

# NDSU STAFF SENATE

## Meeting Minutes October 2, 2013 Prairie Rose, Memorial Union

- I. Meeting called to order at 9:30 a.m. by President Kelly Bisek.
- II. Consent Agenda – MOTION by Jeff Gimbel / Joseph Johnson to approve the consent agenda. MOTION CARRIED.
  - A. Policies for Input
    - 1. 103 – Equal Opportunity / Affirmative Action Policy on the Announcement of Open Positions, V2
    - 2. 168 – Reasonable Accommodations on the Basis of Disability – Guidelines for Employee Requests, V1
  - B. Policies for Information
    - 1. 101 – Personnel Definitions, V1
    - 2. 183 – Nonrenewal and dismissal of Nonbanded, Nonacademic Staff, V1
    - 3. 513 - Collection Policy, V2
    - 4. 603 – Sexual Misconduct and Title IX , V1
    - 5. 721 – Campus Emergency Notification System (CENS), V1
- III. Attendance Report by Jeanne Erickson – Megan Paradis was proxy for Jaclyn Curtis, Sandy Erickson for Cathy Giddings, Linda McCaw for Nancy Hillen, Jeri Vaudrin for Kris Mickelson, and Kim Carlson for CeCe Rohwedder. Please, remember to have a proxy if you are not able to attend the meetings.
- IV. Approval of the Meeting Agenda – MOTION by Kathy Backen-Andersen / Mary Asheim to approve the meeting agenda. MOTION CARRIED.
- V. Approval of the September 4, 2013 Meeting Minutes – MOTION by Viet Doan / Tina Exner to approve the September 4, 2013 meeting minutes. MOTION CARRIED.
- VI. Student Government Report by Robbie Lauf – No report.
- VII. Faculty Senate Report by Brigit Pruess – No report.
- VIII. Campus Kudos Award by Alicia Kauffman to Maynard Schmidt, Facilities Management. Maynard was nominated by Jayma Moore.
- IX. Program by Lieutenant Gregory Stone, University Police and Safety Office. Introduction by Shauna Pederson Dubuque. Lt. Stone, a.k.a. Stoney, gave a brief history of the University Police department since 1995. Stoney gave the following contact information. His e-mail is [Gregory.Stone@ndsu.edu](mailto:Gregory.Stone@ndsu.edu) or his phone number is 701-231-9933. He's in charge of the uniformed officers at NDSU. If you need anyone for special occasions, please, don't hesitate to contact him. Other important numbers include University Police's dispatch center at 701-231-8998 and the Text a Tip Line at 701-526-6006 which can be used anonymously. He gave a comparison in equipment and personnel in the department from 1995 until now. He discussed training processes and support they provide.
- X. Treasurer's Report by Tina Exner
  - Agency: \$1,263.50
  - Appropriated: \$3,673.23
  - Local: \$2,087.95

XI. Advisor Comments by Colette Erickson - There are a few openings for the "Managing Your Mood at Work" event on Monday, October 7, 2013. Contact Colette if you are interested in attending that workshop. Human Resources will begin processing terminations online through PeopleSoft. In the future, more online processes will be added.

XII. Committee Reports

A. Election by La Donna De Geldere

1. The election of the 4000 band representative to the Staff Recognition Committee was held. Tina Exner self-nominated. MOTION to cease nominations and cast a unanimous ballot by La Donna De Geldere / Joseph Johnson. MOTION PASSED.

B. Bylaws by Vince Anderson – No report.

C. Legislative – No report.

D. Staff Development / Program by Shauna Peterson-Dubuque – The HOW workshops got great reviews. Thank you to the committee for the all of the work put into the event. The next Discover U workshop is scheduled for November 13, 2013. Rollie Johnson will present on Leadership.

E. Public Relations by Mary Asheim - The submission deadline for the November 1 issue of the *Messenger* will be October 25. If you would like to have an article in the fall issue, you can e-mail it to either CeCe Rohwedder or Mary Asheim.

F. Scholarship by Daniel Erichsen – All of the donations have been collected for the raffle. The City of Fargo has approved the raffle and tickets are being prepared so sales can begin soon.

G. Staff Recognition by Alicia Kauffman – No report.

H. Valentine's Ball – No report.

I. Gunkelman Award by Regina Renney - No report.

J. State Staff Senate by Laura Dallmann - Our next meeting will be on October 21, 2013 via IVN in EML 171. Currently, the Tuition Waiver Task Force is on hold and State Staff Senate would like to be ready for it or get it moving again. If anyone is interested in revisiting this with us, please, e-mail Laura Dallmann for more information.

K. COSE by Laura Dallmann – Our next meeting will be in Bismarck on Tuesday, October 15, 2013.

L. Ad-Hoc Committees

1. IT Communications Committee by Vince Anderson – Made an announcement about the email problem and possible fix for it. Kelly Bisek pointed out that there is the IT Council. Brandon Marback pointed out that he was the last one to attend the meetings. Brandon Marback will continue to serve on the IT Council.
2. Environmental Sustainability Committee – No report.

