

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

February 3, 2010

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/

Upcoming Staff Senate Meetings:

March 3, 2010	9:30 – 11:00 a.m.	Memorial Union, Great Room
April 7, 2010	9:30 – 11:00 a.m.	Memorial Union, Great Room
May 5, 2010	9:30 – 11:00 a.m.	Memorial Union, Great Room

Upcoming Executive Committee Meetings:

March 17, 2010	9:30 – 11 a.m.	Memorial Union, Meadow
April 21, 2010	9:30 – 11:00 a.m.	Memorial Union, Meadow
May 19, 2010	9:30 – 11:00 a.m.	Memorial Union, Meadow

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.

The meeting was called to order by President Vance Olson at 9:30 a.m.

Call to order

I. Quorum, substitutions and guests – Heather Heger

For today's meeting, there was a quorum with 60 present and 8 absent.

Substitutions: Josh Boschee for Wendy Clarin

Senators absent without substitutions:

Erika Beseler Thompson

Tanie Boeddeker

Tamara Cummings

Korey Krabbenhoft

Jan Lofberg

Tera Miller

Luke Prather

Kelly Summers

II. Consent agenda – For Input:

None.

III. Approval of Meeting Agenda

MOTION (Trowbridge/Mickelson) to approve the meeting agenda. MOTION CARRIED.

IV. Student Government Report

No report.

V. Program: Prakash Mathew, to speak at beginning of celebration

VI. Approval of the January 6, 2010 minutes

MOTION (Flink/Davis) to approve the minutes as amended. MOTION CARRIED.

VII. Treasurer's Report – Laura Dallmann

Agency - \$2,374.10

Appropriated - \$807.95

Local – \$9,447.98

VII. Advisor Comments – Broc Lietz

None.

IX. Reports of the Committees

A. Executive –Chris Anderson, Attachment 1

B. Standing

1. **Bylaws** – Kevin Schindlbeck. Language is being put together for the University System Wide Senate, we hope to have it ready by next month.

2. **Election** – Janine Trowbridge, Attachment 2 & 4 – nomination, Robert Barclay to fill the vacancy. **MOTION** (Schindlbeck/Anderson) to cease nominations and elect Robert Barclay. MOTION CARRIED.

MOTION and second by committee to add Natalie Lier, Counseling Center; and Abbey Exner, Registration and Records. MOTION CARRIED.

Kevin Schindlbeck – Attachment 4 is proposed language, our constitution and bylaws do not actually read this way. This is proposed changes to the bylaws

3. **Legislative** – Rita Lattimore. No report.

4. **Program** – Martin Hoag. Carol Miller from the Bookstore will be our guest at the March meeting.

5. Public Relations – LaDonna DeGeldere. Committee is working on the Messenger, to be published in February. The committee will meet after celebration.

6. Scholarship – Tera Miller, Attachment 3. Applications for scholarships are available on the Staff Senate webpage, all applications and criteria.

7. Staff Development – Connie Jadry/Jean Hagen, Attachment 5

C. COSE Report – Laura Dallmann

- NDSU Staff Senate website, click on ND COSE at menu on left side, then click on COSE clothing
- Communicating with all state employees continues to be a challenge.

D. Valentine Ball – Vicki Miller

Tickets available for the Valentines Ball, anyone can take some with to sell.

X. Presidential Search – Vance Olson. Applications are slowly coming in. Changed the wording to terminal degree, which is the highest degree you can obtain in your field of study, doctorate preferred.

XI. New Business

XII. Announcements

Kevin Schindlbeck – update on the Employee Recognition Committee. Met yesterday, forms will go out Monday, closing day of March 5th. Banquet scheduled for April 1st.

Josh Boschee served as proxy for Wendy Clarin, Public Employees Committee. There are videos on NDPers website. There will be a good discussion March 1st, 4:00 PM at the Alumni Center.

XIII. Adjourn

President Vance Olson adjourned the business portion of the meeting at 10:06 a.m.

