

NDSU STAFF SENATE

Minutes

Wednesday, October 4, 2017

- I. Meeting was called to order at 9:35am by Jered Pigeon.
- II. Attendance Report by Carin Engler – 40 senators present, 1 proxy, 4 excused, 2 absent – Quorum met
- III. Consent Agenda – MOTION by Lorie Herbel / Naomi Kosen to accept the consent agenda. Discussion. MOTION CARRIED.
 - A. Policies for Information
 1. 129 – Salary Administration Policy
 2. 142 – Retirement Plans
 3. 156 – Discrimination, Harassment, & Retaliation Complaint
 4. 183 – Non-renewal and Dismissal of Non-banded, Non-academic
 5. 333 – Class Attendance Policy and Procedure
 6. 601 – Rights and Responsibilities of Community: A Code of Student Conduct
 - B. Items for Input
 1. 130 – Annual Leave
 2. 143 – Sick Leave
 3. 149 – Leave without Pay
- IV. MOTION by Carin Engler / Wendy McCrory to approve the meeting agenda. MOTION CARRIED.
- V. Campus Kudos by April Helgaas and Naomi Kosen
 - A. Vince Anderson – Nominated by Britt Heidinger
 - B. Terry Mulvaney – Nominated by Naomi Kosen
 - C. Kim Matzke-Ternes – Nominated by Melissa Lamp
 - D. Anthony Waldenmaier – Nominated by Jan Loftberg
- VI. Programs
 - A. Be the Match by CAC members – Abby Braaten – October 23 & 24 in the Union – Get your cheek swabbed so you can be tested to see if you are a match to someone on the Bone Marrow registry. Need to be between 18-44 yrs old. Very few get called back for further tests but it can change someone's life.
 - B. Paul Wraalstad – Memorial Union Operations – Summarized new structure. Paul reports to Finance and Administration while Matt Skoy reports to Laura Oster-Aaland.
 - C. Jake Waldner – Rec & Outing Center at the Memorial Union – Only bowling alley at a university in ND. Students & Non-Students can also rent equipment (canoes, kayaks, paddle boards, etc). Open 9:30pm-1am on weekend nights which is called "Campus Live" - bowling and billiards are free. They also have bowling and billiards classes and leagues.
- VII. Student Government Report by Mason Wenzel – No report.
- VIII. Faculty Senate Report by Stuart Haring – No report.
- IX. MOTION by Kay Hopkins / Ann Marschke to approve the Wednesday, September 6, 2017 Staff Senate Meeting Minutes. (Change title of document to Minutes). MOTION CARRIED.
- X. Treasurer's Report by Tina Exner
 - A. Appropriated = \$2695
 - B. Scholarship = \$0.12
 - C. Local = \$5049.27
- XI. Advisor Comments by Colette Erickson – Open enrollment coming up so watch for those emails.
- XII. Committee Reports
 - A. Bylaws by Gennifer Sprecher – Showed a proposed learning spaces advisory joint committee bylaw – language was adopted from the explanation of committee from the original email request. MOTION by Diane Axness / Tina Exner to accept the new bylaw. MOTION CARRIED.
 - B. Elections by Jim Osland – A housekeeping item needs to be done first as the correct processes weren't followed last meeting. Weston Gould was nominated for staff recognition 6000/7000 band, he accepted

the nomination, but no motion was made. Jim is requesting a motion at this time. MOTION by Tina Exner / Alissa Kuntz to cease nominations and unanimously elect Weston Gould. MOTION CARRIED.

-We also have another new senator to elect. Margaret Latterell was nominated and accepted. MOTION by Tina Exner / Tammy Helweg to elect Margaret Latterell as a new senator. MOTION CARRIED.

-Wayne Miller resigned which leaves an opening in the University Athletics joint committee. Diane Axness self-nominated. MOTION by Kay Hopkins / Alissa Kuntz to cease nominations and unanimously elect Diane Axness. MOTION CARRIED.

-Last month we elected someone in the staff recognition 1000/3000 open position. This person is unfortunately not in that broadband so we need to elect someone else. Kaelen Napolean was nominated by Jered Pigeon. She accepted. MOTION by Naomi Kosen / Patty Lloyd to cease nominations and unanimously elect Kaelen Napolean. MOTION CARRIED.

