Minot State University  
Staff Senate Minutes  
September 17th, 2013 – Jones Room

Attendees:  Linda Benson, Lindsey Benson, Paul Brekke, Donna Harvey, Pam Hopkins, Aaron Hughes, Julie Keller, Evelyn Klimpel, Wes Matthews – Ex-officio member, Devin McCall, Brandon Neiss, Beth Odahlen, Mindy Rudnick, Tyler Schmaltz, Celeste Simmons, Steve Swenson, Camila Van Dyke, Darla Weigel

Absent:  Suzanne Blessum, Karla Bredahl, Carla Davis, Ashley Dhuyvetter, Sherri Giessinger, John Johnson, Bill Klimpel, Scott Peterson, Diane Pierson, Charlene Radke, Emily Rodacker, Tom Seymour – Faculty Senate Representative, Vickie Troftgruben, Marilyn Undhjem, Derek Van Dyke

Call to Order:  The meeting was called to order by Lindsey Benson, Staff Senate vice president, at 9:03 am.

Minutes:  August minutes were approved pending submitted changes.

Treasurer’s Report:  There is $2,478.34 in the MSU Fall Kickoff Fund and $500.91 in the General Fund.

Address by President Fuller:  Lindsey Benson reported that President Fuller presented Staff Senate with a certificate to recognize their participation in the Power of 100 Centennial Service Project.

Area Reports:  
State Staff Senate – Linda Benson reported  
State Staff Senate will meet via IVN from 2:51-4:50 in Admin 362 on September 23rd, 2013. Anyone is welcome to attend.

Committee Reports:  
Homecoming Parade Committee – Steve Swenson reported that they had yet to meet or choose a chair and inquired as to what the parade float looked like in past years. Linda offered her guidance, stating that Bill Klimpel typically drives his pickup, followed by a trailer and features our Staff Senate banner. Lindsey Benson recommended that an email chain start and that someone contacts Facilities Management in regards to borrowing a trailer.

Holiday Decorating Committee – Lindsey Benson requested that everyone take a look at which committees they have signed up for and that the Holiday Decorating Committee plan their first meeting for mid-October.

Old Business:  
Power of 100 – Mindy Rudnick reported that the committee hasn’t met recently but that projects will be accepted through April 15th, 2014. The Power of 100 Committee is available to speak to any service clubs or organizations about the project and the MSU Centennial.

Lindsey Benson added that the spreadsheet for volunteer hours will be sent out this week and thanked Linda Benson for already submitting 36 volunteer hours. Aaron Hughes added that Derek Van Dyke unofficially challenged the other senates and that an official challenge would be sent out in the next two weeks.

Beth Odahlen asked that all Staff Senate members consider registering their projects through RSVP+ to allow the hours to be logged for our region as well as to cover any volunteer with supplemental insurance through the organization. She added that RSVP+ has a lengthy list of volunteer projects if anyone needs help thinking of a project.

Staff Senate Banner – Lindsey Benson and Bill Klimpel ordered the replacement banner, and it should arrive in time for the Homecoming Parade.
New Business:
Email Etiquette – Lindsey Benson began discussion regarding email etiquette, informing the senate that any email decisions made via email are to be kept on file for one year because of legislation regarding open records. Tyler Schmaltz reported that the email system upgrade allows for more storage. Discussion lead to personal email accounts are also subject to the same laws if used to determine work decisions. It was added that voice mail and chat sessions are stored in the email system, therefor, they too adhere to the same policies.

NDPERS – Wes Matthews reported that NDSPERS is rolling out the self-service system, stating that forms will no longer be filled out physically with him or Tricia Houmann, benefits technician. He urged all members to register for self-service and reminded those present that NDPERS and PeopleSoft are two separate accounts.

Announcements:
MSU Community Block Party – September 21st from 12-4PM
All MSU faculty, staff, students, friends and family are invited to this centennial celebration on the lawn of Old Main. Bouncy castles, free lunch, cupcakes and games for children are included in the festivities.

Home Free – September 24th, 9PM in Aleshire Theater
A cappella concert in Aleshire Theater following the volleyball game – open to the public.

Eric O’Shea – September 25th, 8PM in Ann Nicole Nelson Hall
Comedian known for his Elmo voice – open to the public!

The Great Plains Symposium – October 11th-12th
A final schedule should be posted online within the next few weeks. All Staff Senate members are urged to register.

Adjourn: The meeting adjourned at 9:30 a.m.

Next Meeting: October 15th, 2013 in the Jones Room at 9:00 am.