

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

September 5, 2012

Memorial Union, Plains 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 7, 2012	9:30 – 11:00 a.m.	MU, Plains Room
December 5, 2012	9:30 – 11:00 a.m.	MU, Plains Room

Upcoming Executive Committee Meetings:

October 17, 2012	9:30 – 11:00 a.m.	Niskanen Community Rm
November 21, 2012	9:30 – 11:00 a.m.	MU, Room of Nations

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** – LaDonna DeGeldere called meeting at 9:30 a.m.
- II. Attendance Report** – Jodi Pierce – Attachment 1
- III. Consent Agenda** - MOTION (Miller/Mickelson): to approve consent agenda. MOTION CARRIED.
For Information: Policy 823 – Financial Conflict of Interest – Public Health Service Sponsored Research
For Input: None
- IV. Approval of the Meeting Agenda** - MOTION (Lenarz/Dallmann): to approve meeting agenda. MOTION CARRIED.
- V. Student Government Report** – Luke Brodeur – no report
- VI. Faculty Senate Report** – Thomas Stone Carlson – no report
- VII. Approval of the June 6, 2012 Meeting Minutes** – MOTION (Bisek/Dallmann): to approve meeting minutes. MOTION CARRIED.
- VIII. Treasurer’s Report** – Tina Exner
Agency – \$770.23
Appropriated - \$1,092.33
Local - \$7,803.57
- IX. Advisor Comments** – none
- X. Reports of the Committee**
 - A. Executive** – LaDonna DeGeldere – no report
 - B. Standing**
 - 1. Bylaws** – Vince Anderson – no report
 - 2. Election** – Laura Dallmann – no report, committee to meet after picture
 - 3. Legislative** – Letha Cattanach – no report
 - 4. Staff Development and Program** – Paula Schneider – Discover U is scheduled for November 14, 2012, the speaker is Teresa Rose – The announcement will be in It’s Happening at State which is coming out next Friday
 - 5. Public Relations** – Mary Asheim - Thunder Radio placed a radio announcement welcoming students back. Display boards are being finalized and then the posters will be updated. The welcome back event at Red Hawks had 50 seats reserved and they sold 44 tickets. Next week is State Employee Recognition Week, next Monday & Tuesday, September 9 & 10, 2012 we will have a contact table with appreciation gifts that people can send to others. Full-size candy bars with cute little sayings of appreciation. Money raised will go to purchase Staff Senate pens/pencils to hand out at the homecoming parade.
 - 6. Scholarship** – Matt Chaussee – Attachment 2 – Working on fall raffle to earn money for student scholarships. We have collected almost \$2,000 in prizes. We are printing 1,000 \$5 tickets 10/3 – 10/25 and then the raffle is 11/3. Also, we are going to be reserving a contact table in the Union. If you have a departmental newsletter or bulletin, contact Matt for a small blurb for advertising.
 - 7. Staff Recognition** – Janine Trowbridge – no report
 - 8. Valentine’s Ball** – Victoria Miller – no report
 - 9. Gunkelman Award** – William (Bill) Lenarz – no report
 - C. NDUS Staff Senate** – Laura Dallmann, Wendy Gibson – have not met yet.
 - D. President’s Cabinet** – LaDonna DeGeldere – President’s Welcome – Sarah Hansen was the first student admitted to the university for the fall semester, she walked through the front gate with President Bresciani. Gate City Bank Auditorium dedication August 20, 2012 with CEO Steve Swiontek.
Campus Tour – Microsoft Monday tours are being offered to students, depending on participation by students. Admission office took a tour and said that it was very nice.

E. Upcoming Events

- State of the University Address, Thursday at 11:00 at Reineke. Bison Dedication right after.
- Rededication of the Alumni Center, Saturday, October 6, 2012 at 8:30 a.m.
- 31st Annual Bison Bidder's Bowl, Saturday October 6, 2012 at 5:00 p.m. at the Holiday Inn. Historically serve around 600 people.

F. COSE – Laura Dallmann – The FISH award has been changed to the STAR award. Vicki Miller was recognized for receiving the last FISH Award. Next COSE meeting is in October 18, 2012 at 9:00 a.m. and is here in Fargo

G. Ad-Hoc Committees

1. **Traffic Issue** – no report

XI. Old Business

XII. New Business

A. Homecoming – Theme is “Bison Nation” – Homecoming Float – skill saw – ability to cut things out. We would like to start on the float the week of September 17, 2012 and have the float done by September 28, 2012. Watch for e-mails they will be coming out soon.

