

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

May 13, 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:

June 10, 2009	9:30 – 11:00 a.m.	Memorial Union, Plains Room
---------------	-------------------	-----------------------------

Upcoming Executive Committee Meetings:

May 27, 2009	9:30 – 11:00 a.m.	TBD
June 24, 2009	9:30 – 11:00 a.m.	TBD

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 74 present and 15 absent.

Substitutions:

Karen Olson substituting for Ramona Danielson

Senators absent without substitutions: Jody Bohn, Tamara Cummings, Luke Prather, Margaret Schmidt, Melanie Torgerson, Michael Tracy, Peter Gregoire, Paula Hilde, Pam Hommen, Carole Huber, Tera Miller, Najla Amundson, Brent Goosen, Teryl Grosz, Chris Winjum

Guests: none

II. Consent Agenda. The Mission, Vision and Core Values Statements were placed by Olson on the Consent Agenda with no objections. The Consent Agenda was thereby approved by general consent. Items were as follows:

A. Policy #100 - Equal Opportunity and Non-Discrimination Policy

B. Policy #156 - Equal Opportunity Grievance Procedures

C. Policy #304 - Academic Staff & Exec/Administrative Positions – Procedures for Filling

D. Policy #607 - Admissions & Re-enrollment Safety Risks; Background Checks

E. Mission, Vision and Core Values Statements

III. Adoption of Meeting Agenda.

MOTION (Mattern/Prunty): to approve the meeting agenda. A COSE Report was added as an item to the agenda. MOTION CARRIED.

IV. Student Government Report.

Joe Heilman, former Student Government President, presented the Student Government Report.

V. Program. none

VI. Approval of the March 4, 2009, Meeting Minutes.

MOTION (Geeslin/Adams): to approve the minutes of the last meeting. MOTION CARRIED.

VII. Treasurer's Report.

Laura Dallmann gave the treasurer's report: Local funds: \$2,723.39; Appropriated funds: \$0; and Agency Fund: \$2,409.17.

VIII. Reports of the Committees

A. Executive Committee – Vance Olson. Olson moved this report to later in the meeting.

B. Standing Committees.

a. Bylaws - Kevin Schindlbeck. (See Attachments 1 & 2 and Final Report – Attachment 3)
Due to the elections taking place, Bylaws will be voted on at the June meeting.

b. Election – Barb Geeslin. (See Final Report – Attachment 4)

c. Legislative – Janine Trowbridge (See Final Report – Attachment 5)

d. Program – Liz Torguson.

e. Public Relations. (See Final Report – Attachment 6)

f. Scholarship – Tera Miller.

There have been three student and two staff applications for scholarships received so far. Applications will be taken until May 22.

g. Staff Development – Connie Jadorny (See Final Report – Attachment 7)

Jadrony announced that the last mini workshop is a campus tour led by President Chapman. She thanked the Staff Development Committee for working so hard this year.

B. Other Committees.

- a. **COSE** – Cindy Kozojed presented an update on recent COSE activities. Rhonda Klubben received a certificate of nomination for a FISH award in the first quarter of the year. Laura Dallmann and three others not yet announced received second quarter FISH award certificates of nomination. Kozojed indicated that the second quarter FISH award winner is an NDSU employee, but it has not yet been announced. These are state level awards.
- b. **Policy Coordination Committee.**
(These draft policies were made available on the Staff Senate website with the meeting materials):
For Input: Policy 103 – Equal Opportunity/Affirmative Action Policy On The Announcement of Position Openings
(MOTION (Hoag/Adams): to approve Policy 103. Trowbridge called Question. MOTION CARRIED.
- c. **Staff Recognition Committee** – Laura Dallmann.
The annual campus-wide Staff Recognition Luncheon was successfully held in April. Congratulations were offered to all who won awards.
- d. **University Athletics Committee.** (See Attachment 8)

IX. Unfinished Business.

- A. **State Staff Senate** – Janine Trowbridge.
The flood delayed business but the State Staff Senate constitution and bylaws were approved. NDSU Staff Senate will need to review these as well.
- B. **Reminder of Year End Reports** – Vance Olson.
Final reports will be reviewed at May Exec. Committee meeting.
- C. **Thanks to Outgoing Senators** – Vance Olson.
Olson thanked outgoing senators and officers, and dismissed the outgoing senators.
- D. **Election** – Barb Geeslin.
The Election then began, conducted by Vance Olson and Barb Geeslin.

Past President

Nominations:

Janine Trowbridge

MOTION (Miller/Mickelson): that nominations cease. MOTION CARRIED.

Candidate gave short presentation.

MOTION (Dallmann/Sholts): to unanimously approve the nominee. MOTION CARRIED.

Janine Trowbridge was elected Past President.

MOTION (Trowbridge/Miller): to ratify the recent senator election and destroy ballots. MOTION CARRIED.

President Elect

Nominations:

Chris Anderson

Vicki Miller

MOTION (Hagen/Prunty): that nominations cease. MOTION CARRIED.

Candidates gave short presentations.

Chris Anderson was elected President Elect.

Olson presented the Executive Committee Report.

Secretary

Nominations:

Elizabeth Thompson

Sheila Watson

Paul Froeschle

MOTION (Doan/Trowbridge) that nominations cease. MOTION CARRIED.

Candidates gave short presentations.

Paul Froeschle was elected Secretary.

Twenty one Red Hawks tickets have been received by Staff Senate for the Friday, July 17, 2009, Red Hawks game and will be distributed later this summer.

Treasurer

Nominations:

Laura Dallmann

MOTION (Trowbridge/Gimbel) that nominations cease. MOTION CARRIED.

Laura Dallmann was re-elected Treasurer.

Membership Officer

Nominations:

Heather Heger

MOTION (Trowbridge/Kozojed) that nominations cease. MOTION CARRIED.

Heather Heger was re-elected Membership Officer.

Executive Committee Members at Large (3)

Nominations:

Janet Davidson-Harrington

Lori Sholts

Kris Mickelson

Vicki Miller

Lorna Olsen

Jeri Vaudrin

Jeff Gimbel

MOTION (Trowbridge/Sundeen): that nominations cease. MOTION CARRIED.

Candidates introduced themselves and spoke briefly.

Lorna Olsen, Jeff Gimbel, and Kris Mickelson were elected Executive Committee Members at Large.

A letter from past Student Body President Joe Heilman to Vance Olson was read to the Staff Senate.

University Senate Members at Large (3)

Nominations:

Kevin Schindlbeck

Sarah Adams

Viet Doan

Matt Chaussee

Bruce Sundeen

Erika Beseler Thompson

Marty Hoag

Vicki Miller

Connie Jadorny

MOTION (Trowbridge/Mickelson): that nominations cease. MOTION CARRIED.
Candidates spoke briefly.

Viet Doan, Bruce Sundeen, and Marty Hoag were elected University Senate Members at Large.

Campus Space and Facilities

Nominations:

Andrea Abrahamson

Jill Spacek

MOTION (Doan/Froeschle): that nominations cease. MOTION CARRIED.

Candidates spoke briefly.

Andrea Abrahamson was elected to Campus Space and Facilities Committee.

Broc Lietz, Adviser, spoke about Staff Recognition Luncheon and thanked the Staff Recognition Committee for all its work and said it worked very well this well and this is the way it should be. Thanked Joel Heilmann and Vance Olson for their efforts to have students and staff work cooperatively.

Library

Nominations:

Sheila Watson

MOTION (Trowbridge/Sundeen): that nominations cease and that a unanimous vote be cast for the nominee. MOTION PASSED.

Sheila Watson was elected to Library Committee.

University Athletics Committee

Nominations:

Erika Beseler Thompson

Tim Singelmann

MOTION (Trowbridge/Sholts): that nominations cease. MOTION CARRIED.

Candidates spoke briefly.

Erika Beseler Thompson was elected to University Athletics Committee.

Olson asked senators to write their preferences for serving on Staff Senate standing committees and submit their lists. Geeslin and Olson spoke briefly about the various standing committees and what each is responsible to do.

Olson talked about Tree Campus, a new cooperative campus effort between faculty, staff, and student governments. More information on this is forthcoming.

University Arboretum Committee (2 year term)

Nominations:

Tanie Boeddeker

Kay Modin

Will Ferguson

MOTION (Doan/Trowbridge): that nominations cease. MOTION CARRIED.

