

NDSU STAFF SENATE

MINUTES

Wednesday, December 7, 2016

- I. Meeting was called to order at 9:32 a.m. by Jim Osland.
- II. **Attendance Report** by Carin Engler: 31 Senators present, 7 excused, 8 absent and 5 guests. Quorum was met.
- III. Motion by Ryan Brinkman / Angela Bachman to approve the consent agenda. MOTION CARRIED.
 - A. **Policies for Information**
 - 1. 352 – Promotion, Tenure and Evaluation
 - 2. 353 – Grievances – Faculty
 - 3. 611.1 - International Travel for Students
 - B. **Items for Input** – no items
- IV. Motion by Eric Gorecki / Diane Axness to approve the Meeting Agenda. MOTION CARRIED.
- V. **Campus Kudos** by Lori Askew – Caleb Larson from Dining Services received today's Campus Kudos award, nominated by Rosie Wagner.
- VI. **Program**
 - A. Aquatics Coordinator, Ryan MacMaster – The new aquatics center was officially opened in September. Student feedback has been very positive. Several aquatic exercise options are available at the center, open to all abilities and needs in the campus community. Student usage is tracked and they average 1500 users per week at the leisure and lap pools. Lifeguards are busy and have been instrumental in getting everything ready for activity and use. The full time Pool Operator is on board, ensuring pool readiness at all times. Programs offered include general swim, water exercise, and Red Cross CPR courses. Future class offerings will include higher-level rescue, lifeguard training, swim training, boga board classes, and also intramurals including water polo; see their website for details. The club Swim Team is an official team on campus, practicing at the center. Other NDSU campus organizations will be able to rent out space in the near future, at off-peak times.
 - B. NDSU Bookstore, Kim Anvinson, Associate Director – The bookstore falls under the Division of Student Affairs; their primary mission is to enhance the education of the campus community and offer services that support this mission. The bookstore is owned and operated by NDSU, a fully self-supporting entity receiving no state funding. All bookstore revenue goes to the University so the dollars stay right here in the NDSU community. They rent their store space in the Memorial Union. Approximately 70 students are employed there each semester. They support many student groups as well as the Staff Senate Campus Kudos award. Additional features offered to customers include free order delivery on campus, price matching, and price quotes. They have a 'Loyalty Rewards' program and all customers are encouraged to sign up: www.ndsubookstore.com/loyaltyrewards .
- VII. **Student Government Report** – No Report.
- VIII. **Faculty Senate Report** – No Report.
- IX. Motion by Tina Exner / Ryan Brinkman to approve the Wednesday, November 2, 2016 Staff Senate Meeting Minutes. MOTION CARRIED.
- X. **Treasurer's Report** by Tina Exner
 - A. Appropriated Fund: \$ 764.70
 - B. Scholarship Fund: \$ 140.12
 - C. Local Fund: \$ 10,762.86
- XI. **Advisor Comments** by Colette Erickson – No Report.
- XII. **Committee Reports**
 - A. Bylaws by Laura Dallmann – No Report.
 - B. Elections by Ryan Brinkman – April Helgaas, from the HNES department, was nominated for membership in Staff Senate. MOTION by Ryan Brinkman / Tina Exner to unanimously approve April Helgaas' membership to Staff Senate. MOTION CARRIED.

Ryan Brinkman and Gennifer Sprecher gave all members copies of 'Tap' cards which are used to nominate someone to Staff Senate. Please use these to encourage someone to join Staff Senate by nominating them with a 'Tap' card.

