

NDSU STAFF SENATE

Minutes

Wednesday, May 3, 2017

- I. Jim Osland called the meeting to order at 9:33 a.m.
- II. **Attendance Report** by Carin Engler: 53 attending, 6 excused, 4 absent, and 1 guest. Quorum met.
- III. **Consent Agenda** – Motion by Ben Bernard/Tina Exner to approve the Consent Agenda items. MOTION CARRIED.
 - A. **Policies for Information** –
 - 1. 103 – Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings
 - 2. 103.1 – Recruitment for Executive/Administrative/Managerial, Academic Staff and Other Non-Banded Positions (0000, 1000, and 2000 positions)
 - 3. 130 – Annual Leave
 - 4. 133 – Educational Policy
 - 5. 134.2 – Lactation Policy
 - 6. 143 – Sick/Dependent Leave
 - 7. 157 – Grievance Procedures
 - 8. 712 – Contract Review
 - B. **Items for Input** – None
- IV. Motion by Laura Dallmann/Tabitha Thomas to approve the Meeting Agenda. MOTION CARRIED.
- V. Campus Kudos by Lori Askew – No awards presented for May.
- VI. Student Government Report – Student Katie Mastel reported on behalf of Student Government. Plans for the coming year shall focus on enrichment efforts in the areas of finances, community programs, and academics.
- VII. Faculty Senate Report – No Report.
- VIII. Motion by Laura Dallmann / Gennifer Sprecher to approve the Wednesday, April 5, 2017 Staff Senate Meeting Minutes. MOTION CARRIED.
- IX. **Treasurer's Report** by Tina Exner
 - A. Scholarship Fund: \$ 0.12
 - B. Appropriated Fund: \$(50.00)
 - C. Local Fund: \$ 7148.85
- X. **Advisor Comments** by Colette Erickson – No Report.
- XI. **Committee Reports**
 - A. Bylaws by Laura Dallmann – All Senate-approved bylaws changes for 2016-17 were forwarded to the President's Office for review and approval.
 - B. Elections by Gennifer Sprecher – Motion by Gennifer Sprecher/Naomi Kosen to elect Roland Hall to Staff Senate. MOTION CARRIED.
 - C. Legislative by Diane Axness – The North Dakota legislative session has concluded. All are encouraged to continue reaching out to your representatives, and stay current with happenings in our state.
 - D. Public Relations by Elizabeth Worth – The annual staff 'Welcome Back' event at the Red Hawks game is Wednesday, August 30. Picnic is at 6 p.m. followed by the 7p.m. game. Tickets will be available online via Marketplace. Games and outdoor family fun are to be included as part of the pre-game gathering.
 - E. Information Technology by Matt Chaussee – No Report.
 - F. Scholarship by Patty Lloyd / Emilie DeWitte – No Report.
 - G. Staff Development by Larissa Kunde / Niki Lynnes – No Report.
 - H. Staff Recognition by Lori Askew – Policies are being updated and they will make a report next month.
 - I. Campus Engagement by Daniel Erichsen – The Campus Cleanup Day was a successful, fun event. June will be the next campus Blood Drive event; watch for email announcements for more information.
 - J. Gunkelman Award by Amanda Groom – This Friday at 3:00 p.m. is the ceremony. There are 28 nominees this year. Please attend and join the celebration.
 - 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 – They were able to meet with the new Dean. A strategic planning committee will be formed soon; anyone interested in being involved get in touch with Ben.
 4. University Athletics by Eric Gorecki – Met in April. The Athletics' food drive was a big success. Several facility renovations are concluding. The NCAA is giving funds to various universities to add staff for health and life skills guidance. Athletics' Awards Banquet is tonight, May 3.
- N. Ad Hoc Committees
1. Administrator Training Initiative by Wendy McCrory – To complete the Qualtrics survey effort, they request more volunteers to help in creating the questions for the survey.
 2. Learning Space Advisory Committee by Laura Dallmann – No Report.
 3. Staff Ambassadors by Amanda Booher– No Report.
 4. Parking by Eric Gorecki – Motion by Eric Gorecki/Ben Bernard to disband this ad-hoc committee, and transfer duty of arranging for the Parking Office to make a presentation to Senate in the coming year to the Executive Committee. MOTION CARRIED.

XII. Executive Committee by Jered Pigeon – No Report.

XIII. President's Cabinet by Jim Osland – The budget is the central focus, currently. Implementation of plans to meet budget constraints moves forward. Tuition raises of up to 4% per year will be utilized. May 22 construction begins for the housing project on University; summer of 2018 is the projected open date.