Candidates spoke briefly.

Tanie Boeddeker was elected to University Arboretum Committee.

University IT Council (2 year term)

Nominations:

Steve Bergeson

Scott Minot

MOTION (Trowbridge/Kozojed): that nominations cease. MOTION CARRIED.

Candidates spoke briefly.

Steve Bergeson was re- elected to University IT Committee.

Olson read an email from Amber Alstadt, new Student Body President, who could not attend today but is looking forward to working with Staff Senate.

COSE member and alternate member

Nominations:

LaDonna DeGeldere

Laura Dallmann

MOTION (Mickelson/Trowbridge): that nominations cease. MOTION CARRIED.

(By consensus, the nominee receiving the most votes becomes member, and the nominee receiving the second most votes will be alternate.)

Laura Dallmann was elected COSE member, and LaDonna DeGeldere was elected as alternate member to COSE.

Employee Recognition Committee (one from 4000, one from 5000, and one from 6000/7000 band)

Nominations:

Sarah Adams (4000)

Kelly Summers (4000)

Lori Sholts (5000)

Laura Dallmann (5000)

Jan Lofberg (5000)

Tim Singelmann (6000/7000)

MOTION (Trowbridge/Thompson): that nominations cease. MOTION CARRIED.

MOTION (Hoag/Trowbridge) to unanimously elect Tim Singelmann for 6000/7000 band. MOTION CARRIED.

Other candidates spoke briefly.

Kelly Summers and Lori Sholts were determined ineligible.

MOTION (Trowbridge/Gimbel) to cast a unanimous ballot for Sarah Adams (4000). MOTION CARRIED.

MOTION (Trowbridge/Barclay) to retract unanimous vote for Sarah Adams and reconsider Kelly Summers as a 4000 band nominee and Lori Sholts as a 5000 band nominee. Bylaws will need to be changed to adjust eligibility criteria to include those employed at NDSU less than five years. MOTION CARRIED.

Laura Dallmann withdrew her name from consideration.

Kelly Summers was elected as 4000 band representative, Jan Lofberg for 5000 band, and Tim Singelmann for the 6000/7000 band - for the Employee Recognition Committee.

MOTION (Trowbridge/Mickelson): to ratify the election and destroy the ballots. MOTION CARRIED.

X. Announcements.

Olson announced there are still Staff Senate t-shirts for sale for \$5 and encouraged new senators to purchase one.

XI. Adjournment.

(Trowbridge/Sholts): to adjourn the meeting. MOTION CARRIED. Meeting was adjourned at approximately 11:35a.m.

Respectfully submitted,
Kay Sizer, Staff Senate Secretary

Bylaws Committee Report

3/23/2009

Submitted by Kevin Schindlbeck, Chair

The Bylaws Committee met on March 13, 2009 and again on March 20, 2009. A quorum was present at both meetings.

Discussion continued and language has been finalized for the following:

1. Review of bylaws, proposing language to correct discrepancies and remove inconsistent language
2. Incorporate procedures and language to allow for removal of officers from office
3. Incorporate language to allow for election of "Member-At-Large" to fill vacant broadband positions
4. Incorporate language changing the Employee Award Recognition Committee into a standing committee and adding Campus Kudos responsibilities.

It was unanimously voted by the committee members that the proposed revisions be sent for review by the Executive Committee. The Bylaws Committee Chair met with the Executive Committee and reviewed the proposed changes. The suggested modifications were brought back to the Bylaws Committee and incorporated into the proposed revisions.

The edited bylaw revisions were approved by the Bylaws Committee to be sent out on the Staff Senate listserv for review by all Staff Senators and to bring a motion out of committee to approve as submitted at the next general meeting.

Additionally, as charged in the March general meeting, the Bylaws Committee examined the bylaws and other documents related to dispersal of scholarships by the Scholarship Committee. It was determined that the bylaws were "silent" on the topic, but the endowment documents that established the Classified Staff Scholarship did restrict whom could be awarded the scholarships.

Any funds for scholarships that are not part of the Classified Staff Scholarship are not regulated by the bylaws or the provisions of the endowment.

In addition, the Valentine Ball monies being used for scholarships are not controlled by the endowment and were approved by a motion as amended in the December 2008 general meeting to be applicable to the 2009 Valentine Ball only. Any further use of any future Valentine Ball monies would need to be approved by the Staff Senate.

Attachment 2

Staff Senators,

The long anticipated proposed revisions to the Staff Senate Bylaws are finally ready to present to you for review. It is anticipated and being planned to call for a vote of approval during the April 1 general meeting.

This third phase of revisions (phase one came in August, phase two came in October) will finish up the tasks the Bylaws Committee has been charged with incorporating. The items we addressed in this phase were:

5. Review of bylaws, proposing language to correct discrepancies and remove inconsistent language
6. Incorporate procedures and language to allow for removal of officers from office
7. Incorporate language to allow for election of "Member-At-Large" to fill vacant broadband positions
8. Incorporate language changing the Employee Award Recognition Committee into a standing committee and adding Campus Kudos responsibilities.

In the attached bylaws you will notice that letters in certain sections are a different color than the traditional black. These are the changes that were made through the Bylaw Committee's process used in meeting the charges we were given. If the lettering is still black, the area was not changed or modified in anyway. You'll also notice that some areas have a line running through them. The sections and words lined through are the original language in the bylaws that is being proposed to be revised

The Bylaws Committee requests that you reserve any comments or questions until the April 1 general meeting. This is to benefit all the Staff Senators allowing them to hear your perspective and our informational responses. If you are not able to attend, I would suggest you send a substitute in your place to represent your viewpoint and to vote for you.

Thank you for reviewing the attachment as well as taking the time to prepare for this vote.

For the Bylaws Committee,

Kevin Schindlbeck

**BYLAWS
OF THE STAFF SENATE
OF NORTH DAKOTA STATE UNIVERSITY**

1. Objectives and Purposes

North Dakota State University's Staff Senate shall be the representative body of the university's broadbanded employees to serve the following objectives and purposes:

- a) To gain a spirit of unity, pride, and cooperation by being recognized equally with University Senate and Student Senate as participants in advising university administration;
- b) To be an active communication link for meaningful information exchange between staff and administration relative to issues of mutual concern;
- c) To provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in university affairs;
- d) To provide an opportunity to be advisory in the administration of working and employment conditions and practices, including recognition, compensation, and other pertinent issues; and
- e) To involve democratically chosen staff representatives in the operation of the university and to increase awareness of interrelating problems and opportunities.

2. Advisory Status of the Senate

In fulfilling its stated objectives and purposes, Staff Senate shall be advisory to the president of the university.

3. Composition of the Senate

- a) Staff Senate will be comprised of elected members representing the various broadband classifications as follows: 1000 Executive/Administrative/Management and 3000 Professional (combined), 4000 Technical, 5000 Office, and 6000 Crafts/Trades and 7000 Service (combined). Membership is based on approximately 5% of each band, to be reviewed annually prior to the general election. In the case of vacancies that cannot be filled in a broadband classification, staff from another broadband classification will be allowed to fill the vacancies on a year-to-year basis. (See section 4 "Terms of Office and Election of Senate Members" for additional criteria.)
- b) Executive officers shall be elected from the membership of Staff Senate.

- c) The Executive Committee will consist of the President, Vice President/President Elect, Past President, Secretary, Treasurer, Membership/Attendance Officer, and three Members-at-Large.
- d) The Director of Human Resources or the director's designated representative shall serve in an ex-officio capacity on the Staff Senate and Executive Committee.

4. Terms of Office and Election of Senate Members

- a) Any broadbanded staff member who is a regular employee who has satisfactorily completed a probationary period as defined in NDSU Policy 101.2.1 may run and be elected to a Staff Senate position. Senate membership shall be for a two- (2-) year term with approximately one-half (1/2) of the members elected each year. A member shall not serve more than three (3) consecutive full terms, unless elected to the office of Vice President/President Elect. After being elected to Vice President/President Elect, this senator will be granted an additional two- (2-) year term on the Staff Senate, if required, to complete the terms of President and Past President. Any staff member elected to a position filling an opening in another broadband classification shall serve a one- (1-) year term and be limited to being elected outside of their broadband classification for no more than two (2) consecutive years.

