

Minutes

Wednesday, November 8, 2017

- I. Meeting was called to order at 9:47am by Jered Pigeon.
- II. Attendance Report by Carin Engler – We have quorum. 41 senators in attendance, 2 excused, 2 proxies.
- III. Consent Agenda – MOTION by Wendy McCrory / Lorie Herbel to accept the consent agenda. Discussion. Wendy suggested some grammatical corrections in policy 153. MOTION CARRIED.
 - A. Policies for Information
 1. 352 – Promotion, Tenure, and Evaluation
 - B. Items for Input
 1. 151 – Code of Conduct- Clean up some grammatical errors near the end (section 11)
 2. 153 – Smoke-Free Facilities
- IV. MOTION by Jim Osland / Carin Engler to approve the meeting agenda. MOTION CARRIED.
- V. Campus Kudos by April Helgaas
 - A. Wendy Leach – Nominated by Britt Heidinger
 - B. Viet Doan – Nominated by Kim Anvinson and Dolly Wadholm
- VI. Program
 - A. Scott Roche from TIAA CREF – free consultations as an employee. What should you put in your savings for retirement? It's said you should have 4.9x your salary in savings when 20 yrs out from retirement to be on a good track. If you are in your 20's, you should have 1.4 times your salary in retirement savings. Visit TIAA.org for more information. You don't already have to be a participant to schedule a meeting. After you sign up, you will receive an email with what to bring to the consultation.
 - B. Rachel Knudson- HR Benefits Coordinator – Flexible spending accounts are through Discovery Benefits. Open enrollment is November 1 until November 20. You have to enroll in it every year. Purpose is to save you tax dollars on medical expenses and/or daycare. You pick the amount you want taken out for the whole year and then that is divided amongst your paychecks.
- VII. Student Government Report by Mason Wenzel – No report.
- VIII. Faculty Senate Report by Stuart Haring – No report.
- IX. MOTION by Weston Gould / Kay Hopkins to approve the Wednesday, October 4, 2017 Staff Senate Meeting Minutes. MOTION CARRIED.
- X. Treasurer's Report by Tina Exner
 - A. Local = \$5594.68
 - B. Scholarship = \$0.12
 - C. Appropriated = \$2695
- XI. Advisor Comments by Colette Erickson- No Report.
- XII. Committee Reports
 - A. Bylaws by Gennifer Sprecher – No report.
 - B. Elections by Jim Osland – Potential new senator, Krista Olson, nominated by Naomi Kosen. Krista accepted the nomination. MOTION by Jered Pigeon / Patty Lloyd to close nominations and cast a unanimous ballot. MOTION CARRIED.

Executive member at large – Jered Pigeon nominated Niki Lynnes but she declined. Jered Pigeon nominated Melissa Schwengler and she accepted. MOTION by Tina Exner / Elizabeth Worth to close nominations and cast a unanimous ballot. MOTION CARRIED.
 - C. Legislative by Diane Axness/Ben Bernard – Burgum wants a task force of 15 people to assess the existing structure for higher education. Applications will be accepted till November 30.
 - D. Public Relations by Elizabeth Worth – The committee is currently working on updating the Staff Senate posters in the Union. After the group picture today, they should be able to finalize this.
 - E. Information Technology by Ben Bernard – Emerging technologies services coordinator position for the library will be posted soon.

