

NORTH DAKOTA STATE UNIVERSITY  
**STAFF SENATE MEETING MINUTES**

December 2, 2009

Memorial Union, Great Room

Staff Senate meeting minutes are archived on our Web site at:

[http://www.ndsu.edu/staff\\_senate/meeting\\_information/meeting\\_minutes/](http://www.ndsu.edu/staff_senate/meeting_information/meeting_minutes/)

**Upcoming Staff Senate Meetings:**

January 6, 2010	9:30 – 11:00 a.m.	Memorial Union, Great Room
February 3, 2010	9:30 – 11:00 a.m.	Memorial Union, Great Room
March 3, 2010	9:30 – 11:00 a.m.	Memorial Union, Great Room

**Upcoming Executive Committee Meetings:**

December 16, 2009	9:30 – 11 a.m.	Memorial Union, Meadow
January 20, 2010	9:30 – 11:00 a.m.	Memorial Union, Meadow
February 17, 2010	9:30 – 11:00 a.m.	Memorial Union, Peace Garden

**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](mailto:heather.heger@ndsu.edu)).

***All broadbanded staff members are encouraged to attend.***

**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 54 present and 18 absent.

Substitutions: Dorthy White for Rita Lattimore

Senators absent without substitutions:

Najla Amundson  
Kelly Bisek  
Glenn Christensen  
Wendy Clarin  
Tamara Cummings  
Brent Goosen  
Carole Huber  
Chad Lindberg  
Scott Minot  
Stephanie O'Brien  
Lorna Olsen  
Robert Peterson  
Luke Prather  
Margaret Schmidt  
Paula Schneider  
Lori Sholts  
Sheila Watson

**II. Consent Agenda – For Input:**

**Policy 164 – Emergency Procedure**

- Putting in the policy remain calm is not necessarily a policy, just a suggestion.

**Policy 603 – Sexual Assault Student Policy**

**III. Approval of Meeting Agenda**

**MOTION** (Trowbridge/Anderson): to approve the meeting agenda. MOTION CARRIED.

**IV. Student Government Report – No report.**

**V. Program**

Campus/community update on the 2009 H1N1 virus. Connie Eggers introduced Barb Lonbakken.

**VI. Approval of the November 4, 2009 minutes**

Kevin Schindlbeck would like Bylaws conversation added to the minutes from last month's meeting.

**MOTION** (Anderson/Dallmann) to approve the minutes as changed. MOTION CARRIED.

**VII. Treasurer's Report – Laura Dallmann**

Agency - \$2,369.17

Appropriated - \$902.72

Local - \$617.70

**VIII. Advisor Comments – Broc Lietz**

**IX. Reports of the Committees**

**A. Executive – Chris Anderson - Attachment 1**

**B. Standing**

1. **Bylaws – Kevin Schindlbeck - No report.**

2. **Election – Janine Trowbridge – Attachment 2**

3. **Legislative** – Rita Lattimore – No report.
  4. **Program** – Martin Hoag – State Climatologist for January meeting
  5. **Public Relations** – LaDonna DeGeldere – Bell Ringers can sign up today with LaDonna
  6. **Scholarship** – Tera Miller – No report.
  7. **Staff Development** – Connie Jadrny/Jean Hagen – No report.
- C. **Cose Report** – Cindy Kozojed - FISH Award – please nominate people
- D. **Other**
1. **President’s Report on Search Committee** – Vance Olson
  2. **Policy Coordination Committee** – Vance Olson
  3. **Valentine Ball Committee** – Vance Olson – Vicki Miller to be the chair, we have many volunteers. Committee meeting next week.

**X. Unfinished Business**

**XI. New Business**

**MOTION** (Hoag/Mickelson): to support the Library Resolution  
Library Resolution – Sarah Adams, Heather Heger – Attachment 3  
Student Senate had passed this resolution once, but according to their bylaws, they need to vote on a resolution twice. **MOTION CARRIED.**

**XII. Announcements**

Thank you letter from Barb Geeslin – Attachment 4

**XIII. Adjourn**

Meeting adjourned 11:00 AM

**Scheduled meetings:**

- *Executive Committee: Wednesday, December 16, 9:30-11:00, MU/Meadow*
- *Staff Senate: Wednesday, January 6, 9:30-11:00, MU Great Room*



**Executive Committee Report**

Business addressed by The NDSU Staff Senate Executive Committee meeting held on **November 18, 2009.**

- Budget request letters have gone out to the VP's and most have been returned, we will have a full report from the Treasurer by next meeting
- The Election Committee brought for discussion a letter addressing Senator absenteeism, the letter goes out after 3 occurrences
- The size of the Senate was brought up for discussion, to maintain the number of dedicated Senators, maybe some changes need to be implemented
- Vance suggested we have a joint effort of Staff, Student, and Faculty Meet and Greet with Interim President Hanson early into his term
- Vance read aloud the very moving and inspirational Thank You letter from Barb Geeslin
- The ownership of the listserve will be transferred to Broc, since he serves as the Staff Senate Advisor a yearly change is not needed due to ever changing Staff Senate Officers.
- We will have "Ask Me!" buttons made for certain Senior Senators to wear at meetings for Freshmen Senators to ask questions or sit by during meetings to clear up any questions they have about the process of Staff Senate
- LaDonna Degeldere of the Public Relations Committee is going to do some investigating on securing a place in the Union to display Staff Senate happenings, possibly in the area where the current Staff Recognition Awards are displayed in the hallway to the FLC

