Staff Senate Meeting  
10/16/12  
2:00-3:30 pm

Present: Norm Betland, Mike Gayette, Linda Greenstein, Scott Helphrey, Laura Kalvoda, Deb Kraft, Michelle Kraft, Emily McKay, Brenda Nottestad, Leigh Nygaard, Kristyn Olzveski, Kathie Overson, Marnie Piehl, Lee Red Horse, Kayla Seifert, Carla Sivesind, Kristi Tetzloff, Roxanne Van Zomeren, Taunia Welch, Eva Wentz, Kylee Wilson, Alison Zarr

Absent: Tanya Fuher (excused), Dave Clark

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

II. 2012-2013 Staff Senate Picture – Staff Senate photo was taken by Dusty Anderson.

III. Standing Committee Reports

  ▪ Salary, Benefits, and Compensation (Mike, Tanya, Kathie, Kristi) – Kathie and Kristi were added to the committee. Otherwise, no report.

  ▪ Staff Rights and Campus Life (Laura, Brenda, Kristyn, Eva) – No report.

  ▪ Orientation and Campus Relations (Kylee, Marnie, Leigh, Emily, Carla) – Emily and Carla were added to the committee. In addition, Kylee reported that they have started research other schools to see how they incorporate AQIP standards into their training.

  ▪ Professional Development (Roxanne, Taunia, Alison, Michelle, Kayla) – Roxanne reported that the committee met and have submitted a grant application to the foundation to assist with funding. She said that they have another meeting set for Thursday, October 18. In addition, she said that the tentative date is March 12, 2013, and Dr. Skogen asked if it could be added to staff calendars as soon as possible. Roxanne said that details will be put on calendars as soon as more information is confirmed. Carla asked that a few minutes of the Staff Development Day schedule be reserved for faculty. Kyren Miller requested an opportunity to discuss Constitution Day. Brenda suggested a safety/predator awareness session, and passed out information on a session being done by the Safety Council for consideration.

  ▪ Constitution & Bylaws (Deb, Lee, Linda, Norm) – Norm was added to the committee. Scott and Carla suggested that there needs to be additional wording added to the bylaws regarding who can serve as president. Currently, Article III of the bylaws states “The Presidential nominee must be in the second year of their current term at the time of their nomination and election.” Scott said that the current language on Presidential nominees rules out anyone serving in the first year of their second consecutive term. Carla also said that elections need to be held earlier in the year so that the newly elected president can attend the summer strategic planning retreat. In addition, she asked the committee to review the bylaws to see if any other changes needed to be made.

  ▪ Election Committee (Ad Hoc - Alison) – Carla reported that there are two new senators. Emily McKay will represent NECE and Leigh Nygaard will represent Admissions & Enrollment Services.

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

- **NDUS State Staff Senate** (Carla) – Carla reported that the State Staff Senate has not met. She did email the president and asked if he would send over a schedule of future meetings.

- **Operations Council** (Carla) - Carla said that the OC discussed Share Point and the Core Portal and how that project is coming along. She said they also discussed electronic cigarettes. The current campus tobacco policy does not include information or guidelines on them, so they want to make revisions to ensure they are covered. In addition, they also discussed student policy revisions in regard to drops and withdrawals.

- **Emergency Operations** (Roxanne) – Roxanne said that new emergency flip charts and bomb threat checklists have been distributed to all employees. Otherwise, no report.

- **BSC Aquatic & Wellness Center** (Kylee) – Kylee reported that she is planning to talk to the Board of Governors to see if any of the students’ needs/requests have been met. Otherwise, no report.

- **Holiday Party & Employee Recognition Dinner** (Kayla) – Kayla said they are planning to serve the same meal as in 2011 – roast beef, chicken and salmon. They are also looking at adjusting the schedule to include more social time and less entertainment. Leigh reported that she has reached out to different faculty to see if there are any student groups that would be interested in performing. Eva asked if Saturday night had ever been considered instead of Friday night. Leigh said that not many locations have Saturday dates open, unless you book out several years in advance. Kayla also said that she will check with to make sure that the Ramkota lease has been extended.

- **COSE Representative** (Tanya) – Carla reported that she still plans to send out an email to campus asking if anyone is interested in serving as the COSE rep for BSC. Tanya’s term ends in December, and Carla said she will confirm to make sure that five years is the mandatory term. Taunia said that the COSE website should update the list of discounts that are on the website as some of the businesses listed are no longer open.

V. Old Business

- **NDUS State Staff Senate Logo** (Michelle) – No report.

- **Schafer Hall Cable** (Carla) – Carla said that Dave Clark spoke with Elmer and cable will be made available in Schafer hall. She said she did not know what date it would be installed.

- **Building Construction Updates** (Roxanne) –
  - **4th floor**: Roxanne said that the first event scheduled for 4th floor is Friday, October 26. It should be ready to go, but all of the “finishing” details (i.e. permanent signage) may not be complete.
  - **Kuntz Building**: Should be finished by late November.
  - **Bowl**: Construction is on schedule.
  - **Student Union**: New visuals of the plans are on display in the foyer of the Student Union. Information will also be included in this week’s Campus FYI.
Communications and Creative Arts Center: Roxanne reported that there will be a meeting with the OMB on Thursday, October 18 to review details.

- Other Old Business – Marnie reported that the newest version of Campus FYI will be available on the Core Portal, and instructions will be sent out on how to access it.

VI. New Business

- AQIP/Professional Development (Scott) – Scott passed out a list of questions that are used to help determine AQIP standards. Two of the questions on the list pertain directly to staff development. Scott said that he would like to see if Staff Senate would be willing to help promote staff training, encourage others on campus to be more active participants in professional development. Kylee said that staff may be more enthusiastic if they know that events and trainings are selected/planned by other staff members. Taunia asked if one aspect of increasing professional development would be to develop a tracking system that could include all sessions that are attended. The current system is able to track trainings that take place on campus but not outside resources, such as webinars or conferences. This system is facilitated by CETI. Roxanne said that a major proponent of encouraging staff to participate is Human Resources. She said it is essential to let them in on the planning process so that they can lead the effort to support it. Scott said that he would talk to Rita about what should be done to help meet AQIP standards, and then will look into establishing a planning committee. The goal is to make sure that any events held on campus, including Staff Development Day, help meet the needs spelled out by AQIP.

- New Projects/Ideas – No report.

- Other New Business – No report.

VII. District Updates – No report.

VIII. Upon motion made by Eva and seconded by Roxanne, the meeting adjourned.