

NDSU STAFF SENATE

Minutes

Wednesday, October 3, 2018

- I. Meeting called to order at 9:38am by Elizabeth Cronin.
- II. Attendance Report by Carin Engler – 39 present, 1 proxy, 5 excused, 3 absent, 3 guests – Quorum met.
- III. Consent Agenda – MOTION by Elizabeth Worth and Naomi Kosen to accept the consent agenda. MOTION CARRIED.
 - A. Policies for Information
 1. 133 V2 – Educational Policy
 2. 154 V1 – Distribution of Literature
 3. 155 V1 – Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees
 4. 333 V5 – Class Attendance Policy and Procedure
 5. 400 V1 – Purchasing General Policies
 6. 601 V2 – Rights and Responsibilities of Community: A Code of Student Conduct
 7. 703 V2 – NDSU Card Terms and Conditions
 8. 714 V3 – Senate Coordinating Council
 - B. Items for Input – None
- IV. MOTION by Tabitha Thomas/April Helgaas to approve the meeting agenda. MOTION CARRIED.
- V. Campus Kudos – None
- VI. Program
 - A. Rachel Knudson– Open Enrollment – An email will go out soon announcing the dates for this year’s open enrollment period. Pricing for insurance plans are listed online. Monday, October 8 is FLEX benefits meeting day. The enrollment for that is November 1-20. Question: Will flex benefit changes be both for childcare and medical? Answer is yes. If you are leaving everything as is, you don’t need to change anything.
 - B. Noah Fischer – FMLA – Who is eligible? You have to have worked here for a year and for 2080 hrs. in that year. FMLA deals with family situations and medical leave.
- VII. Student Government Report – Chase Grindberg & Marissa Parcella – Marissa and Chase introduced themselves and said they would like to keep communication lines open and collaborate when needed.
- VIII. Faculty Senate Report - None
- IX. MOTION by Maggie Latterell / Tabitha Thomas to approve the Wednesday, September 5, 2018 Staff Senate meeting minutes. MOTION CARRIED.
- X. Treasurer’s Report by Tina Exner
 - A. Appropriated = \$7919
 - B. Scholarship = \$866.33
 - C. Local = \$4183.21
- XI. Advisor Comments by Colette Erickson – Employee newsletter- major upgrade for HRMS after the 16th. Information sessions to learn what the new differences are will be held on the 16th. They are at 9am & 1pm for supervisors and 10:30am and 2pm for employees.
- XII. Committee Reports –
 - A. Bylaws by Gennifer Baker – No report.
 - B. Elections by Carin Engler – We have one opening on the executive committee after Patty Lloyd resigned from the executive committee. Megan Ramsett nominated herself. MOTION by Elizabeth Worth/Wendy Baumann to cease nominations and cast a unanimous ballot for Ramsett. MOTION CARRIED.

There is also an opening on State Staff Senate. Danielle Pinnick nominated herself. MOTION by Elizabeth Worth / Tina Exner to cease nominations and cast unanimous ballot for Pinnick. MOTION CARRIED.

