

NDSU STAFF SENATE EXECUTIVE COMMITTEE MEETING MINUTES

April 18, 2012, 9:30 – 11:00 a.m.

Location: StopNGo Center

I. Call Meeting to Order

Laura Dallmann called meeting to order at 9:30 a.m.

II. Approval of the Agenda

MOTION: (Mickelson/Bisek) to approve agenda. MOTION CARRIED.

III. Approval of the April 4, 2012 Staff Senate minutes

MOTION: (Backen-Andersen/Gibson) to approve April 4, 2012 minutes. MOTION CARRIED.

IV. Approval of the March 21, 2012 Staff Senate Executive Committee minutes

MOTION: (Bisek/Pierce) to approve March 21, 2012 minutes. MOTION CARRIED.

V. Approval of the February 17, 2012 Staff Senate Committee minutes

MOTION: (Vaudrin/Mickelson) to approve February 17, 2012 minutes. MOTION CARRIED.

VI. Treasurer's Report – Kathy Backen-Andersen

Appropriated - \$878.70

Agency – \$767.55

Local - \$8,595.83

VII. Membership Report – Jodi Pierce – Attachment 1

VIII. Standing Committee Reports

- A. Bylaws – no report
- B. Election – Have the clickers ready
- C. Legislative – no report
- D. Program – no report
- E. Public Relations – no report
- F. Scholarship – no report
- G. Staff Development – no report
- H. Staff Recognition – Fabulous luncheon and a thank you to the HR Department
- I. Valentine's Ball – no report
- J. Gunkelman Award – Laura Dallmann said that they just printed the letters out and are ready to be signed and mailed out. The Gunkelman Award Ceremony is May 2nd at 3:00 PM in the Memorial Union Great Room.

IX. Other Committee Reports

- A. NDUS Staff Senate – At the last meeting they discussed the tuition, 20% paid by the employee, 40% paid by the employer and 40% waived by institution. It has not been approved yet. Kelly Bisek's term ends this year.
- B. COSE – Will be meeting next Wednesday, April 25, 2012 in Bismarck.
- C. Senate Coordinating Committee – No policies for input or information. Next meeting is next Wednesday. The Sanford flag will be raised next Wednesday morning at 9:00 AM.
- D. Traffic Issues Committee – University Drive will become a two-way road this summer during road construction, this is during commencement. Just an FYI.
- E. Senate Committee Review – Attachment 2
- F. Bison Day of Honor – Kris has discussed with Laura McDaniel and Laura is very excited about it. Laura is very excited about it and suggests that LaDonna DeGeldere mention it to Cabinet.

X. President's Cabinet

XI. Unfinished Business

- A. Marketplace Use – tabled.

XII. New Business

- A. Senator Orientation – Jodi has the list of the things to discuss. Kelly Bisek and Kris Mickelson are going to head up the Senator Orientation.
- B. Advisory Board – tabled.
- C. FORWARD representative – Maybe a one-term position. The term could be until the end of the grant, or until the FORWARD committee is disbanded. Laura Dallmann will talk with David Wittrock to find out what the expectations and commitments are required for the FORWARD.

XIII. Future Discussion

XIV. Advisor Comments

Jill Spacek was filling in for Colette Erickson – no report.

XV. President's Comments

Met with the Faculty Senate and they are having a problem with getting a person to stand up and volunteer to be a President – Elect.

Resend a reminder e-mail about the change in retirement contribution as the time gets closer.

LaDonna and Laura met with President Bresciani

XVI. Announcements

None.

