

# NDSU STAFF SENATE

Meeting Minutes  
September 2, 2015

- I. Meeting called to order at 9:33 AM by President Gennifer Sprecher.
- II. Attendance Report by Diane Harrison – See Attachment 1 for details.
- III. Consent Agenda
  - A. Items for Information – No items for information.
  - B. Items for Input – No items for input.
- IV. MOTION by Tyler Perkins / James Osland to approve the meeting agenda. MOTION CARRIED.
- V. Campus Kudos presented to Robin Hellman by Anna Sheppard. Robin was nominated by Jeremy Kopp.
- VI. Program – Michael Harwood gave a Homecoming Committee update. Details on all Homecoming weekend events are posted online at <https://www.ndsu.edu/homecoming/>. The Committee supports Staff Senate's proposal to discontinue parade float participation and switch to a supporting role in Homecoming events via volunteering. There are several opportunities to lend a hand including parade help and 5K event staffing.

Sara Watson Curry of Great Rides Fargo ([www.greatridesbikeshare.com](http://www.greatridesbikeshare.com)) gave an update on the Bike Share program and shared maps for biking in FM area ([www.bikefm.org](http://www.bikefm.org)). Since the March 15 launch there have been 81,279 rides to date via the bike share program, with 7369 users in the system. NDSU students and staff can set up their pass via their Bison Card to use this service.

Jody Bohn Baldock and Tom Jirick from the Upper Great Plains Transportation Institute shared info on the 'Live2Lead' leader development seminar on December 16 at 8:30 AM – 12:00 PM via simulcast in the Memorial Union Great Room. Participation is free to all staff, students, and faculty but pre-registration is required. Details and registration are online at <http://www.ugpti.org/events/live2lead/>.
- VII. Student Government Report by Eric McDaniel – No report.
- VIII. Faculty Senate Report by Dennis Cooley – No report.
- IX. MOTION by Carly Gunnerson / Diane Axness to approve the June 10, 2015 meeting minutes. MOTION CARRIED.
- X. Treasurer's Report by Tina Exner

Appropriated: \$1,596.00  
Local: \$13,658.59  
Agency: \$1733.40
- XI. Advisor Comments by Colette Erickson – Reminder: new state laws affect state employees. Broader background checks are now being done prior to hire for all TA positions. The dependent leave portion of sick leave has expanded; state employees can make use of additional accrued sick time when serious health situations of dependents (with appropriate documentation) require absences beyond the previously allowed 80-hr max. New changes also affect maternity leave as well as absences due to domestic violence situations.
- XII. **Committee Reports**
  - A. Bylaws by Laura Dallman – No report.
  - B. Election by Wendy McCrory - MOTION by Tyler Perkins / Elizabeth Worth to cast a unanimous ballot to elect Joni Massey and Ryan Brinkman to fill senate openings. MOTION CARRIED. Due to staffing change, one more representative is needed to serve on the State Staff Senate for a 3 year term. Nominated are Jered Pigeon and Diane Axness. Axness wins in tie-breaker. Two representatives needed for the Environmental

Sustainability committee. Nominated are Cathy Giddings, Jennifer Autumnstar, and Chad Lindberg. Jennifer Autumnstar and Chad Lindberg elected by vote.

C. Legislative by Diane Axness – No report.

D. Public Relations by Angela Bachman – Reminder to join activities during State Employee Recognition Week September 14-18, 2015 and the 'superhero' theme seeks to highlight the great staff we have. The next Messenger will be published soon; submit articles to Angela Bachman to be included.

E. Information Technology by Vince Anderson – the IT Expo will have a new format this year with a week-long series of learning sessions. If staff encounter internet issues at work, please notify the Help Desk.

F. Scholarship Committee by Carin Engler – in cooperation with the Campus Relations committee, there will be a Silent Auction during the fall Vendor Show on November 17 at the Alumni Center (in lieu of raffle) to raise scholarship funds. Themed baskets will be created for auction and donated gift items are needed; all are due November 10 at Residence Life or the Bison Connection. Items may include donated items from businesses. As per NDSU policy, campus departments shall not donate items.

G. Staff Development & Program by Carly Gunnerson & Kelly Haugen – Discover U is scheduled for the morning of October 28<sup>th</sup> with Kostas Voutsas the guest speaker, presenting on the generation gap and diversity in the workplace.

H. Staff Recognition by Anna Sheppard – No report.

I. Campus Relations by Mandy Ohman-Zastre – summer blood drive was successful; yoga and walking events have netted good participation and feedback. More employee wellness to come. Watch for upcoming vendor show signup and encourage others to join. Red Kettle campaign is planned again for December.

J. Gunkelman Award by Lynn Ehlen – No report.

K. State Staff Senate by Daniel Erichsen – The senate discussed staff to faculty ratio issue that arose recently. Feedback is welcome and can be brought to State Staff Senate members. Update on activities of other senates in the NDUS system.

L. Environmental Sustainability by Gennifer Sprecher – One recycling improvement of note this August was that over 4,000 pounds of cardboard was recycled during Move-In weekend on campus. An Impact Grant proposal was recently submitted, the hope is to upgrade some campus recycling features this year.

XIII. **COSE** – The Executive Committee discussed withdrawing participation in COSE. MOTION by Laura Dallman / Tyler Perkins to approve to discontinue NDSU Staff Senate COSE participation. MOTION CARRIED. Bylaws will be updated to reflect this change.

**A. Ad-Hoc Committees**

1. **Homecoming Committee** by Jered Pigeon – A new tradition of service entails volunteering at the parade and the 5K run/walk. Goal: 15 parade volunteers and 15 volunteers for Saturday events.

