

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

April 4, 2012

Memorial Union, Prairie Rose 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:

May 2, 2012	9:30 – 11:00 a.m.	MU, Great Room
June 6, 2012	9:30 – 11:00 a.m.	MU, Arikara Room

Upcoming Executive Committee Meetings:

May 16, 2012	9:30 – 11:00 a.m.	Electrical Engineering, Rm 217
June 20, 2012	9:30 – 11:00 a.m.	Ceres Hall, Room 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*

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.

I. Call to Order

Laura Dallmann called the meeting to order at 9:30 AM

II. Attendance Report – Jodi Pierce – Attachment 1

III. Consent Agenda: MOTION (Trowbridge/Styczynski): to approve Consent Agenda. MOTION CARRIED.

For Information: Policy 811 - Allowable Cost Policies – Subcontracts

For Input: Policy 171 – Staff and Faculty Recruitment and Moving Expenses

IV. Approval of the Meeting Agenda: MOTION (Trowbridge/Backen-Andersen): to approve meeting agenda. MOTION CARRIED.

V. Student Government Report – Keenan Hauff

- Today is the last day for the Student Government voting.
- Lockers will be put in across from the Mother's Room. If there is an open locker, use your id card to access it.
- There will be a Bison Statue monument put in south of South Engineering to help beautify campus. Homecoming is when they will put up the statue.
- April 23 – 28, 2012 is the Spring Blast. April 30, 2012 Bison Leader Awards and State of the Student Address, starts at 6:00 PM.

VI. Faculty Senate Report – Tom Stone Carlson

Faculty Senate elections will be in May, 2012. The Faculty Senate has been talking about and will be proposing, a change to the benefits that are offered to NDSU employees. Even though insurance does cover things like Viagra, it does not cover birth control. If any Staff member would like to join discussions regarding this issue, please contact Laura Dallmann.

VII. Program – Community of Respect, Gennifer Baker

VIII. Approval of the March 7, 2012 Meeting Minutes: MOTION (Mickelson/Cattanach): to approve the March 7, 2012 meeting minutes. MOTION CARRIED.

IX. Treasurer's Report – Kathy Backen-Andersen

Appropriated - \$941.70

Agency - \$1494.

Local - \$9,943.96

X. Advisor Comments – Colette Erickson

The Years of Service and Recognition Luncheon is next Tuesday, April 10, 2012.

XI. Reports of the Committee

A. Executive – LaDonna DeGeldere – Advisory Board

Recommend that we form an Advisory Board of past Presidents of Staff Senate to tap into that knowledge and experience. They would also be great advocates to Staff Senate.

B. Standing

1. Bylaws – Vince Anderson – no report

2. Election – Kris Mickelson – Elections - Attachment from Kris.

3. Legislative – Letha Cattanach – no report

4. Program – Deb Haney – no report

5. Public Relations – Wendy Gibson – no report

6. **Scholarship** – Matt Chaussee – Scholarship applications for staff and children of broadband staff are due this Friday, April 6, 2012. We have received about 10 applications so far.
7. **Staff Development** – Paula Schneider/Natalie Leer – no report
8. **Staff Recognition** – Janine Trowbridge - Campus Kudos.
 - Trowbridge introduced Nancy Lilleberg to read the nomination she submitted for Adam Helsene. Dr. Brian Slater was also present to participate in the award.
 - We encourage people to come to the Staff Recognition luncheon. Ten teams were nominated for a team award, we have only one award.
 - The Staff Recognition Team would like to increase that award to two instead of one. Dallmann suggesting checking with President Bresciani about this since the Office of the President is the source of funding for those awards. Dallmann will report back.
9. **Valentine's Ball** – Victoria Miller – Vicki Miller thanked everyone for the support she received. The weather was really nice and that seemed to have an impact on the number of tickets sold.
10. **Gunkelman Award** – Tim McCue – There have been 41 nominations of 14 different people. Nominations are due April 9 by 5:00 PM
- C. **NDUS Staff Senate** – Kelly Bisek – State Staff Senate will now be meeting on a monthly basis instead of quarterly. All are encouraged to attend.
- D. **President's Cabinet** – LaDonna DeGeldere – Attachment 2
- E. **COSE** – Laura Dallmann – There is only one FISH award nomination. COSE is meeting this month on April 24, 2012.
- F. **Ad-Hoc Committees**
 1. **Policy 103** – Kelly Bisek - MOTION (Bisek/Mickelson): Move to disband the ad hoc committee for Policy 103. MOTION CARRIED. Committee disbanded.
 2. **Senate Committee Review** – Kelly Bisek – Attachment 3. The committee will forward the information received to the Executive Committee for further action.
 3. **Scholarship Fundraiser** – Matt Chaussee - MOTION (Bisek/Gibson): The Scholarship committee will partner with TRIO programs in order to be able to have a raffle. In exchange, 20% of the proceeds will go to TRIO for one of their scholarships. MOTION CARRIED. Three abstentions to the vote because of conflict of interest.
MOTION (Styczynski/Bachman): Move to disband the Scholarship fundraiser committee and move the responsibilities to the Scholarship Committee. MOTION CARRIED.
 4. **Traffic Issue** – no report

