

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

February 4, 2009
Memorial Union, Plains Room

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

Upcoming Staff Senate Meetings:

March 4, 2009	9:30 – 11:00 a.m.	Memorial Union, Plains Room
April 1, 2009	9:30 – 11:00 a.m.	Memorial Union, Prairie Rose Room
May 13, 2009	9:30 – 11:00 a.m.	Memorial Union, Plains Room

Upcoming Executive Committee Meetings:

February 18, 2009	9:30 – 11:00 a.m.	Memorial Union, Gunkelman Room
March 18, 2009	9:30 – 11:00 a.m.	Memorial Union, Gunkelman Room
April 15, 2009	9:30 – 11:00 a.m.	Memorial Union, Gunkelman 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 Vance Olson at 9:30 a.m.

I. Quorum, Substitutions and Guests – Heather Heger.

For today's meeting, there was a quorum with 51 present and 14 absent.

Substitutions:

Terry Nelson for Chris Anderson
Rand Wald for Tamara Cummings
Rachel McArthur for Peter Gregoire
Sheila Watson for Esther Hockett
Dolly Wadholm for Kris Mickelson
David Slyter for Kevin Schindlbeck
Bruce Steele for Jeri Vaudrin

Senators absent without substitutions: Andrea Abrahamson, Robert Barclay, Jeanne Flood, Jeff Gimbel, Ronda Klubben, Bill Kozojed, Bill Law, Richard Mattern, Scott Minot, Karen Roesch, Margaret Schmidt, Melanie Torgerson, Michael Tracy.

II. Consent Agenda. None.

III. Adoption of Meeting Agenda.

MOTION (Trowbridge/Bergeson): to approve the meeting agenda. MOTION PASSED.

IV. Student Government Report.

Abram Jackson presented the Student Government Report.

V. Program. Guest Speaker – Casey Peterson, Office of Equity, Diversity and Global Outreach.

Liz Torguson introduced Casey Peterson from the Office of Equity, Diversity, and Global Outreach to talk about the upcoming Climate Assessment Survey by the NDSU Diversity Council. He explained there is a strategic plan which has been in place for several years and many initiatives have begun, but there is much room for improvement. The Survey will be available beginning February 17, and results will be reported next Fall.

VI. Approval of the January 7, 2009, Meeting Minutes.

MOTION (Geeslin/Trowbridge): to approve the minutes with one correction, to clarify that Lori Sholts was elected to finish out an Executive Committee member term through May 2009. MOTION PASSED.

VII. Treasurer's Report.

Laura Dallmann reported that in Local funds: \$13,716.58; Appropriated funds: \$00; and Charity Fund: \$355.49.

VIII. Reports of the Committees

A. Executive Committee – Vance Olson

Olson praised the latest issue of The Messenger newsletter. He encouraged senators to help recruit new senators for spring elections.

B. Standing Committees.

a. Bylaws. No report.

b. Election – Barb Geeslin. (See Attachment 1).

Elections are coming soon. Nominations will be accepted from March 9-27, and voting will be open April 13-20. New senator orientation will be April 29. Dale Summers from ITS is once again willing to help with the technical aspects of the online voting procedure.

c. Legislative – Janine Trowbridge. (See Attachment 2).

There are no real hot button issues this year for staff in the legislature; the legislative session seems to be going smoothly. NDSU President Chapman will be addressing the legislature on February 12.

d. Program.

Provost Schnell will be speaker at next month's meeting.

e. Public Relations.

Chris Winjum reported that one more Messenger newsletter will be published this year. If there are ideas for content, let him know. Staff Senate will have a booth at the spring Health Fair.

f. Scholarship.

The Staff Senate Scholarships will be advertised soon. Olson asked Tera Miller to submit a report on recent committee activity before advertising begins.

g. Staff Development. (See Attachment 3).

The Discover U workshop is coming up February 25. Registration forms have been sent to all staff.

C. Other Committees.

a. Policy Coordination Committee.

