Staff Senate Meeting
8/21/2012
2:00-3:30 pm

Present: Norm Betland, Laura Kalvoda, Brenda Nottestad, Marnie Piehl, Lee Red Horse, Kayla Seifert, Carla Sivesind, Roxanne Van Zomeren, Taunia Welch, Eva Wentz, Alison Zarr

Absent: Tanya Fuher (excused), Mike Gayette (excused), Linda Greenstein (excused), Deb Kraft, Michelle Kraft (excused), Kristyn Olzveski (excused), Kathie Overson (excused), Katherine Pendergast (excused), Kristi Tetzloff (excused), Lori Welder (excused)

I. Call to Order – Meeting was called to order by Carla Sivesind at 2:00 pm.

II. Standing Committee Reports

- Salary, Benefits, and Compensation (Lori) – No report

- Staff Rights and Campus Life (Laura, Brenda, Kristyn) - Carla said that Eva volunteered to serve on the committee. Brenda reported that the committee had a meeting with HR regarding the Flexible Work Hours policy. She said that there was confusion because the policy didn’t clearly state who needs to make the recommendation to approve the flexible hours each year. HR confirmed that the flexible hours will need to be approved on a yearly basis by the Executive Council. These hours will not be listed in the General-Office Hour policy.

- Orientation and Campus Relations (Kylee) – No report.

- Professional Development (Roxanne, Taunia, Alison, Michelle, Kayla) - No report.

- Constitution & Bylaws (Deb, Lee) – No report.

- Election Committee (Ad Hoc) – No report.

- Senate Ethics (Ad Hoc) – No report.

III. Other Committee Reports

- NDUS State Staff Senate (Carla) – Carla said that Janice Hoffarth, our SBHE representative at state staff senate emailed her to clarify that the faculty, staff, and dependent tuition waivers will not be cut. Waivers will be reduced for out-of-state students. Carla said that at this time the graduate credit tuition waivers policy has been tabled until later this fall. Carla was also sent a proposal from the student, Robert Vallie that served as the representative on the State Board of Higher Education last year. At this time a student a staff member, and a faculty member serve on that board but the student is the only one that has a vote. The student proposed that the faculty and staff member on the board also receive the opportunity to vote. Any changes to the board need to be approved by the state legislature.

- Operations Council (7-25 cancelled/Norm 8-8) – Norm reported that the Excellence through Leadership (ETL) participants from 2011-12 presented a daycare feasibility study to the council. He said that he would send out the information that was presented to them. He also reported that the project for the 2012-13 class has not yet been determined.

- Emergency Operations (Roxanne) – Roxanne said there is no report at this time and that there will not be any additional changes made until the new safety and security officer has been hired.
• **BSC Aquatic & Wellness Center** (Kylee) – No report.

• **Holiday Party & Employee Recognition Dinner** (Kayla) – Kayla said that Katie sent out an email to the planning committee to discuss several suggested changes, but that nothing has been done as of yet. Otherwise, no report.

• **BSC Retreat** (Scott) – Carla said that she talked to Scott and he felt that the retreat went well. Marnie said that marketing is just finishing the strategic plan that was developed. Information should be distributed soon to campus.

### IV. Old Business

• **Questions on Performance Evaluations** (Carla) – Carla said that she received five questions regarding changes to the employee performance evaluations and that she did pass the questions on to Angie to consider. Angie stated all of these questions were discussed when the new Performance Evaluation was created April of 2010. The review form is typically updated and reviewed every five years, so they do not plan to do any further revisions until that time. The committee to help with the revisions consists of Staff Senate members. There was also some concern that the evaluation system last year had changed. Several staff senate members heard that higher scores (4s and 5s) were discouraged. Brenda suggest that a rubric be established that helped spell out what qualified employees for each score, and that it would make it easier for supervisors and could be included in supervisor training. Carla said she would check with HR on the subject to see if that information was correct.

• **NDUS State Staff Senate Logo** (Michelle) – Carla said that the logo is still a work in progress. She said that when she talked to Michelle, Michelle had expressed some concerns that the logo elements that they were looking for might not be the easiest to transfer. She will report more in September.

• **Schafer Hall Cable** (Carla) – Carla said that she will do further research and report back in September.

• **Move-In Day** (Norm) – Norm reported that move-in day went well, and that there the dorms are full with 309 students. He said that there are still a few students on the waiting list, but that many have requested to be removed as they look for other housing options in Bismarck.

• **Building Construction Updates** (Roxanne) – Roxanne reported that construction is behind. The elevator in NECE will not be in until late September, and the completion date will probably late October at the earliest. Also, construction on the Kuntz building is behind but work will increase to 10 hours per day so that they finish by the deadline later this fall.

• **Other Old Business** – No report.
V. New Business

- **Senator Absences** (Carla) – Carla asked if there should be a plan in place in case one of the standing senators needs to miss a meeting. She asked if the district should still be represented during that period so that their concerns can be heard even if a senator was out. Everyone agreed that it was a good idea. Extended leave of absences are addressed in Article V of the Bylaws. Brenda asked if there were alternates, and Carla said that since the senate was restructured, no alternates were discussed. She will bring it back for further discussion at a future meeting.

- **Staff Senate Brochure** – Carla reported that the brochure has been updated, and that an electronic copy is now available on the staff senate section of the BSC website.

- **2012-2013 Picture** – Carla said that the picture on the website needs to be updated. She will include the picture on the September meeting agenda and will send out a notice before hand to let everyone know it will take place.

- **New Projects/Ideas** – Eva proposed a campus fundraiser or event for the Steele family that owned the Lone Steer Motel. The family’s daughter is a BSC student. Marnie asked if there was any precedent from past events, and will look into what can officially be done. Taunia suggested that an extra jeans day be held. Norm said he would talk with the Board of Governors to see if they would be willing to sponsor the extra day.

- **Other New Business** – No report.

VI. District Updates

- **Student Affairs:** Norm reported that RA training was held last week, and that move-in day on Sunday went well. He said that Hot 97.5 was on campus on the 22nd and that a scavenger hunt for cardboard celebrities was held. He said that participation in the scavenger hunt was lower than expected. Norm also said that several other events are coming up. He said that there will be a hypnotist on campus on August 23, a dance on Thursday the 24th, and extra ice cream toppings in the Student Union Friday. In addition, the campus Community Connection Fair will be held Wednesday, August 29 and there are 43 registered booths to date.

- **Marketing** – Marnie encouraged everyone to check out the new Mystic mascot. She sent out an email to campus and said that the logo is available and will slowly be cycled into new uniforms for the sports teams. She said that the old logo was not working well and that the Athletics department was excited for the new logo. Michelle Kraft was in charge of the design work. If any districts wished to use the logo, they can contact marketing because there are several configurations available.

- **CETI** – Alison reported that the fall Enrichment catalog is being printed and that anyone interested can register for classes. She also reported that there will be a professional development class this fall, and that all classes will take place during the day. The registration system is brand-new and more information on how to sign-up for courses will be sent out campus wide soon.

VII. Meeting adjourned.