- C. Legislative by Diane Axness – No Report.
- D. Public Relations by Elizabeth Worth – Posters are being updated. As soon as updated pricing is available on Staff Senate shirts, she will share the information.
- E. Information Technology by Matt Chaussee – The previously announced Office 365 Migration has been pushed back and will *not* occur on Dec 30, 2016. The System Office decided to wait until Spring Semester before doing this. The TechXploration Committee (<https://www.ndsu.edu/vpit/expo/>) will be making changes to campus tech events. They are also looking to create monthly videos to share tech info and are seeking ideas and suggestions on topics to feature. Onboarding is under way with 'Image Now,' the document imaging system used across the NDUS. If your area is not online with this yet but there is interest, please contact Matt Chaussee for more information.
- F. Scholarship by Patty Lloyd / Emilie DeWitte – They are working on getting needed approvals in place for some fundraising ideas. More will be shared at a future date.
- G. Staff Development by Larissa Kunde / Niki Lynnes – They will be meeting next week to discuss plans for the spring 'Discover U' event. The November 'Live2Lead' event was a success and was well received.
- H. Staff Recognition by Loretta Askew – No Report.
- I. Campus Relations by Daniel Erichsen – They plan to meet this week.
- J. Gunkelman Award by Amanda Groom – No Report.
- K. Senate Coordinating Council by Jim Osland – No Report.
- L. State Staff Senate by Ryan Brinkman – No Report.
- M. Joint Committees
 - 1. Campus Space and Facilities by Ben Bernard – No Report.
 - 2. Environmental Sustainability by Chad Lindberg / Cathy Giddings – No Report.
 - 3. Library by Ben Bernard – No Report.
 - 4. University Athletics by Eric Gorecki – The committee met in late November. They are in the process of revising their bylaws; proposed changes did not pass at Faculty Senate and so additional work will continue in subcommittees.
- N. Ad Hoc Committees
 - 1. Administrator Training Initiative by Gennifer Sprecher – No Report.
 - 2. Learning Space Advisory Committee by Laura Dallmann – No Report.
 - 3. Staff Ambassadors by Amanda Booher – No Report.

XIII. Executive Committee by Jered Pigeon – They will be stepping up efforts regarding the exit interview process for those leaving the legislature. Also in discussion are the options of using Facebook, Twitter, and other social media to expand Staff Senate presence. They received an update on the tuition waiver policy, currently under review at the state level.

XIV. President's Cabinet by Jim Osland – Their previous meeting included a tour of the Sanford Health Athletic Complex ("SHAC") facility and learn about its multifunctional uses. Athletes are appreciative of the facility. The SHAC is able to offer meeting and conference rooms, so inquire with the staff there about renting rooms. John Glover, President/CEO of the NDSU Foundation and Alumni Association, was present and was able to give an update to Staff Senate on Foundation activity as shared with President's Cabinet: since the NDSU community is a place where a student spends four or more of the most formative years of their lives, the Foundation views their role as facilitator of developing their ongoing relationship with NDSU. 2016 will close with \$45M in fundraising which includes many different forms of gifts and resources. Last week was NDSU's inaugural Giving Day in conjunction with the community-wide Giving Day. Thanks to all those who gave in that very successful effort, and there are many more ways to give before the year closes, if you missed out.

XV. Old Business

- A. Parking Issue by Gennifer Sprecher – Staff parking experiences were shared regarding citations received while attending to work-related duties. Other discussion points included citations issued on employee vehicles when using State Fleet vehicles, the citation appeals process and the Parking Appeals Board, using the one-time 'Excuse-It Card,' and possible misperceptions that may exist due to lack of understanding or communication. It was noted that the Facilities and Space Committee had recently

discussed parking issues and they learned that parking policies at all campuses are being audited by the state. Senators generally agreed that it would be prudent to continue looking into the issues on behalf of staff. One idea shared including welcoming a Parking and Transportation Services representative to join a future Senate meeting to share more information, and answer pre-submitted questions solicited in advance. Motion by Eric Gorecki / Tina Exner to create an ad-hoc Parking Committee to continue reviewing issues. MOTION CARRIED. Committee volunteers will include Eric Gorecki, Matt Chaussee, Alissa Kuntz, Chad Lindgren, and Tammy Helweg.

B. Lost and Found by Gennifer Sprecher – No Report.

XVI. New Business

XVII. Announcements

XVIII. Adjourn

Scheduled meetings:

- Staff Senate: Wednesday, January 2, 2017, 9:30 – 11 AM in the Plains Room, Memorial Union

- Executive Committee: Wednesday, December 21, 2016, 1:00 PM in the Mandan Room, Memorial Union