Deleted: may

- b) A general election to fill vacant positions shall be held annually during the months of March and April. All broadbanded staff members are eligible to vote in the general election. Terms of elected senators begin in May. The Election Committee Chair shall keep a list of names of unelected candidates, in order of the most votes to the least votes without vote totals associated with any names.

Deleted: Regular

Deleted: s

Deleted: regular

Deleted: s

- c) In the event of an opening in a broadband classification following the general election, a secondary election will be held to fill the open position by interested staff members from other broadband classifications, with voting being limited to the elected senators.

- d) Ex-officio officers appointed to the Staff Senate are not eligible to vote.

- e) The Past President shall serve as the Election Committee Chair.

Deleted: chairperson of

- f) In the event of a tie for a senator position, the candidate with the greatest length of service at NDSU will be deemed the elected senator.

- g) The terms of office for the Secretary, Treasurer, and Membership/Attendance Officer shall be two (2) years. Senators will be granted an additional one- (1-) year term on Staff Senate, if required, to complete the terms of Treasurer, Secretary, or Membership/Attendance Officer.

Deleted: may

5. Election of Officers

- a) The Staff Senate will nominate and vote annually for the Vice President/President Elect and three Members-at-Large.
- b) The Staff Senate will nominate and vote biennially for the following officers:
 1. Secretary,
 2. Treasurer, and
 3. Membership/Attendance Officer.
- c) The senator elected as Vice President/President Elect will assume the offices of President and then Past President.
- d) If the office of Past President becomes vacant, the Executive Committee shall appoint one of the current members of the Executive Committee to complete the term. The resulting vacancy on the Executive Committee shall be filled by a special election, as outlined in section 5i.
- e) At the regular May meeting, nominations for Staff Senate executive officers shall be accepted through motions from the Staff Senate. The President shall determine the outcome of the motions.
- f) Voting will take place at the regular May meeting. A Staff Senate Election Committee, as appointed by the President, shall tally the votes.
- g) Winners will be decided by a plurality of the votes. The President shall cast the deciding vote in the case of a tie.
- h) During a regular Staff Senate meeting, a group of five (5) or more senators can call for a vote of no confidence when an officer improperly performs the duties of an office as described in the bylaws. The senators shall be required to provide accusation(s) made against the officer in question, identify duties that are believed to have been improperly performed, and describe how the duties were improperly performed. A written copy of the accusations shall immediately be given to the officer in question. The officer will be given an opportunity to resign on his/her own volition after receiving the accusations brought forth. If there is no voluntary resignation, at the next regular Staff Senate meeting, the officer in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations of improper performance to the full Staff Senate in attendance. Following the rebuttal opportunity, a vote using paper or electronic ballots will take place with a plurality of those members present required to carry the motion. The Executive Committee declares an office vacant either by the officer in question voluntarily resigning or by a motion in favor of a vote of no confidence carrying. The Executive Committee decides if the officer in question will also be removed from his/her position as a member of the Staff Senate.
- i) With the exception of the President and Past President, any vacated office of the Staff Senate Executive Committee shall be filled by a special election at the first regular Staff Senate meeting following the vacancy.

Deleted: majority

Deleted: when an officer is unable to or improperly performs the duties of the office.

Deleted: s

Deleted: vacated

- j) When the President's office is vacant, the Vice President/President Elect completes the remainder of that term, and then serves his/her elected term consecutively. The vacant Vice President/President Elect position shall be filled by a special election, as outlined in section 5i, but shall not automatically become President Elect. A new Vice President/President Elect will be elected during the next general election. The Past President position shall be appointed, as outlined in section 5d.

6. Duties of the Officers

a) The President

1. Presides over all meetings of the Staff Senate and Executive Committee;
2. Ensures that all Staff Senate activities are conducted in a professional manner;
3. Has the authority to appoint such committees as are deemed necessary for the business of the Staff Senate;
4. Ensures that all actions conform to the Staff Senate Constitution and Bylaws;
5. Serves ex-officio on all committees of the Staff Senate;
6. Is the spokesperson for the Staff Senate at meetings and functions;
7. Serves as the direct communication liaison between the president of the university and the Staff Senate;
8. May disburse monies from the Appropriated, Local and Agency funds, with approval from the Executive Committee, in the absence of the Treasurer;
9. Shall serve as a representative on the University Senate with full rights of a senator on senate matters;
10. Gives presentations to promote Staff Senate at the New Employee Orientation;
11. Attends the annual Staff Recognition Luncheon as a Staff Senate representative and presents the award recipients;
12. Writes the year-end report/summary of Staff Senate activities, accomplishments, and recommendations for the next year, presenting the report to the Executive Committee at the May meeting; and
13. Shall cast tie-breaking votes in all Executive Committee sessions.

Deleted: I

Deleted: I

Deleted: <#>May disburse monies from the Operating Expense Fund in the absence of the Treasurer;¶

Deleted: Development

Deleted: F

Deleted: <#>Approves email notices sent to the NDSU Staff listserv as well as the Staff Senate listserv;¶

b) The Past President

1. Serves as an active member of the Executive Committee, providing continuity in the administration of the Staff Senate;
2. Serves as an adviser to current and proposed activities, using previous Executive Committee experience to give a historical perspective;
3. Serves as the Election Committee Chair;
4. Maintains current election results and contacts prospective senators following a vacancy in Staff Senate membership; and
5. Shall be responsible to review and update the committee binders, including collection of binders from the past chairs.

Deleted: chairperson of

Deleted: <#>In the absence of the President and Vice President/President Elect, may approve email notices sent to the NDSU Staff listserv as well as the Staff Senate listserv; and¶

c) The Vice President/President Elect

1. Presides in the absence of the President;

2. Assumes the duties of the President for the unexpired term in the event that the President is unable to complete the term of office;
3. Serves on the Policy Coordination Committee; ~~and~~
4. Carries out additional duties as assigned by the President.

Deleted: of the University Senate

Deleted: ; and

Deleted: <#>In the absence of the President, may approve email notices sent to the NDSU Staff listserv as well as the Staff Senate listserv.¶

d) The Secretary

1. Takes and maintains the minutes of each meeting of the Staff Senate and Staff Senate Executive Committee,
2. Publishes and distributes the minutes of each Staff Senate meeting to all Staff Senate members prior to the next meeting,
3. Distributes the agenda to all Staff Senate members prior to each Staff Senate meeting,
4. Maintains an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions,
5. Receives and keeps all communications and reports to and from the Staff Senate,
6. Submits copies of the Staff Senate minutes, special reports, motions, charges and accomplishments for the Staff Senate web site; and
7. Passes on all Executive Committee files to the succeeding Secretary.

e) The Treasurer

1. Is primarily responsible for the Staff Senate's fiscal affairs,
2. Prepares a financial statement monthly and reports to the Staff Senate and Executive Committee at each of their regular meetings,
3. Assists the Staff Senate President in preparing the budget and submitting it to the Staff Senate and the president of the university for approval,
4. ~~Disburses monies from the Appropriated, Local and Agency funds~~ with approval from the Executive Committee; and
5. Requests an annual financial review by NDSU Audit & Advisory Services following the fiscal year which will be presented for approval by the full Senate no later than the October meeting.

Deleted: <#>Disburses monies from the Operating Expense Fund.¶

Deleted: Development

Deleted: F

f) The Membership/Attendance Officer

1. Schedules meeting locations for the Staff Senate and the Executive Committee for the following year, and notifies the Staff Senate President and the Secretary;
2. Maintains a roll of current members and their attendance at meetings;
3. Maintains permanent records of senators and terms served;
4. Serves on the Election Committee;
5. Maintains the Staff Senate listserv;
6. ~~Coordinates the Orientation/Mentor Program for all new senators;~~ and
7. Orders refreshments for all Staff Senate general meetings.