- C. Legislative by Diane Axness/Ben Bernard – No report.
- D. Public Relations by Angela Bachman – A recap video was sent out summarizing the Staff Appreciation Week events. Video link is also on the website. The fall Messenger is planned to be published early November so please submit items by October 15 to allow time to design.
- E. Information Technology by Ben Bernard – No report.
- F. Scholarship by Kay Hopkins – Working on trying to contact development foundation to meet about the funds. If anyone has any fundraising ideas, please send them to the committee.
- G. Staff Development by Lorie Herbel – Live to Lead event is going forward and the committee will sponsor/help with event again this year for the fall “Discover U” event. Date is November 29, 2017.
- H. Staff Recognition Dereck Ostdahl – There have been some changes to the Governor’s award criteria. This will be discussed more next month.
- I. Campus Engagement by Alissa Kuntz – A blood drive is planned for December 12, 2017 from 1-3:45pm. Plan to also do holiday bell ringing. Committee hopes to work with student and faculty senates on collaborative events so we aren’t duplicating events.
- J. Gunkelman Award by Tina Exner – Committee will be meeting later this month
- K. Senate Coordinating Council by Jered Pigeon – Nothing.
- L. State Staff Senate by Diane Axness – September 11, 2017 was the last meeting. See ATTACHMENT 1 for notes from that meeting.
- M. Joint Committees
 - 1. Campus Space and Facilities by Ben Bernard – First meeting this school year is October 18
 - 2. Environmental Sustainability by Elizabeth Cronin – Committee met last week and talked about goals. They hope to have a website for tips of what individuals can do to recycle. Information is still be compiled for this.
 - 3. Library by Megan Ramsett – There will be a survey sent out on library use and requests this spring which will go out to graduate students. Staff will receive a similar survey in 2019. The library will be hiring several positions this year including an Associate Dean of the Libraries for Teaching & Learning. Dean Mocnik is focusing on campus engagement and creating inspirational spaces. Part of this is forming a strategic committee to review, focus, and promote future directions of the library. This will be a large committee with subgroups focusing on students, partnerships, academics, collections, and engagements (S.P.A.C.E.). Volunteers are needed to be on this committee. If you are interested, contact Megan Ramsett, Sean Burt, or Dean Mocnik.
 - 4. University Athletics by Angela Bachman – No report
- N. Ad Hoc Committees
 - 1. Administrator Training Initiative by Wendy McCrory – Survey should go out soon.
 - 2. Learning Space Advisory Committee by Mike Paolini – No report.
- XIII.** Executive Committee by Amanda Booher – No report.
- XIV.** President’s Cabinet by Elizabeth Worth – No report.
- XV.** NDSU Day of Honor – No report.
- XVI.** Old Business
 - A. Lost and Found by Gennifer Sprecher – No report.

- B. Hurricane Help – Campus Engagement committee is trying to team up with the faculty and student senates about this. They would like to have the greatest impact possible by teaming with organizations that have experience with these types of events, example Red Cross.

XVII. New Business

- A. Roberts Rules by Ben Bernard – Tabled.

XVIII. Announcements – Wear your Bison or green and gold clothing next month for the group picture.

XIX. Meeting was adjourned at 10:57am by Jered Pigeon.

Scheduled meetings:

- Staff Senate: Wednesday, November 8, 2017, 9:30 – 11 AM in the Great Room, Memorial Union
- Executive Committee: Wednesday, October 25, 2017, 9:30 AM in the Rose Room, Memorial Union

ATTACHMENT 1

State Staff Senate Report submitted by Diane Axness

It was reported that Andy Wakeford (LRSC) that he is aware that the Campus Study, focused on the consultants' study of the two-year campuses (Shared Services/Workforce Study), and expanding to other areas of the system to focus on other areas of greater efficiency, will be on the agenda for the next SBHE meeting. Five task forces were formed to look at articulation agreements (high school to colleges; two year to four year; etc.); shared services; common financial aid and application processes; and access to technical programs and meeting workforce needs. There will be a working meeting on September 27 to review findings and continue the work of these task forces.

Committee talked about how they could do more staff recognition. NDSU shared that they have campus kudos awards announced at most monthly meetings. Discussion focused on ways to bring forward staff names from peers to profile monthly. Bismarck State College suggested rotating monthly and each campus staff senate suggesting a person so that each campus staff senate would suggest one staff member yearly who shows dedication, innovation, and/or teamwork. More discussion in the future on how this would work.

Flexible leave options have been brought up again. Mayville State University is recommending a change of holiday leave for the day after Thanksgiving and Christmas Eve as a benefit for staff to support morale and work-family balance. Mayville stated they would also like clarification which gives local campuses flexibility for local decisions on campus leave.

Another question raised was whether or not jobs across the University System can be shared between the campuses.