

Minutes

Wednesday, February 8, 2017

- I. **Call to Order**
- II. **Attendance Report** by Carin Engler: Quorum met; 36 members attending, 2 proxies and 6 excused.
- III. **Consent Agenda**
 - A. **Items for Input**
 1. 333 – Class Attendance Policy – Senate suggests checking the use of the terms ‘instructor’ and ‘faculty’ and making it more consistent throughout the policy (Example: Part 3 uses the term ‘faculty,’ but the rest of the policy uses ‘instructor’).
 2. 611 – Student Travel Policy
 - B. **Policies for Information** (housekeeping changes only)
 1. 213 – Rest Periods
Motion by Ryan Brinkman / Tina Exner to accept the Consent Agenda. Discussion on editorial suggestion for Policy 333 as noted above. Motion by Diane Axness / Naomi Kosen to amend the motion to include the suggested change. MOTION CARRIED.
- IV. Motion by Eric Gorecki / Anna Sheppard to approve the Meeting Agenda. MOTION CARRIED.
- V. Campus Kudos by Lori Askew – No Report.
- VI. Program – No Report.
- VII. Student Government Report – No Report.
- VIII. Faculty Senate Report – No Report.
- IX. Motion by Emilie DeWitte / Jered Pigeon to approve the Wednesday, January 4, 2017 Staff Senate Meeting Minutes. MOTION CARRIED.
- X. **Treasurer’s Report** by Tina Exner
 - A. Local Fund: \$ 10,651.16
 - B. Appropriated Fund: \$ 764.70
 - C. Scholarship Fund: \$ 0.12
- XI. **Advisor Comments** by Colette Erickson – No Report.
- XII. **Committee Reports**
 - A. Bylaws by Laura Dallmann – Potential changes to the following committee bylaws: (See **Attachment A**)
 1. Public Relations Committee bylaws changes: Revisions clarify that the committee’s primary focus is to promote Staff Senate. Discussion followed; all committees are encouraged to continue current practices of publicizing their own events and enlist help from the wider Senate membership as needed. Branding consistency is encouraged but this committee would not function as an oversight entity. Motion by Wendy McCrory / Tina Exner to accept the proposed change to the Public Relations Committee bylaws. Eric Gorecki asks for a point of order to correct a spelling error. The correction reflects proposed changes. MOTION CARRIED.
 2. Staff Development Committee bylaws changes: Revisions clarify program responsibilities. Motion by Tina Exner/ Tammy Helweg to accept changes as presented. MOTION CARRIED.
 3. Staff Recognition Committee bylaws changes: Content was not changed; bylaws were rearranged to be in logical order. Discussion followed regarding department notification procedures when staffers win awards and must travel to the awarding event, and documenting these procedures. Motion by Loretta Askew / Chad Lindberg to accept the changes as presented. Motion by Ryan Brinkman / Jered Pigeon to reconsider acceptance of these changes and table the discussion until procedural documents can be compared to the bylaws as they would appear going forward. MOTION CARRIED.
Discussion followed; all committees are encouraged to review contents of their shared drives and update their procedural information over the summer.