XVII. Adjourn

Laura Dallmann adjourned meeting at 11:18 am

Next Meeting: *Staff Senate – May 2, 2012 at 9:30am, in the MU, Great Room*

Staff Senate Exec – May 16, 2012 at 9:30am, in Electrical Engineering, Rm 217

| Senator | | J | J | A | S | O | N | D | J | F | M | A | M |
|-----------|-----------------|--------------------|---|---|-----------------------|-------------------|---|---|---------------------|---------------------|---|---|---|
| Andrea | Abrahamson | X | - | - | X | X | X | P | X | P | | | |
| Vince | Anderson | X | - | - | X | X | X | X | X | X | X | X | |
| Mary | Asheim | X | N | N | X | X | X | X | X | X | X | X | |
| Angela | Bachman | | | | | | | X | X | X | X | X | |
| Katherine | Backen-Andersen | X | O | O | X | X | X | X | X | X | | X | |
| Gennifer | Baker | X | - | - | X | X | X | X | X | A | X | X | |
| Robert | Barclay | X | M | M | X | A | X | A | X | X | X | | |
| Jenny | Beam | X | E | E | X | X | P | X | A | X | X | X | |
| Kelly | Bisek | X | E | E | X | X | X | X | X | X | X | X | |
| Janis | Bork | P | T | T | X | X | X | X | X | X | X | X | |
| Joshua | Boschee | X | I | I | No longer at NDSU | | | | | | | | |
| Sheila | Boyda | W | N | N | A | P | X | X | X | X | X | X | |
| Letha | Cattanach | X | G | G | X | X | X | X | X | X | X | X | |
| Matthew | Chaussee | X | - | - | P | X | X | X | X | X | X | X | |
| Wendy | Clarín | X | - | - | W | X | P | X | X | X | X | P | |
| Laura | Dallmann | X | - | - | X | X | X | X | X | X | X | X | |
| Cole | Davidson | X | - | - | X | P | X | X | X | A | X | A | |
| Robin | Davis | X | - | - | W | X | P | A | Resigned as Senator | | | | |
| LaDonna | DeGeldere | X | - | - | X | X | X | P | X | X | X | X | |
| Marilyn | Dowdy | X | - | - | X | X | X | X | P | X | X | X | |
| Lynn | Ehlen | X | - | - | X | X | X | X | X | X | X | X | |
| Jeanne | Erickson | X | - | - | X | X | X | X | X | X | X | X | |
| Ron | Fingarson | X | - | - | X | P | X | P | X | A | P | X | |
| Perry | Flaten | X | - | - | X | A | X | X | X | X | X | X | |
| Kate | Fluge | No longer at NDSU | | | | | | | | | | | |
| Wendy | Gibson | Elected in Sept | | | X | X | X | X | X | X | X | X | |
| Cathy | Giddings | Elected in January | | | | | | | X | X | X | X | |
| Debra | Haney | X | - | - | X | X | X | X | X | X | X | X | |
| Carole | Huber | X | N | N | W | X | X | X | X | X | X | X | |
| Carol | Jergenson | A | O | O | X | P | X | X | X | X | P | | |
| Brian | Kennedy | X | - | - | X | X | X | P | X | X | X | X | |
| Natalie | Leer | W | - | - | X | A | X | X | X | A | X | X | |
| William | Lenarz | X | - | - | P | A | X | X | X | X | | P | |
| Chad | Lindberg | X | - | - | X | A | A | X | X | X | | X | |
| Amanda | Lindseth | A | - | - | A | No longer at NDSU | | | | | | | |
| Jerie | Little | X | - | - | X | X | X | X | X | X | X | X | |
| Jan | Lofberg | W | - | - | Resigned as a Senator | | | | | | | | |
| Brandon | Marback | X | - | - | X | X | X | X | X | X | X | X | |
| Galen | Mayfield | X | - | - | X | P | P | X | X | Resigned as senator | | | |
| Timothy | McCue | X | M | M | X | P | X | X | X | X | P | X | |
| Kristy | Mickelson | X | E | E | X | X | X | X | A | X | X | X | |

| Senator | | J | J | A | S | O | N | D | J | F | M | A | M |
|-----------|-------------------|---------------------|---|---|---|---|---|---|---|---------|---------|---|---|
| Kay | Modin | X | E | E | M | M | P | P | P | P | Retired | | |
| April | Moser | X | T | T | X | X | X | X | X | X | X | P | |
| Vance | Olson | X | I | I | X | X | X | X | X | X | X | X | |
| Megan | Paradis | X | N | N | X | P | X | X | X | X | X | X | |
| Shauna | Pederson | X | G | G | X | X | X | X | A | X | X | X | |
| Jodi | Pierce | X | - | - | X | X | X | X | X | X | X | P | |
| Rita | Prunty | P | - | - | X | X | X | X | X | Retired | | | |
| Lori | Rezac | Elected in November | | | | | X | X | X | X | | | |
| CeCe | Rohwedder | P | - | - | X | P | X | P | X | X | X | P | |
| Paula | Schneider | X | - | - | X | X | X | X | X | X | X | X | |
| Angela | Seewald-Marquardt | X | - | - | A | X | X | X | X | X | X | X | |
| Anna | Sheppard | X | N | N | X | X | X | X | X | X | X | X | |
| Mary | Sinner | X | O | O | X | X | X | X | X | P | X | P | |
| Deven | Styczynski | Elected in November | | | | | X | X | X | X | X | X | |
| Dale | Summers | X | M | M | X | X | X | X | X | X | X | X | |
| Elizabeth | Thompson | X | T | T | X | X | X | P | X | X | X | X | |
| Janine | Trowbridge | X | G | G | X | X | X | X | A | X | X | X | |
| Jeri | Vaudrin | X | - | - | X | X | P | X | X | P | X | A | |
| Sheila | Watson | P | - | - | X | X | X | X | X | X | P | P | |
| Elizabeth | Worth | X | - | - | X | P | X | X | X | X | X | X | |

