

NORTH DAKOTA STATE UNIVERSITY

**STAFF SENATE MEETING MINUTES**

May 5, 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:**

June 2, 2010	9:30 – 11:00 a.m.	Memorial Union, Great Room
July, 2010	No Meeting	

**Upcoming Executive Committee Meetings:**

June 16, 2010	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**

There were no subs.

Absent:

Jennifer Baker

Kelly Bisek

Tanie Boeddeker

Wendy Clarin

Tamara Cummings

Teryl Grosz

Carole Huber

Cindy Kozojed

William Lenarz

Jan Lofberg

Kelly Summers

68 present

11 absent

### **II. Program - none**

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

**Policy 700 v.3:** Personal Use of State Property

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

**MOTION:** (Miller/Olsen) to approve the agenda. **MOTION CARRIED.**

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

New President is Kevin Black

Student Body platform will focus on: Academics, Community, and Engagement

### **VI. Approval of the April 7, 2010 minutes**

**MOTION:** (Trowbridge/Mickelson) to approve April Minutes. **MOTION CARRIED.**

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

Agency Fund - \$1,122.71

Appropriated Fund - \$86.09

Local Fund - \$5,250.60

### **VIII. Advisor Comments – Broc Lietz – not present**

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

**A. Executive** – Laura Dallmann, Attachment 1

**B. NDUS Staff Senate** – Janine Trowbridge – Attachment 2

**C. Standing**

1. **Bylaws** – Kevin Schindlbeck – Attachment 3

2. **Election** – Janine Trowbridge – Attachment 4

3. **Legislative** – Rita Lattimore – Attachment 5

4. **Program** – Martin Hoag – Attachment 6

5. **Public Relations** – LaDonna DeGeldere – Attachment 7

6. **Scholarship** – Matt Chaussee

7. **Staff Development** – Connie Jadrony/Jean Hagen – Attachment 8

8. **President's Year End Report** – Vance Olson – Attachment 9

**D. COSE Report** – Laura Dallmann – The meeting was short; we are working on communication within the different entities.

**X. Presidential Search** – Vance Olson  
<http://www.ndsu.edu/news/transition/>

May 13, they need to put three names forward.

**XI. New Business**

**A. Elections**

1. Member-At-Large

2. **MOTION:** (Sholts/Dallmann) to discuss how to elect the Members-At-Large  
Amendment: (Chaussee/Brown) to vote separately instead of putting all candidates up at once. **MOTION CARRIED.**

**B. President**

Nominees for President: Kris Mickelson and Laura Dallmann.

No other nominations.

**MOTION:** (Sheila Watson/Lori Sholts) for nominations to cease. **MOTION CARRIED.**

Use the PRS units to vote. Voting is final and congratulations to: **Kris Mickelson**

**C. President Elect**

Nominees for President Elect: Laura Dallmann and Vicki Miller.

**MOTION:** (Modin/Sheppeard) that nominations cease. **MOTION CARRIED.**

Congratulations **Laura Dallmann**

**D. Treasurer**

Nominees for Treasurer: Lori Sholts, Kathy Backen-Anderson, and Mary Sinner.

**MOTION:** (Dallmann/Modin) that nominations cease. **MOTION CARRIED.**

Congratulations **Kathy Backen – Anderson**

**E. Members-At-Large**

Nominees for Members-At-Large: Matt Chausee, Bruce Sundeen, LaDonna DeGeldere, Lori Sholts, and Vicki Miller.

**MOTION:** (Sheila Watson/Jill Spacek) that nominations cease. **MOTION CARRIED.**

Congratulations to our first Member-At-Large: **LaDonna DeGeldere**

Congratulations to our second Member-At-Large: **Matt Chausee**

Congratulations to our third Member-At-Large: **Bruce Sundeen**

**F. COSE (3 year term)**

Nominee for COSE: Natalie Lier.

**MOTION:** (Watson/Modin) that nominations cease and recommend to cast a unanimous ballot. **MOTION CARRIED.**

Congratulations to **Natalie Lier**

- G. NDUS Staff Senate (1-year position)** Have to attend four meetings a year. The commitment is to make yourself available.