4. Motion by Tina Exner / Carin Engler to accept proposed bylaws changes for the Gunkelman Committee. MOTION CARRIED.
 5. Campus Relations Committee bylaws changes: The new name will be 'Campus Engagement Committee' along with an updated description reflecting their role. This incorporates updates drafted in cooperation with the Public Relations Committee. Motion by Angela Bachman / Tabitha Thomas to accept the changes as presented. MOTION CARRIED.
- B. Elections by Gennifer Sprecher – Angela Bachman, Kathy Giddings, Megan Ramsett and Kelly Hoyt won gift certificates for using the 'Tap' Cards to nominate new senators.
 - C. Legislative by Diane Axness – They are monitoring numerous items of interest in the current ND legislative session. The Staff Senate website has a list of area representatives, as well as a listing of various bills to watch. Links directly to various bills are included for easy access. On February 17 from 12-1pm in the Arikara Room, there will be an informational session with Chris Wilson to answer staff questions regarding how they might go about sharing concerns with their representatives.
 - D. Public Relations by Elizabeth Worth – No Report.
 - E. Information Technology by Matt Chaussee – Malware that is circulating around campus is doing bitcoin mining on computers. A fix will be deployed soon; the malware is not stealing personal information. Aside from the NDSU IT Committee issuing the usual alerts, they want to take a more proactive approach going forward, and highlight other resources available that could help staff.
 - F. Scholarship by Patty Lloyd / Emilie DeWitte – A meeting is coming up soon; several members are carrying heavy workloads right now taking on additional duties.
 - G. Staff Development by Larissa Kunde / Niki Lynnes – Our next 'Discover U' event is Wednesday, February 22. A reminder email will go out soon; currently there are 55 people. Registration closes Friday, February 17; after this date, Tina Exner will send out IDBs.
 - H. Staff Recognition by Lori Askew – Lori asks members to have a brief meeting after today's Senate session is adjourned. The Spring Staff Recognition event will be April 20; the online nomination process runs February 17 through March 3. Ten individual awards are given and one team award. Recipients will be chosen around Spring Break time.
 - I. Campus Relations by Daniel Erichsen – Their new name going forward is 'Campus Engagement' and they will be drafting procedural updates as well. They are assisting the Scholarship Committee with fundraising ideas for the future.
 - J. Gunkelman Award by Amanda Groom – The ceremony is May 5, 2017 at 3:00 p.m. at the McGovern Alumni Center. Nominations will be open in late February.
 - 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 – Their group meets later today.
 3. Library by Ben Bernard - No Report.
 4. University Athletics by Eric Gorecki – They are working on NCAA requirements and updates for student athletes; NDSU is working hard on scholarship funds for students and the student athletes are working hard on their Food Drive and similar efforts. Jered Pigeon asks if this committee could make an inquiry regarding the policy on the circumstances under which students could potentially lose an athletic scholarship. Eric will follow up on this question.
 - N. Ad Hoc Committees
 1. Administrator Training Initiative by Gennifer Sprecher – No Report.
 2. Learning Space Advisory Committee by Laura Dallmann – No Report.
 3. Staff Ambassadors by Amanda Booher – Work has evolved over the last year and their role is now primarily to aid current efforts supporting international students and those new to the campus community. They would like to be contacted any time there is a need to assist in welcoming efforts. Motion by Laura Dallmann to disband the ad hoc committee at this time; Jered Pigeon asks Senate to reconsider disbanding and table this decision. Discussing followed including ideas for how Senate can continue to support diversity in conjunction with other campus entities conducting outreach and support in various ways. Suggestions include retaining

this committee as is, creating a Diversity Liaison who would update Staff Senate regarding this activity, adding such events to the Senate website, and including additional event items in Senate agendas. Motion by Jim Osland / Tina Exner to table the discussion until related committees in the Faculty Senate and Student Government are consulted and Staff Senate can report on potential ways to cooperate with them on similar efforts. MOTION CARRIED.

4. Parking by Eric Gorecki – Matt Chaussee attended the meeting between this committee and the Parking Staff. The Parking Office is open to doing an annual presentation at Staff Senate that gives an overview of what they do, fostering more open communication.

XIII. Executive Committee by Jered Pigeon – They are encouraging more engagement and progress toward updates and improvements in the work of the various Senate committees.

XIV. President's Cabinet by Jim Osland – They learned that NDUS approved the addition of Dakota Carrier cell towers to this campus; Dakota Carrier is under Verizon. The Career Center presented a plan to focus more on student-centered employment outcomes rather than being degree-focused. All staff are encouraged to share concerns with your legislator as private citizens, and be engaged with the legislative session.

XV. Old Business

- A. Lost and Found by Gennifer Sprecher – They will meet later in February.
- B. NDSU Day of Honor by Ryan Brinkman – Thanks to all who attended. Turnout was strong and feedback was positive. Members are drafting transition reports to leave in place for next year. They plan to reserve space for the event for the next few years ahead.