For Staff Senate Input (These draft policies were made available on the Staff Senate website with the meeting material):

Policy 112 – Pre-employment and Current Employee Criminal Record Disclosure. No vote; policy carried over.

b. Staff Recognition Committee.

Laura Dallmann reported that an announcement will be sent to all faculty and staff encouraging nominations for staff awards. A new award nomination form has been designed and will be made available online and in hard copy for employees in the 6000 and 7000 bands.

IX. Unfinished Business.

A. Valentine Ball – Vance Olson.

President Chapman and his wife Gail will be attending the Valentine Ball. Plans are going well.

B. ND University System Staff Senate – Janine Trowbridge (See Attachment 4).

Trowbridge asked senators to review the proposed NDUS constitution and send any input to her, Vance Olson or Barb Geeslin by next week.

C. Parking Committee – Lori Sholts.

Rob Lynch has indicated that plans are to reduce the size of the parking hangtags so that they can be either hung or placed on the dashboard of vehicles. Olson thanked the Parking Committee for their work and announced that the Parking Committee will be disbanded for now.

X. New Business.

A. Spring Health Fair – Sarah Adams.

Adams reported that plans for the Health Fair booth are proceeding.

B. Senator Absences – Vance Olson.

Olson announced that a letter has been sent to senators with multiple absences, encouraging their participation and attendance at meetings.

XI. Advisor Comments – Broc Lietz. None.

XII. Announcements.

T-shirts still for sale.

Staff Senate t-shirts are still available for \$5 each. Contact Laura Dallmann. Senators are encouraged to wear these t-shirts at the upcoming Discover U workshop.

XIII. Adjournment.

Olson adjourned the meeting at approximately 10:12 a.m.

Respectfully submitted,
Kay Sizer, Staff Senate Secretary

Attachment 1

Election Committee
Wednesday, January 28, 2009
Putnam Hall Penthouse

We have assigned the dates of March 9th through March 27th for nominating for Staff Senator positions. The actual election dates will be April 13 through April 20th (one week). We have set the date of April 29 (Wednesday) as new senator orientation.

There was already an article on the upcoming elections in the most recent issue of *The Messenger*. We will also be sending flyers, emails, and have articles in *It's Happening* as time gets closer.

We have been in contact with Dale Summers, our expert help at ITS and he is willing to work with us again this year to run the elections via our web site. We decided we would send paper ballots to the directors of the 6000/7000 band employees and ask that they be distributed to those without computer access.

Lori Sholts and Heather Heger have agreed to be available to take photos of those running for senate seats. Heather will be in contact with HR/Payroll to find out how many seats are available in each band, and she will also look into the current senators eligible to run for another term.

If you are eligible, please consider running for another term – your hard work and time commitment to Staff Senate is greatly appreciated. Also, please encourage your co-workers and friends to consider being nominated.

Remember, we will need to elect a President Elect, and also someone to serve as Past President along with various university committee spots as well as the at-large positions on the Executive Committee. I will not be finishing out my term as a member of the COSE Board, so we will need to elect someone for that position also.

If anyone has any questions about the elections, please ask.

Submitted by Barb Geeslin.

Attachment 2

Legislative Committee

Brochures outlining the NDUS Legislative agenda was distributed.

Reminder to read and abide by policy 160 regarding political activities of university employees.

Contact information of the members of the legislature is available upon request.

Legislative bill tracking system service available at <http://lbts.nodak.edu>

NDSU for Legislators 2009-2011 website: <http://www.ndsu.edu/legislators>

Keith Bjerke report: Last few weeks was the introduction of the bills. Positive reception was received by all agencies including NDSU. Really no hot button bills thus far this session, very positive outlook. Right now the legislature is weeding out unreasonable bills. Expect to dig in more toward early February prior to crossover February 20th.

Salaries, looking at a 5% and 5% for next biennium. Keeping in mind this is the average for the departments and no guaranteed raise of 5% truly exists, taking into considering market value raises, responsibility reviews, and merit.

Tuition freeze, looking at 4% for four year schools and 0% for two year schools for the next biennium. Proposal requires 8.2 million to go through.