Nominee for NDUS Staff Senate: Katherine Backen-Anderson.

**MOTION:** (Dallmann/Froesche) that nominations cease and cast a unanimous ballot for Katherine Backen-Anderson

Congratulations **Katherine Backen-Anderson**

- H. NDUS Staff Senate (3-year position)**

Nominee for NDUS Staff Senate: LaDonna DeGeldere.

**MOTION:** (Froesche/Adams) to cease nominations and cast a unanimous vote for LaDonna DeGeldere. **MOTION CARRIED.**

Congratulations **LaDonna DeGeldere**

- I. Members – At – Large – University Senate (3) 1-year position**

Nominees for Members-At-Large: Matt Chausee, Amy Brown, and Wendy Clarin.

**MOTION:** (Hoag/Mickelson) to cease nominations and cast unanimous votes for the three candidates. **MOTION CARRIED.**

Congratulations **Matt Chausee, Amy Brown, and Wendy Clarin**

- J. Campus Space and Facilities**

Nominee for Campus Space and Facilities: Chad Lindberg.

**MOTION:** (Dallmann/Brown) to cease nominations and cast unanimous vote for Chad Lindberg. **MOTION CARRIED.**

Congratulations **Chad Lindberg**

- K. Library Representative**

Nominee for Library Representative: Jeri Vaudrin.

**MOTION:** (Dallmann/Brown) to cease nominations and cast unanimous vote for Jeri Vaudrin. **Motion Carried.**

Congratulations **Jeri Vaudrin**

- L. University Athletics Representative**

Nominee for University Athletics Representative: Erika Beesler-Thompson.

**MOTION:** (Dallmann/Brown) to cease nominations and cast unanimous vote for Erika Beesler-Thompson. **MOTION CARRIED.**

Congratulations **Erika Beesler-Thompson**

**M. IT Council – 1 year**

Nominee for IT Council: Vicki Miller.

**MOTION:** (Sundeen/Modin) to cease nominations and cast unanimous vote for Vicki Miller.  
**MOTION CARRIED.**

Congratulations **Vicki Miller**

**XII. Announcements**

None.

**XIII. Adjourn**

**MOTION:** (Adams/Modin) to adjourn the meeting. **MOTION CARRIED.**

***Scheduled meetings:***

- *Executive Committee: Wednesday, May 19, 9:30-11:00, MU/Meadow*
- *Staff Senate: Wednesday, June 2, 9:30-11:00, MU Great Room*

# Executive Committee Report

Business addressed by the NDSU Staff Senate Executive Committee meeting held on **April 20, 2010**.

- Update from the Elections Committee by Janine Trowbridge. There have been a few problems with elections this year but they are moving forward. Senator elections ends today at 5 PM. Voting in our general meeting will be by PRS units this year. Positions for voting will be as follows.
  - Officer and Executive positions include:
    - President,
    - President Elect,
    - Potentially the Treasurer positions - dependent on outcome of President elections, and
    - Three (3) Executive Members-at-Large positions.
  - Other Committee positions to be voted on at the May meeting will be:
    - Three (3) University Senate committee members-at-large,
    - Campus Space and Facilities,
    - Library representative,
    - University Athletics representative,
    - COSE representative to begin term in December 2010, and
    - Two (2) NDUS Staff Senate terms, one 1-year term and one 3-year term.
- The Executive meeting minutes will begin to be posted on the Internet for public access. This will begin with minutes from the time Elizabeth Thompson began as Secretary. They will be posted as soon as possible.
- Laura Dallmann was able to report (as per conversations with Matt Chaussee) that the Development Foundation reported there is about \$1,000 available to the Scholarship Committee. In addition, it looks like the Valentine's Ball raised almost \$2,500. It also sounded like the Scholarship Committee had a good pool of applicants to choose from.
- Vance Olson informed the Executive Committee that a Smoke-Free Campus Taskforce has been started to address issues concerned with the recent change to a smoke-free campus including enforceability and education.
- A reminder that End-of-Year reports are due from all committees has been extended.
- Vance updated the Executive Committee on the Presidential Search candidates. He is requesting the feedback of staff to help make this decision. Continue to stay informed by visiting <http://www.ndsu.edu/news/transition/> for updates on the schedule of interviews which begins April 26<sup>th</sup>.

