Staff Senate Meeting
9/18/2012
2:00-3:30 pm

Present: Norm Betland, Tanya Fuher, Mike Gayette, Linda Greenstein, Laura Kalvoda, Deb Kraft, Michelle Kraft, Brenda Nottestad, Kristyn Olzweski, Marnie Piehl, Lee Red Horse, Kayla Seifert, Carla Sivesind, Kristi Tetzloff, Roxanne Van Zomeren, Taunia Welch, Emily McKay (for Lori Welder), Eva Wentz, Kylee Wilson, Alison Zarr, Dave Clark

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

II. Standing Committee Reports (Carla reported that there needs to be a new representatives on the committees. She asked for volunteers and said she would give everyone until Friday to consider. If there were no volunteers, and will assign someone to the positions.

   ▪ Salary, Benefits, and Compensation (Lori) – No report.

   ▪ Staff Rights and Campus Life (Laura, Brenda, Kristyn) – Brenda reported that they committee planned to meet immediately following the full Staff Senate meeting. She asked if anyone had any information that they wanted the committee to discuss. Kylee asked if there was any new news regarding a potential wellness program. Brenda reported that they had talked with Pat Seaworth. Pat said that the idea was not an option.

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

   ▪ Professional Development (Roxanne, Taunia, Alison, Michelle, Kayla) – Roxanne reported that the committee had met and that the proposed date for Staff Development Day would be Tuesday, March 12, 2013, during Spring Break. Alison will be serving as co-chair while Roxanne is out on maternity leave. The proposed schedule for the day will be a half day, and that breakout sessions will be brought back.

   ▪ Constitution & Bylaws (Deb, Lee) – Deb reported that their committee has not yet met and that there have not been any changes brought forward that need to be addressed at this time.

   ▪ Election Committee (Ad Hoc - Alison) – Carla reported that there are two senators, Lori Welder and Katherine Pendergast that need to be replaced, as they are no longer with BSC.

   ▪ Senate Ethics (Ad Hoc) – No report.
III. Other Committee Reports

- **NDUS State Staff Senate** (Carla) – Carla reported that a State Staff Senate meeting was held on September 12, and that she attended along with Scott, Norm, and Alison. The two main items they discussed were tuition waivers and the student email on State Board of Higher Education voting rights.
  - Carla said that changes to tuition waivers and their policies are on hold right now due to the new chancellor. Each campus has different policies in place and that may change to be more unified in the future. For now, each campus will continue to use the waivers they have in place.
  - The second item discussed, the student email to change voting rights with the SBHE will not be implemented. State Staff Senate said they will not look further into getting voting rights for the member on SBHE because it is a self-appointed position, whereas the student position is not.

- **Operations Council** (Carla) - Carla said that they have discussed the one card system that will be piloted in the Spring. Tanya said that it will not work for the book store or library yet, but they hope to add those features down the road.

- **Emergency Operations** (Roxanne) – Roxanne said there is no report at this time, but that a new security officer has been hired and will start Monday, September 24.

- **BSC Aquatic & Wellness Center** (Kylee) – Kylee reported that they did a walkthrough of the facility and that they have expressed some concerns. Dave said that they are still working on implementing some changes, but that a few additions will be in place soon, including extra weights. He said that cleanliness and ground issues still need to be addressed.

- **Holiday Party & Employee Recognition Dinner** (Kayla) – Kayla said that is no report, but the committee will meet for the first time on September 19. Eva asked if there was information available about past award recipients, and Marnie confirmed they had the information if she would like a copy.

- **BSC Retreat** (Scott) – Carla said there was no official report, but Marnie reported that the new Strategic Plan will be printed and distributed in early October.

IV. Old Business

- **Questions on Performance Evaluations** (Carla) – Carla said that she had a chance to talk to Angie regarding information that was given to supervisors about the use of 4s and 5s on evaluations. Angie said that supervisors were not told that they couldn’t use those ratings, but instead that they needed to make sure that reasoning behind each rating was provided. Several Senate members confirmed that they were told that 4s and 5s couldn’t be used. Carla said that she wasn’t sure where the miscommunication came from but said she will touch base with Angie again and recommend clarification during upcoming/future supervisor training.

