Staff Senate Meeting  
7/16/13  
2:00-3:30 pm

**Present:** Norm Betland, Christina Burns, Kate Dorfschmidt, Marilyn Eckroth, Mike Gayette, Linda Greenstein, Mike Hardy, Elwood Hines, Laura Kalvoda, Michelle Kraft, Leigh Nygaard, Kate Olson, Kathie Overson, Marnie Piehl, Aimee Schmit, Marlene Seaworth, Kristi Tetzloff, Eva Wentz, Alison Zarr

**Absent:** Dave Clark (excused), Jason Harris (excused), Carla Sivesind (excused), Dar Wixcey (excused)

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

II. The meeting began with a mini-retreat, facilitated by Annette Martel.

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) – No report.
- **Professional Development** (Roxanne, Taunia, Alison, Michelle, Dar) – No report.
- **Constitution & Bylaws** (Deb, Lee, Linda, Norm) – Alison reported that the most recently updated version of the bylaws is now available online.
- **Election Committee** (Ad Hoc – Alison, Leigh, Kristi, Aimee) – No report.
- **Senate Ethics** (Ad Hoc) – No report.

IV. Other Committee Reports

- **State Staff Senate** (Carla) – No report.
- **Operations Council** (Carla) – No report.
- **Emergency Operations** (Roxanne) – No report.
- **BSC Aquatic & Wellness Center** (Kylee) – No report.
- **Holiday Party & Employee Recognition Dinner** (Scott, Dar) – No report.

V. Old Business

- **Building Construction Updates** (Roxanne) – Kathie reported that the Student Union is expected to have air conditioning before the end of July.
- **AQIP/Professional Development** – No report.
- **Other Old Business** – No report.
VI. New Business

- **New Projects/Ideas** – No report.
- **Other New Business** – Alison reported that Staff Senate will be able to access a page on the Core Portal soon. Mike confirmed that it should be ready by July 19.
- **District Concerns** – No report.

VII. District Updates –

- Leigh said that they are still looking for tour volunteers for different occasions. Anyone interested should contact her.

VIII. Upon motion made by Eva and seconded by Leigh, the meeting adjourned.
Staff Senate Individual & Group Goals
Collected at Retreat
July 16, 2013

Individual
- To get a BSC cost of living increase in pay due to the increase in housing, rent, groceries, food, etc., during North Dakota’s oil boom.
- Improve communication in our department and be available to my constituents.
- Look at staff Senate as being a part of the campus instead of taking up two hours of my day.
- Talk to my constituents.
- Become more open with my constituents and provide feedback of actions taken on issues. This will let them know that we are working for them and they will come to us more.
- Straightforward, respectful communication (no beating around the bush).
- Learn more about BSC and remain up to date on what’s happening.
- The one concern I hear from my male coworkers is having the ability to wear cropped pants in the summer to stay cool like the women. It would be fair if they can experience the same “air conditioned” apparel.

Group
- Get the word out about the importance of Staff Senate.
- Awareness and Education Campaign: Find new way of informing BSC about Staff Senate and what we can do. Get all senators involved in some way. Work to change the perception employees have about the Senate.
- Awareness of entire college community that each employee has a voice for change, not only senate members.
- Have a Staff Stress Less Day. Invite all staff members to an open house with a funny movie/sitcom playing, hand out stress balls, popcorn, whatever!
- IMPROVE communication on campus.
- Become aware that we all have a voice which improves communication. Open to change so we can improve our campus.
- Communicate that Staff Senate isn’t just a waste of time and that the committee is trying to accomplish many things to help all employees.
- Work hours/flexibility.
- To make Staff Senate known by leaving a legacy: Accomplishing something for staff that we can put our name on. This is something I stress for my students in student government.
- Get Staff Senate and Faculty Senate together and hear each other’s missions, reasons for meetings. Maybe the two Senates could feed off each other.
- Walking the talk. If BSC says it is a flexible, employee-centric workplace, then every office and department should be that “great place to work.”
- Develop Staff Day (or whatever is needs to look like) into a more valued opportunity or something useful. Better way to relay staff Senate info.
- Change how BSC staff views Staff Senate. Get people to move away from “throwing the newbie in”.
- Empower employees to utilize Staff Senate. Provide safe area to allow employees to bring forth their needs/desires.
Parking Lot:
Redistricting