February 12, President Chapman will address the joint session in honor of President Lincoln's birthday and he will discuss the impact of a Land Grant Institution in North Dakota.

Respectfully,
Janine Trowbridge

Attachment 3

NATIONALLY KNOWN MOTIVATIONAL SPEAKER HIGHLIGHT DISCOVER U 2009 Wednesday, February 25

Tom Champoux, a nationally known motivational speaker and author, will be the highlight of this year's **"Discover U 2009: Moving Forward Together!"** scheduled for Wednesday, February 25 from 8:30 a.m. to 3:30 p.m. in the Memorial Union. Cost for staff to attend is \$20 and includes breakfast and lunch.

Champoux will offer two presentations that will uncover why you find "some" customers or co-workers so difficult to work with. He will lead you to discover why using your head, heart and backbone leads to a better work – life balance.

Head, Heart and Backbone: Making Decisions to Balance your Life and Career

"...to handle yourself, use your head; to handle others, use your heart. Anger is only one letter short of danger..."
Eleanor Roosevelt

We all want to do the right things. Sometimes, however, things get in the way: time pressures, deadlines, over commitment, conflicting obligations, periodic emergencies, ego demands and guilt trips. All these and more combine to undercut our ability to balance the demands of career and life beyond work.

Join Champoux as he offers an approach for work life balance; how to balance your "head" to make rational decisions, your "heart" – to embrace emotions to discern what means the most to you, and your "backbone" to be strong when pressures pull you to either head or heart only decisions.

People Skills: A Strategy for Achieving Results

Why are "some" co-workers or customers so irritating to work with? Or more importantly, why would anyone think of YOU as a difficult person? For example, isn't it frustrating when the person across the desk or on the phone can't seem to ever make a decision-or makes a snap decision only to change it a day later?

Champoux will show participants the four key dynamics that cause most of our workplace friction. You'll discover why **"different"** does not have to mean **"difficult."** Then you'll learn the magic of making slight adjustments in your awareness and behavior that will have a significant impact on your ability to CLICK with co-workers and customers.

Each person in the audience will roll with laughter as they identify themselves in the behavior styles, as well as those with whom they work. While they are laughing, they are also learning that people are different, and that “intent” doesn’t always equal “impact.”

In short, you will realize *how to make work...less work.*

Champoux is President of The Effectiveness Institute and author of *People Skills: A Strategy for Achieving Results, Quality Customer Service*, and *Supervising to Achieve Results*. Find out more information about Tom Champoux by visiting his website at www.effectivenessinstitute.com/bio-tomchompoux.php.

Discover U is an annual staff development focused workshop organized by Staff Senate at North Dakota State University. An official Discover U registration form and schedule will be mailed to all NDSU staff.

For more information regarding Discover U: Moving Forward Together! contact Pam Hommen at pamela.hommen@ndsu.edu, 1-7014 or Connie Jadorny at connie.jadorny@ndsu.edu, 1-9738. **Registration deadline is February 13th.**

"Get On The Bus! - Campus Tour with President Chapman"

Thursday, April 2, 2009

10:20 - 11:30 a.m.

If you haven’t had a chance to tour our growing NDSU campus, now’s your chance. Join President Chapman Thursday, April 2 as he provides a narrated tour of our beautiful campus!

The campus bus tour is sponsored by NDSU Staff Senate and is intended for all broad-banded staff. This bus tour is open to employees who have not taken it during their New Employee Orientation. Due to the popularity of this tour and limited seating available, reservations are required and are taken on a first-come, first-served basis. To reserve your space, contact Jean Hagen at 1-8186 or jean.hagen@ndsu.edu.

Discover U “Mini” Workshop: Basic Tips for Home Landscaping

Wednesday, March 11, 2009

10 – 11:00 a.m.

Century Theater, Memorial Union

Presented by: Martin Shervey and Will Ferguson, NDSU Landscape Department

Successful home landscaping doesn’t just involve sticking plants into areas around your home and hoping it looks right. When designing and landscaping your own home, you need to invest time and creativity. You will feel great when you look out your window, and you see the landscaped lawn which you designed yourself.

