

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

October 5, 2011

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:

November 2, 2011	9:30 – 11:00 a.m.	MU, Great Room
December 7, 2011	9:30 – 11:00 a.m.	MU, Great Room
January 4, 2012	9:30 – 11:00 a.m.	MU, Great Room

Upcoming Executive Committee Meetings:

October 19, 2011	9:30 – 11:00 a.m.	Electrical Engineering, Rm 217
November 16, 2011	9:30 – 11:00 a.m.	Ceres Hall, Rm 116
December 21, 2011	9:30 – 11:00 a.m.	Ceres Hall, Rm 312

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 Jodi Pierce prior to the meeting (231-8296 or jodi.pierce@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)231-770*

Call to Order

Laura Dallmann called meeting to order at 9:31 a.m.

I. Attendance Report – Jodi Pierce

Proxies:

Kari Schmitz-Eilertson for Sheila Boyda

Kaarin Remmich for Cole Davidson

Jill Spacek for Colette Erickson

Patty Lloyd for Ron Fingarson

Lori Rezac for Carol Jergenson

Nathan Olson for Galen Mayfield

Deven Styczynski for Tim McCue

Tammy Helweg for Megan Paradis

Enrique Garcia for CeCe Rohwedder

Carin Engler for Elizabeth Worth

Absent:

Robert Barclay

Perry Flaten

Natalie Leer

William Lenarz

Chad Lindberg

Amanda Lindseth

Kay Modin

Visitors:

Tara Hoyme

II. Consent Agenda – For Information - None

Consent Agenda – For Input MOTION: (Bisek/Watson) to approve Consent Agenda. **MOTION CARRIED.**

Policy 161: Fitness for Duty (v2)

Policy 337: Grade Appeals (v1)

Policy 714: Policy Coordinating Committee (v5)

III. Approval of the Meeting Agenda MOTION: (Backen-Anderson/Mickelson) to approve Agenda as changed. **MOTION CARRIED.**

IV. Student Government Report – Keenan Hauff - no report

V. Faculty Senate Report – Gary Totten – no report

VI. Program – Open Enrollment/Information Sessions/Updates – Tara Hoyme – ATTACHMENT 1

VII. Approval of the September 9, 2011 Meeting Minutes

MOTION: (Gibson/Haney) to approve Meeting Minutes. **MOTION CARRIED.**

VIII. Treasurer's Report – Kathy Backen-Andersen

Appropriated - \$1,138.89

Agency - \$0

Local - \$4,225.63

IX. Advisor Comments – no report

X. Policy 158.1 Discussion

Not all employees have access to computers readily available for e-mail options. ITS has been working to have more computers/printers available to all employees. This issue needs to be moved up the chain-of-command for more work to be done. It was brought up that computers need to be strategically placed for employees only. Facilities Management does not have an e-mail listserv. Jill Spacek has made note of this. NDSU does not have control of the e-mail system which could cause e-mails to be rejected therefore blocking the flow of communication.

XI. Policy 158.1 New: E-mail as an Official Communication Method for Employees

Recommended changes:

Section 6.5 change require to **request** that e-mails which request a response or are in direct relation to duties and job functions (normally) be sent via official e-mail addresses.

Section 7.3 Redirecting of NDSU E-mail:

Remove:

- Employees wishing to redirect e-mail sent to their official NDSU e-mail address must formally request and receive permission from their respective vice president or dean to redirect their NDSU e-mail to a different e-mail address.

XII. Reports of the Committees

A. Executive – Laura Dallmann – ATTACHMENT 2

B. NDUS Staff Senate – LaDonna DeGeldere – The meeting was conducted via IVAN but the meeting got cut off near the beginning of the proceedings. The meeting will be rescheduled.

C. Standing

1. **Bylaws** – Vince Anderson – President approved the bylaws. Special thank you to Jeri Vaudrin, Vince Anderson and Laura Dallmann for all the extra work done and for getting it posted to the Web site.
2. **Election** – Kris Mickelson – Three senators and a communications officer are needed.
3. **Legislative** – no report – Laura Dallmann will send out an e-mail to that committee to find out who the chair is.
4. **Program** – Deb Haney – would like to have a meeting right after this meeting.
5. **Public Relations** – Lynn Ehlen – ATTACHMENT 3
6. **Scholarship** – Matt Chaussee – Received a note from a student thanking us for the scholarship. – Meeting following full senate meeting. – ATTACHMENT 4
7. **Staff Development** – Paula Schneider – Questionnaire about different options for the Discover U seminar and mini sessions would help increase the attendance. We will be meeting after this meeting. ATTACHMENT 5
8. **Staff Recognition** – Janine Trowbridge – meeting after this meeting.
9. **Valentine's Ball** – Vicki Miller is chairing this committee. Members will be selected in November.
10. **Gunkelman Award** – Members will be selected in November.
- D. **President's Cabinet** – LaDonna DeGeldere – A big thank you to everyone that participated in the Homecoming Festivities. The Provost said that it was fantastic. Rick Johnson is retiring. Prakash Mathew is chairing the search committee.
- E. **COSE** – Laura Dallmann – There is a meeting on October 12th.
- F. **Ad-Hoc Committees**
 1. **"Rebuild Minot Campaign"** – Kris Mickelson – Bins are in Student Government area and they can remain there through Friday. We do not have a date for when these items are going to Minot. The date is when the students go.
 2. **Policy 103** – Kelly Bisek – members will meet with Lois Christianson on Thursday, October 4, 2011 to discuss the proposed changes.

