

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

August 6, 2008
Memorial Union, Plains Room

Staff Senate meeting minutes are archived on our Web site at:
www.ndsu.nodak.edu/staff_senate

Upcoming Staff Senate Meetings:

September 3, 2008 9:30 – 11:00 a.m. Memorial Union, Prairie Rose Room

Upcoming Executive Committee Meetings:

September 17, 2008 9:30 – 11:00 a.m. Memorial Union, Agassiz Room

NOTE: Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Heather Heger prior to the meeting (231-8293 or heather.heger@ndsu.edu).

All broadbanded staff members are encouraged to attend.

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Executive Director and Chief Diversity Officer, 202 Old Main, (701)231-7708.

The meeting was called to order by President Gretchen Bromley at 9:30 am.

I. Quorum, Substitutions and Guests – Heather Heger.

For today's meeting there was a quorum with 49 present and 13 absent.

Substitutions:

Randy Wald for Tamara Cummings
Justin Hegstad for Peter Gregoire
Sharon Kautz for Bill Kozojed
Kim Groszhans for Vicki Miller
Sharon Brinker for Lorna Olsen
Jean Hagen for Rita Prunty
Susan Finneseth for Tera Sandvik

Senators absent without substitutions: Jody Bohn, Janalee Brandt, Lois Christianson, Cindy Kozojed, William Law, Richard Mattern, Scott Minot, Vance Olson, Robert Peterson, Margaret Schmidt, Lori Sholts, Melanie Torgerson, Jeri Vaudrin

Guests: Pierre Freeman, Interim Parliamentarian

II. Adoption of Agenda. Approved by general consent.

III. Approval of the June 11, 2008, meeting minutes. MOTION (Gimbel/Geeslin): to approve the minutes. No corrections. The minutes were approved by general consent.

IV. Reports of the Executive Officers / Members of Executive Committee.

A. President – Gretchen Bromley (See Attachment A).

- Instead of appointing a committee to do the annual audit, Barry Miller will do the honors this time and set up a procedure. Josh Boschee has left NDSU and his position with Equity and Diversity will need to be replaced.
- Committee appointments/changes:
Kevin Schindlbeck, Interim Chair, Bylaws Committee
Janine Trowbridge, Interim Chair, Legislative Committee
Rity Prunty, Staff Development
Ramona Danielson, Bylaws
Bonnie Cooper, Bylaws
- Bromley entertained a motion to name a parliamentarian to Staff Senate. No motion.

B. Treasurer - Laura Dallmann - New appropriated funds for the year = \$1410. Local funds = \$6,449.13.

V. Committee Reports.

A. Executive. Laura Dallmann presented. (See Attachment B.)

- Audit. MOTION: (see exec report). MOTION TO AMMEND (Hommen/Dallmann) amended motion to appoint every other year to do the audit rather than annually. Amendment: The incoming president will appoint a committee in June following the treasurer's first year of service. Discussion. Vote on amendment: not approved. Back to original main motion. MOTION (Trowbridge/Danielson): that we refer to Exec Committee to find out more information and if university auditor can actually do this annual audit. Discussion. VOTE: MOTION CARRIED.
- Scholarship Fund. MOTION: (see exec report). MOTION: (Cooper/Trowbridge) to refer this motion to Scholarship committee to review the criteria. VOTE: 1 NO vote. MOTION CARRIED.

- Catering for Monthly meetings. MOTION: (see exec report). Vote. MOTION CARRIED.
- Bylaws revision. MOTION: (see exec report). Discussion. Vote. MOTION CARRIED.

B. Standing. Bylaws Committee – Kevin Schindlbeck (See Attachment C).

Revision proposed to Section 7 – Committees and Task Forces. MOTION: to approve the revisions.

- MOTION TO AMEND: (Cooper/Mickelson) Grammatical changes suggested by Bonnie Cooper. Vote: approved unanimously. Back to main motion.
- MOTION TO AMEND: (Trowbridge/Sundeen) to strike 3.e altogether. Vote approved unanimously. Back to main motion.
- MOTION TO AMEND: (Bergeson/Dallmann) to strike 3.a-b-c-d- & f . Vote: Ayes carried.
- MOTION TO END DEBATE AND VOTE (“Move the previous question”): (Dallmann/Trowbridge) Vote: Ayes carried. Back to main motion.
- Vote on the Main Motion as amended. MOTION CARRIED.

