

# NDSU STAFF SENATE

## Meeting Minutes November 6, 2013

- I. Staff Senate picture was taken in the West Stairwell.
- II. Meeting called to order at 9:40 a.m. by Kelly Bisek.
- III. Attendance Report by Jeanne Erickson. There are 56 senators present with Sheila Boyda as proxy for Angela Bachman, Jodi Pierce for Marie Bosley Gordon. See **Attachment 1**.
- IV. MOTION to approve the Consent Agenda by Benjamin Bernard / Victoria Miller. MOTION CARRIED.
  - A. Policies for Input
    - 1. 103 Equal Opportunity/ Affirmative Action Policy on the Announcement of Position Openings
  - B. Policies for Information
    - 1. 101 Personnel Definitions
    - 2. 128 Timeslip Payroll And Electronic Timekeeping/Temporary Staff
- V. MOTION by Benjamin Bernard / Angela Seewald-Marquardt to approve the Meeting Agenda. MOTION CARRIED.
- VI. Student Government Report – No report.
- VII. Faculty Senate Report by Birgit Pruess – No report.
- VIII. Campus Kudos Awards introduced by Alicia Kaufman.  
Sara Kuhry nominated by Anne Bodensteiner  
Chris Anderson, David Dynes, Frank Duray nominated by Nancy Hillen
- IX. Program introduced by Rob Lynch, Transportation Manager, Department of Parking.  
Wade E. Kline, Executive Director of Metro Council of Governments (COG), explained the Metropolitan Area Planning process. He explained the process of evaluating current transportation usage and projecting future transportation needs. More information can be found on their website at <http://www.fmmetrocog.org/new/>.
- X. MOTION to approve the October 2, 2013 Meeting Minutes by Deven Styczynski / Adam Christiansen. MOTION CARRIED.
- XI. Treasurer's Report – Tina Exner  
Agency – \$3,673.23  
Appropriated – \$1,027.10  
Local – \$3,981.60
- XII. Advisor Comments by Colette Erickson – As a reminder, open enrollment for health, life, or vision insurance ends and needs to be completed by Friday, November 8, 2013. Also, open enrollment for FLEX ends on November 30, 2013. If employees are not changing anything for health, life or vision, nothing is required but employees do need to take action if they want to use FLEX spending in the upcoming year. – Manager Self Service has been implemented for online termination as of October 1, 2013 and is going very well.
- XIII. Committee Reports

- A. Election by La Donna De Geldere – No report.
- B. Bylaws by Vince Anderson – No report.
- C. Legislative – No report.
- D. Staff Development / Program by Gennifer Baker – Baker showed a video from Rollie Johnson, the presenter at the Discover U event on November 13, 2013 to promote registration. The speaker will promote conquering personal challenges and team building.
- E. Public Relations by Mary Asheim – No report.
- F. Scholarship by Angel Seewald-Marquardt – All of the donations have been received for the raffle and tickets were made available at the beginning of the meeting. Senators are encouraged to sell at least ten tickets. Sales go until November 27, 2013. Please, turn in your tickets by December 3, 2013 to the TRIO Programs Office. The drawing is December 6, 2013 at 10 a.m. in the President's Gallery.
- G. Staff Recognition by Alicia Kauffman – No report.
- H. Valentine's Ball – No report.
- I. Gunkelman Award by Regina Ranney – The committee will begin meeting soon.
- J. State Staff Senate by Laura Dallmann – No report.
- K. COSE by Laura Dallmann – No report.
- L. Ad-Hoc Committees
  - 1. IT Communications Committee by Vince Anderson – The committee has been gathering information and hope to bring forward recommendations at our next full senate meeting.
  - 2. Environmental Sustainability Committee – No report.
  - 3. Homecoming Committee – MOTION to disband the Homecoming Committee by Deven Styczynski / Wendy Gibson to disband the committee. MOTION CARRIED.  
  