XIV. Celebration – Prakash Mathew, Vice President of Student Affairs, gave very informative history of Staff Senate

Scheduled meetings:

- *Executive Committee: Wednesday, February 24, 9:30-11:00, MU/Rose*
- *Staff Senate: Wednesday, March 3, 9:30-11:00, MU Great Room*

Executive Committee Report

Business addressed by The NDSU Staff Senate Executive Committee meeting held on **January 20th, 2010.**

- Distribution of Scholarship funds was discussed, Scholarship Committee will work on
- When funds get handed out, Public relations committee will handle publicity
- Discussed progress on The Valentine's Ball and Discover U, both committees are doing a wonderful job and are right on track
- Went over a draft of new ideas of future guidelines of representation in Staff Senate by the various bands and future size of Senate, future discussions to be held
- Computer for use by the president of Staff Senate is in and is being prepared for use
- Campus Kudos nominations were discussed

Chris Anderson

NDSU Staff Senate President Elect

**North Dakota University System Staff Senate
Resolution Requesting Seat on the North Dakota Board of Higher Education
Dated this 18th Day of February, 2010**

WHEREAS, it is recognized that staff are critical and essential in the operation, welfare and continuity of the North Dakota higher education community; and

WHEREAS, the staff senates of the 11 public higher education institutions have assembled regularly through live meetings, video conferences and e-mail conversations; and

WHEREAS, these same staff senates have joined together to create a North Dakota University System Staff Senate; and

WHEREAS, the North Dakota University System Staff Senate has created a constitution and bylaws that have been ratified by a two-thirds majority of the staff senates of 11 public higher education institutions; and

WHEREAS, leadership of the North Dakota University System has verbally expressed support for ongoing success and growth of the North Dakota University System Staff Senate; and

WHEREAS, the Council of College Faculties have a non-voting seat on the North Dakota State Board of Higher Education; and

WHEREAS, the North Dakota Students Association have a voting seat on the North Dakota State Board of Higher Education; and

WHEREAS, staff currently are not represented on the North Dakota State Board of Higher Education; staff at North Dakota University System institutions ask

THEREFORE, BE IT RESOLVED the North Dakota State Board of Higher Education formally recognize the North Dakota University System Staff Senate by creating a seat for the North Dakota University Staff Senate on the North Dakota Board of Higher Education at the same level as the Council of College Faculties, placement on the North Dakota Board of Higher Education meeting agenda, funding for North Dakota University System Staff Senate representative's travel expenses to attend North Dakota Board of Higher Education meetings, and future consideration of a voting seat similar to the North Dakota Students Association seat.

Respectfully submitted,

North Dakota University System Staff Senate

Staff Senate Scholarship Committee Report February 2010

Committee members include: Chair, **Matt Chaussee**, Co-Chair, Tera Miller, Tammy Cummings, Stephanie O'Brien, Chad Lindberg, and Janet Davidson-Harrington.

A meeting of the scholarship committee was held on January 6, 2010 to discuss the application process for academic year 2010-2011.

An additional meeting was held on January 26, 2010 where the Scholarship Committee reviewed the motions and amendments made from December 2008 through June 2009 pertaining to the funding and distribution of Staff Senate scholarships. In accordance with the decisions made by the Staff Senate during this timeframe, the Scholarship Committee intends to develop scholarship awards and amounts based on the following:

- 1) The proceeds from the Valentine's Ball for 2010 which has been allocated by Staff Senate to be distributed in the form of student scholarships will primarily fund new scholarships open to students across the campus, regardless of their relationship to a staff member. A new scholarship application has been developed for these scholarships.
- 2) The number and amount of scholarships given to staff and children of broadbanded staff through the endowment funds will be determined by the scholarship committee once the amount available for distribution is known. The Alumni Foundation expects to have this number in mid-February.
- 3) The window for accepting applications will open on February 3, 2010 and close on April 5, 2010 for all scholarships.

Respectfully submitted:
Matt Chaussee, Chair
Scholarship Committee

Excerpt from the Constitution:**Article III Membership**

The Senate shall consist of up to sixty members; where fifty staff represents their broadband and ten staff serves as members at large as elected in accordance with the Bylaws of the Senate. The broadbanded staff is defined as any staff member whose position falls under the broadbanding plan as described in the North Dakota University System broadbanding system, and who are regular, benefited employees.