C. Special.

Sustainability Task Force: - Ramona Danielson

Both University Senate and Student Senate are eager to work with Staff Senate on sustainability issues. The charge of the task force is to gather info and report back. Actual implementation would be a separate charge. For example, Admin at Dining Services is eager to recycle, etc. Example, if they go trayless, there seems to be much less food wasted by students.

Health and Wellness Advisory Board: Gretchen Bromley (See Attachment D.)

MOTION (Hoag/Kris Mickelson) that this be referred to the Bylaws committee for review. MOTION CARRIED.

- VI. New Business.** MOTION (R. Danielson/Hoag) to appoint a parliamentarian for SS and to charge the Bylaws Committee with proposing language for the inclusion of this position in the bylaws (from the President’s Report). MOTION TO REFER: Refer the motion to Bylaws Committee. (Sundeen/Hommen) VOTE: 26 ayes; 13 nos. MOTION CARRIED.

VII. Announcements.

- Location change for Sept. meeting. Prairie Room not Plains Room.
- Group photo at Sept. meeting.

- VIII. Adjournment.** MOTION (Thompson/Schindlbeck): to adjourn the meeting. MOTION CARRIED UNANIMOUSLY. The meeting was adjourned at 11:10 am.

Respectfully submitted,
Kay Sizer
Staff Senate Secretary

President's Report

8/6/2008

Submitted by Gretchen Bromley, Staff Senate President

The following actions have been completed:

1. **Name badges.** Badges for the President and Vice President/President Elect were ordered per a charge from the Executive Committee. Thank you Kris Mickelson and Char Goodyear for handling this.
2. **Audit Committee.** For this first year of having an audit of our treasurer reports, Barry Miller, NDSU Internal Auditor, has accepted the task. An initial meeting was held with the Treasurer.
3. **Equal Opportunity Hearing (EOH) panel.** The following staff members agreed to serve on this panel and their names were submitted to the Office of Equity and Diversity:
 - a. Joshua Boschee
 - b. Carol Johnson
 - c. Viet Doan
 - d. Jennifer Erickson
 - e. Casey Peterson
 - f. Jeri Vaudrin
4. **New Employee Orientation.** On June 12, as part of the NDSU Human Resources New Employee Orientation program, a PowerPoint presentation about Staff Senate was delivered to approximately 20 new employees. Feedback was all very positive.
5. **Staff Senate vacancies filled.** The following senators have left NDSU and Staff Senate. Their positions were filled by the person receiving the next highest number of votes from the previous full election. Thank you to the Election Committee for expediting this process.

Please join me in saying "Thank you!" to exiting senators for their past service on Staff Senate and welcoming our newest senators:

Exiting Senators

Tonya Stokka
Anna Peterson
Pierre Freeman
Larry Anenson
Joshua Boschee

New Senators

Rita Prunty
Ramona Danielson
Bonnie Cooper
(to be filled)
(to be filled)

6. **New committee appointments.** The following senators are appointed to standing committees of the Staff Senate:

Senator

Kevin Schindlbeck
Janine Trowbridge
Rita Prunty
Ramona Danielson
Bonnie Cooper

Committee

Interim Bylaws Committee Chair
Interim Legislative Committee Chair
Staff Development Committee
Bylaws Committee
Bylaws Committee

7. **Parliamentarian.** The president entertains a motion to appoint a parliamentarian for the NDSU Staff Senate and to charge the Bylaws Committee with proposing language for the inclusion of this position in the bylaws. *From Roberts Rules of Order: A parliamentarian aids in ensuring the democratic process and facilitating business in an expedient manner. A parliamentarian is a consultant who advises the president and other officers, committees and members on matters of parliamentary procedure. S/he need not be a member of the organization. A parliamentarian has the same duty as the chair, remaining impartial, not participating in debate, or voting (if a member, however, s/he may cast a ballot vote). The parliamentarian does not cast a tie-breaking vote. During meetings, her/his role is purely advisory, since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries. Before meetings, the president confers with the parliamentarian to anticipate any problems that may arise and to avoid, as much as possible, frequent consultation during the meetings. A parliamentarian is also very helpful when an organization undertakes a general revision of its bylaws. The president should be free to appoint one in whom s/he has confidence.*

Executive Committee Report

8/6/2008

Presented by Laura Dallmann, Officer, Executive Committee

The Executive Committee met on July 23, 2008 in the Crest room.