Shervey and Ferguson will discuss site preparation, designing a plan, plant selection, edging, planting, and mulching.

Attachment 4

North Dakota University System Staff Senate Report - February 2009

Attached are the final minutes from our November organizational meeting.

We are currently working on the constitution and bylaws. We have reviewed several drafts and are getting closer to a product we will bring forward to the individual staff senates. We are scheduled to meet Friday, February 6 via IVAN to discuss the latest draft as a group to provide the bylaws

committee some guidance on the content. Attached is the latest draft for your review and comments. Please email your comments and questions to Janine.trowbridge@ndsu.edu.

The NDUS SS president currently sits in on the State Board of Higher Education meetings as an observer. Below is a link from the Higher Education board meeting in January with bills that are upcoming and the boards endorsement or disapproval.

You can access the 1st issue of the 2009 Legislative Review - A Look at Higher Education in Week 2: Jan. 12-16, 2009 using the following web link
<http://www.ndus.nodak.edu/reports/default.asp?ID=526>><http://www.ndus.nodak.edu/reports/default.asp?ID=526>

Respectfully submitted,
Janine Trowbridge

STAFF LEADERSHIP CONFERENCE

Friday, November 14, 2008

Badlands Room, Memorial Union

University of North Dakota

Janice Hoffarth called the meeting to order at 10:20 am.

Members attending were asked to introduce themselves and indicate which university he/she is from.

Each University was asked to give an overview of their Staff Senate—including election procedures, funding sources, projects and activities, challenges and accomplishments.

President Kelley welcomed everyone to the conference.

UND--

Election procedures: 50 members (approximately 3% of each job category). Elections are held each spring. Nominations are sought from all employees. Ballots are then sent to all employees.

Funding: \$3300 in general operating funds comes from the President's Office. Additional funding for scholarships comes from fundraising activities such as the 31 Days of Glory (December) raffle, payroll deductions, cookbook sales, etc.

Projects and Activities:

U-Shine awards were just started this month. Nominations are sought for a staff member that has done something above and beyond. The executive committee meets and chooses a winner each month. The winner is issued a check for \$50. A vice president has also agreed to give out one yearly award of \$250.

Newsletter/Yearly annual report

State Employee Week activities

Spring Fling

University Committee membership on University Senate, Budget and Planning, search committees

NDSCS—

Elections procedures: Elections are held and pizza and pop are served. 12 percent is on the board (a percentage of each band).

Funding: \$1700 budget

Have a management team, services and support staff, rewards and recognition team (Quality Service Awards for Above and Beyond).

50% tuition discount for dependents.

Body is more of a sounding board.

Keynote Speaker: Bob Boyd, Vice President for Student and Outreach Services, welcomed everyone to UND, talked about the importance of staff, and described how leadership is one of our roles.

Williston State College--

Election procedures: solicit nominations, ballots are sent out after the nominees have agreed to serve. 6 staff and 1 faculty (nonvoting) Representative from all five divisions. Each serve 2 years. 1 member at large. 3 consecutive terms. Next year there will be 8 members.

Funding: \$5100 each year. Use for professional development money. Speakers through workforce training. Funding to help staff get degrees.

Activities:

33 employees completed customer service training online.

Relay for Life

Silent auction with money going to United Way

Christmas Social and invite the faculty

Poker Walk at Halloween (Pay \$10, go to five stations to collect cards and meet in cafeteria)

Scholarship offered by foundation (\$2000 to dependents)

Chancellor Goetz joined us by phone conference.

There is a video regarding budget on the NDUS website.

Also is a legislative brochure that is available.

Need to have a commitment from campuses.

Communication is the groundwork you need to lay. Need to reach a common ground before reaching out.

Look at constitution issues and board issues; relating to faculty and student membership

Board can make time on agenda for Staff Senate

Minot--

Election: 12 members (one for every 10 employees); 2 year terms

Funding: from VP for finance

Activities:

Fall Kick off held at the zoo. Food services provide food. For faculty, staff and families.

