

NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING MINUTES

November 7, 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:**

December 5, 2012	9:30 – 11:00 a.m.	MU, Plains Room
January 2, 2013	9:30 – 11:00 a.m.	MU, Great Room
February 6, 2013	9:30 – 11:00 a.m.	MU, Plains Room

Upcoming Executive Committee Meetings:

December 19, 2012	9:30 – 11:00 a.m.	Ceres Hall, Room 312
January 16, 2013	9:30 – 11:00 a.m.	MU, Meadow Room
February 20, 2013	9:30 – 11:00 a.m.	Ceres Hall, Room TBD

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 9:32 a.m.
- II. Attendance Report** – Jodi Pierce – Attachment 1
Guests: Eric Exner Harlene Hatterman-Valenti
RaNelle Ingalls Char Myhre
Dave Ruhland Paul Wraalstad
- III. Consent Agenda** – MOTION (Miller/Mickelson): to approve consent agenda. MOTION CARRIED.
For Information: Policy 812 V1– Allowable Cost Policies – Miscellaneous
For Input: Policy 161 V1 – Fitness for Duty
- IV. Approval of the Meeting Agenda** – MOTION (Dallmann/Lenarz): to approve meeting Agenda as amended. Add Bison Day of Honor to ad hoc committees, add vendor show under announcements. MOTION CARRIED.
- V. Student Government Report** – Luke Brodeur – not present
- VI. Faculty Senate Report** – Harlene Hatterman-Valenti, President Elect for Faculty Senate
- Faculty Senate has started to discuss the underfunding of the library. They asked that every Senate start to brainstorm ways we can help finance the library.
 - Policy 161 – Fitness for Duty. Faculty Senate has sent this policy back to the policy coordination committee (to have clarification on options for a second opinion).
 - During the State of the University Address, some of the departments found out about changes that were happening within their department for the first time. It would be nice to be informed by your department heads before hearing it at a meeting.
- VII. Campus Kudos** – Janine Trowbridge presented Campus Kudos
- **Eric Exner** – Ag Budget, nominated by Sara Schuchard
 - **Bill Lenarz** – Staff Senate Homecoming Float, nominated by Vicki Miller
 - **Devin Stycynski** – Staff Senate Homecoming Float, nominated by Vicki Miller
 - **Adam Christiansen** - Staff Senate Homecoming Float, nominated by Vicki Miller
 - **Vicki Miller** – Chairing the Staff Senate Homecoming Float Committee, nominated by Janine Trowbridge
- VIII. Program** – Ranelle Ingalls – Char Myhre - CULE (Core Undergraduate Learning Experience) – Identifying the knowledge, skills, and abilities that our graduates should have when they leave NDSU; and begin a process of determining whether our curriculum ensures those outcomes.
- IX. Approval of the October 3, 2012 Meeting Minutes** - MOTION (Bisek/Trowbridge): to approve meeting minutes. MOTION CARRIED.
- X. Treasurer's Report** – Tina Exner
Appropriated Fund - \$494.16
Agency Fund - \$4,398.23
Local Fund - \$14,099.32
- XI. Advisor Comments** – Colette Erickson
- Open Enrollment is open on-line until 11/9/2012, you can stop by our office at SGC, and we have a computer lab if you need help with signing up.
 - Discovery Benefits is open for enrollment through 11/30/2012.

XII. Reports of the Committee

A. Executive – Laura Dallmann

- Staff Senate has a shared drive for use by selected members.
- We can save any Staff Senate pictures you may have on the new shared drive.
- Vendor show being coordinated by Vicki Miller
- Executive Committee served cake for the Division of Student Affairs meeting.

B. Standing

1. **Bylaws** – Vince Anderson/Rick Garcia in for Vince Anderson – no report.
2. **Election** – Laura Dallmann – no report.
3. **Legislative** – Letha Cattanaach – no report.
4. **Staff Development and Program** – Paula Schneider - Set for Discover U on 11/14/12. Attendance is not so good right now, only have 77 attendees. We need to encourage people to attend. LaDonna to send something to Colette to send out via the Staff listservs promoting the Discover U program.
5. **Public Relations** – Mary Asheim – Committee is working on the new issue of Messenger. Mary thanked everyone for submitting items for the Messenger
6. **Scholarship** – Matt Chaussee – Raffle Ticket Sale Winners – Anna Shepperd, Gennifer Baker and Matt Chaussee.
7. **Staff Recognition** – Janine Trowbridge – no report – committee to meet following this meeting.
8. **Valentine's Ball** – Victoria Miller – no report.
9. **Gunkelman Award** – William (Bill) Lenarz – no report – committee to meet following this meeting.

C. NDUS Staff Senate – Laura Dallmann, Wendy Gibson – have not met recently. No report.

D. President's Cabinet – LaDonna DeGeldere

- NDSU inaugurates School of Music.
- Flag raising ceremony with Microsoft.

E. COSE – Laura Dallmann – Discount program called PERKS Reward. You log into the website and enter your zip code and it gives you all the discounts that are available in your area. It costs nothing for the employee, but the company that provides the discount pays a portion. Just looking for feedback to see what everyone thinks about it. Next COSE meeting is in January and will be in Bismarck.

