

NDUS Staff Senate Meeting June 13, 2009 Meeting Minutes

NDUS Staff Senate met on Wednesday, June 17, 2009 at Bismarck State College.

Colleges present: Bismarck State College (BSC), Dickinson State University (DSU), Mayville State University (MaSU), Minot State University (MiSU), Minot State University Bottineau (MiSU Bottineau), North Dakota State College of Science (NDSCS), North Dakota State University (NDSU), Valley City State University (VCSU), Williston State College (WSC), and the University of North Dakota (UND).

Janice Hoffarth, President, called the meeting to order.

Kari Knudson provided a welcome from BSC.

Updates of staff senates:

UND: You Shine Award – nominate someone who went over and above their job duties – drawing is held for a \$50 prize monthly – all 12 winners put in for employee of the year - \$250 drawing. Staff Senator of the Year – every senator except current president can be nominated for this award - goes to a vote (criteria: representing staff senate, went above and beyond). Also do an annual recognition in the fall and spring of for employees.

MiSU: Did their staff senate voting electronically - had 50% higher turnout than when voting was done manually. Had BSC help them set it up. There has been progress in the orientation committee. Staff senate worked with HR to develop an orientation – committee was formed. It is now being put online.

VCSU: Despite flooding, still had annual banquet with a good turnout.

MiSU Bottineau: Annual rummage sale - all proceeds go to charity. This year made over \$1,500

NDSU: 300 staff in attendance at Valentine's ball – raised \$1,000. Cookbook sales went well. Sustainability effort – student, faculty, staff, community were involved. It went very well and now a project of staff senate. Sandbag college is finally shut down. Staff Senate received an invitation from President Chapman to share his box seat at a RedHawks game - did a random drawing for the seats.

DSU: Gave away its first staff senate scholarship. Jeans day was approved providing \$100-\$120 per month funding for staff senate - this money goes to scholarship program. Faculty/Staff/Student Appreciation Day - homemade treats are brought (donated) - food is served from 8:00-4:00.

BSC: has a staff senate brochure now. Plan to bring in a group to do a financial presentation this coming year regarding how to invest, what and when.

Chancellor Bill Goetz provided comments. He shared that it is critically important to have staff input and that staff are a tremendous resource to NDUS. There is a lot of good work that goes on at the staff level that make a difference for our students. NDUS

built an agenda for the legislative session around initiatives. This was done to create dialog.

He addressed the role of staff senate on State Board of Higher Ed. Staff presence is important at Board Meetings. Board meetings are open to the public and agendas are available to the public.

Questions: There was a question asked about travel funding for staff participants:

1. How do we address funding for travel so our staff senate representative can attend SBHE meetings and who should pay for it? The Chancellor said he will address this with Cabinet.

2. What should our NDUS Staff Senate representative attend during SBHE meetings, where, and when? The board agenda is open and on the website. NDUS Staff Senate is allowed to take part in the entire meeting. As far as attending outside events (reception by campus, breakfast, & noon lunch) he will address with the college presidents. Noon lunch is by invitation only. Can see about making sure NDUS Staff Senate president is invited to that luncheon. Janice indicated that she has worked with Teri who has been excellent to work with.

3. How do you see us grow? There are variances to campus and participation. Staff needs more support and greater recognition. If NDUS Staff Senate can do that and assist the Chancellor in being able to provide that recognition to deserving staff, this would be a great thing. Staff involvement in efforts to bring in speakers for staff, briefing – Chancellor provide briefing at meetings on what is happening, long term goals, what can staff senate do to be a voice in those issues. The Chancellor is willing to visit with staff senates while at the campus, visit students, etc. Janine (NDSU) indicated that NDUS Staff Senate could be a “test group” when decisions are needed (i.e. People Soft).

4. How do we proceed with the goal to obtain a seat on the Higher Education Board? The Chancellor will discuss our progress at the board retreat and give the senate direction toward this goal.

Chancellor Goetz added that sharing and collaboration between campuses is important. Security is one example of what campus sharing can do. Why reinvent the wheel if others have something that works. We have a lot of expertise on our campuses, we need to utilize and share that information better.