Respectfully submitted,

Laura D. Dallmann

***North Dakota University System Staff Senate- Final Report 2009-2010***

Past and present staff senate leaders across the state gathered on Nov. 14, 2008, to discuss the process of creating a statewide staff senate. Supported by each campus President and guided by Chancellor William Goetz, this group formed the North Dakota University System Staff Senate (NDUS SS). During 2009, the group developed a solid foundation by creating and adopting its constitution and bylaws. Each institution's Staff Senate having had the opportunity to review, discuss and offer input to the process, voted in favor of the constitution and bylaws. See attachments.

The desire was to organize a representative body of college and university staff employees with a foundation of a spirit of cooperation, issues of mutual interest and a desire to partner with the State Board of Higher Education, the North Dakota University System Chancellor, administrators, faculty and students for the betterment of the system. The NDUS SS will serve as a council under the State Board of Higher Education, much like the Council of College Faculties.

The NDUS SS has three purposes:

- Serve the staff employees of the NDUS colleges and universities by identifying interests and issues shared among the staff of the System's institutions, and it shall be a forum to consider matters, concepts and developing trends related to staff.
- Strive to promote communication among the SBHE, the NDUS Chancellor and staff employees of the System's institutions.
- Representation to the SBHE. With SBHE approval of staff representation, the NDUS Staff Senate President, or designee, shall advise and counsel the SBHE and the Chancellor with respect and clarity in purpose of issues concerning System staff. The communication shall reflect discussion and approved motions by the Senate.

In November 2009, the NDUS SS passed the attached resolution to review the staff representation in presidential search committees. This was presented to the SBHE following the oversight of appointing a staff member to the NDSU presidential search committee. The NDUS SS learned a great deal as they went through the process of creating the resolution.

In February of 2010, the SBHE was presented with a resolution from the NDUS SS requesting to be formally recognized by the board by creating a seat for the senate equal to that of the Council of College Faculties. Discussion and process will be discussed during the SBHE May retreat. Vocal support has been received from numerous state councils and board members alike. Process for a change like this could take legislative action and could take some time.

In the meantime, the NDUS SS will meet four times per year developing strength in purpose as we forge forward as the voice for staff in North Dakota higher education. Our next meeting is scheduled for June 16, 2010 9:00-4:00 at the NDSU Alumni Center in Fargo, ND. Sparb Collins and President Hanson will be guest speakers. New officers will be elected during the June meeting and Janine Trowbridge of NDSU will assume the role of President for 2010-2011. The State Board of Higher Education will also be meeting at NDSU on June 17, 2010 and are invited to sit in on the next NDUS SS meeting.

For more information on the NDUS SS, please contact Janice Hoffarth at [janice.hoffarth@und.edu](mailto:janice.hoffarth@und.edu) or Janine Trowbridge at [janine.trowbridge@ndsu.edu](mailto:janine.trowbridge@ndsu.edu) or 231-7315.

## Staff Senate Bylaws Committee End-of-Year Report 2009-2010

**Committee:** The Staff Senate Bylaws Committee was comprised of five (5) members: Glenn Christensen, Jeff Gimbel (Vice Chair), Bob Peterson, Kevin Schindlbeck (Chair) and Dale Summers.

The primary purpose of the Bylaws Committee is to review, suggest and propose amendments to the NDSU Staff Senate Bylaws and Constitution.

During this past academic year, a number of senators and committees proposed changes to the Bylaws and Constitution. The Bylaws Committee met six (6) times during the academic year to discuss the proposed changes we were tasked with.

Work was completed on all the proposed changes presented to the committee and was approved by vote of the NDSU Staff Senate body, as amended in some case. The changes were also reviewed and corrected by the NDSU General Counsel's office as well as approved and signed by NDSU Interim President Richard Hanson in April 2010.