2. **POLO shirt committee** – Angela Bachman – No report.

B. **Executive Committee** by Jim Osland – Scheduled to meet next week.

XIV. **President's Cabinet** by Wendy McCrory

**XV. Old Business**

A. MOS Certification/group training by Matt Chaussee – Process ongoing. Watch for email updates.

**XVI. New Business**

A. NDSU Communication by Wendy McCrory – Tabled

B. Administrator training initiative by Gennifer Sprecher – MOTION by Ben Bernard / Angela Bachman to create a Faculty and Staff Training Initiative Ad Hoc committee to work in cooperation with Faculty Senate. MOTION CARRIED. Wendy McCrory and Gennifer Sprecher volunteer to serve on this committee.

C. Learning Spaces Advisory Committee representative by Gennifer Sprecher – a senate member is needed for a one-year term to join quarterly meetings, chaired by the Vice Provost. Laura Dallman volunteers to serve. MOTION by Tyler Perkins / Ben Bernard to cast a unanimous ballot to appoint Laura Dallman as senate representative to the committee. MOTION CARRIED.

XVII. Announcements – October Senate meeting will begin with full Senate photograph. Wear Bison attire if you wish.

XVIII. MOTION by Ryan Brinkman / Laura Dallman to adjourn the meeting, in the absence of Senate President. MOTION CARRIED at 11:09 AM.

## Membership Report

	NAME	DEPARTMENT	PHONE	TERM END	BAND
	*Erickson, Colette	Human Resources	231-8788	N/A	1000-3000
1	Anderson, Vince	Information Technology Services	231-8627	2016	1000-3000
2	Askew, Lori	Nursing	231-5692	2017	At Large
3	Autumnstar, Jennifer	Bookstore	231-5744	2017	At Large
4	Axness, Diane	Management and Marketing	231-9407	2016	5000
5	Bachman, Angela	VP Academic Affairs	231-7150	2016	1000-3000
6	Bernard, Benjamin	Architecture & Landscape Architecture	231-5784	2017	1000-3000
7	Booher, Amanda	College of Health Professions	231-8876	2017	4000
8	Carlson, Kimberly	VP for Information Technology	231-7961	2017	At Large
9	Chaussee, Matthew	VP of Finance and Administration	231-9764	2016	1000-3000
10	Dallmann, Laura	Electrical and Computer Engineering	231-7607	2017	At Large
11	Ehlen, Lynn	NDSU Bookstore	231-8366	2016	4000
12	Engler, Carin	Residence Life	231-8024	2017	At Large
13	Erichsen, Daniel	Information Technology Services	231-5136	2016	1000-3000
14	Exner, Christina (Tina)	Chemistry and Biochemistry	231-7678	2016	5000
15	Giddings, Cathy	AES Vet & Micro Sciences	231-8591	2017	1000-3000
16	Gray Bernard, Scarlet	Deans Office of Human Development and Education	231-8250	2017	1000-3000
17	Groom, Amanda	College of Health Professions	231-9708	2017	1000-3000
18	Gunnerson, Carly	International Student and Study Abroad Services	231-8470	2016	1000-3000
19	Harlan, Kayli	International Student and Study Abroad Services	231-9498	2017	1000-3000
20	Harrison, Diane	Student Life; Bison Card Center	231-6252	2016	4000
21	Haugen, Kelly	College of Health Professions	231-7789	2016	1000-3000
22	Hegg, Emily	Student Health Service	231-8560	2017	1000-3000
23	Helweg, Tammy	Residence Life	231-7558	2016	4000
24	Herbel, Loretta	AES Directors Office	231-7656	2016	5000
25	Hillen, Nancy	Ext Ag Communication	231-8347	2017	4000
26	Hokanson, Guy	Computer Science	231-5987	2017	1000-3000
27	Johnson, Joseph	Dining Services	231-8122	2016	6000-7000
28	Kunde, Larissa	Career Center	231-8467	2017	5000
29	Lindberg, Chad	Facilities Management	231-7302	2016	6000-7000
30	Lloyd, Patty	Facilities Management	231-5862	2016	4000
31	Lura, Michelle	Human Resources/Payroll	231-5677	2016	1000-3000
32	Lynnes, Niki	Ext Plant Pathology	231-8881	2016	5000
33	Marschke, Ann	Memorial Union	231-8241	2017	At Large
34	McCaw, Linda	Ext Ag Communication	231-7881	2017	At Large
35	McCrory, Wendy	Student Life	231-7093	2016	1000-3000
36	Mullins, Barbara	AES Continuing Appointments	231-8574	2017	1000-3000
37	Nilles, Barbara	AES Plant Pathology	231-8362	2016	5000
38	Ohman-Zastre, Mandy	Wellness Center	231-5209	2016	1000-3000
39	Osland, James	Facilities Management	231-9622	2018	1000-3000
40	Ostdahl, Dereck	Bison Connection	231-6200	2016	4000
41	Otto, Kendra	Registration & Records	231-8380	2016	3000
42	Perkins, Tyler	Residence Life	231-3234	2016	1000-3000
43	Pigeon, Jered	Multicultural Programs	231-7267	2017	At Large
44	Ritchison, Daryl	AES Continuing Appointments	231-8209	2017	At Large

45	Schmidt, Stephanie	AES Hettinger R/E Center	701-567-4323	2017	At Large
46	Sheppard, Anna	Office of TRIO Programs	231-7312	2016	1000-3000
47	Sprecher, Gennifer	University Police & Safety Office	231-9907	2017	4000
48	Weber, Kristen	Dining Services	231-6232	2016	4000
49	Worth, Elizabeth	Graduate School	231-8476	2017	1000-3000