

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

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

**Upcoming Staff Senate Meetings:**

January 4, 2012	9:30 – 11:00 a.m.	MU, Prairie Rose Room
February 1, 2012	9:30 – 11:00 a.m.	MU, Prairie Rose Room
March 7, 2012	9:30 – 11:00 a.m.	MU, Great Room

**Upcoming Executive Committee Meetings:**

December 15, 2011	3:00 – 4:30 p.m..	Ceres Hall, Rm 116
January 18, 2012	9:30 – 11:00 a.m.	Bison Ct Large Conf Rm
February 15, 2012	9:30 – 11:00 a.m.	Electrical Engineering, Rm 217

**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](mailto: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*

**I. Call to Order**

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

**II. Campus Kudos Awards – Rita Prunty (This was postponed until after agenda approval.)**

Three Campus Kudos Awards were presented. (Attachment 1)

Nominator: Jayma Moore

Recipient: Matthew Piehl

Supervisors: Bryan Mesich and Dr. Greg Wettstein

Nominator: Marilyn Dowdy

Recipient: Paul Froeschle

Supervisor: Roy Anderson

Nominator: Theresa McMullen

Recipient: Ranelle Ingalls

Supervisor: Kristi Wold McCormick

**III. Attendance Report – Jodi Pierce (Attachment 2)**

**Proxies:**

Patty Lloyd for Andrea Abrahamson

Vicki Miller for LaDonna DeGeldere

Jamie Andel for Ron Fingarson

Nathan Olson for Brian Kennedy

Ray Smith for Kay Modin

Betty Opheim for CeCe Rohwedder

Kay Sizer for Liz Thompson

**Absent:**

Robert Barclay

Robin Davis

Natalie Leer

Amanda Lindseth

**Visitors:**

Viet Doan

Matt Diehl

Bryan Mesich

Greg Wettstein

Keenan Hoff

Tammy Aronson

Theresa McMullen

Jayma Moore

Kristi Wold-McCormick

Ranelle Ingalls

**IV. Consent Agenda**

**For Information**

Policy 112: Pre-Employment and Current Employee Criminal Record Disclosure

Policy 220.1: Administrative Leave

Policy 350.1: Board Regulations on Academic Freedom and Tenure

**For Input**

Policy 158.1: E-mail as an official Communication Method for Employees

**MOTION** (Bisek/Vaudrin): to approve all. **MOTION CARRIED.**

**V. Approval of the Meeting Agenda**

**MOTION:** (Backen-Andersen/ Ehlen) to approve the Meeting Agenda. **MOTION CARRIED.**

**VI. Student Government Report – Keenan Hoff**

Student Government is working on library funding, specifically to fund a coffee shop and a place for graduate students. Both are slated to open up in January. Student Government is also working with the City of Fargo to develop a better biking system on campus, with swipe cards at stations that work both on campus and downtown. Hoff is gearing up for campus tours to let various groups know what is happening on campus. Finally, they are looking for ways to better advertise athletic games in the Memorial Union.

**VII. Faculty Senate Report – Gary Totten**

Totten was unable to attend, so there was no report.

**VIII. Program – Winter survival tips were offered by Tammy Aronson, Safety Office.**

**IX. Approval of the October 5, 2011 Meeting Minutes**

**MOTION** (Trowbridge/Mickelson): to approve the October 5, 2011 Meeting Minutes.  
**MOTION CARRIED.**

**X. Approval of the November 2, 2011 Meeting Minutes**

**MOTION** (Trowbridge/Davidson): to approve the November 2, 2011 Meeting Minutes.  
**MOTION CARRIED.**

**XI. Treasurer's Report – Kathy Backen-Andersen – no report.**

**XII. Advisor Comments – Colette Erickson – none.**

**XIII. Reports of the Committees**

**A. Executive – Laura Dallmann**

A Staff Senate picture will be taken after the January meeting. Senators are asked to wear Staff Senate or NDSU shirts. Executive Committee is assisting with new procedures for Senate Coordinating Council. Laura Dallmann reminded senators to thank supervisors for allowing staff to attend November 30 Discover U seminar.

**B. Policy Coordinating Committee/Senate Coordinating Council**

No policies to be discussed.

**C. NDUS Staff Senate**

Kelly Bisek reported that the Staff Senate met on December 6 - see attached report.  
(Attachment 2)

**NDSSS Tuition Waiver Resolution – Attachment 3.** Senators were asked to consider this resolution carefully. This could be a significant funding burden for NDSU. Senator Kristy Mickelson asked, "Where does the tuition collected go?" Answer: to the General fund.

**D. Standing**

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

**2. Election – Kristy Mickelson –**Three senators are yet needed to fill the Staff Senate roster. She invited proxies to consider a senator position.