### Bylaws Changes:

#### 3. Composition of the Senate

- a) Staff Senate will be comprised of **up to sixty** elected members representing the broadband classifications: 1000 Executive/Administrative/Management and 3000 Professional (combined) 4000 Technical, 5000 Office, and 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 employees. Representation of each band is to be reviewed annually prior to the annual election.**
- b) **The ten members at large will be selected from the remaining candidates who did not fill a banded vacancy. The top ten candidates receiving the highest amount of votes during the general election will be selected as the members at large.**

#### 5. Election of Officers

- h) During a regular Staff Senate meeting, a group of five (5) or more senators **can introduce a motion for the removal of an officer** 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 **and all members of the Staff Senate**. 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 must be declared as to the removal from his/her office or to the removal of him/her from the Staff Senate using paper or electronic ballots with a plurality of those members present required to carry the motion. Upon the motion carrying, the presiding officer of the Staff Senate shall declare the office vacant.

## 7. Committees and Task Forces

### A. Staff Senate Committees

#### 2. Standing Committees of the Staff Senate

- f) Scholarship Committee: administers the Broadbanded Staff Scholarship on an annual basis as outlined by the *Classified Staff Scholarship Endowment* (revised 9/23/93), by determining number and amount of scholarships based on available funds; by designing, updating, and disseminating application forms; and by selecting recipients. The committee also administers discretionary Staff Senate scholarships when additional funds are made available.

### 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.

## 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 all the rights and privileges of **the Senator that is 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 where no proxy has been assigned and no committee participation has been reported**. 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.

### Constitution Change:

#### Article III Membership

The Senate shall consist of **up to sixty members; where fifty staff represents their broadband and ten staff serve 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.

Respectfully submitted,

Kevin Schindlbeck  
Chair, Bylaws Committee

### ***Election Committee – Final Report 2009-2010***

Staff Senate membership was comprised of an estimated 5 percent from the broadband classifications. As North Dakota State University grew, so would the Staff Senate membership. Rapid growth at NDSU, in turn, meant rapid growth for the membership of Staff Senate. This has presented the Staff Senate Election committee with some challenges in the area of recruiting and retention. Likewise, NDSU has become more efficient with the workforce in such a way that many staff are doing more, with less time to contribute to the leadership of the Staff Senate.

Over time, Staff Senate has made some adaptations to address these challenges. Broadbands 1000 and 3000 were joined together as well as 6000 and 7000. Later, Staff Senate adopted the At-Large Membership concept where vacancies were filled with staff from any band when they were unable to recruit from within the band where the vacancy occurred. Over the last three years, Staff Senate has found itself in recruiting mode to fill unforeseen vacancies on a continuous basis.

Earlier this year, Staff Senate changed its constitution and bylaws in an effort to address the challenge with a long term solution. Staff Senate imposed a membership capacity to top out at 60. The 60 members would be as follows:

- c) Staff Senate will be comprised of up to 60 elected members representing the broadband classifications: 1000 Executive/Administrative/Management and 3000 Professional (combined) 4000 Technical, 5000 Office, and 6000 Crafts/Trades and 7000 Service (combined). Membership is based on 50 members representing broadband classifications and 10 at-large members elected from any classification. The 50 broadbanded members are determined by the percentage of each classification as compared to the total number of NDSU broadbanded employees. Representation of each band is to be reviewed annually prior to the annual election.
- d) The 10 members at large will be selected from the remaining candidates who did not fill a banded vacancy. The top 10 candidates receiving the highest amount of votes during the general election will be selected as the members at large.

This was a bold step taken by Staff Senate and is one that did not go unopposed. It is hoped this change will address the membership challenges of past, allowing them to focus less on recruiting, and more on retaining; by building future leaders for Staff Senate into the future.

### ***New Senators Elected***

Staff Senate conducted their annual April election welcoming 16 newly elected senators: Representing the 1000/3000 bands – Janis Bork, Megan Paradis, Mary Sinner, representing the 6000/7000 bands – Chad Lindberg, Robert Barclay, elected members at-large – Debra Haney, April Moser, Marilyn Dowdy, Paula Schneider, Amada Lindseth, Lynn Ehlen, CeCe Rowedder, Cole Davidson, Anna Sheppard, Carol Jergenson and Jennifer Beam.

