

NDSU STAFF SENATE

Minutes

Wednesday, March 1, 2017

- I. President Jim Osland called the meeting to order at 9:32 a.m.
- II. **Attendance Report** by Carin Engler: 38 members attended, with 2 proxies, 4 excused, 2 absent, and 9 guests. Quorum was met.
- III. **Consent Agenda** – (policy details listed here: https://www.ndsu.edu/policy/senate_coordinating_council/)
 - A. **Policies for Information**
 1. 112 – Job Applicant / Employee Criminal History Background Checks
 2. 134.2 – NDSU Lactation Policy
 3. 304 – Academic Staff and Executive/Administrative Positions – Procedures for Filling
 4. 309 – Minimum Qualifications for Instructional Faculty
 5. 823 – Financial Conflict of Interest – Public Health Service Sponsored ResearchMotion by Joni Massey / Wendy McCrory to approve the consent agenda. MOTION CARRIED.
- IV. Motion by Diane Axness / Wayne Miller to approve the Meeting Agenda. MOTION CARRIED.
- V. **Campus Kudos** by Naomi Kosen – Recipients are Jacob Dumer, a student employee nominated by Rosie Wagner in the West Dining Center, and Ag Communications staff member Sonja Fuchs, nominated by Linda McCaw.
- VI. **Program**
 - A. Title IX & Equity Training: Kara Gravley-Stack and Angela Bachman – <https://www.ndsu.edu/equity/>. Their offices assist with immigration statuses for visiting scholars and others, with academic searches on campus, and duties related to equity training. They coordinate annual online and face-to-face training sessions. Recent policy updates were briefly reviewed. Procedures for reporting discrimination, harassment and other issues are listed on their newly updated website as well as the forms needed for that process. They offer Community of Respect training and more information is online: https://www.ndsu.edu/equity/education_and_training/community_of_respect/. Campus resources and informational items for faculty, staff and students needing pregnancy and lactation information are also posted on the Equity website.
- VII. **Student Government Report** – Brendan Curran, Student Government member reported that their elections are coming up soon. Changes to the Division of Student Affairs have been a concern for students, but they appreciate the difficulty of the current budget situation. A member of Staff Senate asked Curran to convey our Senate's sincere appreciation to Student Government for hosting last week's Memorial Service.
- VIII. **Faculty Senate Report** – No Report.
- IX. Motion by Ben Bernard / Anna Sheppard to approve the Wednesday, February 8, 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 – Gennifer Sprecher reviewed proposed bylaws changes (see 'ATTACHMENT A'). Motion by Wendy McCrory/ Elizabeth Worth to accept the changes to the Senate bylaws, as presented. MOTION CARRIED.
 - B. Elections by Gennifer Sprecher – The website is set up to accept nominations beginning on March 6, continuing until March 24. Elections will be March 29-31. A laptop will be set up at the Staff Appreciation Day event on March 22 to accept nominations for any interested staff. Email reminders will go to Senators with terms expiring, asking them to continue in Senate.
 - C. Legislative by Diane Axness – Stay informed as the legislative session progresses, and please make the effort to personally contact local legislators regarding your concerns.