XIII. Old Business

Suggestion Box has been added to the Staff Senate Web site.

XIV. New Business

- A. **Scholarship Fundraiser to augment the money from the Valentine's Ball** – Matt Chaussee - **MOTION:** (Chaussee/Trowbridge) to create an ad hoc committee to investigate ideas for a fund raising event. **MOTION CARRIED.** Volunteers for ad hoc committee are: Jeanne Erickson, Marilyn Dowdy, Angela Bachmann, Vince Anderson, and Wendy Gibson.
- B. **Bison Pride Fridays** – Kris Mickelson. The student government cannot find the original language. Mickelson suggested Bison Pride Friday, be an example by doing it. Wear your green and gold on Fridays.
- C. **Review of Staff Senate Standing Committees** – Kelly Bisek – **MOTION:** (Bisek/Trowbridge) to create an ad hoc committee with the purpose of reviewing the objectives, responsibilities, and effectiveness of staff senate standing committees. **MOTION CARRIED.** Volunteers for the ad hoc committee: Leetha Cattanauch, Kelly Bisek, April Moser, Anna Sheppard. If you are interested in joining the committee please e-mail Kelly Bisek. See Attachment for more details about the committee's objective. ATTACHMENT 6

XV. Announcements

States of the University Address – the cards from President Bresciani are all out. Kris Mickelson created some more and they were handed out at the meeting.

MOTION: (Mickelson/Styczynski) moving our meetings to the Prairie Rose room from now on. Two opposed – **MOTION CARRIED.**

XVI. Adjourn

Meeting adjourned at 10:46 a.m.

Scheduled meetings:

- *Executive Committee: Wednesday, October 19, 2011, 9:30-11:00, Electrical Engineering, Room 217*
- *Staff Senate: Wednesday, November 2, 2011, 9:30-11:00, MU, Prairie Rose Room*

2011 NDSU Open Enrollment & New Retirement Contribution Rates

NDSU Open Enrollment with NDPERS - (Add/Remove/Cancel)

October 17th thru November 4th

Blue Cross Blue Shield Health Insurance

1. Current Plan
2. High Deductible Plan with Health Saving Account Option
 - Informational Sessions October 10th 10:00 am & 2:00 pm Century Theater

Cigna Dental Insurance

Superior Vision Insurance

Supplemental Life Insurance - Employee, Dependent and Spouse

***NDPERS Open Enrollment forms will be available Oct 17th in the HR/Payroll Office and on our website.
Please turn in all forms to the NDSU HR/Payroll Office which is located at the Stop and Go Center on 19th Ave.

NDSU Open Enrollment with Discovery Benefits

November 1st thru November 30th

Medical Flexible Spending - 2012 Annual Election Maximum \$6,000

Dependent Care - 2012 Annual Election Maximum \$5,000

There will be informational session with Discovery Benefits in the month of November.
The dates, times and locations of the sessions will be sent out to employees and posted on our website.

Retirement

NDPERS Retirement

Effective January 1st 2012 (which will be on your 01-31-12 payroll check)

1. 1% employee before tax payroll deduction
2. Additional 1% NDSU Contribution (total Employer contribution 10.26%)

Retirement breakdown -

1% Employee	10.26% NDSU Contribution	=	11.26%
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Effective January 1st 2012 (which will be on your 01-31-12 payroll check)

1. Additional 1% employee before tax payroll deduction
2. Additional 1% NDSU Contribution

Retirement breakdown -

1.5% Employee	5.5% NDSU Contribution	=	7%
2.5% Employee	10.5% NDSU Contribution	=	13%
3% Employee	11% NDSU Contribution	=	14%

Any questions please call NDSU HR/Payroll Office at 701-231-8961 or email us at NDSU.HR@ndsu.edu

Executive Committee Report

Visit with Provost: LaDonna DeGeldere and Laura Dallmann had a meeting with Provost Rafert. The Provost gave us some great suggestions for Staff Senate to reach out and become more visible on campus. One suggestion was to offer a more serious award to students and faculty. We discussed looking to other Staff Senates for a situational awareness perspective.

