

NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING MINUTES

October 3, 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

- I. Call to Order** – LaDonna DeGeldere called the meeting to order at 9:30 a.m.
- II. Attendance Report** – Jodi Pierce – Attachment 1
- III. Consent Agenda** - MOTION (Clarín/Miller): to approve the consent agenda. MOTION CARRIED.
For Information: Policy 332 V1– Assessment of Courses and Instruction
Policy 611 V4 – Student Travel
For Input: None
- IV. Approval of the Meeting Agenda** – MOTION (Lenarz/Ehlen): to approve the meeting agenda. MOTION CARRIED.
- V. Student Government Report** – Luke Brodeur
- Working toward NDSU policy to be in accordance with State policy
 - Student Government is in support of President Bresciani’s Student Success Program
 - Dedication of the new Bison Statue by SE Engineering will be this Thursday at noon
 - We are gearing up for an exciting Homecoming week
- VI. Faculty Senate Report** –Harlene Hatterman-Valenti, President Elect for Faculty Senate introduced herself – no report
- VII. Program** – Deven Styczyski - Parliamentary Procedure
Tina Exner introduced Deven Styczyski to present Parliamentary Procedures:
Deven Styczyski gave a handout and showed a video explaining Parliamentary Procedures.
Three most important motions used in each meeting:
- Main Motion – starts with “I Move”
 - Have to take a second
 - Focused discussion
 - Amendment – add to or remove from Main Motion – a manageable amount of information
 - Amend the Amendment – about specific change – about the original amendment
- VIII. Approval of the September 5, 2012 Meeting Minutes** - MOTION (Dallmann/Mickelson): to approve the September 5, 2012 meeting minutes with the following change:
Add no report to the Executive Committee
MOTION CARRIED.
- IX. Treasurer’s Report** – Tina Exner
Appropriated Fund - \$1,078.83
Agency Fund – \$770.23
Local Fund – \$13,023.95
- X. Advisor Comments** – Colette Erickson
Policy 103 – was signed by the President and the Council. The policy states that a department can do an internal promotion without a search.
- XI. Reports of the Committee**
- A. Executive** – Laura Dallmann – Staff Senate Executive Committee held a meeting at the President’s House.
- B. Standing**
- 1. Bylaws** – Vince Anderson – no report
 - 2. Election** – Laura Dallmann – MOTION: to approve the election of Joseph E. Johnson as a staff senator in the 7000 band until May, 2013. MOTION CARRIED. Senator elections are March 11 – 15, 2013 and voting is March 27 – 29, 2013.
 - 3. Legislative** – Letha Cattanaach – no report
 - 4. Staff Development and Program** – Paula Schneider – Ready for Discover U on November 14, 2012. Speaker Teresa Rose did a little promo clip for the Staff. <http://www.theresarose.com>

- 5. **Public Relations** – Mary Asheim – Attachment 2
- 6. **Scholarship** – Matt Chaussee/Janine Trowbridge – Raffle Tickets
- 7. **Staff Recognition** – Janine Trowbridge – Working on scheduling a Campus Kudos for next month.
- 8. **Valentine's Ball** – Victoria Miller – no report
- 9. **Gunkelman Award** – William (Bill) Lenarz – no report
- C. **NDUS Staff Senate** – Laura Dallmann – The last meeting was via IVN. We discussed document imaging and lecture management. We elected a new Vice President, Kristy Schwartz from UND.
- D. **President's Cabinet** – LaDonna DeGeldere
 - State of the University Address, October 4, 2012 at Festival Concert Hall. 11:00 a.m.
 - Right after The State of the University Address will be the Bison Statue Dedication by SE Engineering.
- E. **COSE** – Natalie Leer – meeting October 18, 2012 at 1:00 p.m.- Nominate people for the STAR award. Natalie showed us a few products from the website.
- F. **Ad-Hoc Committees**
 - 1. **Traffic Issue** – Wendy Clarin will check to see about the lights for pedestrians.

XII. Old Business

XIII. New Business

A. Homecoming

Parade starts at 10:00 a.m. Float #13, if you want to be on the float, or walk alongside it, be there around 9:30 a.m.

XIV. Announcements

Campus Attractions is having a Campus Carnival on Thursday, October 4, 2012 from 6 – 10 p.m. There will be food and beverages to purchase. Games Galore party rental will be there. Fireworks are planned for the end of the evening. There will also be several vendors selling other items.

XV. Adjourn - LaDonna DeGeldere adjourned the meeting at 10:22 a.m.

Scheduled meetings:

- *Executive Committee: Wednesday, October 17, 2012, 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	X							
Mary	Asheim	X	N	N	X	X							
Angela	Bachman	X	O	O	X	X							
Katherine	Backen-Andersen	X			X	X							
Gennifer	Baker	X	M	M	X	X							
Kelly	Bisek	X	E	E	X	P							
Sheila	Boyda		E	E	X	X							
Letha	Cattanach		T	T	X	X							
Matthew	Chaussee	X	I	I	X	X							
Adam	Christiansen	X	N	N	X	X							
Wendy	Clarín	X	G	G	P	X							
Laura	Dallmann	X			X	X							
LaDonna	DeGeldere	X			X	X							
Marilyn	Dowdy	X			X	X							
Lynn	Ehlen	X	N	N	X	X							
Daniel	Erichsen	X	O	O	X	X							
Jeanne	Erickson	X			X	X							
Christina	Exner	X	M	M	X	X							
Ron	Fingarson	Ex	E	E	X	X							
Perry	Flaten	P	E	E	X	X							
Wendy	Gibson	X	T	T		A							
Cathy	Giddings	X	I	I	X	X							
Carole	Huber		N	N	X	X							
Alicia	Kauffman	X	G	G	X	X							
Brian	Kennedy	X			X	X							
Hideaki	Kikuchi	X				A							
Natalie	Leer					X							
William	Lenarz	X	N	N	X	X							
Chad	Lindberg	X	O	O	X	X							
Jerie	Little	X			X	X							
Brandon	Marback	X	M	M	P	X							
Timothy	McCue	A	E	E	X	A							
Kristy	Mickelson	X	E	E	X	X							
Vicki	Miller	X	T	T	X	X							
Vance	Olson	X	I	I	X	P							
Jessica	Osebold		N	N	X	A							
Shauna	Pederson	X	G	G	X	X							
Jodi	Pierce	X			X	X							
Regina	Ranney	X			X	X							

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

A – Absent

Ex – Excused

M – Medical

P – Proxy

W – work conflict

X – Present

Public Relations Committee Report

October 3, 2012

Promotional/Community Engagement

- State Employee Recognition Week
 - During State Employee Recognition Week we sold “Appreciation Gifts” at a contact table in the Memorial Union with the proceeds going towards the purchase of pencils with the NDSU Staff Senate logo and website, which will be given away during the Homecoming Day Parade. The pencils have been ordered and will be here by the end of the week.
 - We would like to thank all of you who volunteered to work at our contact table as well all of you who purchased gifts. However, maybe some of you were unable to make it over to the Union. Maybe others thought of someone else they missed. Maybe some of you like to keep a little something in your desk to have available for those special times when you want to express your gratitude. You are in luck! We will be selling our “Appreciation Gifts” again today after the meeting.
- We will be having a short committee meeting following today’s Staff Senate meeting.