A Communications Officer needs to be elected. This position involved getting the word out about Staff Senate to It's Happening At State newsletter and is a member of Executive Committee. The term is two years. Wendy Gibson volunteered to be

considered for this position. **VOTE:** Approved unanimously.

3. **Legislative** – Letha Cattanach. No report.

4. **Program** – Debra Haney. No report.

5. **Public Relations** – Lynn Ehlen. No report.

6. **Scholarship** – Matthew Chaussee. No report, but committee will gather after this meeting.

7. **Staff Development** –Paula Schneider. Thanked everyone who took part in November 30 seminar. Second session will be February 15, 2012. Committee will meet today after this meeting to discuss speaker for February 15, 2012.

8. **Staff Recognition** – Janine Trowbridge. They are 'beefing up' Campus Kudos Awards, which now includes both a \$10 bookstore gift card in addition to a \$5 coffee cart card.

9. **Valentine's Ball** – Victoria Miller. No report.

10. **Gunkelman Award**. No report

E. **President's Cabinet** – LaDonna DeGeldere

Any staff wishing to help with the graduation ceremony on December 16, 2011 is asked to contact Rhonda Kitch, Registration and Records Office.

F. **COSE** – Natalie Leer. No report.

G. **Ad-Hoc Committees**

1. **"Rebuild Minot Campaign"** – Kelly Bisek/Kristy Mickelson. Cole Davidson, Timothy McCue, and four students drove to Minot with the donated items. There was nice media coverage on this. **MOTION** (Mickelson/Jergenson): to disband the committee. **MOTION CARRIED.**

2. **Policy 103** – Kelly Bisek. Additions were made by Human Resources Office in November so a final Staff Senate review is necessary before final vote.

3. **Senate Committee Review** - Kelly Bisek. They are compiling a list of who served on committees in past years.

4. **Scholarship Fundraiser** – Attachment 4.

There are three ideas for fundraisers: Raffle, Halloween Masquerade Ball, and Homecoming Tailgating Event, possibly incorporating a raffle. This event would also take donations for student scholarships. Kristy Mickelson: For a raffle, Staff Senate must have someone who is bonded to move this forward. Janine Trowbridge: A raffle is doable if it is what Staff Senate wants to do. Kelly Bisek: concerned about profitability of Halloween Ball, given the Valentine Ball experience. Another idea is to talk to the Meat Lab if they decide to do the Homecoming event. Saddle and Sirloin Club could help man the booth and sell the meat at Homecoming too. If a raffle is decided, they could have a drawing at kick-off.

**MOTION** (Clarin / Sheppard): to move forward with investigation of raffle: **MOTION CARRIED.**

Laura Dallmann asked for motion to move forward with Halloween Masquerade Ball. No motion was made.

**MOTION** (Dowdy/ Mickelson): to investigate tailgating. **MOTION CARRIED.**

#### **XIV. Old Business**

##### **A. Payroll Deduction Update**

About purchasing meat through payroll deduction, this is likely not possible anymore through PeopleSoft. Wendy Clarin: It could be done through Bison charge card.

#### **XV. New Business**

##### **A. Thanking supervisors for allowing their staff to participate in Staff Senate**

How should we show appreciation to supervisors. Ideas: event to invite supervisors?. Each meeting, invite them to Staff Senate meeting and give recognition at meeting?. Staff Senate wants them to understand the importance of Staff Senate membership. Laura Dallmann asked for a motion to create a committee: none. Make a note to thank supervisors for participation in Staff Senate and other campus events.

##### **B. Traffic issues near Alumni Center**

Crossing University Drive is difficult, with lots of close calls for students and staff. This needs to be investigated further. Laura Dallmann: Staff Senate Executive Committee discussed, and city must pay for anything here. Staff Senate would have to file a petition to city to get something done. Kristy Mickelson: NDSU has no jurisdiction over University Drive. The neighborhood would have to support something like a flashing light here. **MOTION** (Bork/Trowbridge): for committee to look into pedestrian traffic control on University Drive. **MOTION CARRIED.** Janis Bork will head committee. Janis Bork, Janine Trowbridge, and Angela Bachman are on the committee.

##### **C. NDSU Purchasing Card Information – Janine Trowbridge**

When you use Bison Procurement Cards, there is a rebate that comes back to the University. JP Morgan has a contract with the state. Rebate goes to state OMB office, who calculates the NDSU percentage of total. These funds remain in a fund in Accounting Office. State auditors love this program. Janine Trowbridge has the stats. NDSU needs to take advantage of this more! Use the card for office remodeling, computers, etc.

#### **XVI. Announcements**

Relay for Life Team – Janine Trowbridge. A team will be organized to do this event, an all-night walk to raise funds for cancer research. It is lots of fun. Let Janine Trowbridge know if you are interested in participating in this event.