Deleted: Serves as chair

Deleted: on

Deleted: committee

g) Executive Committee

The Executive Committee of the Staff Senate shall consist of its officers and three Members-At-Large, who collectively shall

1. Serve as the governing board or steering committee of the Staff Senate;
2. Set the yearly calendar of Staff Senate meetings and activities;

3. Prepare the agenda for each meeting of the Staff Senate;
4. Ensure that the Constitution and Bylaws are followed;
5. Receive proposals from senators, broadbanded staff members, or the president of the university for consideration at Staff Senate meetings;
6. Maintain records of Staff Senate activities and decisions;
7. Provide information regarding Staff Senate activities to the president of the university and broadbanded staff;
8. Approve disbursement of funds when required;
9. Serve as the committee to which staff may bring issues and concerns for consideration/action by Staff Senate. The issues could range from campus concerns to statewide or legislative concerns. The committee may determine if gathering more information is appropriate and whether a proposal for action should be forwarded to the full Staff Senate for consideration;
10. Make provisions to collect and compile Staff Senate documents for archiving, and make arrangements to have these documents stored in the archives;
11. Administer the Orientation/Mentor Program;
12. Select staff employees to serve on temporary university committees, task forces, and advisory boards, as requested;
13. Appoint a pool of nine candidates for potential service on the Staff Personnel Board according to NDSU Policy 231;
14. Review and approve significant content changes to the Staff Senate web site; and
15. Appoint a web site manager;
16. Any officer can approve email notices sent to the NDSU Staff listserv as well as the Staff Senate listserv.

Deleted: I

Deleted: , director of Human Resources,

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 to the Secretary in April.
 - a. Bylaws Committee: reviews, suggests, and proposes amendments to the Bylaws as well as 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 then forwards its 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.
- h. Staff Recognition Committee: reviews the guidelines for and administers awards, including Campus Kudos. The committee also provides recognition to staff who are recipients of outside awards.

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 where the 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.

b) University Senate Committees

1. University Senate Representatives

The Staff Senate shall be represented on University Senate by four (4) Staff Senate representatives: the president and three (3) elected representatives. These Staff Senate representatives shall have the full rights of senators in University Senate matters. The Staff Senate will nominate and vote annually for these representatives.

2. University Senate Committees

The Staff Senate shall elect a senator as a representative to each University Senate committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular, benefited NDSU broadbanded employee appointed by the Staff Senate Executive Committee. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend his/her committee meetings and report to the Staff Senate. Representatives on these committees shall have the right to serve as committee chair. The Staff Senate will nominate and vote annually for representatives for the following committees.

- a) Campus Space and Facilities Committee: recommends policies for facilities.
- b) Library Committee: formulates policy recommendations for the NDSU Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, databases, electronic, and other services.
- c) University Athletics Committee: promotes compliance with principles of conduct as defined by the NCAA and formulates policy recommendations regarding athletic guidelines. Stimulates interest in athletic events for the entire university community.

3. Other Committees/Advisory Boards/Councils/Ad-Hoc Committees

The Staff Senate shall nominate and elect (or recommend when warranted) a senator as a representative to each committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular broadbanded NDSU staff employee. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend his/her committee meetings and report to the Staff Senate. A brief description of each committee follows.

- a) Arboretum Committee (2-year term): charged with the task of combining and centralizing campus beautification efforts.
- b) ND Council of State Employees (COSE) (3-year term: 1 representative a member of Staff Senate and 2 alternates can be any staff employee): strives to enhance the morale, productivity, and image of state employees and to develop an appreciation of state agencies and programs among the people of the state.

4. Task Forces and Temporary University Committees

The Executive Committee will select staff employees to serve on university task forces and temporary university committees, as requested.

Deleted: <#>Employee Award Recognition Committee (2-year term): devise a process on how to evaluate the nominations and what the minimum criteria would be.¶

8. Transfer of Job Band

Senate members who transfer from one job band to another within the university will continue to represent their original band for the balance of their term or until the next scheduled general election, whichever occurs first.

9. Attendance/Absenteeism

Senators are expected to attend all Staff Senate meetings. A senator shall contact the Membership/Attendance Officer to record his/her absence from any Staff Senate meeting. A senator who has three (3) unrecorded absences in any twelve- (12-) month period, or fraction thereof, will be contacted by the Membership/Attendance Officer. A senator's position may be vacated by a vote of the Executive Committee. Attendance will be taken at each Staff Senate meeting. For extended approved absences (e.g., military leave), the position will be temporarily filled following the procedures under Interim Vacancies.

Senators who must be absent from a Staff Senate meeting are encouraged to send a substitute. Any regular broadbanded employee who is a non senator can be designated as the substitute and will have all the rights and privileges of a staff senator at that meeting. The substitute will sign in on the attendance sheet listing his/her name and for whom he/she is substituting.

10. Vacancies

a) Interim Vacancies

Interim vacancies will be filled using the following procedures.

1. Vacancies of Staff Senate positions will be filled by the person receiving the next highest number of votes from the previous general election.
2. In the case where more than one candidate has the next highest number of votes, a brief profile sketch of each candidate shall be read and the election will take place. Election will be by a plurality of those members present and voting at the Staff Senate meeting.
3. If there are no candidates from the previous general election, the vacancy will be advertised in *It's Happening at State*, in the Staff Senate minutes, and sent to the NDSU Staff listserv prior to the meeting when elections take place. The Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a majority of those members present and voting at the regular Staff Senate meeting.
4. The vacancy will be filled until the completion of the unexpired term or the return of the person on extended leave.
5. Staff from the vacant broadband classification shall have the opportunity to fill a vacancy before it is opened to staff from another broadband classification.

Deleted: full

Deleted: . Immediately following this, the

Deleted: majority

Deleted: regular

Deleted: s

Deleted: full

Deleted: and

b) Unfilled Vacancies

1. In the event a Staff Senate position is not filled due to lack of (a) candidate(s) from a broadband classification, the vacancy will be advertised in *It's Happening at State*, in the Staff Senate minutes, and sent to the NDSU Staff listserv, seeking (a) candidate(s) from that broadband.
2. If no candidates submit their names for nomination following this process, the Election Committee and/or the President of the Staff Senate may seek assistance from supervisors of employees in this band to encourage their support of employees who are interested in serving on the Staff Senate and allowing them to attend Staff Senate meetings and/or committee meetings.

Deleted: and

Deleted:

3. The Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a plurality of those members present and voting at the regular Staff Senate meeting. The vacancy will be filled until the completion of the unexpired term. The staff senator will serve the normal term of that position no matter when the member is elected.
4. In the event of (a) continued opening(s) in a broadband classification following the general election and seeking other candidates within the vacant broadband classification, a secondary election, with voting being limited to the elected senators in attendance, will be held to fill the open position(s) by interested staff members from other broadband classifications.

Deleted:

Deleted: majority

Deleted: ¶

11. Meeting and Actions

Staff Senate shall normally meet in regular sessions monthly or on call of the President. A majority of the Staff Senate members eligible to vote shall constitute a quorum for a meeting. In the conduct of the meetings, Robert's Rules of Order shall prevail, unless superseded by the Bylaws of the North Dakota State University Staff Senate.

- a) Meetings of Staff Senate shall be open. The senate, at its option, may move into a closed session by a two-thirds vote of the members present and voting.
- b) A record of proceedings shall be kept to include the agenda and minutes, and shall be posted at www.ndsu.edu/staff_senate.
- c) Staff Senate shall establish and maintain reasonable procedures whereby any individual may propose items to be included on the agenda for the next senate meeting.
- d) Staff Senate shall invite the president of North Dakota State University to attend a Staff Senate meeting at least once a year. Staff Senate shall consider any recommendations made at any time by the president of NDSU.

Deleted: executive

12. Amendments

- a) Bylaws
 1. Amendments to these Bylaws may be proposed by motion at any regular meeting of the Staff Senate. If approved by a majority vote of the senate, a proposed amendment shall be submitted to the president of the university for final approval.
 2. A hard copy of final, approved amendments to the Bylaws, as signed by the president of the university, shall be kept permanently by the Staff Senate Secretary.
- b) Constitution
 1. Proposed amendments must have a minimum of 2 readings prior to voting on changes.

13. Dissolution

Upon dissolution of the organization, all assets remaining, after payment of all costs and expenses of such dissolution, shall be turned over to the president of the university.

HISTORY: Adopted April 14, 1990; Amended April 12, 1995; Amended March 12, 2003; Amended April 14, 2004; Amended May 10, 2006; Amended March 14, 2007; Amended September 24, 2008.

Questions and Comments related to this page can be sent to the Staff Senate Executive Committee at NDSU-STAFF-SENATE-EXEC@listserv.nodak.edu.