Two recent resignations will be filled with members-at-large to complete the remainder of the term for each resigned position. These positions will be filled by Vince Anderson for the 1000/3000 band and Pamela Neilsen as an “at-large member” of the 6000/7000 band.

Three staff members, who did not obtain a seat on the senate during the April election, will be considered throughout the year as Members At Large when vacancies occur. Additionally we have three staff members

currently on probation that will be added to this list for consideration when they become eligible for a senate seat.

During the May 2010 Staff Senate meeting, new officers and committee representatives will be elected to include a President for the 2010-2011 year due to the resignation of the president elect. Additionally, the Senate will be using the PRS system for the first time as they elect the officers and committee representatives. The Senate agreed in an earlier decision to not publish the vote count during the senate meetings. Only the outcome will be announced without vote totals. The only exception to this rule will be when a roll call vote is required. The PRS system allows us to capture this information and allow us to expedite the election process by not having to collect and tabulate votes.

Having completed the year, the election committee passes on the following items to the next election committee for consideration:

- Recruit throughout the year in a more purposeful fashion
- Utilize the waiting list as the starting slate for the spring election
- Begin the spring nomination process at the beginning of March
- Begin the spring election process at the beginning of April
- Prepare a protocol defining election utilizing the vote count
- Clarify the members at large definition
- Clarify the member at large terms better

Please remember it is never too late to get involved with Staff Senate. All meetings are open to the public and are posted on the Web site [www.ndsu.edu/staff\\_senate](http://www.ndsu.edu/staff_senate). If you are interested in becoming a Staff Senator and would like to be considered should an opening become available, please contact Vance Olson at [vance.olson@ndsu.edu](mailto:vance.olson@ndsu.edu) or 231-9661.

## **Legislative Committee Report 2009-2010**

As this year was an off year for any legislative action our committee did not meet as a committee, but contacts were made by e-mail instead.

I did research on items that could affect our staff, but again as this was an off year for any legislative action nothing was official at this point. This information was presented at Staff Senate.

As chairperson, I attended the NDPEA meeting that was held on March 1st and shared the information I heard at this meeting at the March Staff Senate meeting.

Our committee members included:

Jennifer Baker

Erika Beesler Thompson

Kay Modin

Debra Severson

Chair: Rita Lattimore

# NDSU Staff Senate Program Committee Report 2009-2010

Submitted by Marty Hoag - April 28, 2010

**Members:** Connie Eggers, Martin (Marty) Hoag (chair), Vicki Miller, Cindy Kozojed, Esther Hockett, Kris Mickelson (co-chair), Vance Olson (ex-officio).

**Meetings:** The committee met several times during the year beginning with our initial meeting on June 10, 2009, after the Staff Senate meeting. During the meetings we discussed suggestions for meetings, planned the schedule, and assigned members to be responsible for programs. The responsible person contacted the planned speaker, sent a reminder, introduced the speaker at the Staff Senate meeting, and sent a "thank you" note after the meeting. The following speakers and programs were scheduled this year:

Meeting Date	Program
<i>June 10, 2009</i>	<i>Bruce Frantz, Director of Facilities Management Note: This meeting was arranged by the 2008-2009 committees.</i>
September 9, 2009	Joseph Chapman, NDSU President Note: It is traditional to try to schedule the president at one of the first meetings he or she is available in the Fall Semester.
October 7, 2009	United Way: Char Goodyear, campus United Way campaign chairman
November 4, 2009	Michele Reid, Dean of Libraries. The Salvation Army also talked about the Bell Ringing campaign (arranged by others).
December 2, 2009	Barbara Lonbaken: Campus/community update on 2009 H1N1 flu virus
January 6, 2010	F. Adnan Akyuz, Ph.D., Assistant Professor of Climatology and ND State Climatologist
February 2, 2010	Special Staff Senate 20th Anniversary Celebration. Prakash Mathew, VP for Student Affairs, spoke as one of the members of the original task force that proposed a Staff Senate.
March 3, 2010	Carol Miller, Director of NDSU Bookstore
April 7, 2010	Richard Hanson, Interim NDSU President Gene Taylor, Director of NDSU Athletics
<i>May 5, 2010</i>	<i>Elections (no program is planned)</i>
<i>June 2010 (TBA)</i>	<i>Planned: Wendy Clarin speaking about Operation Find (removing and/or securing social security numbers) Note: It is customary for the outgoing Program Committee to plan a program for the June meeting, even though that is in the next program year.</i>

