

NDSU STAFF SENATE

Minutes

Wednesday, May 1, 2019

- I. Meeting called to order at 9:37am by Amanda Booher.
- II. Attendance Report by Carin Engler – 45 present, 4 absent, 6 excused & 6 guests. Quorum met.
- III. Consent Agenda – (policy details listed here: https://www.ndsu.edu/policy/senate_coordinating_council/)
 - A. Policies for Information – None
 - B. Items for Input – None
- IV. MOTION by April Helgaas/Wendy Baumann to approve the meeting agenda. MOTION CARRIED.
- V. Campus Kudos
 - A. Dale Kendall – nominated by Jeremy Straub
- VI. Speaker
 - A. Carol Jergenson – Move-in Day volunteers for August 24. They need help greeting incoming students and directing them to where they need to be. Sign-up is on the residence life website.
- VII. Student Government Report – No report.
- VIII. Faculty Senate Report – No report.
- IX. MOTION by Elizabeth Cronin/Maggie Latterell to approve the Wednesday, April 3, 2019 Staff Senate Meeting Minutes. MOTION CARRIED.
- X. Treasurer’s Report by Tina Exner
 - A. Appropriated = \$6765.21
 - B. Local = \$1171.79
 - C. Scholarship = \$1152.04
- XI. Advisor Comments by Jill Spacek – No report.
- XII. Committee Reports
 - A. Bylaws by Gennifer Baker – No report.
 - B. Elections by Gennifer Baker – Naomi Kosen, Kaelen Napoleon, Krista Olson, & Nate Robideau all need to be re-elected. MOTION by Wendy Baumann/Elizabeth Worth to unanimously elect these 4 as senators. MOTION CARRIED.
 - C. Legislative by Danielle Pinnick – There will be a 2%, then 2.5% raise in next 2 years. Health insurance didn’t change. Retirement will see slight decrease for incoming employees. Higher education funding is higher but not fully restored. Dunbar and Harris halls should see building improvements pending bond funding.
 - D. Public Relations by Maggie Latterell – End of year *Messenger* will go out in June so send information to Maggie.
 - E. Information Technology by Ben Bernard – No report.
 - F. Scholarship by Kay Hopkins – No report but reminder about the May 5 Chipotle fundraiser.
 - G. Staff Development by Tabitha Thomas – Last Discover U for the school year is May 21. It will be a *Puzzled* experience. There is limited seating so make sure you register. Food will be provided and it’s a free event.
 - H. Staff Recognition by April Helgaas – No report.
 - I. Campus Engagement by Krista Olson – Thanks for all the donated kids toys. Next month is Kleenex. There is an upcoming blood drive on June 19 from 8:30-11am.
 - J. Gunkelman Award by Megan Ramsett – Event is this Friday, 3pm at Alumni Center.
 - K. Environmental Sustainability by Connie Jadorny – Committee came up with designs for recycling signage. Connie asked if having what isn’t recyclable helpful and people agreed. Email ideas to Connie if you have them.
 - L. Senate Coordinating Council by Amanda Booher – No report.
 - M. State Staff Senate by Naomi Kosen – No report.
 - N. Joint Committees

1. Campus Space and Facilities – No report.
2. Library by Jessica Rose – No report.
3. University Athletics BY Diane Axness – No report.
4. Learning Space Advisory Committee by Wendy Leach – No report.

O. Ad Hoc Committees

1. Administrator Training Initiative by Gennifer Baker – See attachment I. MOTION by Gennifer Baker/Elizabeth Worth to disband this ad-hoc committee. MOTION CARRIED.
2. Facebook Page Exploration by Elizabeth Worth – They have created a shared email account to create the Facebook page. The 5 people on the committee would have access and would do it at least over the next year. They will work on how to manage it and what to post on it. Might make sense to put it under the PR committee eventually but this year will be the pilot.