Role of Human Resources Director on NDUS Staff Senate: Rita Lindgren from BSC was in attendance today as the HR representative. Having an HR director at our meetings give us credence. Proposal: invite an HR director to each of our meetings. Not a voting member (ex-officio) member of our staff senate. Discussion followed. UND made a motion: **A member of the NDUS Human Resource Council (HRC) be in attendance at all NDUS Staff Senate meetings.** Seconded by NDSU. Discussion followed. **Amendment: add to responsibility of president in bylaws. “Ensure representation of the NDUS HRC be present at all NDUS Staff Senate**

meetings” (section 6 officers bylaws) the motion passed unanimously of all institutions in attendance. **Action Item: Keep a member of NDUS HRC on our listserv. Rita suggested that our president be included on “minutes” via e-mail of the NDUS Human Resource Council. Rita will work with Janice on that process.**

Membership update: Always have 3 reps from each college. This could be the outgoing president, current president, and president elect. Janine will collect names of who should be on the listserv. **Action Item: Each campus should keep their participants list up-to-date so we can communicate effectively. In addition, each institution should have a binder with all of our NDUS Staff Senate information in it. Janice handed out information to help people fill their binder.**

Bylaws: Janice handed out the current bylaws. Suggested changes were included in today’s meeting packet. She indicated that the changes are punctuation and to not change the meaning of the document. She asked everyone to review the document to a possible vote. Janine asked a question regarding Roberts Rules. Discussion followed. Motion by NDSU: **Remove the parliamentarian under officers #6 from the bylaws.** Seconded by MaSU Voting: unanimously approved by all campuses present. Motion by NDSU: **Accept grammatical and punctuation changes.** Seconded by UND Discussion followed: punctuation changes from UND and NDSCS. Unanimously approved by all present.

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Motion came from NDSU: **change the outline to match the criteria shown above.** NDSCS seconded. Voting: unanimous approved.

Motion by VCSU: **Page 8 section 2 #1 should read Chancellor, and NDUS office to remove gender.** Seconded by NDSCS. Unanimously approved.

Janice stated that we need a formal vote accepting this as our bylaws in it’s totality...if approved it goes back to our staff senates at each university. The individual Staff Senates should vote ratify by end of August. Motion by UND: **Accept our constitution and bylaws and submit to representative institutions.** Seconded by DSU. It was asked that if grammatical changes or punctuation changes are found with no change to content, these should just go to Rita Nodland and should not require a vote. All agreed.

Website update: Close to getting website up. What do we want on it? Items offered for inclusion: Group photo, link to each NDUS individual staff senate website (college website if a staff senate website does not exist), meeting minutes, bylaws, officers, contact info for officers, meeting schedule/location, membership (listserv), contact info (concerns over visibility and spam) individual preferences will be respected.

Officer Election: Need to elect a secretary for the coming year. Opened the floor for nominations. Discussion followed. Motion by NDSU: **nominating Linda Benson from MiSU.** VCSC seconded. NDSU proposed a unanimous ballot. All agreed.

Publicity: Photo and notification that we met should be sent to newspapers. A photograph of the attendees at the annual meeting will be taken. Rita Lindgren suggested this be done through Debra Anderson at System office because she has the contact base for the newspapers. **Action Item: Linda Benson will write up the information and contact chancellor's office for distribution.**

Future meetings dates and sites: NDSU, WSC, & NDSCS all offered to host next year's event. Janice checked with SHBE regarding the location of their June meeting so the two meetings may be able to coincide. Decision was made to wait until after SBHE retreat to decide on locations and possibly set meeting location.

IVN meetings – September, December and March. If agenda items are not needed, the meeting can be cancelled. Possible meetings times: 9:30 a.m. and 2:00 p.m. are good times to meet for most in the group. **Action Item: Janine (NDSU) will work with her IVN department to set up meeting times and vary between the times stated above.**

Other business: NDSU (Janine) asked if NDPERS has been talking about coverage plans (based on the health of the insured) at SBHE meetings. Discussion followed. Laura Glatt would be a possible contact to see what is happening. **Action Item: Janice offered to contact Laura Glatt for more information and follow up.**

Bylaws committee: Clarification that committee is still intact. Future need of the bylaws committee would be to stay in-tuned with the document and be able to guide the group during meetings.

Motion to adjourn VCSU seconded by NDSU. Unanimous ballot.

Recording Secretary,
Mary Morrell
Bismarck State College