Staff Senate Meeting
7/17/12
2:30-4:00 pm

Present: Norm Betland, Tammy Dillman (Tanya Fuher, Retreat), Mike Gayette, Linda Greenstein, Laura Kalvoda, Michelle Kraft, Brenda Nottestad, Kristyn Olzwaske, Kathie Overson, Katherine Pendergast, Lee Red Horse, Kayla Seifert, Carla Sivesind, Kristi Tetzloff, Roxanne Van Zomeren, Taunia Welch, Lori Welder, Kylee Wilson, and Alison Zarr.

Absent: Deb Kraft, Marnie Piehl (Retreat), Eva Wentz, Scott Helphrey (Retreat), and Dave Clark (Retreat)

Meeting was called to order at 2:00 pm by Carla Sivesind

Election of Officers was held.

Nominations were opened for President. Roxanne Van Zomeren nominated Carla Sivesind for President. The nomination was seconded by Brenda Nottestad. Carla accepted the nomination. A vote was taken and motion carried for Carla Sivesind to be the new Staff Senate President.

Nominations were opened for Vice President. Alison Zarr nominated Roxanne Van Zomeren. Roxanne declined the nomination due to the fact she will be out on maternity leave this year. Carla Sivesind nominated Norm Betland. Nomination was seconded by Tammy Dillman. Norm accepted the nomination. A vote was taken and motion carried for Norm Betland to be the new Staff Senate Vice President.

Nominations were opened for Secretary/Treasurer. Taunia Welch nominated Marnie Piehl. Nomination was seconded by Kylee Wilson. Marnie was not in attendance as she was attending the BSC retreat to accept or decline. A vote was taken and motion carried for Marnie Piehl to be the new Staff Senate Secretary/Treasurer. Carla Sivesind will talk with Marnie to see if she will accept the nomination.

It is asked that each member of the senate sit on one of the senate’s standing committees. The committees and as follows and listed are the returning members on the committee and any new senators interested in the committees.

Salary, Benefits, and Compensation - Lori Welder
Staff Rights and Campus Relations – Laura Kalvoda, Brenda Nottestad and Kristyn Olzwaske
Orientation and Campus Life – Kylee Wilson
Professional Development – Roxanne Van Zomeren & Taunia Welch (New members are Alison Zarr, Michelle Kraft and Kayla Seifert)
Constitution & Bylaws - Deb Kraft and Lee Red Horse

Carla Sivesind has no update for NDUS Staff Senate at this time. Their next meeting is July 30, 2012.

OC Update: It was discussed that this year the OC will be choosing the Excellence through Leadership project after the retreat. The Title II department came to the meeting to introduce and share their responsibilities to the OC. The Enrollment for Fall 2012 is down 4.5%.

Emergency Operations Committee: The Emergency Operations Committee has been meeting biweekly to go over the Emergency Procedures flip chart and the Emergency Procedure Manual. The committee
has designated a place to take shelter if a tornado occurs. It is no longer recommended that you take shelter in the interior hallways because they often act as wind tunnels. It is best to take shelter in an interior room that has no windows.

BSC Aquatic & Wellness Center: Kylee Wilson will remain the representative for the Aquatic & Wellness Center. She has received responses from employees regarding the cleanliness of the building and equipment not working. Students and their parents have also been calling regarding why they can’t use the facility if their tuition is already paid for fall. A meeting is set up for this week to go over these concerns.

Carla Sivesind asked for a volunteer to be on the Holiday Party & Employee Recognition Dinner Committee. Kayla Seifert volunteered for the committee.

**Old Business:**

**Questions on Performance Evaluations:** Carla S. has put gathered all the information that she received from past and current senators regarding the Performance Evaluation Forms. She has given the information to Angie Friez for her feedback.

**NDUS State Staff Senate Logo:** No Update

**General Policy – Flexible Work Hours:** The new policy will go into effect for the first time during the Winter Break in December. The flexible work hours during winter and spring break will need to be reviewed every year just like Summer Hours. A concern was brought forth that the policy doesn’t clearly state who makes the recommendation on if this will occur on a yearly basis. Carla Sivesind will bring this forth at the next OC meeting.

**Schafer Hall Cable:** Elmer Weigel met with Midcontinent regarding adding 3 cable drops into Schafer Hall. The Senate isn’t sure how they should move forward with this. Carla is going to talk with Elmer to see if this has been taken care or needs more work on the Senate’s part such as a recommendation.

**New Business:**

**Meeting Times:** The Staff Senate meetings are scheduled the 3rd Tuesday of every month. The question proposed to the Senate is should we continue to meet at 2:00 p.m. – 3:30 p.m. as we have in the summer or should we revert back to the normal time of 3:00 p.m. – 4:00 p.m. Taunia Welch made the motion to that we continue to meet on the 3rd Tuesday of the month from 2:00 – 3:30 p.m. Alison Zarr seconded the motion. Motion Carried.

Kathie Overson made a motion to adjourn, Kylee Wilson seconded. Meeting was adjourned at 2:45 pm.

7/19/12

Marnie Piehl has declined the position of Secretary/Treasurer. Alison Zarr was gracious enough to volunteer. Lori Welder nominated Alison Zarr. Nomination was seconded by Kayla Seifert. A vote was taken online and motion carried for Alison Zarr to be the new Secretary/Treasurer.