

NORTH DAKOTA STATE UNIVERSITY

**STAFF SENATE MEETING MINUTES**

April 7, 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/](http://www.ndsu.edu/staff_senate/meeting_information/meeting_minutes/)

**Upcoming Staff Senate Meetings:**

May 5, 2010	9:30 – 11:00 a.m.	Memorial Union, Great Room
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**Upcoming Executive Committee Meetings:**

May 19, 2010	9:30 – 11:00 a.m.	Memorial Union, Meadow
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June 16, 2009	9:30 – 11:00 a.m.	TBD
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**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.***

*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.*

**Senators & Substitutes:**

*-Attendance sheets are on the back table; please sign in. (Absences are noted in the minutes.)*

*-Please mute or turn off cell phones before the meeting.*

## **Call to order**

**Vance Olson called meeting to order at 9:30 a.m.**

### **I. Quorum, substitutions and guests – Heather Heger**

Shayla Durick for Abby Exner  
Anna Sheppard for Jeri Vaudrin  
Sheila Watson for Matthew Skoy

Absent:

Jennifer Baker  
Robert Barclay  
Tanie Boeddeker  
Carole Huber  
Jan Lofberg  
Tera Miller  
Robert Peterson  
Luke Prather  
Kelly Summers

60 present

9 absent

Guests:

Dr. Richard Hanson – Interim President  
Gene Taylor - Athletics

### **II. Program – Interim President Hanson, Gene Taylor**

Interim President Hanson

- Presidential Transitions. We need to conduct a SWOT analysis with Staff, Faculty, Students and other groups. SWOT is laying down of strengths and opportunities, threats and of groups.
- Tomorrow the state board of higher education will be meeting in order to approve the budget.
- At NDSU, parity (funding of what we already have) is not working because we are in a high growth area. It ensures mediocrity, which we are not going to be able to keep up with the growth. The state board has added an equity line, that doesn't help us; we don't improve as compared to our peers.
- We are homogenizing the institution. The budget is a problem for us because we are a high growth institution.
- When NDSU makes their benchmark, it is not because of an individual, we are a team. Things are accomplished through teamwork.
- The northwest corner of Minard has now been demolished. We are moving ahead with the remodeling and are going forward with the addition to Minard Hall at the same time.

NDSU Athletic Director, Gene Taylor

- BSA renovation. Several biennials ago they were approved to update the BSA to the amount of 25 million dollars. Sanford Health has moved into the area and they have had great success with helping to renovate facilities. Sanford is very interested in helping to make this project happen. We can now bring Sanford's commitment to other interested parties to make it easier for them to commit to helping fund our project. Gene Taylor would like to get 34 million approved from the State for this project.
- Radio rights agreement. We have signed with KFGO after 40 plus years with WDAY. There are a lot of reasons for the change; one example is that they had only one AM

station. There were more than 50 conflicts with the women's basketball games. We had told WDAY that we needed another AM station; they never really helped us with that. NDSU put out an RFP to get other stations to negotiate with us. We are now on one of the most important stations in ND; KFYP in Bismarck, KFGO in Fargo, most popular AM station. Advertisers want to advertise with us since we are on more popular stations.

- Schedule with UND. NDSU will be scheduled in a lot more sports. Probably more consistently than average.
- Are we going to be able to keep our students academically challenged? The overall student athlete national average GPA is 2.85 to 3. In comparison to national average our student athletes was 3.1.

### **III. Consent agenda – For Input:**

**190: Employee Responsibility and Activities: intellectual Property** (Kay Sizer)

**313: Annual Leave and Sick Leave** (Jill Spacek)

**336: Examination and Grading** (Kristi Wold-McCormick)

**712.1: Legal Representation** (Rick Johnson) *routed for Information only*

**515(5): Travel - Employees** (Rick Johnson)

### **IV. Approval of Meeting Agenda**

**MOTION:** (Trowbridge/Lindberg) to approve the meeting agenda as amended. MOTION CARRIED.

### **V. Student Government Report**

Andy Schlicksup, Vice President

- Today is the last day of Student Government elections, April 25<sup>th</sup> is the transition date for new President and Vice President.
- You will notice some recyclable materials in the basement of the Union and also some extra bins for recycling those materials.
- Bison service challenge has been put on by Volunteer Network. The last community event that Amber and Andy want to participate in is on April 22<sup>nd</sup>, called the Big Event. It is a day long service project, run by students in two hour shifts throughout the day. Students will start at the east patio of memorial union and then they will be sent out to the community to do service projects. Anyone who knows of anyone in need for service work, please contact Andy or Amber.

### **VI. Approval of the March 3, 2010 minutes**

**MOTION:** (Hoag/Anderson) to approve the minutes. MOTION CARRIED.

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

Local Fund: \$5,409.00

Appropriated Fund: \$221.06

Agency Fund: \$2,071.27

## **VIII. Advisor Comments – Broc Lietz**

Broc wanted to share with us his decision for stepping down as Vice President of Finance and Administration for the one year appointment. Broc is exactly half way to completing his MBA and decided to stay that course and finish his goal. It became clear to him that he would not be able to do that and fill in for the year as the Vice President of Finance and Administration.