XIII. Announcements – Staff Senate t-shirts are available in the back - \$5 each. Before each full-staff senate meeting please send a report to Liz Thompson from each of the program committees and she can get it on the Agenda.

XIV. Adjourn – Meeting adjourned at 10:06 a.m. for Staff Senate picture.

Scheduled meetings:

- *Executive Committee: Wednesday, October 17, 2012, 9:30, Niskanen Community Room*
- *Staff Senate: Wednesday, November 7, 2012, 9:30-11:00, MU, Plains Room*

Senator		J	J	A	S	O	N	D	J	F	M	A	M
Andrea	Abrahamson		No longer at NDSU										
Vince	Anderson	X			X								
Mary	Asheim	X	N	N	X								
Angela	Bachman	X	O	O	X								
Katherine	Backen-Andersen	X			X								
Gennifer	Baker	X	M	M	X								
Kelly	Bisek	X	E	E	X								
Sheila	Boyda		E	E	X								
Letha	Cattanach		T	T	X								
Matthew	Chaussee	X	I	I	X								
Adam	Christiansen	X	N	N	X								
Wendy	Clarín	X	G	G	P								
Laura	Dallmann	X			X								
LaDonna	DeGeldere	X			X								
Marilyn	Dowdy	X			X								
Lynn	Ehlen	X	N	N	X								
Daniel	Erichsen	X	O	O	X								
Jeanne	Erickson	X			X								
Christina	Exner	X	M	M	X								
Ron	Fingarson	Ex	E	E	X								
Perry	Flaten	P	E	E	X								
Wendy	Gibson	X	T	T									
Cathy	Giddings	X	I	I	X								
Carole	Huber		N	N	X								
Alicia	Kauffman	X	G	G	X								
Brian	Kennedy	X			X								
Hideaki	Kikuchi	X											
Natalie	Leer		N	N									
William	Lenarz	X	O	O	X								
Chad	Lindberg	X			X								
Jerie	Little	X	M	M	X								
Brandon	Marback	X	E	E	P								
Timothy	McCue	A	E	E	X								
Kristy	Mickelson	X	T	T	X								
Vicki	Miller	X	I	I	X								
Vance	Olson	X	N	N	X								
Jessica	Osebold		G	G	X								
Shauna	Pederson	X			X								
Jodi	Pierce	X			X								
Regina	Ranney	X			X								
Lori	Rezac		No longer at NDSU										

Senator		J	J	A	S	O	N	D	J	F	M	A	M
CeCe	Rohwedder	X			P								
Paula	Schneider	X	N	N	X								
Angela	Seewald-Marquardt	X	O	O	X								
Nathan	Sheggerud	X			P								
Anna	Sheppard		M	M	X								
Julie	Sherwood	X	E	E	X								
Mary	Sinner	X	E	E	X								
Deven	Styczynski	X	T	T									
Dale	Summers	X	I	I	X								
Elizabeth	Thompson	X	N	N	X								
Janine	Trowbridge		G	G	X								
Jeri	Vaudrin				X								
Sheila	Watson	X	No longer at NDSU										
Elizabeth	Worth	X			P								

A – Absent

Ex – Excused

M – Medical

P – Proxy

W – work conflict

X – Present

Scholarship Committee

Attachment 2

Things are definitely coming together. I've put together some highlights from the last scholarship/raffle meeting:

1. The hard deadline for prize commitments from businesses is the end of this week (August 17th). We will need to know what prizes are being donated at that point, but can still take a little time to actually collect them if needed.
2. The dates for the raffle will be October 3 through October 26th with the drawing on November 2nd (with winners announced at the following week's Staff Senate meeting). This allows us a good amount of time to get tickets printed and to promote the event. Plus, then Homecoming can be our "kickoff" event and we will also be able to sell during Parent weekend.
3. The grand prize for the raffle will be a Bluebird Gardens vegetable share for the 2013 season valued at \$395. All other prizes will be awarded as secondary prizes and will be listed on a special page on the Staff Senate website (other prizes range in value from \$25 to \$100).
4. Tickets will cost \$5 each and we will print 1000 total, so have the potential to pull in \$5000 for student scholarships.
5. The office of TRIO programs will be filling out and submitting the raffle application and monitoring the distribution and collection of tickets and money. Tickets will initially be distributed at the October Staff Senate meeting.
6. We will ask senators to each sell at least one bundle of 10 tickets and are looking into additional opportunities for sales such as a booth in the union, within the TRIO office and at events for Homecoming and Parents weekends.
7. We plan to advertise the raffle event in It's Happening at State and any other publications put out by departments/divisions. We will ask senators for additional suggestions at the September meeting.