seem to be the case, with unique passwords. Unless there was a purpose for identifying each person's response, typically more 'candid' comments can be obtained if the responses are collected anonymously. It would have been nice to have this invitation include an explanation of the purpose of this additional survey and the confidentiality or identifiability of any responses. (That's my IRB hat talking!!) Thanks for all your hard work!
7. I think VPs, department/unit heads, and other supervisors should encourage staff to participate.