

**Meeting Minutes  
December 4, 2013**

- I. Meeting called to order at 9:30 a.m. by Kelly Bisek.
- II. MOTION by Wendy Gibson / Kathy Backen-Anderson to approve the agenda as amended. MOTION CARRIED.
- III. Attendance Report by Jeanne Erickson. There are 45 senators present with Niki Lynnes as a proxy for Kamie Beeson, Terry Skunberg for Trent Gilbery, Kim Carlson for CeCe Rohwedder, and Shelley Horne for Julie Sherwood. See **ATTACHMENT 1** for more details.
- IV. Campus Kudos Award introduced by Alicia Kauffman. David Dahl, nominated by Wendy McCrory, was presented the Campus Kudos Award.
- V. Program introduced by Shauna Peterson. Mike Ellingson, Director of Facilities Management and chair of the STEM Building project gave an update on the STEM building project. The STEM building is going to be a teaching-only building with no administrative offices. The use will primarily be for undergraduates, particularly freshmen and sophomores but not exclusively. It is anticipated that it will be 115,000 square feet with three stories. The exact location next to the Memorial Union is not yet determined but there will be a couple of “pocket parks” around it and the useable area of Churchill field will actually be larger when the project is completed. With this new building, bus routes will also be changed. The hope is to start construction after graduation in May of 2014 and completion by July of 2015. Use of the building could begin as early as fall semester of 2015.
- VI. MOTION by Angela Backman / Benjamin Bernard to approve the Consent Agenda. MOTION CARRIED.
  - A. Policies for Input – None
  - B. Policies for Information
    1. 331.1 Course Syllabus
    2. 333 Class Attendance Policy
    3. 336 Examinations and Grading
    4. 352 Promotion, Tenure, and Evaluation with related form
- VII. Student Government Report by Robbie Lauf – No report.
- VIII. Faculty Senate Report by Birgit Pruess – No report.
- IX. MOTION by Joseph Johnson / Benjamin Bernard to approval of the November 6, 2013 meeting minutes. MOTION CARRIED.
- X. Treasurer’s Report by Tina Exner

Appropriated \$143.74  
Local \$3,981.60  
Agency \$5,398.23
- XI. Advisor Comments by Jill Spacek for Colette Erickson – No comments.
- XII. Committee Reports
  - A. Election by La Donna De Geldere – No report.

- B. Bylaws by Vince Anderson – There were three items discussed as possible updates to the bylaws. One item discussed and moving forward is the clarification and/or inclusion of language to address the participation of non-senator participation on committees. The other two items discussed but not moving forward are Staff Senate goals and adding recurring ad-hoc committees.
- C. Legislative by Ben Bernard – No report.
- D. Staff Development / Program by Shauna Peterson – November 13, 2013, was the Discover U program with Rollie Johnson. 108 people attended with very good feedback. Peterson thanked the committee for the great work that was done.
- E. Public Relations by Mary Asheim
  - 1. Participation in the Vendor Show - The Staff Senate PR Committee has a table at the vendor show from 4:00-7:00 PM on Tuesday, November 26. We had planned to set up the Staff Senate banner and brochures and give away ice cream at the table, but then we also decided that it would be a good opportunity to promote the Staff Senate Blood Drive. We had over 100 people stop at our table.
  - 2. Staff Senate Poster Frames - Now that the Staff Senate pictures have been taken we can proceed with the poster frames. We will be organizing this project in the next couple of weeks and hope to have them completed at the start of spring semester.
  - 3. Salvation Army Red Kettle Drive - The committee discussed whether or not to participate in the Salvation Army Red Kettle Drive this year. The easiest way to help this holiday season is to ring a bell at one of the red kettles; the funds that are raised change lives all year long. We'll have a sign-up sheet available at the end of the meeting. If there are enough people interested we will make arrangements for Staff Senate to participate in this year's event.
  - 4. Blood Drive – Paula Schneider was asked to coordinate the blood drive. The drive was successful. The Executive Committee will look at making this a permanent part of one of the standing committees.
- F. Scholarship by Angel Seewald-Marquardt –A total of 2035 tickets have been sold. Thank you to everyone for the hard work and sales. Please, make sure that all tickets (and money) are turned in.
- G. Staff Recognition by Alicia Kauffman – No report.
- H. Valentine's Ball – No report.
- I. Gunkelman Award by Regina Ranney – Planning has begun. May 7, 2014 at 3 p.m. There is potential that the award ceremony could be moved back to the Alumni Center in the future now that departments are not being charged a room fee.
- J. State Staff Senate by Laura Dallmann – State Staff Senate met on Monday, November 18, 2013. Patti Heisler from the NDUS Office joined us. Patti announced that NDUS Office is announcing their intent to form a NDUS staff senate. They will be discussing this on Friday, November 22, 2013 and will let us know if the university system employees are in favor of forming a senate. – Chancellor Skogen will be joining us via IVN at our January meeting if scheduling allows it. – Chancellor Skogen has agreed to get the tuition waiver task force started again.
- K. COSE by Laura Dallmann – The COSE board meet in Bismarck on October 15, 2013. There were various

visitors from state offices including the Governor's Office and the Office of Management and Budget. Prior to October 15, COSE leaders had a discussion with the Lt. Governor and received information about the purpose and direction of the COSE board. The board has many ideas for moving forward. One immediate change was to stop selling clothing and is recommending the North Dakota Legendary Clothing line. Other fundraising opportunities are being discussed such as having a 5K in conjunction with the 125<sup>th</sup> Birthday Celebration. – A newsletter is in process and should be coming out very soon. – There were three NDSU staff members that received the Governor's Award for Excellence in Public Service. They are Michelle Grant, Jean Hagen and Debra Sorenson.

