

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING MINUTES

December 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:

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

II. Attendance Report – Jodi Pierce – Attachment 1

Proxies: Carin Engler for Gennifer Baker

Amy Seward for Mary Sinner

Guests: Jennifer Autumnstar – Bookstore

Dolly Wadholm – Bookstore

Diane Ness – Print & Copy Services

Becky Koch – Print & Copy Services

Harlene Hatterman-Valenti – Faculty Senate

III. Consent Agenda – MOTION (Bisek/Backen-Andersen): to approve the Consent Agenda. MOTION CARRIED.

For Information: Policy 183 V1 – Nonrenewal and Dismissal of Nonbanded, Nonacademic Staff

For Input: None

IV. Approval of the Meeting Agenda – MOTION (Styczynski/Gibson): to pause the meeting after the Program to watch the Governor's Budget Presentation. MOTION CARRIED.

MOTION (Miller/Dallmann): to approve the Meeting Agenda as amended. MOTION CARRIED.

V. Student Government Report – Luke Brodeur not present – no report.

VI. Faculty Senate Report – Harlene Hatterman-Valenti – Faculty looking at addressing teacher/student ratio. Faculty Senate has been investigating funding opportunities within NDSU and the Library. Faculty Senate is continuing to work on a policy regarding teacher evaluation.

VII. Program – Dianne Ness/Becky Koch - Print and Copy Services Update and Jennifer Autumnstar - Espresso Book Machine/NDSU Bookstore, introduced by Alicia Kauffman

- Document Publishing/Print Services merged a few years ago. Print and Copy Services' goal is to provide quality products, at a cost-effective way and in a timely manner. They have a new color digital press which uses a waxy substance instead of toner, it's much less apt to streak, crack on a crease or bleed.
- Give Diane Ness a call at 231-2000 if you have any questions or aren't sure whether we have the ability to do a project. Even if Print and Copy Services can't provide the service, they have contacts off-campus and will be able to get you a better price than if you contact them yourself.
- Jennifer Autumnstar – explained how the Espresso Book Machine works and brought some samples of the books that they have bound.

VIII. Approval of the November 7, 2012 Meeting Minutes – MOTION (Styczynski/Miller): to approve the minutes. MOTION CARRIED.

IX. Treasurer's Report – Tina Exner

Agency Fund - \$4,423.23

Local Fund - \$16,862.06

Appropriated Fund - \$691.38

X. Advisor Comments – Colette Erickson

- Three training sessions within the next week:
 - Supervisor Training Opportunities, Friday, December 7 @9:00 and 10:30 a.m., Memorial Union, Room of Nations:
 - 9:00 a.m. – Using Responsibility Review as a Performance Management Tool
 - 10:30 a.m. – How to Perform the Responsibility Review Process and Complete the Form
 - Payroll Training Session – please send employees in your area that work with Payroll. Scheduled for Monday, December 10, 2012 at 1:30 p.m., Memorial Union, Room of Nations – Payroll/Budget - How to fill out payroll forms with a question/answer session after.
 - Training session for Supervisors, Tuesday, December 11, Memorial Union, Hidatsu Room - 1:30 p.m. - Supervising in a Higher Education Environment

XI. Reports of the Committee

A. Executive – Laura Dallmann – biggest item was about the Library, which will be presented at the January 2, 2013 Staff Senate Meeting.

B. Standing

1. Bylaws – Vince Anderson – no report

2. Election – Laura Dallmann – no report

3. Legislative – Letha Cattanach – no report

4. Staff Development and Program – Paula Schneider - Next Discover U Session will be February 13, 2013.

5. **Public Relations** – Mary Asheim - The Public Relations Committee will have Candy Bar Appreciation Cards available for purchase before and after the Staff Senate meeting. Priced at only \$2.00-\$3.00 each, they make great, inexpensive thank-you gifts during the holiday season and are a great way to promote Staff Senate!
6. **Scholarship** – Matt Chaussee – The committee is taking a look at the memo that defines how we can distribute scholarships from endowment funds.
7. **Staff Recognition** – Janine Trowbridge – not present – no report
8. **Valentine's Ball** – Victoria Miller – no report
9. **Gunkelman Award** – William (Bill) Lenarz - The Gunkelman Award Committee met for the first time on November 7 and talked briefly about how the group plans to progress toward the planning and coordinating of the award advertising, solicitation of award nominations, selection of the award winner, and hosting of the ceremony. Committee work will take off in earnest after the first of the year.

