Minot State University
Staff Senate Minutes
Tuesday, April 20, 2010
9:00 A.M. – Jones Room

Members Present: Matt Schaefer, Mindy Rudnick, Marcia Johnson, Connie Teets, Karen Humphreys, Linda Benson, Renae Yale, Rosie Winczewski, Nathan Anderson, Pam Hopkins, Karla Bredahl, Brenda Munson, Marlene Hargrave, Mark Lyman, Paul Brekke, Tim Healy.

Absent: Wade Regier, Teresa Loftesnes, Scott Peterson, Mandy Bibow, Jerusha Olthoff, T.J. Lipsey, and Jessica Hudson.

Ex Officio Members and Visitors Present: Dr. Fuller, Wes Matthews, Beth Odahlen, Lisa Brule, and Cassandra Neuharth.

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

Approval of Minutes: Changes to the March minutes included the addition of Renae Yale and Rosie Winczewski to Members Present list. Mark Lyman made a motion to approve the minutes with the changes, Karen Humphreys second.

Approval of Agenda: No changes were needed to the agenda. Brenda Munson made a motion to approve. Renae Yale second.

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 $763.80. 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 $527.30 in recycling tokens.

Professional Development Committee Presentation
Center for Engaged Teaching and Learning (CETL): Beth Odahlen visited with the Senate regarding the newly formed Center for Engaged Teaching and Learning. The center is working to establish First Year Learning Communities for new freshmen, with ten communities scheduled for Fall 2010 term. The communities consist of eighteen to twenty-four students and will be used to help integrate freshmen into the campus environment, with some communities being major based.

The Center will also house the peer mentoring and tutoring program, moving the current tutoring program from Student Development Center to the CETL office. CETL is also working with Faculty and Staff to help improve teaching in the classroom, by holding workshops and coffee hour. The Center will also become more involved in new student orientation beginning next summer and they are looking for any suggestions from faculty and staff on how best to incorporate all departments.
Dr Fuller Address: Dr. Fuller began his discussion to the Senate with Dr. Rabe’s decision to resign from Vice President for Academic Affairs. He then went on to discuss the move into Swain Hall beginning in June. The Teacher Education program will move into the newly designed Swain Hall, with the possible move of the Social Science program into the second floor of Old Main. The move may cause the re-organization of several other departments on campus as well. He informed the Senate that the design for the new Wellness Center has been completed and bids will be going out in the near future. He also talked about the relocation of the football field that had to be moved to complete the Wellness Center construction and they plan to have the field completed before the Fall season begins.

Dr. Fuller also informed the Senate that graphs for staff pay were added to the handouts from the Compensation Task Force Open Forum, which can be picked up from Mark Lyman in the Public Information Office. He said the campus has hired Shawn Carrera for the Entrepreneurship Position in the College of Business and the Athletics department has narrowed down their finalists for the Head Men’s Basketball position to three candidates.

Area Reports:

Election Committee: Linda Benson made a motion to allow the Election Committee to have passive nominations for the upcoming election, with a list of eligible staff members to be made available to the campus. Anyone who does not wish to have their name on the list to serve can notify Linda through email. Connie Teets second. Rosie Winczewski questioned about dates the email would be sent out. Linda explained the list would go out Wednesday April 14th and staff would have two weeks to review the list and remove their name if they choose. The Senate voted. MC

Linda Benson then made a motion to hold elections electronically similar to last year and staff would be allowed to vote from April 30th through May 14th. Nathan Anderson second. Senate voted. MC

Linda Benson made a final motion to allow Mandy Bibow’s vacant position to be filled through the upcoming election. Mark Lyman second. Senate voted. MC

Orientation/Handbook Committee: At their last meeting, the Orientation committee looked at the campus directory issued every fall and found that most of the information they were collecting could be found at the end of that directory. Matt went to Ron Dorn to ask if additional pages could be added to the directory to accommodate for any additional pertinent information the committee felt necessary to include. Matt Schaefer then added if there are some staff that feel a quick reference guide is also need one will be created for that purpose at a later date.

Sustainability Committee: Pam Hopkins informed the Senate about the upcoming Earth Day activities. The Committee has arranged for garbage picking around campus from 9:00 AM to 12:00 PM and poster presentations in the Atrium from 12:00 PM to 2:00 PM. The committee will also be recycling batteries, bottles and cans.
**Parking Committee:** Pam Hopkins raised the issue of parking on campus regarding the parking needs for visitors on campus. Marcia Johnson suggested writing a letter to the parking committee. There was a suggestion that the letter should have Staff Senate backing, and should include some recommendations for other options. Matt suggested the Senate create a committee to explore the parking issue and report any suggestions they compile to the parking committee.

**Compensation Task Force:** Mark Lyman informed the senate that new graphs regarding staff pay were created and could be picked up from him at the Public Information Office.

**Old Business:**

**Vending Machines:** It was reported that vending machines across campus are currently being reviewed regarding need per building and items being sold in each machine.

**NDUS Staff Senate:** The Senate was informed that on April 13th the state Council of Collegiate Faculty voted to support a non-voting seat for the North Dakota University Staff Senate member on the State Board of Higher Education.

**New Business:**

**Parking Committee and Compensation Task Force:** The Parking Committee needs two staff members to serve on the committee for the upcoming year. The Compensation Task Force needs three staff members, two for two years and one for one year. The Senate agreed to table the recommendations until the next meeting when new senators will be elected.

**Fall Kick-Off:** The Senate discussed possible dates for the Fall Kick-Off. The recommendation was August 18th, however the Senate agreed to wait until the new members were elected next month to solidify a final date.

**Senate Committee Review:** It was decided that all committees are well defined in the By-Laws of the Senate. Teresa Loftesnes made a recommendation that the Programming committee and Professional Development Committees be combined. Rosie Winczewski made a motion to approve the recommendation, Karen Humphreys second. Senate voted.

MC.

Rosie commented on the Employee Appreciation Banquet, saying it was well prepared. She made a motion to send a Thank You card to the committee and to Chartwells from the Senate. Linda Benson second. MC. Matt said he will get a letter sent to them on behalf of the Senate.

Linda Benson made a motion to adjourn. Second by Karla Bredahl. Meeting adjourned at 10:14 AM.

Next regular meeting will be Tuesday, May 18th, 2010 in the Jones Room.

Mr