

NDSU STAFF SENATE

Minutes

Wednesday, October 5, 2016

- I. Meeting called to order by Jim Osland at 9:33 AM.
- II. Attendance Report by Carin Engler – Quorum was met; 38 attending, 2 proxies and 6 guests.
- III. Motion by Ben Bernard / Laura Dallmann to approve the consent agenda. MOTION CARRIED.
 - A. **Policies for Information**
 - 1. 101 – Personnel Definitions
 - 2. 325 – Academic Freedom
 - 3. 360 – Early Retirement
 - 4. 611.1 – International Travel for Students
 - B. **Policies for Information Only with Housekeeping Changes**
 - 1. 103 – Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings
 - 2. 156 – Equal Opportunity Grievance Procedures
 - 3. 157 – Grievance Procedures
 - 4. 162 – Sexual Harassment Policy
 - 5. 163 – Anti-Harassment Policy
 - 6. 182 – Nonrenewal and Dismissal of Nonbanded, Nonacademic Staff
 - 7. 183 – Nonrenewal and Dismissal of Nonbanded, Nonacademic Staff
 - 8. 212 – Overtime
 - 9. 213 – Rest Periods
 - 10. 400 – Purchasing – General Policies
 - 11. 610 – Missing Student Notification
 - C. **Items for Input**
 - 1. 152 – External Professional Activities
 - 2. 155 – Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees
- IV. Motion by Diane Axness / Ryan Brinkman to approve the Meeting Agenda. Approved as amended.
- V. **Campus Kudos** by Lori Askew – No Report.
- VI. **Program** – President Dean Bresciani – The president shared that although it's a challenging time, NDSU is fortunate to be in a solid position to handle the economic situation. Universities often have limited options during budget cut situations because the largest portion of budgets are directly related to personnel. Early retirements have enabled some flexibility in this area. Position eliminations raise concerns in departments, and future changes are hard to predict. NDSU's continued growth in enrollment is tied to steady increases in retention rates and better progressions of students through their coursework by addressing their areas of need or struggle, and supporting students to stay on track for graduation. An area for future growth would be graduate enrollments, which brings a unique set of needs to campus and programs. Increasing numbers of out-of-state students are coming to NDSU which is positive for the numerous unfilled jobs in North Dakota. Our state needs more graduates to fill those jobs and studies show that out-of-state students are more likely to stay in ND if they can get a job here right out of college and are already plugged into the life and economy here. Our national visibility has risen in the last several years due to athletics. Staff shared questions and concerns they had regarding Dunbar and Sudro Halls, strategic initiatives, athletics, and more.
- VII. **Student Government Report** - No report
- VIII. **Faculty Senate Report** - No report
- IX. Motion by Tina Exner / Eric Gorecki to approve the Wednesday, September 7, 2016 Staff Senate Meeting Minutes. MOTION CARRIED.
- X. Treasurer's Report by Tina Exner
 - A. Appropriated Fund: \$ 764.70
 - B. Local Fund: \$ 11,425.93
 - C. Scholarship Fund: \$ 140.12

- XI. Advisor Comments** by Colette Erickson – Tomorrow there will be another ‘New Employee’ orientation session; please encourage your new coworkers to attend and help them feel a part of NDSU community. Open enrollment is happening near end of October for health, dental, and vision benefits. Look for information to be sent out soon.
- XII. Committee Reports**
- A. Bylaws by Laura Dallmann – No Report
 - B. Elections by Laura Dallmann – We encourage all to recruit coworkers to join the Staff Senate.
 - a. University Athletics Representative – One (1) more member needed on the committee. Nominations are Chad Lindberg and Wayne Miller. Motion by Matt Chaussee / Tina Exner to cease nominations and take a vote. Wayne Miller was elected by majority vote.
 - C. Legislative by Diane Axness – No Report.
 - D. Public Relations by Elizabeth Worth – Article submission deadline has been extended for The Messenger. Please share events and announcements from your departments and committees by today or tomorrow.
 - E. Information Technology by Matt Chaussee – IT Council met recently. Staff received email announcing the change to the NDUS email system, by January 1, 2017. Users should not see a big change. The council is looking at a consolidated learning management system including a state instance of the Blackboard system, as part of shared services and software. ‘Track Training’ is an NDSU system that help offices track training compliance and additional features will soon be enabled for this to combine event registration to that system to save many steps.
 - F. Scholarship – President Jim Osland asks that the committee notify him when a new chair is elected.
 - G. Staff Development by Larissa Kunde / Niki Lynnes – No Report.
 - H. Staff Recognition by Loretta Askew – Three staff members were recognized with the Governor’s Award: Jean Hagen won in the office support category, Jim Stalboerger in the trades and crafts category, and Dorothy Wilson in the services category.
 - I. Campus Relations by Daniel Erichsen – No Report.
 - J. Gunkelman Award by Amanda Groom – No Report.
 - K. Senate Coordinating Council by Jim Osland – There are several policies currently undergoing edits.
 - L. Joint Committees
 - 1. Campus Space and Facilities by Ben Bernard – Their first meeting is coming up soon.
 - 2. Environmental Sustainability by Chad Lindberg / Cathy Giddings – No Report.
 - 3. Library by Ben Bernard – Their first meeting is coming up soon.
 - 4. State Staff Senate by Ryan Brinkman – No Report.
 - 5. University Athletics by Eric Gorecki – No Report.
 - M. Ad Hoc Committees
 - 1. Administrator Training Initiative by Laura Dallmann – No Report.
 - 2. Learning Space Advisory Committee by Laura Dallmann – The committee has met about once a semester. Last year’s focus was the new STEM building; last spring LADD 209 was under discussion and there is progress being made for improving that space. Recently they reviewed the Learning Spaces Change Form and they’ve asked for input on that form. They would also like to hear input from those who have access to the STEM building.
 - 3. Staff Ambassadors by Amanda Booher – No Report.
- XIII. Executive Committee** by Jim Osland – meet briefly after this meeting today.
- XIV. President’s Cabinet** by Jim Osland – We are fortunate that we have a very positive situation overall, at NDSU. The Sanford Health Athletic Complex, a.k.a. the “SHAC,” is slated to open November 2, 2016. It was funded entirely through private dollars; no funds were provided from the state. The Day of Giving will take place Black Friday this year as a one-day focused effort.
- XV. Old Business**
- A. Faculty Senate Resolution – Faculty Senate is working on their version now; Staff Senate will table discussion until the Faculty resolution is completed.
- XVI. New Business**
- A. Parking by Gennifer Sprecher – Tabled. Hold under new business for the next meeting.

- XVII. Announcements** – Larissa Kunde shared that the 'NDSU Colleges Against Cancer' organization (formerly Relay for Life) is an active group and this year Senate will not have special group event due to lack of funding support. T-shirts will be sold on October 12th at table in union and October 20th Sandy's Donuts will have a donut sale to raise funds for efforts also. Ryan Brinkman says applications are open now for next semester's RA positions and please encourage people you know to apply for these positions.
- XVIII.** Meeting adjourned at 10:36 AM Jim Osland

Scheduled meetings:

- Staff Senate: Wednesday, November 2, 2016, 9:30 – 11 a.m. in the Plains Room, Memorial Union
- Executive Committee: Wednesday, October 19, 2016, 9:30 AM in the Arikara Room, Memorial Union