C. **NDUS Staff Senate** – Laura Dallmann – The next meeting will be on December 17, 2012 at 2:00–3:00 on IVN in EML 171.

D. **President's Cabinet** – LaDonna DeGeldere – The Governor's Budget address was the topic of discussion at the President's Cabinet meeting.

E. **COSE** – Natalie Leer – no report

F. **Ad-Hoc Committees**

XII. Old Business

XIII. New Business

A. **Relay for Life** – Laura Dallmann has set up a Relay for Life Staff Senate Team, which will be held at the BSA April 27 & 28, 2013. Go to RelayForLife.Org and go to Fargo, then find our team. It only costs \$10 to sign-up and you can donate whatever you want. Whether you want to get sponsors or just donate some money. It should be a good time.

B. **Michele Reid, Dean of the Libraries (Guest)** – rescheduled for the January 2, 2013 Staff Senate Meeting.

XIV. **Announcements** – Kris Mickelson mentioned that there are a few soldiers that have not received ANY mail from home. Some of these soldiers are graduates from NDSU, so please go back to your office and write a letter to a soldier, just address it to Dear Soldier. The letters can be dropped off at Ceres 335 between now and tomorrow at noon.

XV. Adjourn

LaDonna DeGeldere adjourned the meeting at 11:04 a.m.

Scheduled meetings:

- *Executive Committee: Wednesday, December 19, 2012, Ceres Hall, Rm 312*
- *Staff Senate: Wednesday, January 2, 2013, 9:30-11:00, MU, Great 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	X					
Mary	Asheim	X	N	N	X	X	X	X					
Angela	Bachman	X	O	O	X	X	X	X					
Katherine	Backen-Andersen	X			X	X	X	X					
Gennifer	Baker	X	M	M	X	X	X	P					
Kelly	Bisek	X	E	E	X	P	X	X					
Sheila	Boyda		E	E	X	X	X	X					
Letha	Cattanach		T	T	X	X	X	X					
Matthew	Chaussee	X	I	I	X	X	X	X					
Adam	Christiansen	X	N	N	X	X	X	X					
Wendy	Clarín	X	G	G	P	X	X	X					
Laura	Dallmann	X			X	X	X	X					
LaDonna	DeGeldere	X			X	X	X	X					
Marilyn	Dowdy	X			X	X	X	A					
Lynn	Ehlen	X	N	N	X	X	P	X					
Daniel	Erichsen	X	O	O	X	X	X	X					
Jeanne	Erickson	X			X	X	X	A					
Christina	Exner	X	M	M	X	X	X	X					
Ron	Fingarson	Ex	E	E	X	X	P	A					
Perry	Flaten	P	E	E	X	X	X	X					
Wendy	Gibson	X	T	T		A	X	X					
Cathy	Giddings	X	I	I	X	X	X	X					
Carole	Huber		N	N	X	X	X	X					
Alicia	Kauffman	X	G	G	X	X	X	X					
Brian	Kennedy	X			X	X	X	X					
Hideaki	Kikuchi	X				A		A					
Natalie	Leer					X		X					
William	Lenarz	X	N	N	X	X	X	X					
Chad	Lindberg	X	O	O	X	X	X	X					
Jerie	Little	X			X	X	X	X					
Brandon	Marback	X	M	M	P	X	X	X					
Timothy	McCue	A	E	E	X	A	P	X					
Kristy	Mickelson	X	E	E	X	X	X	X					
Vicki	Miller	X	T	T	X	X	X	X					
Vance	Olson	X	I	I	X	P	X	A					
Jessica	Osebold		N	N	X	A	X	X					
Shauna	Pederson	X	G	G	X	X	X	X					
Jodi	Pierce	X			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	X					
Paula	Schneider	X	O	O	X	X	X	A					
Angela	Seewald-Marquardt	X			X	A	X	X					
Nathan	Sheggerud	X	M	M	P	X	X	X					
Anna	Sheppard		E	E	X	X	X	X					
Julie	Sherwood	X	E	E	X	X	X	X					
Mary	Sinner	X	T	T	X	X	X	P					
Deven	Styczynski	X	I	I		X	X	X					
Dale	Summers	X	N	N	X	X	X	X					
Elizabeth	Thompson	X	G	G	X	X	X	X					
Janine	Trowbridge				X	X	X	A					
Jeri	Vaudrin				X	X	X	A					
Sheila	Watson	X	No longer at NDSU										
Elizabeth	Worth	X			P	P	X	X					

A – Absent

Ex – Excused

M – Medical

P – Proxy

W – work conflict

X – Present