No Fear
Communication
Just Say It

Make BSC Best Possible Place to Work

Constituent Communication Ideas:
- Break large groups out by supervisor. Have the supervisors communicate with their constituents.
- More than one Senator for large departments (Redistricting?)
- Cookies (Fortune Cookies)
- Surveys (CORE Portal)
- White Marker Board
- Candy Crush 0 free game
- Minutes Quiz
- Anonymous Feedback
- Suggestion Box

CORE Portal:
- Minutes
- Brief article with highlights of SS happenings

Explaining Staff Senate to new BSC staff: Go beyond the explanation given in orientation.

Committees
1. SBC:
   a. Benefits
   b. Flexibility
   c. Additional/flexible vacation
   d. Recommendaton for HR: Whatever wasn’t covered by legislature
2. SRCL:
   a. Summer Hours
   b. Break Hours
   c. Flexibility in choosing whether or not to be on Summer/Break Hours
      i. May be seen as a perk for some, a burden for others.
3. OCR:
   a. Staff orientation
   b. Mentors for staff may be turned into an AQIP Project. (Can check with Stacie Iken on status.)
   c. CORE Portal Communication
4. PRoDev:
   a. STAFF Day
      i. Why does it exist?
      ii. What are its intended outcomes?
iii. Difference between STAFF Day and more individualized/customized professional development

b. Individual Professional Development

5. Con/BLaws:
   a. Look at Current Committee Structure
   b. Possible redistricting to have more representatives for larger departments.
   c. Want to ensure folks like food service/buildings and grounds have equal voice to those with “office jobs.”

Ad Hoc Committees

1. Elections:
   a. Are they really elections?
      i. Perception that some Senators are “chosen: by their supervisors.
      ii. SS can tend to be full of many newer staff.
      iii. Do you have time?
      iv. # of years of service
      v. Constituency Communications are all over the board (from no communication to frequent.
         1. Can be difficult to reach your constituents if you are not in the same office with them.

2. Ethics: No Report

Goals for 2013-14

1. Cost of Living Increase
   a. Oil Impact
   b. Cost of Living in Bismarck rose 7% last year alone.
   c. Legislative-driven raises given across the state, not accounting for oil-impacted communities and quickly rising cost of living in those areas (including Bismarck)

2. Have Fun!

3. Communication Improvement

4. Staff Senate Awareness

5. You have a voice!
   a. Everyone on campus has a voice.
   b. And it matters.

6. No fear to express yourself

7. Flexible workplace
   a. Consistency
   b. Equal Opportunity
   c. Trust in employees
   d. Adjusted schedule (reoccurring, long-term adjusted schedule) vs. flexible schedule (may change from time to time)
   e. More telecommuting options.
      i. Currently left up to supervisor.
      ii. Many supervisors are afraid of employees telecommuting.
iii. Research shows that employees who telecommute are more productive.
iv. Comes back to the Communication and Trust issue that repeatedly comes up in the Campus Quality Survey.
STAFF SENATE

Purpose
- Make BSC the best possible place to work.
- Bring forward issues.
- Represent constituents.

Awareness about SS
- Staff Senator is an important role.

Empower

Just Say It.
- No Fear

Leave a Legacy

Have fun!

STAFF Day:
1. Define Purpose
2. Intended Outcomes
3. Add Value

Constituent Communication:
1. Ask for feedback, ideas, issues.
2. Give them a voice.
3. Update frequently.

Redistricting:
- More Senators for Big Districts

Everyone's voice matters!

Cost of Living Raise
(Oil Impact on COL)

Goals
- Flexibility
- Equal Opportunity

Flexibility to opt out of summer hours.

Elections
- Don't default to new staff or supervisor choose Senators

Address the fears supervisors have about flexible hours and telecommuting.