**Chris Anderson**

**NDSU Staff Senate President Elect**



**Election Committee Meeting 10/07/09:**

Discussed placing an article in It's Happening At State seeking nominations to fill the three vacancies within the 6000/7000 band as "at-large" members to complete the current year through May 2010. Deadline for nominations was set for October 31, 2009 and nominations could be sent to either Janine Trowbridge or Heather Heger. We will ask to have this posted on the Staff Senate website and a message composed to go out to the staff list serv.

Those nominated will be asked to join the November Staff Senate meeting to share a little of who they are with the membership who will vote for three of the candidates to fill the vacancies. We will ask the remaining candidates to remain on a waiting list to fill any further vacancies prior to May 2010.

Discussed the future of staff senate membership and vacancy trends we are seeing over the last several years. Heather will request current membership numbers from the Human Resources office. This along with a current membership roster will be mailed to the election committee members. Each member will take some time to look at the constitution and bylaws and come up with an idea for how we can address the membership quandary we seem to face each year. We will discuss these ideas following the next full staff senate meeting in November.

Discussed senator absences and will take a look at the form letter which goes out to all senators when they have missed several meetings. We will look at changing the letter up to be a means of obtaining feedback from the senators as to the obstacles preventing them from attending the full senate meetings.

The question was raised as to how much new NDSU staff members know about the senate and the work they do. While we do speak at new employee orientation maybe we need to send out an invitation to all new staff members and invite them to a senate meeting to see what we are all about.

Next meeting will be following the November Staff Senate meeting and we will discuss the following:

Staff Senate membership/constitution and bylaws

Review and discuss drafted letter targeting absentee senators

Respectfully submitted,

Janine Trowbridge

**Election Committee Meeting 11/07/09:**

The committee approved the final drafted letter which is sent to absent senators from the monthly meeting. This draft will go to the executive committee for their approval and adoption.

The election committee will continue to review the constitution and bylaws and come up with some possible solutions addressing the shortage of senators and the membership make up overall. Some ideas tossed around included lowering the percentage of representation from 5% to 4% or placing a cap on the total membership. Challenged the members to come up with some written proposals we could look at.

Respectfully submitted,

Janine Trowbridge



Library Resolution:

A Staff Senate Resolution Supporting the Construction of a New Main Library on the Campus of North Dakota State University

WHEREAS, the current NDSU Main Library facility is not able to provide adequate individual and group study spaces, and

WHEREAS, the current NDSU Main Library facility is not able to provide adequate space for collections, and

WHEREAS, the current collections and resources do not meet the academic needs of the NDSU community, and

WHEREAS, the current NDSU Main Library facility is significantly below the standard set by our peer institutions in regards to collections, study space, resources, hours of operation, staff, and aesthetics,

WHEREAS, the NDSU Student Senate has passed a Resolution in support of a new main library, and

WHEREAS, a university library is central to the pursuit of academic excellence at institutions of higher education; therefore, let it be

RESOLVED, NDSU Staff Senate supports that immediate action take place to develop plans for the construction of a new main library on the campus of North Dakota State University which exceeds those of our peer institutions in all aspects and meets the projected growth of our university, and let it further be

RESOLVED, NDSU Staff Senate implores university officials to recognize, consider, and act upon the academic needs of the NDSU community through the construction of a new main library consistent with the aforementioned clause.

**NDSU**

**NORTH DAKOTA STATE UNIVERSITY**

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November 16, 2009

Vance Olson, President  
NDSU Staff Senate  
Facilities Management  
Thorson Maintenance

Dear President Olson, Executive Committee, and NDSU Staff Senators,

To call this letter a thank you would be an understatement. The gratitude you presented me at the November 4<sup>th</sup> Staff Senate meeting written on the lovely plaque was one of the most respected pieces of praise I have ever received, and I do truly thank you for your appreciation, and will cherish it always.

As I said that morning, my years of involvement with NDSU Staff Senate were seven of the most rewarding years I could ever ask for. I learned so much. Not only about me, but about organizations set on the path to better their communities and how differing opinions can work together to reach a finish that best benefits all.

As a part of NDSU Staff Senate, we have come a long way from our beginning and accomplished much, and the emphasis here is on the "we". As a leader of this type of organization it falls upon you to guide, keep calmness and order, and release the decision making to the body of the whole. I am very thankful that I was given the opportunity to represent such impressive, diverse and dedicated staff members. I know that this trend will continue and that exciting changes, leadership, and cooperation with other university entities are to be looked forward to. I am confident that you will meet the challenges head on and in the end I have no doubt that the decisions that are made will be in the best interest of all of your peers.

To my many dear friends in staff senate and to those of you that I have yet to meet...Congratulations on a continuous job well done!

With great respect,



Barb Geeslin

