

# NDSU STAFF SENATE EXECUTIVE COMMITTEE MEETING MINUTES

May 18, 2011, 9:30 – 11:00 a.m.

Location: MU, Rec Center Conf Room

## I. Call Meeting to Order

Kris Mickelson called meeting to order at 9:35 a.m.

Kathy Backen-Andersen, Kelly Bisek, Cole Davidson, LaDonna DeGeldere, Colette Erickson, Kris Mickelson, Vance Olson, Liz Thompson and Jeri Vaudrin.

Absent: Laura Dallmann

## II. Approval of the Agenda **MOTION:** (Backen/Andersen, Davidson) to approve minutes as amended. **MOTION CARRIED.**

## III. Approval of the May 4, 2011 Staff Senate minutes. **MOTION:** (Pierce/Vaudrin) to approve minutes as amended. **MOTION CARRIED.**

## IV. Approval of the April 27, 2011 Staff Senate Executive Committee minutes. **MOTION:** (Backen-Andersen/Bisek) to approve minutes as amended. **MOTION CARRIED.**

## V. Treasurer's Report – Kathy Backen-Andersen

Agency Fund - \$234.79

Appropriated Fund - \$342.38

Local Fund - \$7,998.44

## VI. Membership Report – Jodi Pierce

Membership duties are in transition from Heather Heger to Jodi Pierce.

## VII. Committee Reports

### Standing Committees:

- A. Bylaws – New committee to continue the review of the bylaws. We are going to review the bylaws during our July and August meeting dates.
- B. Election – After the election took place we are still five members short.
- C. Cabinet - New Provost will be in his office on August 1<sup>st</sup>. **MOTION:** (Davidson/Vaudrin) that the current Cabinet member continue to come to the Staff Senate Exec Committee meetings until the President appoints a new Cabinet member. Amendment to change current Cabinet member to Vance Olson. Amendment Change **CARRIED. MOTION CARRIED** as amended.
- D. Legislative – we had two ad hoc committees that need to submit final reports.
- E. Program – need to make sure that our visitors know the amount of time that they are allotted for their presentations, before they present.
- F. Public Relations – We are finishing up one of the frames in the Union. We have had a hard time getting pictures of a few of the recipients. Working to get the Messenger out in the next week.
- G. Scholarship – We had 43 applications, \$2,502. to give out. We presented 5 children of staff, 4 general student awards, and 1 staff award
- H. Staff Development – mini-session scheduled with Bruce Bollinger to explain the Salary guidelines on June 15<sup>th</sup> (tentative date) at Century Theater.
- I. Staff Recognition Committee – Gina Haugen took all the pictures for us.

### Other Committees:

- A. Policy Coordination Committee

#### **Policies for Information:**

Policy 103 (v2) – Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings – need to create a committee to discuss this policy at the full staff senate meeting.

Policy 320 (v2) – Faculty Obligations and Time Requirements – Faculty is basically asking for paid maternity leave. Twelve month faculty earns sick and annual leave, less than twelve months do not earn any leave. The board office is working on redoing leave policy for Faculty members.

**Policies for Input:**

**NDUS Staff Senate** – will meet June 14<sup>th</sup> in Dickinson to discuss the name change. The rest of the meetings this year are going to be IVAN meetings.

**VIII. Unfinished Business**

- A. Centralized computers for people who need access and do not have one readily available. Some facilities have computers accessible, but not readily available. There are plenty of computers around the University and in offices like Human Resources/Payroll that people can use to print their check stubs.

**IX. New Business**

- A. Update the Staff Senate Brochure – It is now 4 years old. Add to Agenda for full senate meeting. We may be able to hand this off to PR committee.
- B. Tutorial for Robert's Rules – Kris Mickelson. Senators are much better at using the microphone when addressing the Staff Senate. Senators are better about announcing their name when they make a motion. Kris is talking about doing a 5 – 7 minute presentation, a refresher at each meeting. We may want to do one at the June meeting and then again at the September meeting.
- C. Expansion of Staff Senate Recognition Committee. That committee has taken on the Gunkelman Award ceremony on top of the many other activities that they are already responsible for. We will discuss adding another member to that committee. We had discussed having an executive committee informational person that could put forth bulleted items that need to be communicated to the full Staff Senate. We can provide that by giving those items in the Executive Committee report that Laura Dallmann will be presenting.
- D. Should we be sending all Job Postings out over the ListServ? After discussing it we decided that no, they can be posted on the webpage, but not sent over the listserv.

**X. Future Discussion**

**XI. Advisor Comments**

- XII. President's Comments** – Laura is looking forward to an exciting year. Laura will be coming back the 31<sup>st</sup> of May.

**XIII. Announcements**

**XIV. Adjourn** – Meeting adjourned 11:20

**Next Meeting:**      *Staff Senate – June 1, 2011 at 9:30 am, in MU Meadow Lark Room*  
                              *Staff Sen. Exec – June 15, 2011 at 9:30 a.m., in MU Rec Center Conf Rm*