XVI. New Business

XVII. Announcements – Ryan Brinkman announces that Residence Life is hiring for their CORE members, who are the first contact persons that assist newcomers on Orientation days and give campus tours. Please encourage students to apply for these positions. Contact Ryan Brinkman with questions.

XVIII. Adjourned by Jim Osland at 11:03 AM.

Scheduled meetings:

- Staff Senate: Wednesday, March 1, 2017, 9:30 – 11 AM in the Arikara Room, Memorial Union
- Executive Committee: Wednesday, February 15, 2017, 9:30 AM in the Arikara Room, Memorial Union

ATTACHMENT A

CAMPUS RELATIONS BYLAWS CHANGES

CURRENT

- a. Campus Relations Committee
 - 1) Coordinate events that reach the campus community;
 - 2) Foster collaboration between Staff Senate and campus organizations; and
 - 3) Market and advertise for all events.

Examples of possible events include but are not limited to Red Kettle Campaign, blood drive, and campus food drive.

PROPOSED

****New committee name****

- b. Campus Engagement Committee

Fosters collaboration between Staff Senate and other campus entities, including Faculty Senate and Student Government, through joint coordination of events that benefit the campus community.

GUNKELMAN COMMITTEE BYLAWS CHANGES

CURRENT

- a. Gunkelman Awards Committee
 - 1) Administer the Gunkelman award on an annual basis as outlined in the standards established by the Gunkelman family.
 - 2) Design, update, and disseminate application information.
 - 3) Market and advertise for the event.
 - 4) Review nominations and select recipients.
 - 5) Coordinate the award ceremony in conjunction with the Gunkelman family.
 - 6) Notify nominees.

PROPOSED

- b. Gunkelman Awards Committee
 - 1) Administer the Gunkelman award on an annual basis as outlined in the standards established by the Gunkelman family.
 - 2) Design, update, and disseminate application information.
 - 3) Review nominations and select recipients.
 - 4) Coordinate the award ceremony in conjunction with the Gunkelman family.
 - 5) Notify nominees

PUBLIC RELATIONS COMMITTEE BYLAWS CHANGES

CURRENT

- a. Public Relations Committee
 - 1) Is chaired by the Public Relations Officer.
 - 2) Publicizes the activities of the Staff Senate internally and externally by;

- (a) Providing updates for the Staff Senate Web site;
 - (b) Updating the Staff Senate brochure;
 - (c) Publishing the *Messenger*;
 - (d) Providing updates to the *It's Happening at State* publication;
 - (e) Maintaining the Staff Senate poster frames in the Memorial Union; and
 - (f) Advertising in other Staff Senate approved venues.
- 3) Coordinates and hosts the annual Staff Appreciation Day;

PROPOSED

- b. Public Relations Committee
 - 1) Is chaired by the Public Relations Officer;
 - 2) Promotes Staff Senate by raising public awareness about the vital role performed by broadbanded staff in the success of the university by:
 - (a) Updating the Staff Senate brochure;
 - (b) Publishing the *Messenger*;
 - (c) Maintaining the Staff Senate poster frames in the Memorial Union; and
 - (d) Updating the Staff Senate promotional video.
 - 3) Assists the Staff Senate in opening channels of communication among broadbanded staff; and
 - 4) Coordinates and hosts the annual Staff Appreciation Day;

STAFF DEVELOPMENT BYLAWS CHANGES

CURRENT

- a. Staff Development Committee
 - 1) Investigates topics and speakers for monthly meetings and then forwards three (3) to four (4) recommendations to the Executive Committee for consideration.
 - (a) Programs are not scheduled during the Staff Senate meetings for September, April, May, and June.
 - 2) Identifies programs and activities that will provide personal and professional growth opportunities for university staff.
 - (a) Assess the needs and wants of staff through questionnaires and surveys on an annual basis.
 - 3) Selects committee members to be present at events to provide introductions for speakers and presenters.

PROPOSED

- b. Staff Development Committee
 - 1) Investigates topics and speakers for monthly meetings with the exception of the May meeting.
 - 2) Identifies programs and activities that will provide personal and professional growth opportunities for university staff by assessing the needs and wants of staff through questionnaires and surveys on a regular basis.