A – Absent

Ex – Excused

M – Medical

P – Proxy

W – work conflict

X – Present

- 1) Standing committees not chaired by a Staff Senate Officer would select a member each year to serve a one year term as vice-chair and in succession a one year term as committee chair.
 - a. The proposal provides continuity from year to year and allows an easier transition for the committee leadership and helps to ensure an experienced leader is present on each committee.
 - b. The vice-chair will also assist the committee chair in coordinating projects and delegating tasks.
 - c. If accepted by the Staff Senate the vice-chair should be selected by the standing committee members directly following the June 2012 Staff Senate meeting (if held) or prior to the September 2012 State Senate Meeting.
 - d. Staff Senate Bylaw 7.a.3 –indicates committees should elect a vice chair to serve in tandem with the committee chair, the proposed change would allow for the vice-chair to automatically assume the responsibility of the committee chair the following year starting in May.
 - e. If the senator's term is ending the year they assume the chair position they will receive a one year term extension in order to fulfill their responsibility as committee chair.
 - i. Bylaws 4.g indicates that certain offices are granted an additional 1-yr term if necessary to complete the two year term.
 - ii. We would like to add the position of committee chair to the bylaw.

OLSON: Suggest making provisions for filling officer positions in the case some does not complete an office term and runs for another position. Example, the treasure is in the middle of the term but becomes president elect. Should there be provision for handling that kind of situation?

- 2) Replace hard copy material with digital copies. (A) Request a Staff Senate Share Drive through ITS for the senate to use to securely store digital files and (B) Purchase USB drives for committee chairs to use to save and transfer digital files.
 - a. This action will assist in the transfer of information between senators, especially for the transition of the committee chair from year to year.
 - b. Helps to ensure information is safe and secure.
 - c. Reduces the amount of material being retained as hard copies.
 - i. Old files can be sent to archives.
 - d. Makes it easier to find specific information.
 - e. Allows individuals with access, such as officers, chairs, vice-chairs and the advisor, to see what other committees are working on.
 - f. The share drive will need to have owners (advisor/senator).
 - g. NDSU is adopting a new share drive (Windows Files Services), which should allow for easier remote access at off-campus locations.
- 3) Combine the Program and Staff Development Committees to create one committee with the purpose of providing development programs.
 - a. Limit programs at meetings to 3 or 4 per year.

- i. No programs should be scheduled during the Sept, April, May and June meetings.
 - ii. Presentations from University leadership will always be welcome.
- b. No other changes to the development committee's responsibilities.
- 4) Request Staff Senate permission to have the Executive Committee review our proposed changes to the committee descriptions and approve updates to the website content to ensure accuracy and suggest bylaws updates.
- 5) Update the committee selection form to allow senators to volunteer for more than one committee.
 - a. Add a check box to the form for senators to indicate they are willing to serve on more than one committee.
 - i. Should senators that volunteer to serve on multiple committees be given preference for their committee choice?
 - b. In addition we could list specific events/programs on the form so that senators could select additional opportunities to get involved.
 - i. Checklist on form to include activities, ball, float, etc.
 - c. Senators can check the item if interested, would not be a guaranteed commitment
- 6) Include the budget and expenses for the current year and a budget request for the following year in the yearend report. **STYCZYNSKI: This seems redundant as this information is part of the Treasurer's report.**
- 7) **TABLED** - Proposed Public Relations Committee changes.
 - a. Remove the responsibility for the homecoming float from the Public Relations committee.
 - i. Request an annual ad hoc committee in June
 - 1. Ask for senators to volunteer, if there is limited interest then Staff Senate would not sponsor a float.
 - a. If the ad hoc committee is formed they can request budget for the upcoming year.
 - ii. Another suggested option is to form a Homecoming Committee which would focus on Staff Senate activities during homecoming, in addition to or instead of the Parade Float.
 - b. Create and update presentations to be used for promoting staff senate.
 - i. Create multiple presentations of varying length (2 minutes, 10 minutes, and 30 minutes) that can be used by Senators when they are speaking about Staff Senate in order to provide a consistent message to audiences.
 - c. Update the staff senate brochure
 - d. Coordinate the Annual Staff Appreciation Event
 - i. Increase marketing, add entertainment, and provide raffle or drawing prizes?
 - ii. Work in conjunction with the election committee to have the event during senator nominations to increase awareness of staff senate.
- 8) Each committee will submit a timeline of events for the upcoming year to be placed on the Staff Senate website.
 - a. The committee chair will submit the timeline to the current staff senate president by September 20th.

- b. The timeline will allow senators to see what committees are working on and when those activities are taking place.
- 9) **TABLED** - Mandate monthly written reports from committee chairs.
 - a. Include a reminder in the request for agenda items for committee chairs to submit their monthly report.
 - b. This provides a record of what each committee is doing.
 - c. It allows senators to review committee information outside of the meeting.
 - d. If discussion is not necessary the chair can refer to the report allowing the senate to get through committee reports more quickly.
- 10) **TABLED** - Truncate the June Staff Senate meeting to allow more time for committees to meet.
 - a. Vice-chair selection.
 - b. Discussion of upcoming year timeline and budget.
 - c. Recap of previous years activities.
- 11) **TABLED** - Create an ad hoc committee to investigate and form a foundation for a new standing committee to address equity and diversity issues for staff and the university.