Attachment 3

Staff Senate Bylaws Committee End-of-Year Report 2008-2009

Committee: The Staff Senate Bylaws Committee was comprised of Larry Anenson (left employment of NDSU), Gretchen Bromley (ex officio) (resigned from Staff Senate), Bonnie Cooper (left employment of NDSU), Ramona Danielson (Vice Chair), Pierre Freeman (left employment of NDSU), Vance Olson (ex officio), Bob Peterson, Michael Robinson (resigned from Staff Senate), Kevin Schindlbeck (Chair) and Melissa Stotz.

The Staff Senate Bylaws Committee began the 2008-2009 Staff Senate year with seven (7) members assigned to it. Within the first couple of months two (2) committee members had left the employment of the University and two (2) committee members had resigned from the Staff Senate.

The remaining three committee members continued on with two (2) senators being appointed to the Bylaws Committee by the August 2008 meeting. In December 2008, one (1) of the five (5) remaining members had left the employment of the University and the Bylaws Committee ended the 2008-2009 year with four (4) committee members.

Bylaws Changes: During this past academic year a number of Staff Senators and Staff Senate Committees proposed changes to the Staff Senate Bylaws. The Bylaws Committee met twelve (12) times during the year to discuss the proposed changes. A quorum was present at every meeting. Work was completed or an interpretation, where warranted, provided for all the proposed changes.

June Meeting:

The following topic was charged to be addressed by the committee:

1. Propose language to change the Bylaws to allow for the election of chairs/vice chairs of committees by vote of committee members, not by appointment.

August Meeting:

Based on a June charge, presented proposed new language to the Bylaws for:

1. Election of committee chairs/vice chairs. Motion carried as amended on floor.

The following topics were charged to be addressed by the committee:

1. Propose language to change the Bylaws adding responsibility for ordering catering for Staff Senate general meetings to the Staff Senate Membership/Attendance Officer's responsibilities;
2. Propose language to change the Bylaws to reflect the Health and Wellness Advisory Board Representative is appointed by the Health and Wellness Advisory Board through nomination process and not elected by Staff Senate;
3. Review the Bylaws and propose language, if needed, for a Staff Senate parliamentarian;
4. Review the Bylaws as a whole; propose language to correct discrepancies and remove inconsistent language.

September Meeting:

Provided interpretation of bylaws related to a parliamentarian.

1. Language not needed to be incorporated into the Bylaws as the Bylaws reflect Robert's Rules of Order prevails unless superseded by the Staff Senate Bylaws. Robert's Rules of Order allows for a parliamentarian, though it does not dictate that one be used.

The following topics were charged to be addressed by the committee:

1. Propose language to change the Bylaws requiring the Staff Senate Treasurer to request an annual financial review by NDSU Audit & Advisory Services following the end of the fiscal year;
2. Propose language to change the Bylaws adding responsibility for the listing of all Staff Senate motions requiring action and regular status updates to be posted on the Staff Senate website to the Staff Senate Secretary responsibilities;
3. Propose language to change the Bylaws charging the Staff Senate Executive Committee with responsibility for significant Staff Senate website changes.

October Meeting:

Based on charges in August and September, presented proposed new language to the Bylaws for:

1. Correction to the grammar and punctuation in the Bylaws;
2. Adding catering/refreshment responsibilities for Staff Senate general meetings to the duties of Staff Senate Membership/Attendance Officer;
3. Adding a requirement to have an annual audit of Staff Senate finances to the duties of the Staff Senate Treasurer;
4. Adding tracking of new motions, charges and accomplishments to the duties of the Staff Senate Secretary which will be post on the Staff Senate web site by the web site manager;
5. Adding review and approval of significant content changes to the Staff Senate web site to the duties of the Executive Committee;
6. Changing Health and Wellness Advisory Board Representative from being elect to recommending a person for vacancies.

Motion carried on all changes.

The following topics were charged to be addressed by the committee:

1. Propose language to change the Bylaws to allow for the election of alternates from any broadband classification to fill a one year Member-At-Large term, if there are still vacant seats in any broadband classification after the annual May election;
2. Propose language to the Bylaws incorporating procedures and language to allow for removal of officers from office.

January Meeting:

The following topic was charged to be addressed by the committee:

1. Propose language to change the Employee Award Recognition Committee into a standing committee and adding Campus Kudos responsibilities.

March Meeting:

The following topic was charged to be addressed by the committee:

1. Examine the Bylaws and other documents related to dispersal of scholarships by the Scholarship Committee.

Follow-up:

The question referred to the Bylaws Committee from the March general meeting questioning whether money from the Valentine Ball could be used for scholarships to non-broadband employees or their immediate family was examined by the Bylaws Committee. It was unanimously determined that the bylaws were “silent” on the topic.

The endowment documents that established the *Classified Staff Scholarship* do restrict who can be awarded the scholarships using those funds. Any funds for scholarships that are not part of the *Classified Staff Scholarship* endowment are not regulated by the bylaws or the provisions of that endowment.

Furthermore, the Bylaws Committee determined the Valentine Ball money being used for scholarships is not controlled by the endowment. Though, the approved motion in the December 2008 general meeting was amended prior to approval restricting the use of Valentine Ball money to 2009 scholarships only. Any further use of future Valentine Ball money for scholarships would need to be approved by the Staff Senate.

All other charges presented to the Staff Senate Bylaws Committee not previously passed by the Staff Senate have been completed. The edited bylaw revisions have been approved by the Bylaws Committee, reviewed by the Staff Senate Executive Committee and sent out on the Staff Senate listserv for review by all Staff Senators.

It was the intent of the committee to bring a motion to approve the revisions as submitted at the April general meeting. The cancellation of the April general meeting due to natural disaster in Fargo and surrounding areas did not allow for this vote to be brought to the floor for a vote. The remaining revised bylaw changes will be referred to the 2009-2010 Staff Senate Bylaws Committee to present to the Staff Senate in June or at the committee’s discretion.

Respectfully submitted,

Kevin Schindlbeck
Bylaws Committee Chair

Attachment 4

**Staff Senate Election Committee
Annual Report
2008-2009**

Committee:

The Election Committee for 2008-2009 was comprised of Robert Barclay, Janalee Brandt, Barb Geeslin (chair), Heather Heger, Cindy Kozojed, Chad Lindberg, Lori Sholts and Staff Senate President Vance Olson (ex-officio).

The academic year:

During the August 6, 2008, Staff Senate meeting, vacated positions were filled by the person receiving the next highest number of votes from the previous full election. The new senators added at this time were: Rita Prunty, Ramona Danielson, Bonnie Cooper, Luke Prather, and Ronda Klubben. They were appointed to fill out the remaining term of the person they were replacing. This still left two open senator positions.

At the September 3, 2008, Staff Senate meeting, a call for the resignation of President Gretchen Bromley was made. A vote was held and the motion was supported by a majority vote. President Bromley resigned, and President Elect, Vance Olson became the acting President of Staff Senate.

During the October 8, 2008, Staff Senate meeting, an election was held for three open positions in the 1000-3000 band. Elected unanimously were Andrea Abrahamson, Esther Hockett, and Carole Huber. Also, elected unanimously for a University Senate Member-at-Large position was Bruce Sundeen. Nominations were taken for a Staff Senate Executive Committee member and Rob Davis was elected to fill that position. Also, during the October meeting, an election was held to support Vance Olson as being the acting Staff Senate President for 2008-2009 and then holding the term of President that he was elected for during the academic year of 2009-2010. This motion was approved. A motion was made out of the Election Committee for Geeslin to hold the position of Vice President for the 2008-2009 year and that motion passed. Another motion out of the Election Committee was to fill the empty seats remaining on Staff Senate with staff members from any band. These positions would be elected to fill those seats as at-large senators for the remainder of the year. This motion also passed and was given to the Bylaws Committee for further action.

During the November 5, 2008, Staff Senate meeting, Andrea Abrahamson was unanimously elected as the staff senate representative on the Campus Space and Facilities Committee. Also, Jean Hagen and William Ferguson were elected by a unanimous ballot to fill two of the three member-at-large positions.

No report for the December 3, 2008 meeting.

At the January 7, 2009 Staff Senate meeting, Lori Sholts was elected to fill a vacancy on the Executive Committee as a member-at-large.

During the February 4, 2009, Staff Senate meeting, the Election Committee announced that nominations would be accepted for vacant senate positions from March 9-27, and voting would be open April 13-20. Due to the flooding in Fargo and the area, we left nominations open until April 24. Voting took place April 27 through May 1, 2009.