F. Ad-Hoc Committees

1. **Traffic Issue** – Wendy Clarin – presented by Kris Mickelson, 12th Ave and 13th Ave. – Pedestrian activated flashing light. Attachment 2
2. **Bison Day of Honor** – Kris Mickelson – The letter was seen by President's cabinet and is in a holding pattern. The student government and Alumni are working to create a memorial for students that have passed away. When we have a passing of a student we will have a tree planted and a plaque set up for that student. That's one piece. There was no ceremony planned, everyone at the cabinet thought it was a great idea. They asked us to work together with the Student Government and the Development Foundation.

XIII. Old Business

A. Homecoming Update – Vicki Miller

The homecoming float was wonderful; the committee did a great job.

XIV. New Business

Veteran's Upward Bound is working with Equity and Diversity to set up a letter writing campaign. We have one North Dakota group of soldiers in Afghanistan and some of those soldiers have received NO MAIL. We are asking people to stop by and jot a few lines down. You can stop by today, 11/07/2012, from 11:00 – 1:30p.m. This groups call sign is BISON, makes a special connection to us.

We will also be gathering items to send to the troops through the first of December. Donations can be dropped off with Jeri Vaudrin at Ceres Hall.

XV. Announcements

A. TRIO Veteran Upward Bound is partnering with the Equity and Diversity Center to write letters for the North Dakota soldiers of the 818th EN CO (Engineering Company) stationed in Afghanistan who are currently not receiving any mail or support. This is being done through The Wounded Warrior Project.

B. Vendor Show

- 18 vendors signed up. The date is 11/27/2012. Depending on how things work out with this fundraiser we are going to have another fundraiser in the spring.
- Veteran's Affinity Group – has been reinvented on this campus. Today at noon, Lieutenant Colonel Barry Bridger speaking at the Century Theater after that there is a luncheon in the Plains Room. Please support the

veterans of our community.

- C. Consider signing-up to be a Thanksgiving Host Family to international students that won't be going home for the holiday.

XVI. Adjourn

LaDonna DeGeldere adjourned the meeting at 10:40 a.m.

Scheduled meetings:

- *Executive Committee: Wednesday, November 21, 2012, MU, Room of Nations*
- *Staff Senate: Wednesday, December 5, 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	P						
Mary	Asheim	X	N	N	X	X	X						
Angela	Bachman	X	O	O	X	X	X						
Katherine	Backen-Andersen	X			X	X	X						
Gennifer	Baker	X	M	M	X	X	X						
Kelly	Bisek	X	E	E	X	P	X						
Sheila	Boyda		E	E	X	X	X						
Letha	Cattanach		T	T	X	X	X						
Matthew	Chaussee	X	I	I	X	X	X						
Adam	Christiansen	X	N	N	X	X	X						
Wendy	Clarín	X	G	G	P	X	X						
Laura	Dallmann	X			X	X	X						
LaDonna	DeGeldere	X			X	X	X						
Marilyn	Dowdy	X			X	X	X						
Lynn	Ehlen	X	N	N	X	X	P						
Daniel	Erichsen	X	O	O	X	X	X						
Jeanne	Erickson	X			X	X	X						
Christina	Exner	X	M	M	X	X	X						
Ron	Fingarson	Ex	E	E	X	X	P						
Perry	Flaten	P	E	E	X	X	X						
Wendy	Gibson	X	T	T		A	X						
Cathy	Giddings	X	I	I	X	X	X						
Carole	Huber		N	N	X	X	X						
Alicia	Kauffman	X	G	G	X	X	X						
Brian	Kennedy	X			X	X	X						
Hideaki	Kikuchi	X				A	A						
Natalie	Leer					X	A						
William	Lenarz	X	N	N	X	X	X						
Chad	Lindberg	X	O	O	X	X	X						
Jerie	Little	X			X	X	X						
Brandon	Marback	X	M	M	P	X	X						
Timothy	McCue	A	E	E	X	A	P						
Kristy	Mickelson	X	E	E	X	X	X						
Vicki	Miller	X	T	T	X	X	X						
Vance	Olson	X	I	I	X	P	X						
Jessica	Osebold		N	N	X	A	X						
Shauna	Pederson	X	G	G	X	X	X						
Jodi	Pierce	X			X	X	X						
Regina	Ranney	X			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	X						
Paula	Schneider	X	O	O	X	X	X						
Angela	Seewald-Marquardt	X			X	A	X						
Nathan	Sheggerud	X	M	M	P	X	X						
Anna	Sheppard		E	E	X	X	X						
Julie	Sherwood	X	E	E	X	X	X						
Mary	Sinner	X	T	T	X	X	X						
Deven	Styczynski	X	I	I		X	X						
Dale	Summers	X	N	N	X	X	X						
Elizabeth	Thompson	X	G	G	X	X	X						
Janine	Trowbridge				X	X	X						
Jeri	Vaudrin				X	X	X						
Sheila	Watson	X	No longer at NDSU										
Elizabeth	Worth	X			P	P	X						

A – Absent

Ex – Excused

M – Medical

P – Proxy

W – work conflict

X – Present

October 22, 2012

Traffic Issues near Alumni Center

Committee formed at December 7, 2011 Staff Senate meeting. Members - Janis Bork, Janine Trowbridge, Angela Bachman and Wendy Clarin.

The committee met with City of Fargo Traffic Engineer Jeremy Gordon. The city has been approached about this issue before. During heavy traffic the crossing at 12th Ave and 13th Ave can be used. We left the meeting with Jeremy stating the city is looking at a new product for crossings. It is a pedestrian-activated lighted crossing sign.

On Friday, October 19, 2012, the committee was informed the crossing sign will be installed by December 1, 2012.

This committee's work is completed.

Submitted by

Wendy Clarin