XII. Old Business – No old business

XIII. New Business

1. **Bison Day of Honor** – Kris Mickelson/Jeri Vaudrin:
 - The names of students/faculty/staff that we have lost would be read and they would be honored.
 - The three governing bodies would support the Bison Day of Honor.
 - Michael Robinson, who is the archivist, would manage the list during his tenure, once the list had been established.
 - This offers another way for closure for the people that are unable to attend the funerals and others.
 - Ceremony on the East Patio where the trees are lit.
 - Asking that an ad hoc committee be formed to write a proposal to pass along to the Staff/Student/Faculty Senates for approval.
 - MOTION (Gibson/Seewald-Marquardt): to create a Bison Day of Honor ad hoc committee. MOTION CARRIED.
 - Committee member volunteers: Jeri Vaudrin, Kris Mickelson, Jerie Little, Sheila Boyda and Kelly Bisek
2. **FORWARD Representation** – MOTION (Trowbridge/Bisek): to have a FORWARD representative from Staff Senate. MOTION CARRIED.

XIV. Announcements

1. Orientation for New Senators will be coming up soon but all Senators are welcome to come.
2. Year-End Committee Reports

XV. Adjourn

Laura Dallmann adjourned the meeting at 11:00 AM

Scheduled meetings:

- *Executive Committee: Wednesday, April 18, 2012, 9:30-11:00, SGC*
- *Staff Senate: Wednesday, May 2, 2012, 9:30-11:00, MU, Great Room*

**STAFF SENATE ATTENDANCE REPORT
2011-2012**

Attachment 1

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

**STAFF SENATE ATTENDANCE REPORT
2011-2012**

Attachment 1

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

A – Absent

Ex – Excused

M – Medical

P – Proxy

W – work conflict

X – Present

President's Cabinet Report

Flag Pavilion Update

Flags of NDSU and a community partner soon will be on display at the flag pavilion on 12th avenue.

Bison statue

The Bison statue project continues with the platform being built prior to homecoming. The installation of the Bison on the platform is planned for homecoming 2012. Students are funding the majority of the expense. The statue is planned to be positioned on the South side of South Engineering.

Space allocation update

There will be a new approach to space allocation led by the Provost, Bruce Bollinger and VP Mathew. A small group will be organized to analyze current space on campus. They will be verifying space in various buildings and those that are designated as the contact of the building. Requests for space will be reviewed by the Provost, Bruce Bollinger and VP Mathew in the future.

Athletics

Athletics is working on updating athletic logos. Currently there are approximately 20 different logos that are used throughout Athletics. The goal is to reduce the number of logos and increase the quality of the logos.

NDSU Branding and Key Messages

The publication of the Key Messages has been handed out to each Senator. These key messages are to be used to communicate.