- **NDUS State Staff Senate Logo** (Michelle) – Michelle said that she had no report. She is waiting for additional direction from Scott and will then move forward.

- **Schafer Hall Cable** (Carla) – Carla said that she has been in touch with Elmer and he asked if a decision had been made or what the future of this project was. Employees from Schafer Hall, Jack Science Center, and the Library use the break room. Carla said that the biggest setback
with adding cable is funding for the monthly bill. Kristyn said that the staff in Schafer Hall originally looked at cable to improve employee morale. She said that the general feeling is that their break room is quite dreary and that the TV in the room is used every day, with not much to see. It could also be used outside of the auditorium by students. Kylee questioned if the TVs were even needed outside the auditorium as they are so seldom used. Carla said that cost to install is $50 per jack and $9.99 per month per jack after. Dave said that it needs to be reviewed for need and so that there is consistency across campus. He said he would touch base with Elmer.

- **Building Construction Updates (Roxanne)** – Dave provided updates on all projects taking place across campus.
  - **4th floor**: There has been a lot of progress since the beginning of September. Crews are currently working to meet the deadline of the first event scheduled, which is the President’s Club Dinner at the end of October.
  - **Kuntz Building**: Construction is behind schedule. Estimated completion date is the end of November, but they planning team will meet on Thursday to review progress.
  - **Bowl**: Construction is on schedule.
  - **Student Union**: Dave said that they are currently looking at December as the bid period. He said that they have received increased authority over the project, so hopefully the first phase, the addition, can begin shortly thereafter.
  - **Student Housing**: Tamara has been reviewing options with the Foundation. Before any changes or additions can be implemented, they need to receive blessing from the Legislature. This means there will be a delayed start date.
  - **Budget**: Dave provided a quick budget update. He said that officially, there are over 4100 students, so campus is down 7% on its headcount. Tuition and fees are down a smaller percentage due to more online classes taking place. Overall, there will be a $700,000 impact on the budget, but no more action or budget reductions will take place at this time.

- **Other Old Business** – Carla reported that she reviewed the Staff Senate bylaws and there is language there regarding Leave of Absences for senators. If you know you are going to be gone, you can appoint a replacement during your absence.

V. **New Business**

- **Election (Admissions & Enrollment Services/Energy)** – Carla asked Deb K. if she would be willing to assist with elections again to elect new senators from the two districts. Deb said she would be willing to set up the elections and that she would also like to train someone into the position since she has only a year left. Carla said that she would help her find a replacement and reminded everyone that elected senators must be past their six month probation period.

- **2012-2013 Picture – Dusty Anderson** – Carla reported that that the picture will be taken in October since there are two senators missing, she will contact Dusty about taking the picture then.
- **Council of State Employees (COSE) Representative (Tanya)** – Tanya reported that her 5 year term on the Council is up in December and that a new representative must take her place. She recommended that the representative be staff so that they are on campus 12 months a year. She asked Carla to send out an e-mail to staff to see if anyone is interested.

- **New Projects/Ideas** – Norm reported that BOG will not be able to sponsor an extra jeans day, per Eva’s suggestion from the August meeting, because they only get one extra day a year, and it has to benefit an organization. He said that they were also told that someone else is already raising money for Sadaf Akhtar, the student’s family. He will try to find out who is doing it. Carla reported that Dr. Skogen reported to her that student has also received a grant.

- **Other New Business** – No report.

VI. **District Updates**

- **Marketing/Communications**: Marnie reported that she had the opportunity to walk around down at the street fair and talk to students about the new logo to get their feedback and that it was all very positive. She also said that it was very cool to see the athletes helping out dressed in their new Mystic gear.

- **Academic Affairs** – Kayla reported that her position will be moving to NECE and that she will be housed in CETI. She will be assisting with events taking place on the 4th floor. Coverage details are still TBD for her office.

VII. Upon motion made by Roxanne and seconded by Brenda, the meeting adjourned.