3. Homecoming Committee by Regina Renney – The committee is still taking names for volunteers to walk in the parade and for building the float. Jeanne Erickson pointed out that both NDSU and Staff Senate Homecoming Committees need volunteers.
4. Vendor Show Committee by Carin Engler - Vendor show will be Tuesday, November 26, 2013 from 4-7 PM at the Alumni Center. The e-mail recruiting vendors will go out today (October 2, 2013). This event is for NDSU associated vendors including students, faculty and staff. All are invited to attend.

M. Executive Committee by Wendy McCrory – No report.

XIII. President's Cabinet by Wendy McCrory – Attending the State of the University Address is being encouraged but if you cannot attend, it will be streamed and the transcript will be posted on the web site. - Discussion about the ESPN Game Day and its meaning for NDSU is very positive. – We are all encouraged to help in the Homecoming Committee to give good exposure for NDSU.

XIV. Old Business

- A. Policy 133.1 Tuition Discount/Waiver – Spouse and Dependents Review (V3) by Kelly Bisek – Bisek reviewed the history of the changes being suggested to the policy. The biggest issue at past meetings seemed to be the definition of a partner. MOTION by Wendy McCrory / Angela Bachman to accept the policy as written. A verbal vote was very close so a paper ballot was taken. 26 Yes, 18 No, and 4 Abstaining votes. MOTION APPROVED.

XV. New Business – No new business.

XVI. Future Discussion

- A. Non-Staff Senate Staff Participation In Committees by Kelly Bisek

XVII. Announcements

- A. The Staff Senate polo shirt information is going to be sent out via e-mail later today (October 2, 2013). Please, respond to La Donna De Geldere in reference to your interest.
- B. At the November meeting, we will be taking a group photo.
- C. MarketPlace is available for use. Kelly Bisek is the point of contact for Staff Senate.
- D. Kelly Bisek has asked the Scholarship, Gunkelman, and Staff Recognition committees to draft procedures to further avoid potential conflicts of interest and to make those procedures more transparent to better avoid the perception of any conflicts. The drafts will be brought forward soon.
- E. Wendy McCrory pointed out the great representation that Ben Bernard made for NDSU in the Forum this weekend.

XVIII. Meeting adjourned at 11:04 a.m. by President Kelly Bisek.

# ATTACHMENT 1

## STAFF SENATE ATTENDANCE REPORT 2013-2014

Senator		J	J	A	S	O	N	D	J	F	M	A	M
Vince	Anderson	X	NO STAFF SENATE MEETING		X	X							
Mary	Asheim	X			X	X							
Angela	Bachman	X			X	X							
Katherine	Backen-Andersen				X	X							
Gennifer	Baker	X			X	W							
Kamie	Beeson	X			X	X							
Ben	Bernard				X	X							
Kelly	Bisek	X			X	X							
Marie	Bosley Gordon	X			X	X							
Kimberly	Buckley				X	X							
Glenn	Christensen	X			P	X							
Adam	Christiansen	X			X	X							
Jaclyn	Curtis	Ex			X	P							
Laura	Dallmann	Ex			X	X							
LaDonna	DeGeldere	X			X	X							
Viet	Doan	X			X	X							
Marilyn	Dowdy	X			Ex	X							
Lynn	Ehlen	X			X	X							
Roxanne	England	X			X	X							
Carin	Engler	X			X	X							
Daniel	Erichsen	X			X	X							
Jeanne	Erickson	X			X	X							
Chris	Exner	X			X	X							
Chris	Gauthier	P			Resigned August 2013								
Wendy	Gibson	M			X	X							
Cathy	Giddings	X			P	P							
Trent	Gilbery	X			X	X							
Jeff	Gimbel	X			X	X							
Holly	Halvorson	Na			X	X							
Karen	Hansen	X			X	P							
Loretta	Herbel	X			X	X							
Nancy	Hillen	X			X	P							
Penny	Hoesel	X			X	M							
Joseph	Johnson				X	X							
Alicia	Kauffman	X			X	X							
Ronda	Klubben	Na			X	X							
Chad	Lindberg	X			X	X							
Jerie	Little	X			X	X							
Brandon	Marback	X			X	X							

Ann	Marschke	X		X	W							
Wendy	McCrory	X		X	X							
Timothy	McCue	P		X	X							
Kristy	Mickelson	X		X	P							
Vicki	Miller	X		X	A							
Frank	Oakgrove	X		X	X							
Shauna	Dubuque-Pederson	X		X	X							
Char	Rasmussen	Na		X	Left NDSU							
Regina	Ranney	X		X	X							
Molly	Rinehardt	Na		X	X							
CeCe	Rohwedder	X	NO STAFF SENATE MEETING	P	P							
Paula	Schneider	X		X	X							
Steve	Scott	X		Resigned August 2013								
Angela	Seewald-Marquardt	W		X	A							
Cindy	Selstadt	Na		X	X							
Nathan	Sheggerud			Resigned June 2013								
Anna	Sheppard	X		X	X							
Julie	Sherwood	P		X	A							
Mary	Sinner	X		P	X							
Deven	Styczynski	W		X	A							
Dale	Summers	X		X	X							
Donna	Theusch	X		X	X							
Linda	Wiedmann	Na		X	X							