Results of the April election follow.

1000/3000 bands: Najla Amundson, Erika Beseler, Kelly Bisek, Matthew Chaussee, Wendy Clarin, Peggy Cossette, Tammy Cummings, Janet Davidson-Harrington, Connie Eggers, Terry Grosz, Marty Hoag, Kristy Mickelson, Victoria Miller, Kay Modin, Lorna Olsen, Kevin Schindlbeck, Jill Spacek, Dale Summers, and Bruce Sundeen.

4000 band: Sarah Adams, William Ferguson, Carolyn Flink, Heather Heger, Kelly Summers, and Jeri Vaudrin.

5000 band: Katherine Backen-Andersen, Laura Dallmann, LaDonna DeGeldere, Jean Hagen, Rita Lattimore, Jan Lofberg, Stephanie O'Brien, Jodi Pierce, Rita Prunty, Debra Severson, Lori Sholts, Annette Sprague, and Shelia Watson.

6000/7000 bands: Chris Anderson, Linda Bennett, Glenn Christensen, Ron Fingarson, Paul Froeschle, and Brent Goosen.

The results of this election leaves 1 opening in the 1000/3000 band and 2 openings in the 6000/7000 bands.

Chair's Thoughts:

The 2008-2009 academic year for Staff Senate faced numerous challenges, some old and some new, for the Election Committee and the whole body of the Staff Senate. We continue to strive to draw staff from the combined 6000/7000 bands. Discussions were held with the supervisors in the specific areas with hopes of increasing senator numbers. Facilities and Dining Services enthusiastically support the activities of Staff Senate, but it remains more difficult to recruit from these bands, particularly Dining Services. Hopefully, in the years to come, compromise can be reached and we will see a larger representation for this area.

Respectfully submitted,

Barb Geeslin, committee chair

Attachment 5**Legislative Committee**

SB 2003 addressing the 5%/5% pay increases as well as the equity and parody funding for institutions of higher education continue to be discussed in committee. Keith is optimistic the 5%/5% will remain intact as well as fully paid health benefits. We will continue to monitor this bill and keep you posted.

HB1348 allowing concealed weapons on campus failed by a narrow margin.

To see the General Counsel's Office Report on the bills tracked by NDSU, see http://www.ndsu.edu/general_counsel/Legislative%20Reports/2009/General%20Counsels%20Office%20Report%205-05-09.pdf. The General Counsel's Office has done a fine job at updating this report weekly and it served as a great tool for the committee as we discuss bills of interest to the staff of NDSU.

Our final meeting is scheduled for May 4, 2009.

Respectfully,
Janine Trowbridge

**NDSU Staff Senate
Public Relations End-of-Year Report for 2008-2009
April 29, 2009**

Committee Members (11)

Chris Winjum (Chair), Liz Thompson (Associate Chair), Tani Boeddeker, Bruce Sundeen, Luther Fragodt, Bill Law, Paula Hilde, Viet Doan, Sarah Adams, Michael Tracy, Luke Prather

Activities *(in chronological order)*

1. Met to determine the focus for the PR committee for the 2008-2009 year. Committee decided to continue producing the Messenger, work on updating the website, tabulate and report results from previous years exit survey, research the prospect of surveying the entire campus about Staff Senate, other miscellaneous projects as they came up. At this meeting we also decided that Campus Kudos and other community service projects should be coordinated independent of the PR committee as their own Ad Hoc committee.
2. Committee members tallied the exit surveys and produced a report of these results. This report was disseminated at a Staff Senate meeting. Member also did research to explore the idea of a campus survey to gather the opinions about Staff Senate. It was decided not to do this survey.
3. PR committee member, Viet Doan, worked with the Staff Senate webmaster, Laura Dallmann, to transition the website to a new content management website.
4. PR committee members Sarah Adams and Luther Fragodt coordinated a booth for the NDSU Health Fair along with handouts. In the end this Health Fair was cancelled due to the flooding issues.
5. Throughout the year the PR committee produced a Fall, Winter, and Spring NDSU Staff Senate Newsletter 'The Messenger'.

Suggestions/Future Ideas

* I would suggest to the future Chair of this committee to have a meeting ASAP to determine what the focus of PR committee should be for next year. I would also encourage not taking on too much. Take on a few key duties and do a good job with them then to spreading your committee too thin.

* One project we were considering doing and just never got around to it was to organize a Staff Senator Photo Drive. These photos would be nice to have on the website so all Senators would know who is who. It would also be nice to have these photos to use in 'The Messenger'.

Submitted by,
Chris Winjum, Chair

Year End Report
Staff Development Committee Report for 2008-2009

Discover U Workshop - Tom Champoux, Effectiveness Institute, Redmond, WA

The annual Staff Senate Discover U workshop was held February 25, 2009 in the Memorial Union. Nationally known speaker Tom Champoux, President of the Effectiveness Institute, delivered two keynote addresses. Approximately 300 NDSU staff were in attendance and 28 door prizes were drawn. Lorna Olsen emceed. Broc Lietz, Colette Erickson, Vance Olsen, and Joe Heilman, Student Body President also spoke. Pictures from the event are available on the Staff Senate website.

Mr. Champoux offered two presentations that uncovered why you find "some" customers or co-workers so difficult to work with. He discussed how you discover why using your head, heart and backbone leads to a better work – life balance. The morning topic was *"Head, Heart and Backbone: Making Decisions to Balance your Life and Career"* and the afternoon topic was *"People Skills: A Strategy for Achieving Results."* The handouts and power-point presentation will be available electronically to those who attended the workshop. More information is available on-line,

<http://www.effectivenessinstitute.com/>.

Staff Development committee members were pleased to hear many positive comments. One participant said Champoux's presentations provided "many "ah-ha" moments". Another said "This is by far the best and most thought provoking event of this kind I have attended!" Out of 216 evaluations, 145 people (67%) rated the program as excellent, 54 (25%) as very good, 15 (7%) as good, and two (1%) as fair [0 as unacceptable]. Attached is the evaluation. The Staff Development Committee would like to say thank you to all who attended and/or participated in making this year's Discover U an overwhelming success."

Staff Development Mini-Workshops & Other Events:

Discover U "Mini" Workshop #1: "Blackboard Organizations: How Can We (I) Use Them?"

Wednesday, September 10, 2008

10:00 a.m.

Century Theatre

Presented by: Lorna Olson, Instructional Services Consultant, NDSU Information Technology Services

Discover U "Mini" Workshop #2: Benefits at NDSU - What's In It For Me

Wednesday, October 29, 2008

10:00 a.m.

Century Theatre

Presented by: Brittnee Steckler, Benefits Coordinator, Office of Human Resources & Payroll

Discover U "Mini" Workshop #3: Digital Photography Tips, Discover U "Mini" Workshop

Wednesday, November 12, 2008

10:00 a.m.

Century Theatre

Presented by: Bruce Sundeen, Electronic Media Specialist, NDSU Extension Ag. Communications

Discover U "Mini" Workshop #4: Unique Gift Wrapping Ideas, Discover U "Mini" Workshop

Wednesday, December 10, 2008

10:00 a.m.

Century Theatre

Presented by: Char Maas, NDSU Information Technology Services

Discover U "Mini" Workshop #5: Basic Tips for Home Landscaping

Wednesday, April 29, 2009 – was rescheduled from March 11 due to the flood

10:00 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.

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

Friday, May 22, 2009 – was rescheduled from April 2, due to the flood.

1:30 - 2:30 p.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.