# Staff Senate Public Relations Committee Year End Report for 2009-2010

Submitted by La Donna De Geldere, Committee Chair

## NDSU Homecoming Parade – *It's a Bison's Life for Me*

### Staff Senate Public Relations Committee entered the Homecoming Parade October 3, 2009

- Ahoy Mateys! NDSU's homecoming theme took a nautical turn this year with the pirate theme "A Bison's Life for Me." The Staff Senate Public Relations Committee sailed away with a glorious ship in the Homecoming Parade on Saturday, October 3rd. Several meetings of careful planning and ploy went into the design of the float that would represent the staff of NDSU. A ship of dreams was created to sail the seas of University Drive and scatter sugary treasures to all ages. A hardy thank you to all hands involved in the planning, creating, "sailing", and clean-up.
- The Staff Senate float in the 2009 NDSU Homecoming Parade won the Business/Community Division award and received a framed certificate. Campus Attractions stated, "Your float looked amazing!"

## Spread the Health - Health Fair 2009

### Staff Senate presented an interactive booth at the NDSU Health Fair on October 20, 2009

- The Public Relations Committee challenged students, staff, and faculty at the health fair with questions regarding health. Printed information regarding Staff Senate was available and information was also shared verbally with those that stopped to visit our booth. A box of whistles from the "Whistle for Help" personal safety campaign was turned in to the Public Relations Committee. These whistles were added to the health fair inventory for next year's health fair.

## Salvation Army Bell Ringing Event

### Staff Senators Man the Red Kettles for the Salvation Army – December 2009

- The funds generated by the Salvation Army "Red Kettle Campaign" support programs throughout the rest of the year. The FM area usually has 30 sites that are tended to for ten hours a day, six days a week for roughly six weeks during the holidays!
- The task of organizing this army of volunteers falls on Gerri Leach of the Fargo Salvation Army. Senators Viet Doan, La Donna De Geldere and Chris Anderson visited the Salvation Army last fall to learn about all of the tremendous services that "The Army" provides for local people.
- The Student and Staff Senate had a kettle in front of the MU one day in December and took in over \$200! The local goal for the year was to raise \$650,000. On January 20, 2010 the numbers were in and they had exceeded the goal to the tune of over \$740,000! Way to go, Fargo-Moorhead area!

## NDSU Staff Senate Messenger

- There were three publications of the Messenger; November 2009, February 2010, and May 2010.
- The Public Relations Committee worked with University Relations and adopted a new design for the Messenger masthead. The format of the Messenger was also updated.

## Lindberg Family – Quadruplet Diaper Drive

### Staff Senate rose over \$1000 for the Lindberg family

- Staff Senate along with Facilities Management rose over \$1000 for the Lindberg family who has two older children and infant quadruplets. This drive was held in early December just before the holiday's making this effort extra special; people giving at a time that is often a difficult time to give.

## **Campus Kudos**

- The Campus Kudos program recognized Blair Johnson of ITS. This program along with the FISH Award program through COSE experienced low numbers for nominations in 2009-2010. Next year's goal would be to increase the nominations for Campus Kudos and FISH Awards in years going forward.

## **Memorial Union Display Cases**

### **Employee Recognition and Campus Kudos**

- The Executive Committee requested the help of the Public Relations Committee in updating the existing display cases in the Memorial Union.
- The PR Committee is currently working on the design of the information with Graphic Services to create a professional display.
- The PR Committee is working with the Administration of the Memorial Union to purchase standardized frames consistent with other displays in the MU.
- The PR Committee will be updating the pictures and information displayed in the cases once the new display cases are purchased.

