Staff Senate Meeting
12/18/12
2:00-3:30 pm

Present: Tanya Fuher, Mike Gayette, Linda Greenstein, Laura Kalvoda, Deb Kraft, Michelle Kraft, Emily McKay, Brenda Nottestad, Kristyn Olzwaski, Kathie Overson, Marnie Piehl, Lee Red Horse, Carla Sivesind, Taunia Welch, Eva Wentz, Alison Zarr, Scott Helphrey

Absent: Norm Betland (excused), Roxanne Van Zomeren (excused), Dar Wixcey (excused), Kristi Tetzloff (excused), Kylee Wilson (excused), Dave Clark

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

II. Standing Committee Reports

- **Salary, Benefits, and Compensation** (Mike, Tanya, Kathie, Kristi) – No report, waiting for an update from the Legislative Assembly.

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

- **Orientation and Campus Relations** (Kylee, Marnie, Leigh, Emily, Carla) – No report, but will meet January 4 to discuss the Mentoring portion of Recruitment and Retention plan.

- **Professional Development** (Roxanne, Taunia, Alison, Michelle) – Alison reported that the tentative date has been changed to March 14 due to extenuating circumstances. The committee will meet with HR on December 28 to make sure that the schedule and planned presentations are on track with what should be covered that day. Carla said that Dar Wixcey is looking to serve on a committee, and felt that Professional Development would be a good fit.

- **Constitution & Bylaws** (Deb, Lee, Linda, Norm) – Leigh said that there is a discrepancy between the list of Senate districts provided by HR and what is currently listed in the Constitution. Carla confirmed that the Constitution is correct. The Staff Senate brochure does have the error and she will have Crystal Forster update it. With no other changes, Carla asked for a motion to approve the changes to the bylaws discussed at the November meeting. Marnie motioned for approval, motion seconded by Alison. Motion passed unanimously.

- **Election Committee** (Ad Hoc - Alison) – No report.

- **Senate Ethics** (Ad Hoc) – No report.

III. Other Committee Reports

- **NDUS State Staff Senate** (Carla) – Carla reported that the State Staff Senate met on December 17. The two main items discussed were the Governor’s budget and the Pathways to Success. She said that State Staff Senate is going to carefully review the salary portion of the budget to make sure that increases are equal across the board. As part of the review, they are going to take a close look at current staff salaries. Scott said that he suggested developing ways that would allow staff more leverage in how they receive raises, in that harder work or change in degree would influence the raise an employee receives. Eva said that it would be good to see that implemented, especially if years of service could become a factor. Kristyn said that she had some concerns about what direction that would go. She said that before too much action takes
place, the “Hay Study,” should be reviewed. HR should have a copy, but what the study looked at is educational salary information from across the state. Scott said that a representative from the Salary & Benefits committee should get a copy from HR for review. For Pathways for Success, Carla said that a big portion of the discussion is tuition waivers. Janice Hoffarth (UND) has a meeting setup with the Chancellor on January 3 to ask him specific questions about how he sees tuition waivers, etc changing in the future. Carla said that there will be an Legislative Assembly committee setup with one member from each college to discuss legislative issues. Brenda agreed to be the attendee from the Staff Rights & Campus Life committee.

- **Operations Council** (Carla) – Carla reported that she was unable to attend the last meeting, but that Deb attended for her. Deb said that Dr. Skogen gave a report on the Governor’s budget. Also, the Office of Innovation is looking for a few new representatives from faculty and staff. In addition, Don Roethler reported on an update from Bismarck Public Schools. BPS is looking at (potentially) moving in portables for approximately 900 students until the new high school is completed. The location would be behind the Tech center and is one of several options being reviewed.

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

- **BSC Aquatic & Wellness Center** (Kylee) – No report.

- **Holiday Party & Employee Recognition Dinner** (Kayla) – Leigh reported that the holiday party went well, and that it was shorter than in past years. Moving forward, Dr. Skogen has requested that the service awards remain at the holiday party. Scott said that, for future planning, he would be willing to pay additional money to have a buffet rather than table service. Several other senators also agreed.

- **COSE Representative** (Tanya) – Carla reported that Rita Nodland will be the representative for the next three years.

## IV. Old Business

- **NDUS State Staff Senate Logo** (Michelle) – Carla said that State Staff Senate is ready to look at logos again. Michelle said she would revisit options discussed in the past and will develop some new designs.

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

  - **4th floor**: Almost complete. Finishing touches are being completed on the kitchen.
  - **Kuntz Building**: Construction is complete; dedication ceremony will take place January 4.
  - **Student Union**: Bids were opened but nothing has been confirmed yet.
  - **Meadowlark**: Don Roethler is getting bids for basement offices, and institutional research moved over the first week in December.

- **AQIP/Professional Development** (Scott) – Scott said that there is no report, but that he would like to start looking at putting together a cross functional faculty/staff team. Scott said there
are several pieces that need to be discussed from AQIP and orientation and professional development are important elements.

V. New Business

▪ District Concerns
  o Leigh said that she had concerns about how snow was being removed around sidewalks and crosswalks. Tanya said that she should send those concerns to Mike over in the Kuntz Building.

VI. District Updates
  o Marnie reported that they are working on the newest addition of Connections, set to come out in January. She said that there will be a new NDUS seal featured.
  o Leigh said they are very busy with students preparing for the Spring semester.
  o Alison said that the new Enrichment catalog for January – April will be in mailboxes in two weeks.

VII. Upon motion made by Deb and seconded by Leigh, the meeting adjourned.