

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

December 1, 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:

January 5, 2011	9:30 – 11:00 a.m.	Great Room, MU
February 2, 2011	9:30 – 11:00 a.m.	Prairie Rose, MU
March 2, 2011	9:30 – 11:00 a.m.	Great Room, MU

Upcoming Executive Committee Meetings:

January 19, 2011	9:30 – 11:00 a.m.	Gunkelman, MU
February 16, 2011	9:30 – 11:00 a.m.	Gunkelman, MU
March 16, 2011	9:30 – 11:00 a.m.	Gunkelman, MU

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.

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

Kris Mickelson called meeting to order at 9:35 a.m.

I. Quorum, substitutions and guests – Heather Heger

Absent:

Sarah Adams

Letha Cattanach

Glenn Christensen

Marilyn Dowdy

Chad Lindberg

Stephanie O'Brien

Dale Summers

Kelly Summers

Substitutions:

Andrea Abrahamson for Ron Fingarson

Ann Marschke for Lorna Olsen

Present: 52

Absent: 8

II. Consent agenda – For Information: MOTION: (Hoag/Watson) to approve consent agenda.

MOTION CARRIED.

No discussion

Policy 103.1: Recruitment for Executives/Administrative/Managerial, Academic Staff and other Non-Broadbanded Positions (0000, 1000 and 2000 positions)

Policy 200: Recruitment for Professional Staff Positions (Banded 1000 and 3000 positions)

Policy 201: Recruitment for Broadbanded Staff Positions

Policy 509: Electronic Financial Transaction Policy

Policy 712: Contract Review

Policies for Input:

Policy 304: Academic Staff and Executive/Administrative Positions – Procedures for Filling

Policy 335: Code of Academic Responsibility and Conduct (with attachment "Academic Dishonesty Tracking Document.docx")

III. Approval of Meeting Agenda

MOTION: (Dallmann/Olson) to approve agenda as amended. **MOTION CARRIED.**

IV. Program – Char Goodyear, United Way

Char played a short video from United Way that talked about how United Way uses the money that is donated. 99% of the money donated to the United Way of Fargo stays here to help the people of the Fargo area. If you have not already donated, you can donate on-line. Contact Char Goodyear with questions.

V. Student Government Report – Kevin Black

Academic advising center is still in process. They are also working on the budget for next year. Next Thursday is Higher Education Program Day meeting with legislatures. The Holiday lighting ceremony was a success. Thank you to Facilities for all of their help. Final senate meeting is this Sunday. FLOW program is progressing well. They plan to have different FLOWS for each area on campus. One of the services FLOW offers is to meet with freshmen and help them get to know about the organizations and help them to get plugged into one of the organizations on campus. The FLOWlympics is going to happen next week; it's a friendly competition at Wellness center.

VI. Approval of the November 3, 2010 minutes

MOTION: (Chaussee/Miller) to approve minutes. **MOTION CARRIED.**

VII. Treasurer's Report –Kathy Backen-Andersen

Appropriated - \$613.13

Agency - \$0

Local – 12,418.13

VIII. Advisor Comments – Colette Erickson

The leave accrual was not correct on the payroll check stubs, but the accrual number is correct on Self-Service. Pay confirm happened before the leave accrual numbers were adjusted.

You will start to get notifications about Self-Service training coming in January.

The on-line employment program is in the middle of an upgrade. Training sessions will start in December. Anyone who does hiring or supports others who hire is recommended to take the training.

IX. Reports of the Committees

A. Executive – Kris Mickelson (Matt Chaussee/LaDonna DeGeldere) update on SWOT analysis

B. NDUS Staff Senate – LaDonna DeGeldere

Received a pamphlet from Chancellor Goetz regarding the upcoming Legislative Session. This is the first time that we have had a communication of this type with Chancellor Goetz.

C. Standing

1. **Bylaws** – Vince Anderson - no report

2. **Election** – Vance Olson – no report

3. **Legislative** – Debra Severson – meeting this afternoon 11:30 - 1:00 in the MU, Arikara Room local legislatures will be at this meeting. There will be a Legislative Committee meeting after this meeting.

4. **Program** – Victoria Miller – no report

5. **Public Relations** – Deb Haney/Marilyn Dowdy - no report

6. **Scholarship** – Stephanie O'Brien/Connie Eggers – Discover U scheduled for February 9, 2011.

7. **Staff Development** – Jodi Pierce/Paula Schneider - no report

8. **Staff Recognition** - no report

D. COSE – Laura Dallmann – Please nominate a deserving employee for the FISH Award.

X. New Business

Creation of the Education Policy 133 ad hoc committee

The policy talks about the number of classes you can take per year, paying for time away from work, and travel time being covered. Some tweaks to the policy have been made by a few departments. The Provost and the President would like the policy to be looked at to make it fairer across campus. Executive committee recommends that an ad hoc committee be created to look at this policy and maybe refine it a bit.

MOTION: (Bisek/Lenarz) to have a committee created. **MOTION CARRIED.** We asked for volunteers to work with Deb Severson: The following Senators volunteered: William Lenarz, Kelly Bisek, Janis Bork, CeCe Rohwedder, and Lynn Ehlen

We discussed Staff Senate Budget Information. \$1,400 goes into the appropriated fund at the beginning of the year. We discussed how the Staff Senate receives money each year.

XI. Announcements

XII. Adjourn

Scheduled meetings:

- *Executive Committee: Wednesday, December 15, 9:30-11:00, MU/Ceres Hall, Rm 116*
- *Staff Senate: Wednesday, January 5, 9:30-11:00, MU Great Room*