Janine Trowbridge: Alumni Center is asking staff to call ESPN to ask them to air Bison football game this weekend. Call by noon today. Also call local cable station or Mid-Continent Cable, as well.

#### **XVII. Adjourn**

Laura Dallmann adjourned the meeting at 10:45 a.m.

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

- *Executive Committee: Thursday, December 15, 2011, 3:00 – 4:30, Ceres Hall, Room 116*
- *Staff Senate: Wednesday, January 4, 2012, 9:30-11:00, MU, Prairie Rose Room*

***Employee Recognition Committee***  
***October 5, 2011***

- Contact Jan Lofberg for committee binder 1-7244
- Meet with Mary to discuss committee history
- Discuss a substantial award for faculty and student
- Use the NDSU diploma covers and modify the certificate
- Contact Perry Flaten 1-7305

***Campus Kudos:***

*Janine:* Contact the nominee and nominator to attend the meeting; and photographer

*Anna:* Generate the certificate

*Mary:* Obtain the coffee card for the nominee

*Rita:* Introduce the nominator at the meetings

***Employee Recognition:***

Discussion:

- Equity between awards/bands
  - One award per band
  - Join 1000/3000 together
- PSAs, saturate campus
  - IHAS
  - Deans and Chairs Meetings Announcements
  - President Bresciani email

# STAFF SENATE ATTENDANCE REPORT 2011-2012

	Senator	J	J	A	S	O	N	D	J	F	M	A	M
Andrea	Abrahamson	X	-	-	X	X	X	P					
Vince	Anderson	X	-	-	X	X	X	X					
Mary	Asheim	X	N	N	X	X	X	X					
Angela	Bachman							X					
Katherine	Backen-Andersen	X	O	O	X	X	X	X					
Gennifer	Baker	X	-	-	X	X	X	X					
Robert	Barclay	X	M	M	X	A	X	A					
Jenny	Beam	X	E	E	X	X	P	X					
Kelly	Bisek	X	E	E	X	X	X	X					
Janis	Bork	P	T	T	X	X	X	X					
Joshua	Boschee	X	I	I	No longer at NDSU								
Sheila	Boyda	W	N	N	A	P	X	X					
Letha	Cattanach	X	G	G	X	X	X	X					
Matthew	Chaussee	X	-	-	P	X	X	X					
Wendy	Clarín	X	-	-	W	X	P	X					
Laura	Dallmann	X	-	-	X	X	X	X					
Cole	Davidson	X	-	-	X	P	X	X					
Robin	Davis	X	-	-	W	X	P						
LaDonna	DeGeldere	X	-	-	X	X	X	P					
Marilyn	Dowdy	X	-	-	X	X	X	X					
Lynn	Ehlen	X	-	-	X	X	X	X					
Jeanne	Erickson	X	-	-	X	X	X	X					
Ron	Fingarson	X	-	-	X	P	X	P					
Perry	Flaten	X	-	-	X	A	X	X					
Kate	Fluge	No longer at NDSU											
Wendy	Gibson	Elected in Sept			X	X	X	X					
Debra	Haney	X	-	-	X	X	X	X					
Carole	Huber	X	N	N	W	X	X	X					
Carol	Jergenson	A	O	O	X	P	X	X					
Brian	Kennedy	X	-	-	X	X	X	P					
Natalie	Leer	W	-	-	X	A	X	X					
William	Lenarz	X	-	-	P	A	X	X					
Chad	Lindberg	X	-	-	X	A	A	X					
Amanda	Lindseth	A	-	-	A	A	A	A					
Jerie	Little	X	-	-	X	X	X	X					
Jan	Lofberg	W	-	-	Resigned as a Senator								
Brandon	Marback	X	-	-	X	X	X	X					
Galen	Mayfield	X	-	-	X	P	P	X					
Timothy	McCue	X	M	M	X	P	X	X					
Kristy	Mickelson	X	E	E	X	X	X	X					
Kay	Modin	X	E	E	M	M	P	P					
April	Moser	X	T	T	X	X	X	X					

# STAFF SENATE ATTENDANCE REPORT 2011-2012

Senator		J	J	A	S	O	N	D	J	F	M	A	M
Vance	Olson	X	I	I	X	X	X	X					
Megan	Paradis	X	N	N	X	P	X	X					
Shauna	Pederson	X	G	G	X	X	X	X					
Jodi	Pierce	X	-	-	X	X	X	X					
Rita	Prunty	P	-	-	X	X	X	X					
Lori	Rezac	Elected in November					X	X					
CeCe	Rohwedder	P	-	-	X	P	X	P					
Paula	Schneider	X	-	-	X	X	X	X					
Angela	Seewald-Marquardt	X	-	-	A	X	X	X					
Anna	Sheppard	X	N	N	X	X	X	X					
Mary	Sinner	X	O	O	X	X	X	X					
Deven	Styczynski	Elected in November					X	X					
Dale	Summers	X	M	M	X	X	X	X					
Elizabeth	Thompson	X	T	T	X	X	X	P					
Janine	Trowbridge	X	G	G	X	X	X	X					
Jeri	Vaudrin	X	-	-	X	X	P	X					
Sheila	Watson	P	-	-	X	X	X	X					
Elizabeth	Worth	X	-	-	X	P	X	X					