XIV. Transition of Presidency – President Elect Jered Pigeon, on behalf of the Senate, thanked Jim Osland for his year serving as Staff Senate President, and presented him with a plaque in gratitude for his service.

XV. Elections

Eric Gorecki raises a Point of Order, noting that a motion to cease nominations for a position is needed prior to the election or motion to elect individuals to a position. The point of order is duly noted.

- A. President Elect – Anna Sheppard and Amanda Booher were nominated. There were no additional nominations. Motion by Mike Paolini/Laura Dallmann to cease nominations and proceed with election. MOTION CARRIED. Election conducted electronically. Elected: Amanda Booher.
- B. Secretary – Gennifer Sprecher was nominated. There were no additional nominations. Motion by Tina Exner/Jim Osland to cease nominations and cast a unanimous ballot for Gennifer Sprecher as Staff Senate Secretary. MOTION CARRIED.
- C. Member At Large, Executive Committee (1 yr. term, 3 positions) – Lorie Herbel, Alissa Kuntz, Dereck Ostdahl and Melissa Schwengler were nominated. There were no additional nominations. Motion by Laura Dallmann/Elizabeth Worth to cease nominations and proceed with election. MOTION CARRIED. Election conducted electronically. Elected: Lorie Herbel, Dereck Ostdahl, and Alissa Kuntz.
- D. Staff Recognition Committee – 4000 band – Emily Vieweg was nominated and accepted the nomination. Melissa Schwengler was nominated but declined. Motion by Laura Dallmann/Ben Bernard to cease nominations and cast a unanimous ballot for Emily Vieweg. MOTION CARRIED.
- E. Staff Recognition Committee – 5000 band – April Helgaas was nominated and accepted the nomination. Motion by Laura Dallmann/Angela Bachman to cease nominations and cast a unanimous ballot for April Helgaas. MOTION CARRIED.
- F. State Staff Senate Representative – Chad Lindberg was nominated. There were no additional nominations. Motion by Ben Bernard/Tina Exner to cease nominations and cast a unanimous ballot for Chad Lindberg. MOTION CARRIED.
- G. Campus Space and Facilities Committee (3 positions) – Ben Bernard, Melissa Schwengler, Naomi Kosen and Weston Gould were nominated. Ryan Brinkman was also nominated but declined. Motion by Laura Dallmann/Diane Axness to cease nominations and proceed with election. MOTION CARRIED. Election conducted electronically. Elected: Ben Bernard, Melissa Schwengler, and Weston Gould.
- H. Library Committee Representative – Ben Bernard and Megan Ramsett were nominated and accept their nomination. There were no additional nominations. Motion by Eric Gorecki/Jim Osland to cease nominations and proceed with election. MOTION CARRIED. Election conducted electronically. Elected: Megan Ramsett.

- I. University Athletics Committee Representative (2 positions) – Wayne Miller, Angela Bachmann and Chad Lindberg are nominated. Motion by Laura Dallmann/Mike Paolini to cease nominations and proceed with election. MOTION CARRIED. Election conducted electronically. Elected: Angela Bachmann and Wayne Miller.
 - J. Environmental Sustainability Committee (2 positions) – Megan Ramsett and Chad Lindberg were nominated. Motion by Laura Dallmann/Tabitha Thomas to cease nominations and cast a unanimous ballot for Megan Ramsett and Chad Lindberg. MOTION CARRIED.
- XVI. Outgoing Senator Recognition** – President Jered Pigeon asked outgoing Senators to stand up and be recognized. He thanked them for their time representing their fellow NDSU Staff as a member of the Senate, and offered them everyone’s gratitude and best wishes going forward.
- XVII. Old Business**
- A. **Lost and Found** – No Report.
 - B. **Budget** – Jim Osland noted that several committees still haven’t submitted their FY18 committee budgets to the Exec Committee. Chairs are urged to send these in as soon as possible; please contact Jim Osland if your committee has any questions about the procedure to complete this task.
- XVIII. New Business**
- XIX. Announcements** – Senate members are encouraged to attend the Gunkelman Ceremony on Friday. Thanks to all for attending and supporting this event.
- XX.** Jered Pigeon adjourned meeting at 10:35 a.m.

Scheduled meetings:

- Staff Senate: Wednesday, June 7, 2017, 9:30 – 11 AM in the Prairie Rose Room, Memorial Union
- Executive Committee: Wednesday, May 17, 2017, 9:30 AM in the Mandan Room, Memorial Union