- Members Present: Gretchen Bromley, Laura Dallmann, Barb Geeslin, Lorna Olsen, Vance Olson, Kay Sizer, Michael Robinson
- Members Absent: Broc Lietz, Heather Heger, Kris Mickelson
- Guests: None

The following actions were approved and taken:

- ☐ **Meeting schedule change.** Due to conflicts with NDSU Homecoming events, a motion was made by Laura Dallmann (seconded by Lorna Olsen) to change the meeting dates for the October meetings to Oct. 8 (Staff Senate) and Oct. 22 (Executive Committee) and have Laura update the Web site to reflect this.

The following motions were approved and are now submitted to the Staff Senate as recommendations for adoption:

- ☐ **Audit Committee.** Due to concerns about the timing of the annual audit, a motion was made by Laura Dallmann (seconded by Mike Robinson) to revise the language of the original motion (presented to the full Senate on June 11) regarding the Audit Committee to read:
(Original motion reflecting changes made on 7/23/08): The incoming President will appoint a committee in June to audit the previous year's financial reports. ~~and present the audit for approval by the full Senate in August.~~ The audit will take place in July after the fiscal year ends. The audit will be presented in September for approval by the full Senate.
...and to amend the Bylaws to include this language.
- ☐ **Scholarship Fund.** In an effort to increase the endowment of the Staff Senate Scholarship Fund, a motion was made by Gretchen Bromley (seconded by Barb Geeslin) recommending to the Staff Senate that the Scholarship Committee be charged with promoting donations to the scholarship fund and the Bylaws Committee propose the necessary revisions for adoption by the full Senate.
- ☐ **Catering for monthly meetings.** To facilitate catering at the monthly meetings, a motion was made by Laura Dallmann (seconded by Gretchen Bromley) recommending to the Staff Senate that the responsibility for ordering catering for the Staff Senate general meetings be added to the membership officer's duties and that the Bylaws Committee propose the necessary revisions for adoption by the full Senate.
- ☐ **Bylaws revision.** Due to the need for major bylaws revisions, a motion was made by Vance Olson (seconded by Laura Dallmann) recommending to Staff Senate that the Bylaws Committee be charged with reviewing the Staff Senate bylaws document as a whole and propose amendments for adoption by the full Senate to correct discrepancies.

Proposed Bylaws Revision

8/6/2008

Submitted by Kevin Schindlbeck, Interim Chair, Bylaws Committee

7. Committees and Task Forces.

The following is a list of committees and a brief description of their duties.

a) Staff Senate Committees

1. The Staff Senate shall establish such committees (**standing or special**) as are necessary to conduct Staff Senate business. Such committees shall be responsible to the Staff Senate and shall perform duties determined by the Staff Senate and/or the Executive Committee. All Senators are eligible to serve on any Staff Senate committee(s).

2. Standing Committees of the Staff Senate

Each committee chair shall give an oral report of committee activities at the monthly Staff Senate meeting as well as a written report submitted to the Staff Senate Secretary. A written year-end report should also be submitted in April to the Secretary.