A – Absent

Ex – Excused

M – Medical

P – Proxy

W – work conflict

X – Present



**A RESOLUTION CONCERNING TUITION WAIVER ACCESSIBILITY FOR NDUS BENEFITED EMPLOYEES**

WHEREAS: A skilled workforce of faculty and staff is essential to maintain the quality of higher education and student services; and,

WHEREAS: The North Dakota State Board of Higher Education (SBHE) "encourages its employees to pursue a program of continuing education" (NDUS HR Policy 33.1); and,

WHEREAS: Benefited employees governed by the SBHE are allowed tuition waivers for one academic class per semester so long as approval is attained by the supervisor or department head (SBHE Policy 820.2.e); and,

WHEREAS: The SBHE tuition waiver covers tuition, the student government activity fee, and the university/college fee for the class taken for credit or audit (NDUS HR Policy 33.2.3); and

WHEREAS: Employees of the North Dakota University System (NDUS) are permitted to apply this tuition waiver to classes taken in a traditional manner at many public universities throughout the state, but are currently not allowed to apply the waiver to classes taken through distance learning; and,

WHEREAS: Offering an employee benefit package including a NDUS tuition waiver for professional development through distance education will likely attract quality applicants to all institutions in the university system.

THEREFORE BE IT RESOLVED: That the ND State Staff Senate encourages the North Dakota State Board of Higher Education to investigate the current tuition waiver policy that excludes benefited staff who wish to pursue professional development through distance education; and,

BE IT FURTHER RESOLVED: That the North Dakota State Board of Higher Education consider amending the current tuition waiver policy to allow benefited staff the opportunity to use a tuition waiver towards either the full cost of distance education or a portion of the cost while individually paying the difference in technology and mandatory fees without placing the financial burden on any University.

MANDATES: Grant Shaft, SBHE President  
 Duaine Espegard, SBHE Vice-President  
 Kirsten Diederich, SBHE Member  
 Michael Haugen, SBHE Member  
 Terry Hjelmstad, SBHE Member  
 Claus Lembke, SBHE Member  
 Richie Smith, SBHE Member  
 Robert Vallie, SBHE Member  
 John Girard, SBHE Faculty Advisor  
 Janice Hoffarth, SBHE Staff Advisor  
 Bill Goetz, Chancellor

**SPONSOR:**

NO State Staff Senate, the Staff Senates from all 11 institutions

**SUPPORTED BY:**

Council of College Faculties

## Attachment: Summary of Fall Scholarship Fundraising Ideas

The Ad-Hoc Fall Scholarship Fundraiser committee met on Friday, October 28<sup>th</sup> to brainstorm ideas for a Fall event to supplement the annual Staff Senate Scholarships. The three activities proposed by the committee are outlined as follows:

- 1) Raffle
  - a. NDSU Related items
    - i. Clothing
    - ii. Parking passes
    - iii. Sporting event tickets
  - b. Donations from the broader business community
    - i. Gift cards/certificates
    - ii. Clothing items
    - iii. Grand Prize
- 2) Halloween/Costume/Masquerade Ball
  - a. Have awards for best costumes
  - b. Coordinate with dining services on a special menu of hors d'oeuvres
  - c. Incorporate Raffle or Silent Auction (potential conflict with United Way silent auction)
- 3) Homecoming Tailgating Event
  - a. Locate outside the Fargodome in the tailgating lot
  - b. Serve food with donations to scholarships accepted
    - i. Potential for partnering with NDSU Meat Lab and/or Saddle and Sirloin
      1. Smoked Turkey sandwiches (added bonus of being a promotion for Saddle & Sirloin's upcoming turkey sale)
      2. Brats
      3. Include items being served in Raffle
  - c. Find a sponsor from the F-M business community – Coordinate with PR committee
    - i. Radio station
    - ii. Others?
  - d. Sell raffle tickets up to Homecoming kickoff... drawing at halftime
    - i. Flyers at parade
    - ii. Create Facebook Event
    - iii. Check with Alumni Center on sending out promotional piece
    - iv. Sell tickets during all of homecoming week, possibly before

The committee would like to incorporate feedback from the entire Staff Senate body regarding which of these options, if any, should be further pursued as possibilities for a Fall scholarship fundraising event. Other thoughts and suggestions for feedback are welcome.

Respectfully Submitted,  
Matthew Chaussee