

**STAFF LEADERSHIP CONFERENCE  
Friday, November 14, 2008  
Badlands Room, Memorial Union  
University of North Dakota**

**Janice Hoffarth called the meeting to order at 10:20 am.**

**Members attending were asked to introduce themselves and indicate which university he/she is from.**

**Each University was asked to give an overview of their Staff Senate—including election procedures, funding sources, projects and activities, challenges and accomplishments.**

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**President Kelley welcomed everyone to the conference.**

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UND--

Election procedures: 50 members (approximately 3% of each job category). Elections are held each spring. Nominations are sought from all employees. Ballots are then sent to all employees.

Funding: \$3300 in general operating funds comes from the President's Office. Additional funding for scholarships comes from fundraising activities such as the 31 Days of Glory (December) raffle, payroll deductions, cookbook sales, etc.

Projects and Activities:

- U-Shine awards were just started this month. Nominations are sought for a staff member that has done something above and beyond. The executive committee meets and chooses a winner each month. The winner is issued a check for \$50. A vice president has also agreed to give out one yearly award of \$250.
  - Newsletter/Yearly annual report
  - State Employee Week activities
  - Spring Fling
  - University Committee membership on University Senate, Budget and Planning, search committees
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NDSCS—

Elections procedures: Elections are held and pizza and pop are served. 12 percent is on the board (a percentage of each band).

Funding: \$1700 budget

Have a management team, services and support staff, rewards and recognition team (Quality Service Awards for Above and Beyond).

50% tuition discount for dependents.

Body is more of a sounding board.

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**Keynote Speaker: Bob Boyd, Vice President for Student and Outreach Services, welcomed everyone to UND, talked about the importance of staff, and described how leadership is one of our roles.**

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Williston State College

Election procedures: solicit nominations, ballots are sent out after the nominees have agreed to serve. 6 staff and 1 faculty (nonvoting) Representative from all five divisions. Each serve 2 years. 1 member at large. 3 consecutive terms. Next year there will be 8 members.

Funding: \$5100 each year. Use for professional development money. Speakers through workforce training. Funding to help staff get degrees.

Activities:

- 33 employees completed customer service training online.
  - Relay for Life
  - Silent auction with money going to United Way
  - Christmas Social and invite the faculty
  - Poker Walk at Halloween (Pay \$10, go to five stations to collect cards and meet in cafeteria)
  - Scholarship offered by foundation (\$2000 to dependents)
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**Chancellor Goetz joined us by phone conference.**

- **There is a video regarding budget on the NDUS website.**
  - **Also is a legislative brochure that is available.**
  - **Need to have a commitment from campuses.**
  - **Communication is the groundwork you need to lay. Need to reach a common ground before reaching out.**
  - **Look at constitution issues and board issues; relating to faculty and student membership**
  - **Board can make time on agenda for Staff Senate**
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Minot--

Election: 12 members (one for every 10 employees); 2 year terms

Funding: from VP for finance

Activities:

- Fall Kick off held at the zoo. Food services provide food. For faculty, staff and families.
- Staff and administration help on freshman move in day
- Homecoming float
- Scholarship money raised through cookbook sales
- Application process for scholarship
- 4 scholarships given
- At Convocation Staff Senate President addresses
- President of Staff Senate meets with presidents of student and faculty senates

Challenges:

- keeping on track with mission and scope
- communicating with custodians

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Bismarck--

Elections: 19 members (1 person for every 8 employees); 2 year terms. Nominations are by area. Elections are held online using survey monkey. VP for Finance is the exofficio.

Funding: \$2500 through HR to fund Staff Development Day annually. Other activities are funded by applying for grants from the Foundation such as for activities during Christmas and Spring Break (Jeopardy, Chili cookoff)

Projects:

- salary review committee looked at market salaries and compared divisions.
- Weight room updated
- Tuition waiver through the foundation (Cash for our Kids)

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Lake Region—

Elections: 6 members (2 year terms ) Called Staff Welfare; elected by ballot during staff retreat

Funding: \$3000 per year used to be for workforce training, funding for conferences, etc.

Activities:

- Every holiday they try to do something.
- Foundation takes care of scholarships
- Christmas party—faculty invited

- Purchase jackets for 1 year anniversaries
  - Bucket filling (raining drops)
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#### NDSU—

Elections: 68 members (5%) 2 year terms; 3 consecutive terms; 1 year off

Funding: Asked VPs for \$9300.

#### Activities:

- Cookbook
  - Blood drive
  - Discover U day month (national speakers, cooking, wellness, digital photography)
  - Programs speakers each month
  - Pre-programs (art and music)
  - Salvation army
  - Valentine Ball
  - Homecoming Float
  - Newsletter (3 per year)
  - Rep on University council
  - Brochures
  - Speak at new employee orientation
  - Work with legislative
  - Smoking policy
  - Sustainability committee
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#### Dickinson--

Election: 18 staff members; 2 year terms; 2 consecutive terms

#### Activities:

- Staff scholarships for fees and books
- Moments of Excellences given out once per month
- \$1000 award given out yearly from foundation
- CPR classes, dealing with change, how to handle difficult people, self defense
- Staff retirement card
- Full tuition waiver
- Campus senate lunches with president (pres, vp, sec, treasurer from each senate meets for lunch with president)
- Monthly no host social at various locations (restaurants)
- Denim day

Mayville

Election: 16 members, 1 Senator for every 6 employees in broadband; 2 year terms ; meet with all staff once per year previously, now 3 times per year

No budget; acts as sounding board for Staff concerns

Activities:

- Mayville State Pride Fridays & Dollars for Scholarships (jeans day)
- Spring Break potluck...collect recipes for small \$4 cookbook.
- Speakers from Employee Assistant Program for Staff Development

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**Governance:**

Purpose discussed:

1-discuss and advise on items of common interest among institutions of higher education across the state.

2-Legitimize staff senate across the state.

3-Obtain a seat on the state board of higher education equal to the faculty and student governments structures.

Each University may have more than one person at the table for discussion  
Election of officers to move initiative forward and establish a strong foundation  
Officers need to be current staff senators and only one staff member per institution can hold an office at a time  
Once face to face annual meeting will be held on the third Wednesday each June and will alternate from eastern North Dakota to Western North Dakota  
Quarterly meetings will be held via IVAN, phone conferencing, or email

It was agreed each campus would get only one vote.

Voting: needs 2/3 to pass

Quorum: 2/3 majority (8 universities present)

Mary Morrell moved to elect ~~(interim)~~ Charter officers that will serve until July 1. Bobbi Lunday seconded. Motion carried unanimously.

Election of Officers:

President: Janice Hoffarth, UND  
VP: Janine Trowbridge, NDSU  
Secretary: Mary Morrell, BSU  
Communication: Cindy Rerick, Lake Region

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Volunteers to work with Officers on Bylaws:

- Loren Liepold, UND
- Rita Nodland, BSU
- Vance Olson, NDSU
- Ann McGray, NDSCS

Deadline for draft of bylaws: January 1, 2009

What will be called? Nathan Anderson moved that we go by NDUS Staff Senate. Loren Liepold seconded . Motion carried.

Next meeting:

June 17, 2009 at Bismarck State