- D. Public Relations by Elizabeth Worth – There are newly updated Staff Senate posters now displayed in the MU. Staff Appreciation Day is March 22 in the Memorial Union and Senators are encouraged to support this effort and bring your coworkers. Many administrators will be part of the program. April will be the next edition of The Messenger; submit your articles soon and feel free to include any updates you may have since last October’s publication. Staff Senate shirt samples are here for viewing; complete the order forms if interested.
- E. Information Technology by Matt Chaussee – Ben Bernard reports that details are coming out soon about the Friday, March 10 Office 365 migration. Please note the new instructions carefully. Those who access email from a client when off-campus (mobile devices, etc.) will have a new log-in. Staffers will retain their ‘ndsu.edu’ email addresses along with having a new ‘ndus.edu’ email address, also accessible. It is always good practice to back up your calendar and contacts, etc. in case there are glitches during migration.
- F. Scholarship by Patty Lloyd / Emilie DeWitte – No Report.
- G. Staff Development by Larissa Kunde / Niki Lynnes – Discover U was successful and there were over 80 participants. A follow-up survey went out also. They are planning another spring Equine Workshop and more information will be forthcoming soon.
- H. Staff Recognition by Lori Askew – Staff Recognition nominations are still open through March 4.
- I. Campus Engagement by Daniel Erichsen – No Report.
- J. Gunkelman Award by Amanda Groom – Nomination deadline is March 23. The Gunkelman Awards ceremony is scheduled for Friday, May 5.
- 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 – No Report.
 - 3. Library by Ben Bernard – The library now has a new dean.
 - 4. University Athletics by Eric Gorecki – No Report.
- 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 – Tabled as per last discussion; it was noted that Student Government doesn’t have an analogous committee to this one but Faculty Senate does, so they will be contacted for a meeting in the near future.
 - 4. Parking by Eric Gorecki – Attached to the agenda is a report sharing discussion points recently compiled by their committee. Discussion followed and Senators asked for clarifications. The committee intends to compile additional questions and bring back to Parking so Senators are encouraged to share additional questions and concerns with members. Senators expressed appreciation for the informative report and thanked the committee for undertaking this work.
- XIII. Executive Committee** by Jered Pigeon – Recent discussion included the topics of shared drive access for Committee Chairs, upcoming Senate elections, and exploring possible collaborative processes going forward.
- XIV. President’s Cabinet** by Jim Osland – The Office 365 Migration is taking place soon and all are encouraged to back up your information and calendars. The recent candlelight vigil event was well received and appreciated. Attending as a guest today, President Bresciani was asked by members of Staff Senate to share an update on the status of the current legislative session and the budget situation. He gave a brief overview and addressed several additional questions from the floor. Staff Senate President Jim Osland thanked Bresciani for attending today and being open and willing to discuss the Staff Senate’s concerns.
- XV. Old Business**
 - A. Lost and Found by Gennifer Sprecher – Student committee members created an online form to submit information regarding lost items, and contact persons at each location will have access to the list. Signs posted in each building will indicate Lost & Found locations and contacts, including a disclaimer noting that found NDSU ID cards should always be returned to the card center. All valuables should be reported to Campus Police, but minor items may go to the Lost & Found.
- XVI. New Business**

XVII. Announcements

XVIII. Meeting adjourned by Jim Osland at 10:57 a.m.

Scheduled meetings:

- Staff Senate: Wednesday, April 5, 2017, 9:30 – 11 AM in the Plains Room, Memorial Union

- Executive Committee: Wednesday, March 15, 2017, 9:30 AM in the Badlands Room, Memorial Union

ATTACHMENT A:

BYLAWS CHANGES

3/1/2017

Under the Duties of the Officers, section (VII)

A. President

-Added the new #8 which reads “Maintains the Staff Senate and Staff Senate Executive listserv’s and is a moderator of the staff announcement listserv”.

-Deleted Agency fund from the new #9 section.

B. Past President

-Added the new #3 which reads “Helps maintain the Staff Senate and Staff Senate Executive listserv’s and is a moderator of the staff announcement listserv”.

-Made a change to the new #7 so it reads “Shall be responsible to review and update the committee shared drive folders”. It used to read “Shall be responsible to review and update the committee binders, including collection of binders from the past chairs”

C. The Vice President/President Elect

-Added the new #4 which reads “Helps maintain the Staff Senate and Staff Senate Executive listserv’s and is a moderator of the staff announcement listserv”

D. The Treasurer

-Agency fund was deleted from #4 under this section.

E. The Membership/Attendance Officer

-Section #5 was deleted and used to read, “Maintains the Staff Senate listserv”.

Under the Committees and Task Forces section (VIII)

-The whole Executive Committee section was moved from the Officer section to this section.