- a. Bylaws Committee – reviews, suggests, and proposes amendments to the Bylaws and maintains current committee descriptions on the Staff Senate web site.
- b. Election Committee – rules on questions relating to qualifications of electors and members, nominates and receives nominations, presents a slate of nominees, and conducts the elections.
- c. Legislative Committee – provides Staff Senate with information regarding legislative activity placing particular emphasis on issues affecting higher education and NDSU staff. The committee depends on feedback from the Staff Senate to propose and initiate a coordinated effort as a result of the given information.
- d. Program Committee – investigates topics and speakers for Staff Senate meetings and forwards their recommendations to the Executive Committee for consideration.
- e. Public Relations Committee – 1) publicizes the activities of the Staff Senate, internally and externally, 2) assists the Staff Senate in opening up channels of communication among broadbanded staff, and between broadbanded staff and administration, 3) develops ways to help broadbanded staff become more public relations minded by presenting a more positive and professional image to the University's various constituencies, and, conversely to develop guidelines on how the administration can assist in that effort, and 4) raises public awareness about the vital role performed by broadbanded staff in the success of the University.
- f. Scholarship Committee - designs, updates, and disseminates application forms for the Broadbanded Staff Scholarship, and selects recipients on an annual basis.
- g. Staff Development Committee – identifies programs and activities that will provide personal and professional growth opportunities for University staff. In identifying programs, the committee will assess the needs and wants of staff through questionnaires and surveys.

3. Election of Chairs and Vice Chairs to the Standing Committees

All standing committees of the Staff Senate (with the exception of the Election Committee whose Chair is the Past President of the Staff Senate) shall elect their Chairs and Vice Chairs by majority vote from a quorum of their respective members. This vote is to take place at committee meetings held immediately after the June meeting and the names of the Chairs and Vice Chairs shall be recorded at the next full senate meeting.

- a. If a quorum cannot be reached, interested persons may contact the president who will appoint an interim chair until such a vote can be made. The name of the new Chair shall be forwarded to the President of the Staff Senate and recorded at the next meeting.
- b. The number of votes each candidate receives shall be recorded. If a majority vote (more than half of the quorum present) cannot be reached for a single candidate, a second round of voting will be held in which committee members shall cast their votes for the candidates with the two greatest number of votes in the first round of voting. The President shall be called upon to cast the deciding vote in the case of a tie.
- c. If no senator wants to be Chair, the President shall appoint the Chair and Vice Chair.
- d. The Staff Senate President shall serve ex-officio on all committees, except the Election Committee, and retains all the privileges (including a vote), but not the obligations of committee members. The President is not included in determining a quorum.
- e. A senator shall not serve more than two consecutive terms as committee Chair or Vice Chair on any one committee.
- f. A committee Chair or Vice Chair shall not simultaneously serve on the Executive Committee.

Staff Senate “representation” on the Wallman Wellness Center Advisory Board

8/6/2008

It has come to the attention of the Staff Senate President that the Staff Senate does not have the authority to “elect” a staff representative to the Wallman Wellness Center Advisory Board. The information below is provided to assist the full Senate in determining a course of action.

From the Wallman Wellness Advisory Board Policy (2003)

<http://wellness.ndsu.nodak.edu/about/AdBoard/adBoard.php>

"The Advisory Board is comprised of twelve (12) members, six (6) students, two (2) faculty members, **two (2) staff members** and two (2) alumni members. Students serve as members until they graduate or resign from their position on the board. Alumni, faculty and **staff board members will be appointed for alternating, 4-year terms with a one (1) term limit...**

“To fill any open Advisory Board positions, The Wallman Wellness Center Director will solicit **nominations or applications for open positions from staff**, students, alumni association, and members of the Wallman Wellness Center. The names of the selected individuals will be forwarded to the Associate Dean for Student Wellness and the Vice President for Student Affairs for approval before being appointed.”

History from the Staff Senate minutes: a Wellness Center-appointed representative appears to have reported to the Staff Senate for many years. Staff Senate representation on this board, in the form of an elected representative, was added to our bylaws in May 2004. Deb Hegdahl was the first senator to actually be elected by the Staff Senate in 2005. Lauren Unger was elected in 2007 (she left NDSU and her vacancy was filled by Barb Geeslin).

From the Staff Senate Bylaws (April 2008, Section 8.d.)

“Health & Wellness Advisory Board – 4 year term - presents the interests of University faculty, staff, alumni, and students in advising the Wellness Center on policy matters relating to the operation, use, improvement, and expansion of the Wellness Center building at North Dakota State University.”