## **United Way 18th Annual Day of Caring**

- In the past the Staff Senate PR Committee has participated by volunteering to be active in helping the community with indoor and/or outdoor tasks for area residents who have a developmental or physical disability or are senior citizens of Cass and Clay counties.
- In October 2009, the Public Relations Committee sent messages to Staff Senate for volunteers for participating in this year's event; there were no volunteers from Staff Senate.

## **Valentine Ball Committee Members**

### **Three members of the Public Relations Committee served on the Valentine Ball Committee.**

- The Valentine Ball was successfully held on February 20, 2010. The Public Relations Committee Chair and Co-Chair upheld the marketing responsibilities for the Valentine Ball. The decision was made to standardize the graphics and design of the Valentine Ball publications. Another Public Relations Committee member carried responsibilities of the Valentine Ball program.

## **NDSU Staff Senate contribute to Emergency Food Pantry**

### **The Public Relations Committee assisted in coordinating the presentation of the money to the Emergency Food Pantry.**

- The Staff Senate Cookbook Committee created the cookbooks and sold all copies raising \$1,626.50. In 2010 the Public Relations Committee assisted in coordinating the presentation of a check in the amount of \$1,626.50 to Linda Clark of the Emergency Food Pantry.

## **Potential goals for next year:**

- Increase nominations for Campus Kudos by increasing awareness using various forms of communication.
- Publish activities of the Staff Senate via the MU digital displays and Barry Hall digital displays.
- Consider creating a Facebook account for Staff Senate.
- Schedule events that have been held by the Public Relations Committee in previous years:
  - Halloween party
  - Popcorn sales or sell another product
  - United Way Day of Caring participation
  - Assist the Salvation Army with the "Red Kettle Campaign"
  - Health Fair booth
  - Homecoming participation



- Hold an event during the State Employee Recognition Week. In doing so Staff Senate will help to raise public awareness about the vital role performed by classified employees in the success of the University.
- Distribute the Staff Senate brochure campus-side as an attempt to reach out to those who may not have information about Staff Senate available to them.

## Staff Development Committee Report for 2009-2010

### Staff Development Events:

This year the Staff Development Committee decided to organize and post information about all mini-sessions at the beginning of the year. This is to allow people to see what's upcoming. This approach seemed to be well received.

#### **Discover U "Mini" Workshop #1: "Get Active!"**

Tuesday, September 15, 2009

10:00 a.m.

Century Theater

Presented by: Brent Parmer, Associate Director of Fitness Programs, NDSU Wallman Wellness Center

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

Wednesday, October 14, 2009

10:00 a.m.

Century Theater

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

#### **Discover U "Mini" Workshop #3: You Are What You Eat**

Wednesday, November 18, 2009

10:00 a.m.

Century Theater

Presented by: Janet Brown, NDSU Licensed Registered Dietitian

#### **Discover U "Mini" Workshop #4: Do Genealogy: Researching Your Family History**

Tuesday, December 8, 2009

10:00 a.m.

Century Theater

Presented by: John E. Bye, Director Institute for Regional Studies & University Archives

#### **Discover U "Mini" Workshop #5: Remodeling: What's New, What's Next?**

Wednesday, January 20, 2010

10:00 a.m.

Century Theater

Presented by: Susan Ray Degges, Associate Professor, Apparel, Design and Hospitality Management

#### **Discover U Workshop –**

February 17, 2010

8:30 a.m. to 3:30 p.m.

\$20 registration fee (including breakfast, snacks, lunch and giveaway item)

NDSU Memorial Union

Communication Between Genders

- Village Business Institute

Negative Attitudes and Behaviors

- Village Business Institute

How to Handle Change with Humor

- Patty Corwin

Emotional Intelligence

- Patty Corwin

Attendance: 227

#### **Discover U "Mini" Workshop #6: Automotive Basics!**

Wednesday, March 10, 2010

10:00 a.m.

Century Theater

Presented by: Jeff Marcy, Auto Mechanic, NDSU Facilities Management

## **Discover U "Mini" Workshop #7: "Get On The Bus! - Campus Tour with President ?"**

The Staff Development committee is still working with Human Resources to determine if we will be able to offer this mini-session this year.