Staff and administration help on freshman move in day

Homecoming float

Scholarship money raised through cookbook sales

Application process for scholarship

4 scholarships given

At Convocation Staff Senate President addresses

President of Staff Senate meets with presidents of student and faculty senates

Challenges:

keeping on track with mission and scope

communicating with custodians

Bismarck--

Elections: 19 members (1 person for every 8 employees); 2 year terms. Nominations are by area. Elections are held online using survey monkey. VP for Finance is the exofficio.

Funding: \$2500 through HR to fund Staff Development Day annually. Other activities are funded by applying for grants from the Foundation such as for activities during Christmas and Spring Break (Jeopardy, Chili cookoff)

Projects:

salary review committee looked at market salaries and compared divisions.

Weight room updated

Tuition waiver through the foundation (Cash for our Kids)

Lake Region—

Elections: 6 members (2 year terms) Called Staff Welfare; elected by ballot during staff retreat
Funding: \$3000 per year used to be for workforce training, funding for conferences, etc.

Activities:

Every holiday they try to do something.
Foundation takes care of scholarships
Christmas party—faculty invited
Purchase jackets for 1 year anniversaries
Bucket filling (raining drops)

NDSU—

Elections: 68 members (5%) 2 year terms; 3 consecutive terms; 1 year off

Funding: Asked VPs for \$9300.

Activities:

Cookbook
Blood drive
Discover U day month (national speakers, cooking, wellness, digital photography)
Programs speakers each month
Pre-programs (art and music)
Salvation army
Valentine Ball
Homecoming Float
Newsletter (3 per year)
Rep on University council
Brochures
Speak at new employee orientation
Work with legislative
Smoking policy
Sustainability committee

Dickinson--

Election: 18 staff members; 2 year terms; 2 consecutive terms

Activities:

Staff scholarships for fees and books
Moments of Excellences given out once per month
\$1000 award given out yearly from foundation
CPR classes, dealing with change, how to handle difficult people, self defense
Staff retirement card
Full tuition waiver
Campus senate lunches with president (pres, vp, sec, treasurer from each senate meets for lunch with president)
Monthly no host social at various locations (restaurants)
Denim day

Mayville-

Election: 16 members, 1 Senator for every 6 employees in broadband; 2 year terms ; meet with all staff once per year previously, now 3 times per year

No budget; acts as sounding board for Staff concerns

Activities:

Mayville State Pride Fridays & Dollars for Scholarships (jeans day)
Spring Break potluck...collect recipes for small \$4 cookbook.
Speakers from Employee Assistant Program for Staff Development

Governance

Purpose discussed:

Discuss and advise on items of common interest among institutions of higher education across the state.

Legitimize staff senate across the state.

Obtain a seat on the state board of higher education equal to the faculty and student government structures.

Each University may have more than one person at the table for discussion, election of officers, to move initiatives forward, and establish a strong foundation. Officers need to be current staff senators and only one staff member per institution can hold an office at a time. One face to face annual meeting will be held on the third Wednesday of June and will alternate from eastern North Dakota to western North Dakota. Quarterly meetings will be held via IVN, phone conferencing, or e-mail.

Voting:

It was agreed each campus would get only one vote. needs 2/3 to pass

Quorum: 2/3 majority (8 universities present)

Mary Morrell moved to elect charter officers that will serve until July 1, 2009. Bobbi Lunday seconded. Motion carried unanimously.

Election of Officers:

President: Janice Hoffarth, UND

VP: Janine Trowbridge, NDSU

Secretary: Mary Morrell, BSC

Communication: Cindy Rerick, Lake Region

Volunteers to work with Officers on Bylaws:

Loren Liepold, UND

Rita Nodland, BSC

Vance Olson, NDSU

Ann McGray, NDSCS

Deadline for draft of bylaws: January 1, 2009

What will be called? Nathan Anderson moved that we go by NDUS Staff Senate. Loren Liepold seconded.

Motion carried.

Next face-to-face meeting:

June 17, 2009 at Bismarck State College