- F. Scholarship by Kay Hopkins – Committee has decided to award what is available from the foundation this year for the 2018-19 scholarships, which is \$1396.73. Scholarships will be available to staff and their dependents. A fundraiser in spring 2018 is being planned to generate seed money for a larger fundraiser in the fall of 2018 and they hope to pair that with a mailing campaign for giving to the foundation fund. February is when they hope to do the foundation campaign and the idea is to do this annually. The annual fall fundraiser will either be a “bigger” one or a group of smaller ones. Ideas for the fall fundraiser are being looked at.
- G. Staff Development by Lorie Herbel – For the fall Discover U, the committee has decided to collaborate again with Live 2 Lead which is scheduled for November 29 from 9-12pm. You must register beforehand so they know the attendance numbers. You do not have to be there the whole time if you can’t be, but they would still like you registered.
- H. Staff Recognition by Elizabeth Cronin – The annual Governor’s award criteria has changed. It used to closely match our criteria for staff recognition awards which is based on broadbands. In the past, after we have selected our winners, they were entered in for the Governor’s awards also. Since the criteria no longer matches, we have decided not to submit our winners. We will keep our criteria as is and just promote/suggest nominators to submit people for the Governor’s award also.
- I. Campus Engagement by Melissa Schwengler – Holiday bell ringing shifts are full. Thank you for that! Upcoming blood driver is schedule for December 12 outside the Union.
- J. Gunkelman Award by Wendy McCrory/Amanda Booher – No report. A meeting is scheduled for the 15th of November.
- K. Senate Coordinating Council by Jered Pigeon – No report.
- L. State Staff Senate by Diane Axness – Met back on October 9. Nursing shortages in the state were discussed-chancelors report-discussion with HRC. July 2018 is our committee’s month for recognizing someone. Holiday time on day after Thanksgiving and on Christmas Eve was supported and was going to be brought to the legislators. It was suggested not to wait until next legislative session. It was also suggested that we invite a SBHE member to one of our staff senate meetings so they can hear and learn what we do. Next SSS meeting is scheduled for Monday, November 13.
- M. Joint Committees
 - 1. Campus Space and Facilities by Ben Bernard – There was a meeting on October 18. Material covered was mostly the capital projects – The new residence hall, stage 1 of the University Village renovation (both projects are bonded, meaning no state money); Sudro addition (will start in 2018 and is privately funded; Dunbar and Harris renovations are seeking state funding; Engineering buildings are looking for private funding. Deferred maintenance in 2014 was estimated at \$243 million dollars so deferred maintenance is ongoing. No increase in parking permit fees at this time.
 - 2. Environmental Sustainability by Elizabeth Cronin – No report.
 - 3. Library by Megan Ramsett – No report
 - 4. University Athletics by Angela Bachman – There is an NCAA ranking scale that ranks students athletes on academic eligibility and retention and when the University hits a certain level, we get financially rewarded. NDSU’s score is above that level. There are updates to the softball stadium and an indoor golf practice area that are currently ongoing. Currently looking at attendance policy that talks about student absences for activities and how they make up assignments. Student senate is looking at this again and trying to make it best for students.
 - 5. Learning Space Advisory Committee by Mike Paolini – No report.
- N. Ad Hoc Committees
 - 1. Administrator Training Initiative by Wendy McCrory – We are waiting for the results of the climate survey as some of the data might help us move forward.

XIII. Executive Committee by Amanda Booher – Staff Senate has acquired a bunch of small document holders that we can continue to use for the campus kudos awards.

XIV. President’s Cabinet by Elizabeth Worth – John Glover gave an overall update on fundraising campaign. It’s a 7 year, 3 phase campaign that started January 2016 and will go until December 2022. The goal is to raise \$300-\$400 million. They have already raised about \$100 million. November 28 is second annual giving day.

Provost Ingram reported that our enrollment has risen significantly since 2009 but has leveled off in the last few years, with high rates of full-time, face-to-face students (which is our goal). Graduation/retention rates continue to improve, which means we are recruiting students that want to succeed and finish their degrees. There has been an 8% increase in students finishing their degree in 4 years from 2009-2013.

- XV.** NDSU Day of Honor – Scheduled for Wednesday, January 10th at 3pm in the Great room. It will be a brief service, about 30 mins. Our website has forms to submit names if you know someone to be honored.
- XVI.** Old Business
 - A. Lost and Found by Gennifer Sprecher- This is still in the works.
- XVII.** New Business
 - A. Roberts Rules by Ben Bernard- Tabled
 - B. Centralized Poster Display Policy by Wendy McCrory- Tabled.
- XVIII.** Announcements
- XIX.** Meeting was adjourned at 10:57am by Jered Pigeon.

Scheduled meetings:

- Staff Senate: Wednesday, December 6, 2017, 9:30 – 11 AM in the Great Room, Memorial Union
- Executive Committee: Wednesday, November 15, 2017, 9:30 AM in the Arikara Room, Memorial Union