Staff Senate Meeting  
3/19/13  
2:00-3:30 pm

Present: Tanya Fuher, Mike Gayette, Linda Greenstein, Scott Helphrey, Laura Kalvoda, Deb Kraft, Michelle Kraft, Emily McKay, Brenda Nottestad, Leigh Nygaard, Marnie Piehl, Heather Sheehan (for Norm Betland), Carla Sivesind, Roxanne Van Zomeren, Taunia Welch, Kylee Wilson, Dar Wixcey, Alison Zarr

Absent: Dave Clark (excused), Lee Red Horse (excused), Kristyn Olzweski (excused), Kathie Overson (excused), Eva Wentz (excused)

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

II. 75th Celebration Committee –
   o Rita Nodland was present at the meeting to discuss events being planned for BSC’s upcoming celebration. She passed out a tentative agenda of events, and wanted everyone to be aware that the first event scheduled is the BSC employee kickoff picnic scheduled for September 6, 2013. She said that an updated schedule of events will be maintained online at www.bismarckstate.edu/75Years. She said that any committees on campus that have events scheduled during the upcoming year should let the committee know if they have ideas or suggestions on how to tie their committee into the celebration.
   o Rita stated that the biggest event planned for the next year is the All School Reunion and BSC Celebration Day, planned for August 23, 2014. She said that the plan is to have a general reunion on the NECE 4th floor, but that they would like to try and find space for campus organizations (drama, ag, etc) to have smaller reunions as well.
   o Marnie reported that she and Dusty Anderson are working on putting together a 90 minute documentary, featuring past and current students and employees. To date, they have almost 60 interviews completed.

III. Standing Committee Reports

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

   • Staff Rights and Campus Life (Laura, Brenda, Kristyn, Eva) – Brenda reported that they were planning to meet after the general Staff Senate meeting. She also reported on the NDUS SSS Legislative Assembly Committee. She said that they last met March 6, which was during crossover, so not much was taking place. She said that March 20 was designated as Higher Education Day at the capitol. Marnie reported that they have planned to add an Arts and Humanities theme to the day so there will be a musical performances by the BSC choir as well as a group from UND, along with many other activities. Brenda also reported that they discussed the Governor’s budget and one topic discussed was whether or not to continue fully funding medical insurance. The state is still currently willing to pick up the full cost of medical insurance, but this topic may be brought up again for review in two years as the cost for providing this has went up approximately 10%.
• **Orientation and Campus Relations** (Kylee, Marnie, Leigh, Emily, Carla) – Leigh reported that they not met yet, but that they are in the process of reviewing the list of employee types, and are looking into what kind of benefits and opportunities are available to each type of employee.

• **Professional Development** (Roxanne, Taunia, Alison, Michelle, Dar) – Roxanne reported that the committee felt (overall) STAFF Day went very well on March 14. She said that they plan to send out a follow up survey before the end of the week to see what should be improved or changed for next year.

• **Constitution & Bylaws** (Deb, Lee, Linda, Norm) – No report.

• **Election Committee** (Ad Hoc - Alison) – Carla said that it is time to start looking at setting up elections for the next year. Deb, Leigh, and Kristi said that they would help with elections. Alison will work on setting up meeting times so that elections can be held at the end of April.

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

**IV. Other Committee Reports**

• **NDUS State Staff Senate** (Carla) – Carla reported the last meeting was held on March 4. They discussed several items, including the current no confidence discussion on the Chancellor. They also discussed SITS (System Information Technology Services) and their role on campuses. She said that SITS had inquired about sitting on State Staff Senate, but they should be currently represented by Laura Glatt. She said that if they wish to send a member to Staff Senate meeting on campuses, they are welcome to since they are all open meetings. She said that she will be assisting Janice Hoffarth with the booth at the capital for Higher ED day March 20. She said that due to the bad weather in that part of the state, she is working on printing a banner for them but needs to find a funding source since BSC’s Staff Senate has no money budgeted for the current year. She also said that the annual face to face meeting with State Staff Senate will be held the week of June 17 in Minot, more details yet to be determined. Carla also reported that the State Staff Senate officially voted in the new logo.

• **Operations Council** (Carla) – Carla reported the OC has met twice since the last Staff Senate meeting. Several items were discussed at each meeting.
  - There will be a supervisor’s meeting on March 21.
  - New survey software has been purchased and will be used by Institutional Research.
  - Munich Bank has purchased the land to the east of the Horizon Building and plans to build three structures in the space.
  - A position review team has been established to see what positions are open and which positions are needed.

• **Emergency Operations** (Roxanne) – They have Active Shooter training scheduled for employees on campus April 4. Several senators said they have heard the speaker elsewhere and that it should be a good session.

• **BSC Aquatic & Wellness Center** (Kylee) – Linda said that it would be nice if the pop and candy machines were on at all times. Tanya said that they are turned off when the coffee shop is open, which is a standard practice at many places. Linda asked if it would be possible to post a sign when machines are off so that people aren’t surprised when they don’t work.
- **Holiday Party & Employee Recognition Dinner** (Scott) – Scott reported that they haven’t confirmed anything to date. They are looking into possible options for location, and are working out details between the Stateroom, the Elks, and the Ramkota. They are trying to consider all options and hope to have something confirmed soon.

V. **Old Business**

- **Building Construction Updates** (Roxanne) – Roxanne said that there aren’t many updates on construction at this point, but that they hope to start the new construction at the Student Union within the next month. Deb mentioned that there is still equipment from the physical plant being stored in the Foundation house garage. Roxanne said that she had talked to Don about that equipment, and they are waiting for a lift to move all of those items to the upper level in the Physical Plant Building. They will move those items as soon as they can.

- **AQIP/Professional Development** (Scott) – No report.

- **Other Old Business**
  - **Bismarck Public Schools Transition Update** – Carla reported that the freshmen that will be on campus next year will be bused to campus, and will be bused across campus when they have class in a different building. For the second year, freshmen will be housed at Hughes. Dar suggested having Dale Hoerauf attend an upcoming Staff Senate meeting to give us an update. Dar will ask him if he is available.
  - **Core Portal** – Marnie encouraged everyone to start thinking about the Core Portal and to talk to Jennifer Klesalek about adding information to the portal. She said that there will be future trainings on how to use the portal, and that the trainings will be fairly short.

VI. **New Business**

- **New Projects/Ideas**
  - **Campus Read 2013-2014 (10th Anniversary)** – Carla said that the book will be announced at the Campus Celebration in April.
  - **Funding Requests for FY14** – Carla said that there is currently no funding allocated to Staff Senate. She said that they will need to look into options, if senators want to attend the state wide face-to-face in June, and also if next year’s staff senate plans to have a retreat. Taunia suggested filling out a Foundation grant, but that the deadline is March 27.
  - **District Concerns** – Several staff members said that the traffic outside of Schafer Hall on Tuesday nights is getting extensive, because there are quite a few elementary students coming onto campus for music lessons. They were wondering if there was a way to better direct that traffic or change the times when those students were coming on campus.

VII. **District Updates**

- Leigh said that they are looking for tour guides to help several days in March and April when they have large amounts of high school students visiting. She said that the tours
last one hour, and they do have a script available. Anyone interested should contact their office.

- Roxanne said that the budget presentation for the legislature went very well that morning.

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