### **2009-2010 Staff Development Committee Members**

Andrea Abrahamson  
Brent Goosen  
Carole Huber  
Carolyn Flink  
Connie Jadorny  
Jan Lofberg  
Janis Bork  
Jean Hagen  
Jeri Vaudrin  
Jodi Pierce  
Kelly Summers  
Lorna Olsen  
Luke Prather  
Paul Froeschle  
Paula Schneider  
Rita Prunty  
Robin Davis  
Ron Fingarson  
Sheila Watson  
Teryl Grosz  
Will Ferguson

### **2009-2010 Budget (A final budget will be supplied after all bills have come in.)**

Submitted by Co-Chairs Connie Jadorny and Jean Hagen  
Date: 4/13/10

**Presidents Report 2009-2010**

What an exciting year for our Staff Senate! We celebrated 20 years of staff committed to the idea that staff should have a voice in our campus community. We do have a voice and it grows in purpose and strength every year. Thank you for being concerned and connected to the growth of NDSU. We couldn't have become who we are, or, continue to grow into who we wish to be without dedicated and involved staff like you.

This past year was another year of growth opportunities that we met head on. If we had no challenges I doubt we, as staff or Staff Senate, would be such a dynamic force in contributing to the success of our students. The students are who we all serve.

We saw a beautiful new house built on our campus, the President's house. This will become a vital tool in our mission to become an even more vibrant university. It will be more than just a home for our president. It will be a venue where new lasting partnerships are formed and where already existing bonds are strengthened. Let's begin to see the useful purpose of this landmark and take pride in it. We also are experiencing a change in leadership as President Joe Chapman resigned after many years as a leader with vision and purpose. We are now awaiting the selection of a new president for NDSU. It will be up to staff and Staff Senate to contribute to the success of our new leader. We will be a voice to help guide NDSU to its renewed vision and continued role as a leading Land-Grant University.

Speaking of a new campus president and a voice for NDSU Staff Senate, it took a firm, but tactful voice, to allow staff a place in the selection of our next president. Our Staff Senate was formed 20 years ago so that staff could have a role in the president selection. This year we were almost excluded in that process. But, thanks to efforts by many supporters, the Staff Senate President was included in the search committee. It seems that history repeats itself! Our search committee has a responsibility to pick a leader who will continue to lead us in the direction we want to go. What direction is that? Well, I challenge Staff Senate with being proactive in discerning our new vision. Let's be ready to put our voice to work – let's have a plan! I would like to see us do our own S.W.O.T. analysis and begin forming a vision and mission statement for our campus future. We are leaders, why not lead!

Another challenge that we see as an opportunity is that NDSU campus is now a "Smoke Free" community. This policy will need to be gently, but firmly, phased into campus life. Again, Staff Senate played a leading role in this issue and we need to be part of its success. Your support and ideas will need to be heard – please contribute.

This year Staff Senators contributed to our campus community in many ways. Through our standing committees and various ad-hoc committees we helped nurture and support a community that is a caring and responsible example of what it means to really be a vibrant part of what NDSU stands for. Please take the time to read the committee year-end reports. If you do, you will find out how much we did to help make this community a great place to live and work. I would like to say that we have "Synergy". That is, the sum of the parts is greater than the whole. What this means for Staff Senate is that, if we worked only as individuals we would accomplish some things, but working as a team with different complementary skills, we accomplish many more things. It is true in your work areas and it is true within Staff Senate. Read about what we did this year as a Staff Senate of different complementary skills and see if what we accomplished, as an entire team, was indeed more than what you thought you were doing. When it comes together, it really stands out as synergy!

In closing, I would like to offer a huge NDSU Bison thank you for the honor and privilege to serve as your president this past year. If I said I won't miss it and thank goodness it's over I would be telling a big lie. You helped guide our mission and you helped guide me. We stand together as a team, a dynamic, changing team. That's what makes this organization of NDSU Staff such an important aspect of our campus community. Growth comes from change and change demands teamwork in order to accomplish growth.

Thank you all.

Respectfully Submitted,

Vance N. Olson

NDSU Staff Senate President

2009-2010