Staff Senate Meeting  
11/20/12  
2:00-3:30 pm  

Present: Norm Betland, Tanya Fuher, Mike Gayette, Laura Kalvoda, Deb Kraft, Michelle Kraft, Emily McKay, Brenda Nottestad, Kristyn Olzweski, Kathie Overson, Marnie Piehl, Lee Red Horse, Carla Sivesind, Taunia Welch, Dar Wixcey, Kylee Wilson, Alison Zarr, Scott Helphrey  

Absent: Dave Clark, Kristi Tetzloff (excused), Roxanne Van Zomeren (excused), Leigh Nygaard (excused)  

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

II. District Change – Carla reported that Kayla Seifert’s position has been moved to a different district, so she has been replaced by Dar Wixcey from the Tech Center. In addition, Carla reported that Roxanne is now out on maternity leave. She will check with Roxanne’s district to see who will fill her spot during Roxanne’s absence.  

III. Standing Committee Reports  

▪ Salary, Benefits, and Compensation (Mike, Tanya, Kathie, Kristi) – No report.  

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

▪ Orientation and Campus Relations (Kylee, Marnie, Leigh, Emily, Carla) – Carla reported that the committee members met with Rita Lindgren and discussed mentoring. She said that mentoring is currently the only part of the recruitment and retention plan that is not funded. She said that they also discussed developing a tracking system of accomplishments as part of the lifecycle of an employee. Scott confirmed that it would be part of AQIP, but separate from the section on professional development.  

▪ Professional Development (Roxanne, Taunia, Alison, Michelle, Kayla) – Alison reported that the tentative date is still set for March 12. The committee had proposed calling the day “STAFF Day” but is waiting for approval on the name changed. She also reported that the committee is planning on a half day program (which will include lunch) and announcements, and then followed by breakout sessions. The topics that the committee is confirming are stress, change in the workplace, personal protection, and customer service. The structure would be more of an in-service than a staff development day.  

▪ Constitution & Bylaws (Deb, Lee, Linda, Norm) – Carla reported that there are several changes that have been identified for the current by-laws. The changes brought for review are:  
  o Physical plant name change – the district is now referred to as Buildings & Grounds.  
  o Under bylaws and composition of staff senate, Carla recommended that another point be added. It would read “Past staff senate president will also serve as a member of the committee, and have power to vote to break a tie only.”  
  o Under Article III, Election of Officers, Carla suggested changing the election of officers to June regular meeting (currently July).  
  o Also under Article III, item 2 would be changed to read “The Presidential nominee must be in the second year of their current first term or either year of a consecutive term at the time of their nomination and election.” (changes to current text in blue)
Carla asked that per Article XI, the items listed above be considered the first reading of the proposed changes. The “cooling off” period and time to consider the proposed changes will be until the December staff senate meeting.

- **Election Committee** (Ad Hoc - Alison) – No report.
- **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 is waiting to hear back on a schedule for future meetings.

- **Operations Council** (Carla) – Carla reported the operations council has met twice since the last staff senate meeting. She said that they have revised the tobacco policy so that it now includes language banning e-cigarettes. In addition, she said that they have also revised the computer use policy and have removed text regarding e-radio. Per Dustin Anderson and Kevin Kyes, there is a BSC radio station being developed and the computer policy was adjusted so that employees can listen to it during work hours. Scott attended the supervisor’s meeting from a few weeks earlier. He said that a mobile device policy is being developed. Elmer is looking at how mobile devices (iPads, smart phones) will be supported on campus. It will include information on how personal devices are handled versus campus owned equipment. Scott said they also discussed leave for exempt and non-exempt employees and how comp time will be handled. He said that employees looking for more information should contact their supervisors.

- **Emergency Operations** (Roxanne) – No report.

- **BSC Aquatic & Wellness Center** (Kylee) – Kylee said that she asked the Board of Governors for updates, but did not receive any feedback. She said that they are planning to meet the week of November 26. Tanya asked to her to remind them that towels for the workout area would be appreciated.

- **Holiday Party & Employee Recognition Dinner** (Kayla) – Carla said that she had a report on the party, sent by Kayla Seifert. She said that there are currently 97 reservations for the party, which is much lower than past years. Scott said that part of the reason maybe too many conflicts on that evening, and recommended again that Saturdays be looked at for future holiday parties. Carla also said that entertainment will be provided by the BSC music department.

- **COSE Representative** (Tanya) – Carla reported that she has had three people interested in serving as the COSE representative. Tanya confirmed that the term is three years. Carla will let the first person who expressed interest know that they have been chosen as the rep.

### V. Old Business

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

- **Building Construction Updates** (Roxanne) – Tanya reported that she had updates in Roxanne’s absence.

  - **4th floor**: Almost complete. Alison reported that they had an event with 250 people up there on November 19 and all technology worked well.
Kuntz Building: Construction is complete.

Bowl: Construction is still on schedule and the goal is to be finished before the state track meet.

Student Union: Bids will be opened up on December 10 and construction will begin after the New Year.

Communications and Creative Arts Center: No report.

- AQIP/Professional Development (Scott) – Scott reported that they have discussed the AQIP program with Rita Lindgren. Most large organizations have one person on campus that schedules professional development internally, and they may look at that plan down the road. In the meantime, he said that they are looking at developing a committee to start moving forward in developing a program. The committee would be composed of one staff senator and one faculty senator, one staff member at large, one faculty member at large, and a HR representative. Carla asked if they had developed a timeline, and Scott said they had not. Taunia said that she would be interested in serving as the staff senate representative.

VI. New Business

- Approving Minutes – Carla said that Alison has had to resend the minutes for everyone to review several times. She said that it is very important to review the minutes when they are send out the first time so they can be approved as soon as possible.

- Changes to Leave Policy(s) - Scott reported that changes to leave policies were discussed at the last operations council meeting for exempt and non-exempt employees and how comp time will be handled. He said that employees looking for more information should contact their supervisors.

- District Concerns
  - JSC Pedestrian Crosswalk – Carla reported, in addition to the new crosswalk signs, a walkway will be painted by JSC in the spring.
  - BSC Operating Hours/Holidays – Carla said that she had received an email from an employee wondering if BSC would ever consider changing its operating hours to 7:30 am to 4:30 pm. She said that the hours of other campuses across the state were just reviewed when the Staff Rights committee was requesting a change to holiday hours, and that would be consistent with several other campuses across the state. She said that, at this time, we have to be conscious about other community relationships, including classes held with BPS. She also said that there was a request to possibly have BSC closed the day after Thanksgiving and then work a different holiday in the year. She said that it would not be possible to change the holiday schedule as that is mandated by state legislature, and not by campus. Brenda reminded everyone that holiday hours (7:30 am to 4:00 pm) were just approved this year and have not yet had a chance to be implemented. Carla recommended that the operating hours be tabled for a year, until the holiday hours schedule has been implemented.

- New Projects/Ideas – No report.

- Other New Business – No report.
VII. **District Updates** – No report.

VIII. Upon motion made by Scott and seconded by Emily, the meeting adjourned.