XIII. Executive Committee by Elizabeth Cronin – No report.

XIV. President’s Cabinet by Elizabeth Worth – No report.

XV. Transition of Presidency

XVI. Elections

- A. President Elect – Maggie Latterell was nominated prior to the meeting and had accepted the nomination. Other nominations were sought for this position. MOTION by Naomi Kosen/Wendy Baumann to cease nominations and cast a unanimous vote. MOTION CARRIED.
- B. Secretary – Megan Ramsett was nominated prior to the meeting and had accepted the nomination. Other nominations were sought for this position. MOTION by Maggie Latterell/Elizabeth Worth to cease nominations and cast a unanimous vote. MOTION CARRIED.
- C. Member At Large, Executive Committee x3 – Joshua Schroetter and April Helgaas were nominated prior to the meeting and both accepted their nomination. Other nominations were sought for this position. Shar Kurtz was nominated by Amanda Booher and she accepted the nomination. MOTION by Amanda Booher/Tabitha Thomas to cease nominations and cast a unanimous vote for these 3 senators. MOTION CARRIED.
- D. Staff Recognition Committee, 4000 band – Nominations were sought for this position. Maggie Latterell nominated Tammy Helweg and she accepted the nomination. MOTION by Elizabeth Worth/Tabitha Thomas to cease nominations and cast a unanimous vote. MOTION CARRIED.
- E. Staff Recognition Committee, 5000 band – April Helgaas was nominated prior to the meeting and had accepted the nomination. Other nominations were sought for this position. MOTION by Shar Kurtz/Elizabeth Worth to cease nominations and cast a unanimous vote. MOTION CARRIED.
- F. State Staff Senate Representative – Nominations were sought for this position. Naomi Kosen nominated Wendy Baumann and she accepted her nomination. MOTION by Naomi Kosen/Tabitha Thomas to cease nominations and cast a unanimous vote. MOTION CARRIED.
- G. Campus Space and Facilities Committee x3 – Ben Bernard, Jenn Young, & Wendy Leach were nominated prior to the meeting and had all accepted their nominations. Other nominations were sought for this position. MOTION by Elizabeth Worth/Maggie Latterell to cease nominations and cast a unanimous vote for these 3 senators. MOTION CARRIED.
- H. Library Committee Representative – Ben Bernard, Alicia Laferriere, & Wendy Leach were nominated prior to the meeting and had all accepted their nominations. Alicia introduced herself. Electronic voting commenced. Alicia Laferriere was elected into the position by an electronic vote.
- I. University Athletics Committee Representative x2 – Shiloh Susag and Corey Landowski were nominated prior to the meeting and had both accepted their nomination. Other nominations were sought for this position. MOTION by Wendy Baumann/Aprill Helgaas to cease nominations and cast a unanimous vote for these 2 senators. MOTION CARRIED.
- J. Learning Space Advisory Committee – Wendy Leach and Ben Bernard were both nominated prior to the meeting and both accepted their nominations. Other nominations were sought for this position. Electronic voting commenced. Wendy Leach was elected into the position by an electronic vote.

XVII. Outgoing Senator Recognition

XVIII. Old Business

- A. Lost and Found by Gennifer Baker – No report.

XIX. New Business

- XX.** Announcements – Committee preference sheets have been handed out so please fill them out and turn them in at back table before you leave. Move-in day volunteer information flyers are on back table if interested.
- XXI.** Meeting was adjourned at 10:32am by Elizabeth Cronin.

Scheduled meetings:

- Staff Senate: Wednesday, June 5, 2019, 9:30 – 11 AM in the Prairie Rose Room, Memorial Union
- Executive Committee: Wednesday, May 15, 2019, 9:30 AM in the Badlands Room, Memorial Union

ATTACHMENT I

Update on the Administrative Training Ad-Hoc Committee as provided by Canen Bilen-Green.

1) Academic Leaders Series once a month during the academic year. The link below has more information and the workshops we've offered as part of the Academic Leaders Series. I invite chairs, head, deans, and emerging leaders. The participation has been anywhere from 10 to 30.

Academic Leaders Series

: https://www.ndsu.edu/provost/administrative_units/facultyaffairs/professional_development/academic_leaders/

2) In August, we offer an orientation for new chairs/deans but invite all the chairs and deans.

3) Around the same time as the orientation for chairs/deans, we offer professional development workshops for administrative support staff – this group is usually where chairs and deans turn to when they have questions. See the link below for past workshops.

Administrative Support Staff:

https://www.ndsu.edu/provost/administrative_areas/facultyaffairs/professional_development/administrative_support_staff/

4) The annual faculty conference we offer in August right before classes start has sessions for current and emerging leaders. See the link below.

Annual Faculty Conference:

https://www.ndsu.edu/provost/administrative_units/facultyaffairs/professional_development/annual_faculty_conference/