Staff Development	a/o 1-6-09	phone	dept	Address	email
Chris	Anderson	231-7893	Ag Comm Printing	Morrill Hall	c.anderson@ndsu.edu
Robin	Davis	231-9622	Central Store	Thorson	robin.davis@ndsu.edu
William	Ferguson	799-6812	Facilities Mgmt	Facilities Mgmt	william.ferguson@ndsu.edu
Kristin	Ferris	231-5204	Wellness Ctr	Wellness Ctr	kristin.ferris@ndsu.edu
Ron	Fingarson	793-7624	Facilities Mgmt	Facilities Mgmt	ron.fingarson@ndsu.edu
Jeff	Gimbel	231-6730	ITS	IACC	jeff.gimbel@ndsu.edu
Jean	Hagen	231-8186	Aerospace Studies College of Univ.	B/BFH	jean.hagen@ndsu.edu
Pam	Hommen	231-7014	Studies	Morrill Hall 112	pamela.hommen@ndsu.edu
Carole	Huber	231-6513	Computer Science	IACC	carole.huber@ndsu.edu
Connie	Jadrny	231-9738	NDSU DCE	1919 N Univ Dr	connie.jadrny@ndsu.edu
Bill	Kozojed	231-8035	Ag Comm Printing	Morrill Hall	bill.kozojed@ndsu.edu
Lorna	Olsen	231-6328	ITS	IACC	lorna.olsen@ndsu.edu
Rita	Prunty	231-8713	Allied Sciences	Sudro 118	r.prunty@ndsu.edu
Margaret	Schmidt	793-3668	Residence Life	West Bison Court	m.schmidt@ndsu.edu
Tim	Singelmann	231-7228	Facilities Mgmt	Facilities Mgmt	tim.singelmann@ndsu.edu

Submitted by Co-Chairs Connie Jadrny and Pam Hommen
4-22-09

The Effectiveness Institute, Inc.	Participant Evaluation Summary
--	---------------------------------------

<p>North Dakota State University</p> <p>People Skills</p>

	5 Excellent	4 Very Good	3 Good	2 Fair	1 Unacceptable
1. Overall quality of the program.	145	54	15	2	0
2. Application to work environment.	118	65	25	8	0
3. Value of program concepts and materials.	132	52	26	6	0
4. Trainer's ability to present content and respond to the needs of the group.	166	34	14	2	0
Number of Responses: 216					

Written Comments:

- Mr. Champoux is very passionate – he speaks so fast!
- He was very good!
- Outstanding presentation!
- I really enjoyed the day – Tom was great!
- This is by far the best and most thought promoting event of this kind I have attended! Great!
- This was the best discovery ever!

What did you discover that you can immediately apply?:

- Perception of another person's behavior to more quickly resolve conflict.
- Being flexible.
- All people are different and all are worthwhile. It takes all kinds to make the world go round.
- My skills are important and I can feel confident that they help me do my job well.
- Behavior can be changed temporarily to create a win win situation.
- How I relate to some of my co-workers and how I can better my relationships.
- Watch or be aware of my own behavior, managing my life and career with balance things to start, stop, and keep on.
- Me, time!
- Ways to change my perception to other co-workers.
- Different things about different traits in people and how it affects the way they live and work.
- How to balance your life.
- What do you feel that I don't feel that if I did feel I could understand...

- I enjoyed the “different vs. difficult” part of the workshop. It puts a different spin on evaluating co-workers.
- My awareness of personalities and the knowledge that people are “different”, not “difficult”.
- The information will help in understanding group work.
- Awareness of other people’s ideas, beliefs, and ways that all may be different than mine.
- Understanding how people are different and use each of their strengths.
- Personality styles, perceptions, and behaviors.
- To slow down and give people a chance to show what they can do.
- The people/tasks icons to try to understand the differences among people and necessity of differences.
- Trying to balance life.
- Change situation by knowing skills to get results.
- Modifying my own behaviors and actions to get results – be flexible.
- I’m a stabilizer and it’s good that not all my teammates are the same. Different is not difficult. As a stabilizer, this should make sense to me, but I have to become more flexible to conflict.
- Different behaviors.
- How to deal with people who are different than myself. Understanding that they are not necessarily difficult.
- The humor and behavior styles study.
- Skills to apply with co-workers and members of my social circle.
- Beliefs and perceptions make up your behavior.
- Ways to balance my life.
- Everything – he gave many examples to help make me understand.
- Work at being more observant of others and appreciate diversity in others.
- Even though I am predominately one style, I can learn to slide to become more adaptable.
- The personality differences of co-workers with my own and how we work together.
- To help with balance, I need to make more time for myself and strive to connect with others to build relationships.
- Treating co-workers with respect and dignity; work with others easily and understanding.
- The reasons why my supervisor acts like he does. I need to be more flexible with him. I may need to change rather than me trying to change others.
- Very little. The work situations dynamic in our area is controlled by a specific employee, and the manager and supervisor do nothing to fix it.
- We can all be different and it’s ok. I’m going to start being present in each conversation.
- Jahari window questions.

- Some of my strengths were more defined which will help in my job.
- I discovered more about myself and how others may perceive who I am and how I do things. I learned more about my skills and talents and how I can better use them.
- How to better interact with coworkers. I talk too much and need to listen more.
- Be present in relationship.
- Some coaching ideas, some personal insight into my styles and habits (adjusting same).
- Try to be more understanding to other's "styles".
- You can change what you do rather than who you are.
- Be more flexible in all situations.
- Try to appreciate the difference in my coworkers rather than bumping up against them as different.
- People are not difficult, they are different and we need to take the time to try and understand other's difference to communicate better with them.
- How to work more efficiently with people. Why coworkers aren't difficult just different.
- All of us are different and we can learn a lot from each other. It is great to know that all types of people can work together and be team players.
- People are coming from different places and bring understanding of that instead of attributing a negative motive to their actions will help.
- Appreciate my coworkers and I are different so a great team!
- The concept of balance in your life.
- Learning my genetic makeup.
- How I fit into categories.
- The Johari window questions to get feedback to use with my 14 year old daughter!
- How different our office is and how I can better work with one of my coworker's behavior.
- Perception of the differences among people and how best to work with them.
- Communication.
- Ways to work with others – how to help change the ways I can change my behavior.
- Be present. Stop what you are doing and listen. Smile, say thank you.
- Ideas about how I interact and go through life.
- Learning more about the people I work with.
- That I need to change my task behavior.
- I liked learning people aren't difficult – they are just different. That helps me really look at relationships differently.
- My style is not what I thought it was. I learned how other styles perceive me and so I need to be aware and adjust my behaviors.

- What do you know that I don't know....
- How different personalities can better work together.
- Be more understanding of others.
- Good reminder that people are not difficult – just different.
- All of it.
- Changing behavior.
- Realizing the differences that cause me to perceive coworkers as difficult and adjust my behaviors to avert conflict.
- Being present – behavior can change.
- An understanding of different personalities that can be used immediately.
- People's styles and their differences.
- Things I should be doing more and things I should begin to do.
- I'm "blue" – values in differences.
- Other's personality styles and how to work with them.
- Reminded me that people are different, not necessarily wrong – just need to be more aware of it. Great humor!
- Don't try to change people's personality/behavior.
- Speak to others attentively and "be present" while listening.
- That people are not difficult, just different!
- I can change no matter at what level.
- Who I am vs. who others think I am.
- To be present. Finding balance by exploring ways to find "me" time.
- That I should make more of an effort to understand where other people are coming from rather than think they are doing things wrong.
- Everyone is different so take that into consideration when you have to work with people.
- That people look at things differently and do not do things the same way or order.
- Balancing life and career.
- Personality/workability.
- How to "step in" and be assertive in a positive way to motivate change. Awareness of personal preferences and reacting with that in mind is very important.
- There are differences in people that I need to learn to understand instead of thinking they are being difficult.
- I think this will help me focus on why I do things and how best to succeed as the person I am.
- Learned how other personalities respond to my personality.

- Great to see where my coworkers were so I know how to adapt my behavior to their styles.
- That my private life and work life is virtually opposite. My behavior and personality is situational.
- Finding out who I am in relation to others.
- Most of the information in finding people's "styles" and how to work with them.
- Different ways that people think, behave, and perceptions. How to acknowledge that people are different.
- I learned more about myself and how others I work with see me much differently. I can influence them. Thanks, I really enjoyed the day!
- That my style and behavior is clearer to me, and I understand better how it fits others I work with.
- I liked the concept of "people are not difficult, they are different". It helps me to think of people in a more positive way.
- Different does not mean difficult. Look for strengths, meaning behind others' behaviors that may be hidden from me. They are behaving in a way that makes the most sense to them – least resistance and positive outcomes.
- Coworkers will more than likely be different in behaviors, values, and ways of looking at the world, and it's a good thing – all are needed and important.
- Realizing tendencies I have and others have will help me deal more effectively with people.
- The difference with difficult and different. It's ok to be different doesn't mean you are difficult.
- A reminder to keep an open mind and respectful of others, no matter how different.
- A better understanding of behaviors of others and the realization that no particular behavior is necessarily "right".
- I think there is tons of things in both sections of today to bring back to our office but for the most part, I want to analyze my behaviors and fill out the start, stop, and keep doing part.
- Really enjoyed exercise on how people are different (red/blue exercise) and may be able to apply this at work.
- A good reminder that coworkers may look at things differently and that it doesn't mean they are difficult. Interesting and a lot of fun! We can modify our behavior in working with others.
- Ways to understand others and work with and understand myself.
- Try to apply as much of what I have learned in my work area! Be flexible! Try and be more aware of other people and their behaviors.
- No difficult people – just different. Too many times we get in a hurry and when helping someone a person is perceived as difficult and really just doesn't understand.
- That I can live in balance and it is attainable now, even in small steps. That different/difficult are separate things and can mean different things for people.
- Others are different and not difficult. We can change our behavior.