Marilyn Dowdy suggested forming an ad hoc committee to use the float for the Holiday Lights Parade. After discussion, it was decided there was not enough time to bring everything together but it could be something to consider in the future.
  - 4. Vendor Show Committee by Vicki Miller – There are currently 28 vendors signed up with up to 40 vendors anticipated. The event will be held on Tuesday, November 26, 2013 from 4 – 7 PM at the Alumni Center.
- M. Executive Committee by Wendy McCrory – It was brought to the attention of the Executive Committee that there may be some references to "classified staff" in some of our committee descriptions and information. We have been asked to review committee descriptions or bylaws to make sure that the reference to classified staff be updated to broadbanded staff. – The Executive Committee will start looking at setting goals for Staff Senate. Look for more about that in the future.

- XIV. President's Cabinet by Wendy McCrory – There will be a tree planting ceremony on November 22<sup>nd</sup> to recognize students that have passed away in the past two year. – The BSA remodeling is under way. The duration of the

remodel will depend on how much the building is used during the remodeling process. – Everyone will be invited to attend Title IV training. – Innovation Week has 32 groups involved with the activities. – Any media calls needs to be handled by University Relations.

XV. No old business.

XVI. New Business

- A. Non-Staff Senate Staff Participation on Committees by Kelly Bisek – Bisek explained that in the past there were non-senators (volunteers) interested in participating on committees. Victoria Miller explained that on her committee they afforded the opportunity to have volunteers participate and she felt that it was very beneficial. The question was raised as to whether this would be for standing and/or ad hoc committees. Deven Styczynski suggested that it should be restricted to ad hoc committees. Procedures for allowing volunteers to join a committee were suggested so appropriate communication occurs. – The Bylaws Committee has been tasked with creating language to indicate the opportunity to participate in ad hoc committees.
- B. Relay for Life by CeCe Rohwedder – A Staff Senate Relay for Life team was created with CeCe Rohwedder and Laura Dallmann as co-captains. The event is in the BSA on April 26-27. All are encouraged to join us and/or participate.

XVII. Announcements

- A. Host Families for Thanksgiving by Marilyn Dowdy – If you are able and willing to host a student, please, contact the International Programs Office to find out more information.
- B. Clothing and Food Donations for EDC by Marilyn Dowdy – There is a clothing drive and food bank in the International Programs Office. Please, consider donating gently used clothing items and/or donating food.
- C. Cyber-security Issues by Jeff Gimbel – There has recently been an encryption bug going around that encrypts essential files on computers. Once the files are encrypted they require money to get those files unlocked. If you see a file attached to an e-mail like that, please do not run the file. Let ITS know about the e-mail or just delete it.
- D. IT Presentations by Jeff Gimbel – The VP of IT will give presentations on Management of Electronic Communication. Look for the information coming forward soon about email security, open records, and data privacy.
- E. NDSU Veterans Day Activities by Regina Ranney – There will be a variety of Veterans Day activities being offered throughout the next week.
- F. 2013 United Way Campaign by Mary Asheim – See **Attachment 2**.
- G. Inventoried Items by Kelly Bisek – The majority of items that Staff Senate has is inventoried and stored in the basement of Ceres Hall. If you have or know of any items, please, contact Tina Exner so it may be recorded and tracked.

XVIII. Meeting adjourned at 10:54 a.m. by Kelly Bisek.

Staff Senate Attendance Report – November 2013

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

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

### **2014 United Way Campaign**

The annual United Way campaign is currently underway! One of the most important ways that NDSU can reach out to the local community is by giving back through United Way.

This year, United Way is investing donor dollars with specific community partners to collaborate and focus on making a measureable difference in EDUCATION, INCOME STABILITY and HEALTH. The focus will be on preparing children and youth for success in school and life, promoting financial stability and independence, and empowering people to lead healthy lives.

NDSU employees once again have the opportunity to contribute electronically through ePledging. This makes the process simpler, increases accuracy, and reduces paper. However, employees will also have the option to donate the “standard way” with a hard copy pledge form if they prefer. You can find the form on the President’s webpage.

The campaign ends December 13, so watch for emails and BE THE ONE to make a difference in our community!