Proposed Considerations

April 4, 2012

- 1) Standing committees not chaired by a Staff Senate Officer would select a member each year to serve a one year term as vice-chair and in succession a one year term as committee chair.
 - a. The proposal provides continuity from year to year and allows an easier transition for the committee leadership and helps to ensure an experienced leader is present on each committee.
 - b. The vice-chair will also assist the committee chair in coordinating projects and delegating tasks.
 - c. If accepted by the Staff Senate the vice-chair should be selected by the standing committee members directly following the June 2012 Staff Senate meeting (if held) or prior to the September 2012 State Senate Meeting.
 - d. Staff Senate Bylaw 7.a.3 –indicates committees should elect a vice chair to serve in tandem with the committee chair, the proposed change would allow for the vice-chair to automatically assume the responsibility of the committee chair the following year starting in May.
 - e. If the senator's term is ending the year they assume the chair position they will receive a one year term extension in order to fulfill their responsibility as committee chair.
 - i. Bylaws 4.g indicates that certain offices are granted an additional 1-yr term if necessary to complete the two year term.
 - ii. We would like to add the position of committee chair to the bylaw.
- OLSON: Suggest making provisions for filling officer positions in the case some does not complete an office term and runs for another position. Example, the treasure is in the middle of the term but becomes president elect. Should there be provision for handling that kind of situation?
- 2) Replace hard copy material with digital copies. (A) Request a Staff Senate Share Drive through ITS for the senate to use to securely store digital files and (B) Purchase USB drives for committee chairs to use to save and transfer digital files.
 - a. This action will assist in the transfer of information between senators, especially for the transition of the committee chair from year to year.
 - b. Helps to ensure information is safe and secure.
 - c. Reduces the amount of material being retained as hard copies.
 - i. Old files can be sent to archives.
 - d. Makes it easier to find specific information.
 - e. Allows individuals with access, such as officers, chairs, vice-chairs and the advisor, to see what other committees are working on.
 - f. The share drive will need to have owners (advisor/senator).
 - g. NDSU is adopting a new share drive (Windows Files Services), which should allow for easier remote access at off-campus locations.
- 3) Combine the Program and Staff Development Committees to create one committee with the purpose of providing development programs.
 - a. Limit programs at meetings to 3 or 4 per year.
 - i. No programs should be scheduled during the Sept, April, May and June meetings.
 - ii. Presentations from University leadership will always be welcome.
 - b. No other changes to the development committee's responsibilities.
- 4) Request Staff Senate permission to have the Executive Committee review our proposed changes to the committee descriptions and approve updates to the website content to ensure accuracy and suggest bylaws updates.
- 5) Update the committee selection form to allow senators to volunteer for more than one committee.

- a. Add a check box to the form for senators to indicate they are willing to serve on more than one committee.
 - i. Should senators that volunteer to serve on multiple committees be given preference for their committee choice?
 - b. In addition we could list specific events/programs on the form so that senators could select additional opportunities to get involved.
 - i. Checklist on form to include activities, ball, float, etc.
 - c. Senators can check the item if interested, would not be a guaranteed commitment
- 6) Include the budget and expenses for the current year and a budget request for the following year in the yearend report. **STYCZYNSKI: This seems redundant as this information is part of the Treasurer's report.**
- 7) **TABLED** - Proposed Public Relations Committee changes.
- a. Remove the responsibility for the homecoming float from the Public Relations committee.
 - i. Request an annual ad hoc committee in June
 - 1. Ask for senators to volunteer, if there is limited interest then Staff Senate would not sponsor a float.
 - a. If the ad hoc committee is formed they can request budget for the upcoming year.
 - ii. Another suggested option is to form a Homecoming Committee which would focus on Staff Senate activities during homecoming, in addition to or instead of the Parade Float.
 - b. Create and update presentations to be used for promoting staff senate.
 - i. Create multiple presentations of varying length (2 minutes, 10 minutes, and 30 minutes) that can be used by Senators when they are speaking about Staff Senate in order to provide a consistent message to audiences.
 - c. Update the staff senate brochure
 - d. Coordinate the Annual Staff Appreciation Event
 - i. Increase marketing, add entertainment, and provide raffle or drawing prizes?
 - ii. Work in conjunction with the election committee to have the event during senator nominations to increase awareness of staff senate.
- 8) Each committee will submit a timeline of events for the upcoming year to be placed on the Staff Senate website.
- a. The committee chair will submit the timeline to the current staff senate president by September 20th.
 - b. The timeline will allow senators to see what committees are working on and when those activities are taking place.
- 9) **TABLED** - Mandate monthly written reports from committee chairs.
- a. Include a reminder in the request for agenda items for committee chairs to submit their monthly report.
 - b. This provides a record of what each committee is doing.
 - c. It allows senators to review committee information outside of the meeting.
 - d. If discussion is not necessary the chair can refer to the report allowing the senate to get through committee reports more quickly.
- 10) **TABLED** - Truncate the June Staff Senate meeting to allow more time for committees to meet.
- a. Vice-chair selection.
 - b. Discussion of upcoming year timeline and budget.
 - c. Recap of previous years activities.
- 11) **TABLED** - Create an ad hoc committee to investigate and form a foundation for a new standing committee equity and diversity issues for staff and the university.