- There were so many “ah-ha” moments throughout the sessions, but the one thing that I can immediately apply is “opening the windows” to others and trying to find the balance I’m seeking in my life. What a great presentation! It’s given me a set of building blocks to build on!

What I would have liked to have spent more or less time on:

- It was adjusted properly.
- Everything went very well. I thought this seminar was great with one key note speaker for the whole workshop.
- It seemed like a good balance of all the topics Tom covered. I was very impressed.
- None.
- It was just right.
- Enjoyed the workshop!
- The afternoon session on “how people are different” was eye opening.
- It was great!
- Sometimes difficult to understand – speaking too fast. Several examples didn’t make sense to me (work group vs. teams, for example).
- Nothing – really great.
- Great program! Tough set to follow!
- He was very hard to understand at times – we lost a lot of his stories, and I was at the front.

More Time:

- Real world situations opposed to extreme examples.
- Patterns of behavior.
- More detailed course on people skills would be good! A follow-up on this would be nice!
- Everything covered. I’m sure that all of these can be covered even more in depth.
- Time on the people skills versus the head, heart, and backbone part.
- More time in general.
- On total, personality, and on typical perceptions.
- Direct application of behaviors to working environment and coping with those behaviors.
- People skills.
- Behavior styles in more detail – the 16 hour course would be very interesting.
- The critical inch section – to just be able to analyze that part within myself and get some more examples of it.
- Breaking down of the people skills.
- Emotions dimensions.
- On how one can start the process to change.
- Meyer Briggs.

- The entire subject.
- The matrix.
- How people are different.
- Group exercises.
- Patterns of behavior, styles and probe more techniques on how to interact successfully with those who are really different from you.
- Everything! There were points where Tom said there were additional sessions and skipped over portions - would be interesting and fun to be able to participate in additional sessions/presentations.
- Eating! (kidding). Actually, since you have all these people in the room, the seminar could use a little time giving an overview and current topics concerning staff (short). Less time on “thank you’s”.
- All the topics. Very great speaker, and enjoyed him a lot!
- Audience participation, field more questions from audience.
- Different vs. difficult.
- Personality styles.
- People Skills.
- How to stay calm or reach the calm and balance needed to make good choices.
- Perceptions.
- Our own type.
- On what our work personalities are.
- Each part – I got lost sometimes jumping around.
- How to relate better to the different styles of people in the work environment.
- People Skills – I felt this went very fast.
- People Skills.
- More time on the dimensions section – this was too brief and hurried.
- Personality chart.
- More on the 4 behavior types.
- All of it! The afternoon info was great and more depth/time would be great.
- Styles and how I could improve my communications with others in other styles.
- Traits.
- Pretty much all. Was very interesting and I will be looking for more to come from Effectiveness Institute.
- Dimensions.
- Behavior types.
- Behavior quadrant.
- Would have liked for it to be 2-Day workshop.
- The charts to determine perceptions and how to coordinate these different perceptions with the office environment.
- Listening skills.
- On everything. It’s such a large topic that 1 day is hardly enough.

- People's differences.
- Different styles.
- Behavioral styles.
- Capsules.
- Who you are. People Skills.
- Self-assessment.
- 4 types: include scales in hand out.
- Head, heart, and backbone.
- The whole topic.
- Relaying program more to the work place than to personal.
- Head, heart, and backbone.

Less Time:

- Political references, find another – (Obama, Kennedy, Clinton (all Democrats?))
- The diagrams and group chats.
- Listening to lecture – interacting with other in small groups.
- The entire thing – felt repetitive.

Others I know who may benefit from a similar program:

- My husband.
- Co-workers.
- Everybody.
- Anyone who works with or lives with other people.
- Anyone can benefit from this seminar.
- My boss.
- Entire office group.
- Anyone could benefit.
- My church!
- All faculty, supervisors, managers, and leaders!
- Another session at NDSU to continue this discussion.
- All colleagues and Universities – great workshop.
- Program administrators could probably benefit as they work with their staff.
- Supervisors.
- My supervisors.

- Managers and supervisors.
- Everyone I know.
- Supervisors – none were here from our dept (no training required to be a supervisor).
- The leaders and heads of my department/division (the library).
- Anyone.
- Supervisors.
- Faculty.
- Student leaders or faculty groups.
- It would be nice to expand this – there is a lot to be learned.

Attachment 8

University Athletics Committee Report from the April 16th Meeting **submitted by Tim Singelmann**

Election of Officers

A motion was made to nominate chair Harlene Hatterman-Valenti and vice-chair Charlie McIntyre for an additional term in their current office. Both nominations were seconded and passed with unanimous consent.

SAAC Report (Gabe Mooney, SAAC representative from wrestling)

- Gabe reported that 76 pounds of food was collected for the Summit League Food Fight, which was substantially less than some schools due to numerous other food drives in the community. It was suggested that SAAC could combine efforts with the other groups that sponsor food drives and that University Senate and Staff Senate could be used to promote the event. Gabe also noted that NDSU student-athletes do community service activities throughout the year rather than focus on a particular month of service. Good results were reported for the annual Valentine Blood Drive and student-athletes will visit elementary school and eat lunch with the students as part of the Eat Smart Play Hard program.
- A suggestion was made to re-introduce the 'visiting' or 'honorary' coach program where a faculty or staff member is recognized at a competition.

FAR Report (Deland Myers)

- **An update was provided on postgraduate scholarship nominations.**
- **The senior exit interview process was reviewed. The interviews are now being conducted by Deland or Casey Peterson.**
- **The missed class policy and creating a uniform league policy was discussed at the last Summit League meeting.**
- **Feedback was requested on any issues arising from school being cancelled due to the flood.**
- **In addition to six students from Northern Arizona and nine from Mississippi Valley State participating in the summer internship program, five slots are being held for Native American students from our region.**

Athletics Update

- The first annual Bison Academy Awards will be held on Wednesday, April 29, at 8:00 p.m. in the Festival Concert Hall with Becky Iwanicki (soccer) and Brett Winkelman (men's basketball) serving as emcees. The categories are:
 - Bison Academic Performance Award
Outstanding performance of a student-athlete who has made the dean's list for one semester.
 - Bison Academic Achievement Award
Outstanding performance of a student-athlete who has made the dean's list for two consecutive semesters.
 - Bison Academic Excellence Award
Outstanding performance of a student-athlete who has made the dean's list for two consecutive semesters with at least one grade-point average of 4.0.
 - Bison Most Valuable Scholar Award
Outstanding performance of a graduating senior student-athlete with a cumulative grade-point average of 3.75 and above.
 - Thundering Herd Team Academic Award
Outstanding performance by a Men's & Women's team with the highest overall grade-point average.
- An update was provided on the George Ellis case which was remanded back to district court.
- A feasibility study was done to determine how much money could be raised for the BSA project. Gene will be meeting with city officials about the current possibility for the Fargodome expansion project.
- The final 2008-09 budget figures should come in close to projections. Coaches and staff have been cautioned to keep increases for the 2009-10 to a minimum.
- The news about USD's admittance to the Summit League came as no surprise, it just happened sooner than expected. There have been no discussions on adding a 12th member to the League at this point.
- The recent issues with football were discussed.
- New bleachers with chair backs will be installed in the BBF this summer.
- NDSU was awarded the Summit volleyball and softball championships for 09-10.
- Laura Hermanson (women's track) and Matt Bishoff (men's track) were named NDSU's first Division I All Americans.