Excerpt from the bylaws:**3. Composition of the Senate.**

- a) Staff Senate shall be comprised of up to sixty elected members representing the broadband classifications: 1000 Executive/Administrative/Management and 3000 Professional (combined); 4000 Technical; 5000 Office; 6000 Crafts/Trades and 7000 Service (combined). Membership is based on fifty members representing broadband classifications and ten at-large members elected from any classification. The fifty broadbanded members are determined by the percentage of each classification as compared to the total number of NDSU broadbanded employee. Representation of each band is to be reviewed annually prior to the annual election.
- b) Executive officers shall be elected from the membership of the 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. 2
- 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.

9. Attendance/Absenteeism.

Senators are required to attend all Staff Senate meetings. Senators who must be absent from a Staff Senate meeting are required to send a proxy. Any regular broadbanded employee who is a non senator can be designated as the proxy and will have full rights and privileges of the senator absent.

Absent Senators shall notify the Membership/Attendance Officer with the name of their proxy. The proxy will sign in on the attendance sheet listing his/her name and for whom he/she is substituting. A Senator who has two absences will be contacted by the Membership/Attendance Officer. A Senator's position will be considered vacated after three absences. 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.

Discover U

Spend the day with us . . . See what YOU can DISCOVER about U!

Discover U!

Wednesday, February 17, 2010

8:30 a.m. – 3:30 p.m.

Great Plains Ballroom

Memorial Union

Discover U is an annual staff development focused workshop organized by Staff Senate at NDSU. This year we have selected the following presentations.

Communication Between Genders

Becoming aware of the differences between genders and learning a few new skills can go a long way toward being effective in getting your message across.

Negative Attitudes and Behaviors

No matter the cause of negativity, there are things you can do to address it as well as how to deal with the negativity of others.

How to Handle Change with Humor

Positive uses of humor to cope with rapid social changes and the stresses it creates.

Emotional Intelligence

How to use your own emotional intelligence for success in many areas of your life.

Menu:

Breakfast: Strudel sticks, petite caramel rolls, juice

Lunch: Baked potato bar with chili

Afternoon Break: Assorted cookies

* Coffee, tea and water will be available throughout the day.



Schedule of Events

8:30 to 9 a.m. -	Registration & Breakfast
9 a.m. -	Welcome & Announcements Kris Mickelson, Emcee Vance Olson, Staff Senate President Interim President Hanson
9:30 to 10:30 a.m. -	Communication Between Genders Village Business Institute
10:30 to 10:45 a.m. -	Break
10:45 to 11:45 a.m. -	Negative Attitudes and Behaviors Village Business Institute
Noon to 1 p.m. -	Lunch Buffet
1 to 2 p.m. -	How to Handle Change with Humor Patty Corwin, Corwin Communications
2 to 2:15 p.m. -	Break
2:15 to 3:15 p.m. -	Emotional Intelligence Patty Corwin, Corwin Communications
3:15 p.m. -	Closing & Door Prizes Broc Lietz, Assoc. Director of HR Kris Mickelson, Emcee



Your registration form automatically enters you to win door prizes. Use separate forms for each person. Must be present to win.

Registration Form

(Additional forms may be found on the staff senate website at www.ndsu.edu/staff_senate)

Name _____

Department _____

Campus Address _____ Phone Number _____

Email _____

Supervisor Approval _____

☐ My department is paying for my registration – please attach your registration form to an IDB form. If your department is covering the cost for more than one person, we prefer to receive all registration forms with one IDB form. (\$20 per person – full day)

☐ I have enclosed my personal check for \$20 payable to NDSU Staff Senate. Breakfast and Lunch is included with all registrations.

☐ I am interested in joining Staff Senate.

Return this form along with your check or IDB form to: Carole Huber, IACC 258
Registration Deadline: 5:00 p.m. Monday, February 1, 2010

Individuals with disabilities are invited to request reasonable accommodations to participate in NDSU – sponsored programs and events. To request an accommodation(s), please contact Connie Jadry at 231-9738 by Friday, February 12 to make arrangements.

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 Chief Diversity Officer, 205 Old Main, (701) 231-7708.