

NDSU STAFF SENATE

Minutes

Wednesday, April 4, 2018
Prairie Rose Room, Memorial Union

- I. Meeting was called to order at 9:35am by Jered Pigeon.
- II. Attendance Report by Carin Engler – 36 in attendance, 3 proxies, 3 excused, & 3 absent. Quorum met.
- III. Consent Agenda – Wendy McCrory pointed out that there were some incorrect department names, etc still in policy 703 so she would update that one with the SCC. MOTION by Wendy McCrory / Kay Hopkins to accept the other 4 policies. MOTION CARRIED.
 - A. Policies for Information
 - 1. 333 Version 3 – Class Attendance Policy and Procedure
 - 2. 603 – Sexual Misconduct and Title IX Compliance
 - 3. 703 – NDSU Card Terms and Conditions
 - 4. 706 – Traffic and Safety/University Police
 - 5. 713 – Records Management
 - B. Items for Input
- IV. MOTION by Maggie Latterell / Lorie Herbel to approve the Meeting Agenda. MOTION CARRIED.
- V. Program
 - A. Marc Wallman – He can come and visit with specific departments about their IT needs.
 - B. President Bresciani – System can only move as fast as the slowest campus- NDSU and UND are being reigned back because we have to slow down for others. Task force can recommend something but legislature would still have to approve it and if it's a constitutional change, then the public will have to vote on it. Now is when legislators will listen more. All campuses want to protect the funding formula. Dunbar hall is top priority for capital construction. NDSU wants to continue teaching students face to face.
- VI. Student Government Report by Mason Wenzel – No report
- VII. Faculty Senate Report by Stuart Haring – Elections are coming up. Policy changes have been either so minor or so major they haven't been approved. Resolution on using chosen name - they passed one and sent it on- discussions are at the state level apparently. Erin Gillam president elect and she will be holding open forums soon. The Faculty Senate proposed a reorganization of the policy manual to make the information more easily accessible.
- VIII. MOTION by Maggie Latterell / Tammy Helweg to approve the Wednesday, March 7, 2018 Staff Senate Meeting Minutes. MOTION CARRIED.
- IX. Treasurer's Report by Tina Exner – No report as Tina was not present.
- X. Advisor Comments by Colette Erickson – No report.
- XI. Committee Reports
 - A. Bylaws by Gennifer Baker – Staff Recognition deleted #3, #4, & #7 as 3 & 4 were procedural and #7 had to do with forwarding our recognition award winners to the Governor's award nominations. MOTION by Gennifer Baker/ Naomi Kosen. MOTION CARRIED.
 - B. Elections by Jim Osland – New senator orientation sessions are coming up in April. Krista Williams was nominated by Jered. She accepted the nomination. MOTION by Jim Osland / Ben Bernard to cast an unanimous vote electing Krista into the senate. MOTION CARRIED.
 - C. Legislative by Diane Axness/Ben Bernard – No report. Delegate assembly for ND United is coming up. Copies of ND Voices are available in the back afterwards.
 - D. Public Relations by Angela Bachman – Staff Appreciation breakfast was very well attended. You can still submit items for the upcoming Messenger.
 - E. Information Technology by Ben Bernard – 2 factor authentication to help stop identity theft because people tend to use the same passwords for several things.
 - F. Scholarship by Kay Hopkins – No report.

- G. Staff Development by Lorie Herbel – Discover U went well. The committee sent out a follow-up survey which is open through this Friday, April 6.
- H. Staff Recognition Naomi Kosen – Nominations are closed. There are 31 individual nominations and 2 team nominations. Only one 7000 band and 0 6000 band nominations (dining and trades) so Naomi encouraged us to nominate our fellow staff members in the future.
- I. Campus Engagement by Alissa Kuntz/Melissa Schwengler – No report.
- J. Gunkelman Award by Wendy McCrory/Amanda Booher – Nominations will cease on April 18. May 4th is a celebration of the nominees and the winner will be announced during the event.
- K. Environmental Sustainability by Connie Olson/CeCe Rohwedder – Still working on updates for the website. Weston Gould added that new recycling containers were purchased for around campus because of an extra \$10,000.
- L. Senate Coordinating Council by Jered Pigeon – Group is restructuring the quorum.
- M. State Staff Senate by Naomi Kosen – Naomi said no report. Jered brought up the letter that was sent by SSS to the SBHE and Naomi added there will be a meeting next week to discuss the letter sent and how the different campuses were able to give input.
- N. Joint Committees
 - 1. Campus Space and Facilities by Ben Bernard – No report.
 - 2. Library by Megan Ramsett – No report.
 - 3. University Athletics by Angela Bachman – No report but meet next Friday.
 - 4. Learning Space Advisory Committee by Mike Paolini – No report but meet in 2 weeks.
- O. Ad Hoc Committees
 - 1. Administrator Training Initiative by Wendy McCrory – No report.
- XII.** Executive Committee by Amanda Booher – No report.
- XIII.** President’s Cabinet by Elizabeth Worth – No report.
- XIV.** NDSU Day of Honor – No report.
- XV.** Old Business
 - A. Lost and Found by Gennifer Baker – No report.
 - B. Senator Engagement Survey by Jered Pigeon – Jered showed a summary of results. See attachment I. CeCe thought this was a good idea and suggested maybe there is a way to figure out what staff that aren’t in senate think and know about what we do. As far as recruiting efforts, we can highlight the upcoming legislative session and how the senate can be a voice to that.
- XVI.** New Business
 - A. End of Year reports and proposed budget by Jered Pigeon – Jered explained what this meant and asked to have the information by May.
- XVII.** Announcements
- XVIII.** Meeting was adjourned at 10:54am by Jered Pigeon.

Scheduled meetings:

- Staff Senate: Wednesday, May 2, 2018, 9:30 – 11 AM in the Great Room, Memorial Union
- Executive Committee: Thursday, April 19, 2018, 9:30 AM in the Arikara Room, Memorial Union

ATTACHMENT I

Senate Engagement Survey Result Summary – General Themes

Q - What do you most enjoy about being an NDSU Staff Senator?

- Having a voice on issues and concerns
- Building Relationships/Networking
- Knowing what is going on, being in the know

Q - What is least enjoyable about being a Senator?

- Onboarding of a Senator
- Time commitment/committee overload
- Feeling as though change is not possible

Q - What are some ways that senators can improve their own experience?

- Recruit other staff, we need to be more visible
- Ask questions when they are unaware
- Become more active, but not say yes to everything, delegate
- Understand the role of a senator
- Rotate to other committees

Q - What are some ways that the leadership team can do to increase the overall senate experience?

- Set up a mentoring component for newer staff
- Chair committee orientation be more thorough
- Host and plan social outings to get to know each other in a new way
- Promote Staff Senate and the values to the campus better
- Explore team building and morale boosting programs
- Demonstrate to staff how to share information back to their departments