Visit with President Bresciani: LaDonna DeGeldere and Laura Dallmann briefly met with President Bresciani. President Bresciani and VP Bruce Bollinger will be presenting at our November meeting about the Student Tuition Success Model. We discussed having President Bresciani also present information on the Tuition Increase.

Bylaws approved: The bylaws have been approved and have been posted on the Internet. Elections for various positions and committee assignments will need to be made based on the updates. In our Executive Committee meeting, discussions were held on the following topics.

Ad Hoc Committee Membership: It was suggested that all ad hoc committees have a member of the Senate Executive Council as a member so that information flows quicker between the ad hoc committee and current policy issues.

Updating Standing Committees: It was suggested that an ad hoc committee be created to review all standing committees to determine if current committee definitions and structures are relevant.

Resolution against Gay Chants: Faculty Senate started a resolution to stop gay chants at football games and other events. After consideration, it was decided that creating a resolution of this nature coming from staff may not be in the best interest of the cause. It may bring more attention to the subject than preventing it. Being a good example and stopping the activity is probably a better option for Staff Senate.

Request for Payroll Deduction for Buying NDSU Produced Meats: A suggestion came to us about seeing if payroll deductions can be made for purchases over a certain amount when buying meat from NDSU. Dallmann will talk to the meat department and suggest this go to the ND Human Resources Council for consideration.

Respectfully submitted,
Laura D. Dallmann
Staff Senate President

October 5, 2011

Public Relations Committee Report

We had the Homecoming Parade last Saturday and the Public Relations Committee did a fantastic job on the float. It really exemplified the theme of "Feel Free to Roam by Remember Your Home" and I am sure that it helped fire up Bison Nation to cheer the football team on to victory!! I want to thank all the committee members for their hard work.

An issue of The Messenger went out on the staff list serve on September 22. I hope that everyone got a chance to read through it. Thank you to Jeri Vaudrin for putting that together and if anyone has any stories for the next issue please contact Jeri.

Next week, October 12 from 10 am - 3 pm in the MU Ballroom, is the Wellness Fair and our booth idea about infectious diseases was accepted. The committee will be meeting immediately after this meeting to plan the set up. If anyone in Staff Senate is interested in helping to staff the booth for an hour or two please contact Jerie Little.

Respectfully submitted,

Lynn Ehlen

Chairman, PR Committee

Dear NDSU Staff Senate,

Thank you very much for awarding me the \$500 NDSU Classified Staff scholarship. I am a financially independent senior majoring in Medical Laboratory Science. This year I am completing the rigorous MLS internship at Fairview Health Services in Minneapolis, MN.

Your investment in my education is so greatly appreciated and has allowed me to focus on my internship rather than finances. Thank you for helping ease my financial burden - I truly appreciate it from the bottom of my heart.

Go Bison!
Sincerely,
Kassandra Smaaladen

Staff Senate – Professional Development Committee Questionnaire

In an attempt to make the Discover U sessions more efficient and beneficial for NDSU Staff we, the Professional Development Committee, are asking for Senators' feedback. Please respond to the following inquiries and return this to the attendance table at the October 5th Staff Senate Meeting.

Thank you for providing your feedback.

- 1) Which Discover U session style would you, or those in your department, be most likely to attend?
 - a. Full Day session with meal and gift
 - b. ½ day session two times per year with meal only
 - c. ½ day session two times per year with gift only
 - d. Enter alternative options here:

- 2) Which method for Discover U mini sessions would provide you, or those in your department, with the most accessible information?
 - a. Monthly mini-sessions (approximately 1 hour each)
 - b. Articles in the Messenger from the Professional Development Committee
 - c. Enter alternative options here:

- 3) Please share suggestions for topics for Discover U mini and full sessions:

NDSU Staff Senate – Motion for Committee Review – 10/5/11

I move to create an Ad Hoc Committee with the purpose of reviewing the objectives, responsibilities, and effectiveness of staff senate standing committees. The committee will report possible solutions for improving committee impact and efficiency. Solutions may include, but are not limited to:

- The creation of committee objectives
- Adding or eliminating a committee
- Redefining the role of a committee
- Suggestions for the number of committee members
- Resources that should be allocated to the committee
- Guidelines for helping the committee to transition from one year to the next
- Etc.

The committee will make its recommendations no later than the March 2011 monthly staff senate meeting

Submitted Kelly Bisek, NDSU Staff Senator