Minot State University  
Staff Senate Minutes  
Tuesday, October 20, 2009  
9:00 A.M. – Jones Room

*Members Present:* Matt Schaefer, Mindy Rudnick, Marcia Johnson, Jerusha Olthoff, Paul Brekke, Rosie Winczewski, Karen Humphreys, Linda Benson, Scott Peterson, T.J. Lipsey, Teresa Loftesnes, Mark Lyman, Jessica Hudson, Brenda Munson, Renae Yale.

*Absent:* Wade Regier, Mandy Bibow, Pam Hopkins, Karla Bredahl, Nathan Anderson, Marlene Hargrave, Tim Healy and Connie Teets.

*Ex Officio Members and Visitors Present:* Dr. Fuller, Cathy Horvath, and Bethany Tedford.

**Call to Order:** President Matt Schaefer called the meeting to order at 9:05 a.m.

**Approval of Minutes:** TJ Lipsey made a motion to approve the minutes. Mark Lyman second.

**Approval of Agenda:** Matt made an adjustment to the agenda to include voting on approval of the NDUS State Staff Senate’s desire to allow staff representative on the State Board of Higher Education. Also he asked to move Dr. Fuller’s address before the officer reports. Karen Humphreys made a motion to approve the agenda. Marcia Johnson second.

**Dr Fuller Address:** Dr. Fuller addressed the Staff Senate about his visit to the NDPEA conference earlier in the month. He spoke to the NDPEA about shared governance and how it is used and applied at Minot State. He announced that he had an Open Forum scheduled for November 5th in the Conference Center at 8:00 AM and 10:00. Documents pertaining to the forum would be emailed at a later date. Rosie inquired about purchasing antibacterial wipes and gel for various locations on campus. Dr. Fuller informed her that would be a question for Roger Kluck or Caren Barnett. Mark added that the Emergency Response Committee had looked into purchasing equipment and supplies for the campus with the cost ranging between $4,000.00 and $6,000.00.

**Officer Reports:** Mindy Rudnick gave the Treasurer’s Report.
- The Staff Senate General Fund had a cash balance of $553.63, and expenses for parade candy of 33.96. The Kick-Off fund had a cash balance of $599.15. Current year expenses include 36.05 for copies, 700.00 for tent rental, 4.84 in postage and 252.00 for water for the Kick-Off event. There were $587.50 in recycling tokens.

**ITAC Print Management:** Cathy Horvath visited the Staff Senate to discuss print management on campus. In the Fall of 2010 MSU will test a print management system with the students on campus. They will monitor usage of printers across campus in
various public labs. The committee is looking into two approaches and will choose the system that will help equalize printing costs and is most affordable for the students.

**New Member:** Staff Senate welcomes Jerusha Olthoff as a new member. She will replace Kylene Kraft on the Staff Senate.

**Area Reports:**
**SGA:** Teresa Loftesness reported to the Staff Senate on the latest Student Government meeting. She reported the SGA has begun a program to elect a Senator of the Month. The Marketing Office and Public Information Office are working to get that Senator featured in hometown newspapers. The SGA is also working to gain more student involvement in their Red Alert campaign at athletic events.

**Old Business**
**Professional Development and Programming Committee:** The Professional Development and Programming Committee will be holding Google Analytical training on Wednesday November 4th and Thursday November 5th. The Committee will give an overview of what Google Analytics can do for their departments and see which content on their web pages are important. The second part of the training will be held November 17th and will feature actual training of the application.

**Chancellors Visit:** Matt announced that the NDUS Chancellor would not have time to meet with the Staff Senate and asked if we would like to move the date of our November meeting back to November 17th. Since there wasn’t a quorum, no vote was taken.

**New Business**
**Combined Senate Childcare Committee:** The Combined Senates Child Care Committee will stay on the agenda and be discussed at the next meeting since the Senate could not make a formal decision due to lack of a quorum.

**NDPEA Staff Senate Representative:** On October 17th the North Dakota Public Employees Association Delegate Assembly passed the resolution to support the NDUS Staff Senate’s desire to allow staff representation on the State Board of Higher Education.

Rosie Winczewski made a motion to adjourn. Second by Marcia Johnson. Meeting adjourned at 10:07 AM.

Next regular meeting will be Tuesday, November 17th, 2009 in the Jones Room.