L. Ad-Hoc Committees

1. IT Communications Committee by Vince Anderson – The committee is still working on interviewing ITS people and gathering useful information. They will report their findings in January.
2. IT Council by Brandon Marback – NDSU still plans on managing its own separate Microsoft Office 365 tenant for some employees as was described in the President's State of the University Address. – ITS is in the process of budgeting for equipment for the STEM building. Priority for equipment will initially be given to basic building IT infrastructure. – ITS continues to upgrade its wireless access points for greater capacity in academic facilities and other high-traffic areas. – I also informed the IT Council that there was an ad hoc Staff Senate IT Committee that was formed for the purpose of informing Staff Senate about new IT initiatives and determining whether there would be a need for a permanent committee. IT Division representatives are also willing to present new technologies at Staff Senate meetings.
3. Environmental Sustainability Committee – No report.
4. Vendor Show Committee by Vicki Miller – There were 38 vendors. The committee raised about \$850 and estimates there were about 150-200 in attendance.

M. Executive Committee by Wendy McCrory – No report.

XIII. President's Cabinet by Wendy McCrory - See ATTACHMENT 2.

XIV. Old Business

- A. Conflict of Interest Procedures by Kelly Bisek. See ATTACHMENT 3. Bisek presented the procedures developed by the Staff Recognition, Gunkelman and Scholarship committees. – Additional language was developed to address the possibility of a committee member being nominated for the award that senator.  
MOTION by Jeff Gimbel / Angela Seewald-Marquardt to approve the Conflict of Interest Procedures for committees that provide awards. MOTION CARRIED.  
MOTION by Vicki Miller / Regina Ranney to amend the bylaws to reflect the Conflict of Interest Procedures. MOTION CARRIED.

XV. Announcements

- A. Staff Senate Polo Shirt by La Donna De Geldere – Notification will be sent via e-mail when ordering information is available on the Web and Marketplace is ready for ordering Staff Senate polo shirts.

XVI. Meeting adjourned at 10:52 a.m. by Kelly Bisek.

# ATTACHMENT 1

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

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

**November 18, 2013**

### **President's Cabinet**

We may hear more about the properties near the alumni center which will be used for future student housing. This will be under the control of the development foundation with recommendations from NDSU Residence Life.

For the BSA project, office space will most likely be leased for the two-year renovation period. Scheduling for men's and women's basketball and wrestling is still under review. Current campus facilities such as Bentson/Bunker Fieldhouse and the Wallman Wellness Center are being considered. Renovation may start in June 2014. Construction will continue through the 2014-2015 academic year.

The interim chancellor will present at the SBHE meeting. The universities and the chancellor's office support the Pathways program and understand the need to elevate educational excellence. There is a need for a bridge for K-12 to the university system. The tiered model will still be used but criteria have not been agreed upon.

Tuition will continue to have fees added, to be transparent to the total cost of programs. There is hope to restructure the tuition rate for South Dakota, Montana and bordering Canadian provinces.

A NCAA violation occurred when a basketball coach entered a high school in CA on a recent trip. The coach did not see any athletes and immediately recognized his error. NDSU is submitting this to the NCAA. The coach will be suspended for one game of the university's choosing.

Announcement of the FCS playoff schedule will be Sunday. A #1 seed and continued winning will interrupt commencement. A win on Saturday would be Coach Bohl's 100<sup>th</sup> win at NDSU.

## **ATTACHMENT 3**

### **Procedures to Avoid Conflicts of Interest on Staff Senate Committees with Selection Processes**

The following guidelines are recommended to protect selection processes as much as possible from potential bias and/or conflicts of interest. Each committee is encouraged to adapt the guidelines to the unique circumstances and needs of each selection process.

1. Committee members should refrain from making nominations or submissions for awards considered by the committee they are representing.
2. The Chair or designee of the committee will redact identifying information and assign a unique number to each nomination or submission. This individual will be the only committee member who will receive and review the original nomination or submission containing names and other identifying information.
3. The Chair or designee, who received submissions and redacted information, will abstain from voting. If the Chair or designee identifies a committee member as an award nominee the Chair or designee will ask the committee member to recuse himself or herself from the selection process for that award.
4. If a committee member knows someone who was nominated or who submitted an application or a nomination, they must carefully consider whether they can be objective. If not, then the member should recuse himself or herself from voting.
5. All information regarding nominations, applications, recipients, voting, etc. shall remain confidential until the award has been announced.
6. The Chair is responsible for sharing committee guidelines, selection process guidelines and criteria and any potential conflicts of interest with the Staff Senate President and/or the Executive Committee.
7. The Chair will be responsible for ensuring all committee members have been presented the conflict of interest procedures prior to the acceptance of any nomination or applications forms by the committee.