- C. Legislative by Ben Bernard – Ben asked the student government representatives about whether or not there was anything our senate needs to do to help their senators for the upcoming legislative session. Marissa said as things get going, our senates can collaborate.
- D. Public Relations by Maggie Latterell – No report.
- E. Information Technology by Ben Bernard – Ben talked about how important multi-factor authentication is. SPAM situations through the NDSU email system is one strong reason why ITS wants you to add this feature to help stop compromised accounts. The question of whether CAS sites are already multi-factor? Ben’s answer is if the service is outside of NDSU, then it uses CAS. An NDSU system uses the Duo-Mobile app.
- F. Scholarship by Dan Nygard – Committee will be meeting this Friday and they are open to taking ideas for fundraising.
- G. Staff Development by Tabitha Thomas – First Discover U is scheduled for October 9 from 2-4:30pm. Registration will end this Friday and an email reminder will go out tomorrow. Some staff have said they want earlier start times (mornings) so the committee will rotate starting times in the future.
- H. Staff Recognition by April Helgaas – Committee is discussing how to handle group awards with regards to the gift that needs to be divided because it isn’t very much when you have to start splitting it amongst the group members that win it. Suggested ideas on what to do in the future with regards to this has been submitted to the executive committee for feedback.
- I. Campus Engagement by Krista Olson – We had 30 Homecoming Parade volunteers sign up. Event went well. A blood drive is being scheduled for December.
- J. Gunkelman Award by Megan Ramsett – No report. They hope to meet this month to start planning what needs to be done.
- K. Environmental Sustainability by Connie Jadorny – First panel discussion event went well with 30 people there that were engaged. The event was recorded and after that recording has been edited, it will be sent out on the listserv for anyone to listen. The next panel will be held December 5th. Main points about recycling: NDSU moved to all-in-one recycling, the white bins for paper can now include bottles and cans since it is no sort, and the student club started a tailgating recycling initiative which Teammakers caught on to so they now offer bags to tailgaters on game days so more things can be recycled. Proceeds from this recycling effort goes to student athlete scholarships. The committee would like to do a walk-through of the music building to see what more can be done there to promote recycling. This building was picked because it has been part of the waste audit the last few years so there would be data for comparison to see if efforts made by the committee are helping. Wendy Baumann asked, “Is more signage coming because people are still putting wrong things in recycling bins?” Connie’s answer is it seems each building is doing their own thing. Suggestion by Krista Williams- Recycle bins should still be multi bins because when its only one, people are lazy and just throw all garbage in it. If it was a multi-bin with a trash and then whatever recycling, then people take more time to put it in the right bin since the bin is right there.
- L. Senate Coordinating Council by Amanda Booher – No report.
- M. State Staff Senate by Naomi Kosen – Andy Wakeford discussed at the last meeting an article in G.F. Herald about pay raises. Senate talked about the system breach and stressed that multi-factor authentication is really important. Senate is still discussing an emeritus status for staff but use a different word. Day after Thanksgiving holiday task force is still coming up with proposal. Next Monday at 2:30pm is next meeting and NDSU will be doing our short presentation about what we are doing here at NDSU. Meeting will be held in 206E QBB. There was a question about whether Governor Burgums’ statement of state employees getting Christmas Eve morning off includes us. This will be clarified.
- N. Joint Committees
 - 1. Campus Space and Facilities by Ben Bernard – This committee anticipates that parking fees will stay the same for the next year or two. There are plans for some of our parking lots to be updated in 2019, 2021, & 2022. NDUS selected Dunbar as a top priority building improvement and it was listed as number 2 on list submitted to Governor. Other facilities needing approval are a softball practice facility, a second expansion for University Village, and ND trade office will be moving out of Barry hall so then an interactive classroom would hopefully replace it.
 - 2. Library by Jessica Rose – No report.

- 3. University Athletics – No report.
- 4. Learning Space Advisory Committee by Wendy Leach – No report.
- O. Ad Hoc Committees
 - 1. Administrator Training Initiative by Gennifer Baker – No report.
- XIII.** Executive Committee by Elizabeth Cronin – No report.
- XIV.** President’s Cabinet by Elizabeth Worth – President Bresciani mentioned the Governor’s task force has eliminated the “no change” option to the current SBHE structure but came up with 3 other options. Option one: NDSU has a board, UND has a board, and then the rest of the institutions have a board. Option two: 4 year institutions have a board and 2 year institutions have a board. Option three: One board for NDSU/UND & one board for the rest of the institutions. VPIT Marc Wallman discussed Blackboard security and updates, including a possible initiative to combine all state IT services. Due to the vast differences between state organizations, and even within NDUS institutions, there is some concern that centralizing services could cause negative issues in terms of functionality, maintenance, etc. VPRCA Jane Schuh commented on concerns that have been raised by some, such as the Physicians’ Committee for Responsible Medicine, regarding the use of animals in the NDSU/Sanford Health trauma training program. She indicated that the program provides invaluable training that cannot otherwise be replicated and does so in a safe and humane way. NDSU and UND presidents started a specialized research funding tour.
- XV.** NDSU Day of Honor – No report.
- XVI.** Old Business
 - A. Lost and Found by Gennifer Baker – Adam Muske, the student government IT representative, met with his commission about the project so we just need to collaborate to get it published.
- XVII.** New Business
 - A. Family Friday Initiative by April Helgaas – All campuses have voted and since there is support they are going forward with it. The task force thought a draft letter is the first step to explain why we are asking for closure. The second step would be that each campus would appoint someone from their campus to talk with our campus president to propose this idea to them. The third step is to ask your campus President during the previously mentioned meeting to bring this proposal up to the Chancellor at the upcoming president’s/chancellor meeting. MOTION by Ben Bernard / Kate Nelson DeShaw to draft a resolution to our president in support of this so Elizabeth Worth can send it. MOTION CARRIED. April will send the draft she received from SSS to Elizabeth Worth for her to change it to a resolution format that we can approve to give to the president.
- XVIII.** Announcements – At next month’s meeting we will be taking the senate picture.
- XIX.** Meeting was adjourned at 11:06am by Elizabeth Cronin.

Scheduled meetings:

- Staff Senate: Wednesday, November 7, 2018, 9:30 – 11 AM in the Plains Room, Memorial Union
- Executive Committee: Wednesday, October 17, 2018, 9:30 AM in the Badlands Room, Memorial Union