## **IX. Reports of the Committees**

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

**B. Standing**

1. **Bylaws** – Kevin Schindlbeck – Attachment 2

**MOTION:** by committee to approve the language. MOTION CARRIED.

2. **Election** – Janine Trowbridge – Web page is open for nominations, as of this morning we have one nomination. Please go forth and excite people to run for the Staff Senate. Think about running for an officer position and the committees that you would like to sign up for.

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

4. **Program** – Martin Hoag. No report.

5. **Public Relations** – LaDonna DeGeldere – no report, committee will meet after this meeting.

6. **Scholarship** – Matt Chaussee – Received 40 applications in total for the 3 scholarships. Scholarship committee will be meeting after this meeting to discuss other options.

7. **Staff Development** – Connie Jadry/Jean Hagen – no report.

**C. COSE Report** – Cindy Kozojed – no report. Next COSE meeting is April 22<sup>nd</sup>. Send in FISH Awards.

## **X. Presidential Search – Vance Olson**

<http://www.ndsu.edu/news/transition/>

## **XI. New Business**

**A.** Question to Staff Senate members: Do we want all election tallies to be recorded in the minutes? Next meeting in May they will bring the machine for us to give it a try. The issue has died.

**B.** Discussion on the proposed language changes to incorporate language to fill the positions in the NDUS Staff Senate – Kevin Schindlbeck – Attachment 3

## **XII. Announcements**

Wendy Clarin will share information with the Staff Senate regarding a new program for the redaction of social security numbers from files. Wendy Clarin had to leave; we will reschedule her visit at a future Staff Senate meeting.

Tonight at 4:00 Tony Grindberg will be giving a progress report on our incubator system.

## **XIII. Meeting Adjourned**

**10:55 AM**

### ***Scheduled meetings:***

- *Executive Committee: Tuesday, April 20, 2:00 – 3:30, MU/TBD*
- *Staff Senate: Wednesday, May 5, 9:30-11:00, MU Great Room*

## **Executive Committee Report**

Business addressed by The NDSU Staff Senate Executive Committee meeting held on **March 17<sup>th</sup>, 2010.**

- Luke Prather joined us to discuss using the Personal Response System for the May meeting elections, he will set up and help administer
- We will get Luke a list of senators and the election categories after the April general Staff Senate elections
- Staff Senate general elections will be as follows: Nominations will run from 03/31/2010 through 04/09/2010, with the actual voting to take place 04/14/2010 through 04/21/2010
- 16 Senator positions will be filled
- Wendy Clarin and Janine Trowbridge will assist staff without e-mail access
- Photos and Bios of candidates will be posted with the help of Heather Heger and Laura Dallmann
- A very nice Thank You letter was read, that had been sent to Laura Dallmann by Linda Clark, Coordinator of The Emergency Food Pantry Inc. of FM, thanking her and everybody involved in very successful cookbook sale that resulted in a donation of \$1626.60
- Janine discussed State Staff Senate happenings, funding for 2 face to face meetings a year is desired with IVAN and possible Wimba meetings to occur in between, she reminded us that the NDSU location meeting is 06/17/2010 at the Alumni Center and urged everyone to attend

**Chris Anderson**

**NDSU Staff Senate President Elect**

## **Bylaws Committee Report**

*April 1, 2010*

*Submitted by Kevin Schindlbeck, Chair, Bylaws Committee*

The Bylaws Committee met on March 11, 2010 and again on April 1, 2010. A quorum was present at both meetings.

In the March 11, 2010 Bylaws Committee meeting, we incorporated the language into the Constitution and Bylaws which was approved by vote of the Senate in the March 3, 2010 meeting. The language changed the make-up and number of the representatives in the Senate by modifying Article III of the Constitution and Sections 3 and 9 of the Bylaws.

This language was included in the previously approved changes in the Bylaws and has been sent to the General Counsel's Office for review.

In the April 1, 2010 Bylaws Committee meeting, the committee finalized the proposed language allowing for the University's election of representatives and participation in the North Dakota University System Staff Senate. We accomplished this by adding the associated language to section 7b of the NDSU Bylaws.

The proposed language change to section 7b is attached for discussion and final approval by the Senate.

## Section 7b)3c)

Look at title for 7b): University Senate Committees

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

1. 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 with the exception of the NDUS Staff Senate. 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.
  - c) North Dakota University System (NDUS) Staff Senate (3-year term: 3 members of the NDSU Staff Senate at the time of election with one representative vote. A member shall become an ex-officio senator of the NDSU Staff Senate with no voting privileges at the end of his/her third elected term or if not re-elected to a new term): serve the staff employees of the NDUS colleges and universities as a forum to consider matters, concepts and developing trends related to staff, promoting communication among the SBHE, the NDUS Chancellor and staff employees of the System's institutions.
    - i. Representatives and alternates shall rotate positions annually with the representative rotating out and being eligible for re-election as Alternate 2; Alternate 1 moving into the Representative position and Alternate 2 moving into the Alternate 1 position.
    - ii. The Alternate 2 position shall be the open position in any official annual election year.
    - iii. If multiple openings, special elections shall be held to complete the remainder of the vacant Alternate 1
2. 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.