Minot State University
Staff Senate Minutes
June 17, 2014 @ 9:00 am – Jones Room

Attendees: Steve Swenson Devin McCall, Emily Rodacker, Tyler Schmaltz, Julie Keller, Karla Bredahl, Heather Martin, Brandon Neiss, Toni Schwartz, Mindy Rudnick, Jessica Age, Tom Seymour, Ashley Dhuyvetter, Forrest Macy, Amanda Isham, Lindsey Benson, Darla Weigel, Korie Huettl, Marilyn Undhjem, Aaron Hughes, Rebecca Porter, Deb Kinzell, Ashley Blake, Linda Benson, and Evelyn Klimpel

Absent: Camila Van Dyke, Paul Brekke, Brenda Roedocker, Sheila Litham, Donna Marquart, and Wes Matthews

Call to Order: The meeting was called to order by Steve Swenson, Staff Senate president, at 9:00 a.m.

Minutes: May 20 and May 27th minutes were accepted as written.

Treasurer’s Report: There is $269.79 in the General Fund and $2628.46 in the Fall Kickoff Fund.

Address by President Fuller: President Fuller was unavailable.

Area Reports
- NDUSSS Update – Linda Benson
  - June 24, 2014 – face-to-face meeting @ Valley City State University
  - Steve Swenson, Devin McCall, Linda Benson will be attending the meeting.
- Faculty Senate Update – Dr. Seymour
  - New Faculty Senate President is Dr. Ken Bowles, Vice President is Dr. Linda Cresap
- Human Resources – No report

Old Business
- Staff Senate T-shirts – Steve sent around a signup sheet for new staff senators to order their t-shirt.
- Power of 100 Staff Senate Project update – 530 hours donated by staff.
- UPPC (University Program Prioritization Committee) update – deadline for non-academic program has been suspended and new deadline will be sent out at a later date.

Committee Reports:
- Election Committee
  - Appreciation of outgoing members/Introduction of new members

New Business
- Staff Senate Constitution & Bylaws is available on the staff senate website: http://www.minotstateu.edu/stfsenat/bylaws.shtml
- Fall Kick Off— August 20, 2014 @ 4:30 – 7:30 pm. With workers arriving at 4:00 pm. Several ideas for a theme was discussed. A theme centered on welcoming Dr. Shirley, our new President. Each committee should meet and pick a chairperson.
  - Advertising committee: Emily Rodacker, Julie Keller, Karla Bredahl, Brandon Neiss, Ashley Dhuyvetter and Amanda Isham
  - Entertainment: Tyler Schmaltz, Forrest Macy, Lindsey Benson, Darla Weigel, Aaron Hughes and Linda Benson
    - To invite the MSU athletics assisting with the games.
    - Check with Melissa Spelchen to sing.
  - Food: Heather Martin, Mindy Rudnick, Jessica Aga, Korie Huettl, Marilyn Undhjem and Evelyn Klimpel
    - Last year’s menu was well received by those in attendance. It was pulled chicken, veggie burgers, hotdogs, chips, watermelon, sheet cake, soda and water. Donation were received from Marketplace and Walmart.
  - Prizes: Toni Schwartz, Deb Kinzell, Ashley Blake and Steve Swenson
It was decided to hold the event in the same area on campus. Darla Weigel has last year’s setting up order. Darla offered to put in the work order.

- **Committee Structure & Selection**
  - Bylaws and Legislative will be combined.
    - Staff Senate will work on an ad hoc committee to add at the end of the year.
  - Election - nothing until spring
  - Professional Development & Programming
  - Scholarship
  - Homecoming Parade
    - Steve Swenson will call plant services to reserve a truck and trailer for the parade.
  - Orientation Committee
  - Holiday Decorating Committee

- **Other governing bodies or institutional committees:**
  - NDUS Staff Senate representative (and two alternates):
    - Linda Benson, Steve Swenson, Devin McCall
  - Faculty Senate Representative (non-voting):
    - Faculty Senate meets twice a month at 3:30 pm on Thursdays.
    - Rebeccia Porter will be our representative on Faculty Senate.
  - Student Government Association Representative (non-voting):
    - Linda Benson will be our representative on SGA.
  - Loss Control Committee representative:
    - Steve will ask Wes if he needs a staff senate representative
  - Sustainability Committee:
    - Devin McCall is willing to be on this committee for a second term.
  - Information Technology Advisory Committee representative:
    - Once the new IT Director is in place, Steve will ask him/her if this committee will continue to be an institutional committee. If so, Tyler Schmaltz would be a likely candidate.
  - Parking Appeals Committee:
    - Steve Swenson and Heather Martin volunteered for this committee.
  - Compensation Task Force:
    - This task force is under Wes Matthew’s Office. Darla Weigel volunteered to be on the task force.
  - Planning and Budgeting Council:
    - Darla Weigel and Linda Benson offered to be on the Planning and Budgeting Council contingent on the President.
  - Landscaping Committee:
    - Rebecca Porter

- **Goals for 2014-15**
  - Monthly deduction rather than a lump sum fee for the Wellness Center
    - Steve will talk with Paul Brekke about this possibility
  - The idea was to continue the POWER 100’s good will of community service. Rebecca Porter made a motion to add a Community Service Committee. Ashley Dhuyvetter seconded the motion. Motion Passed.
  - Devin McCall was asked by Emily Rodacker to address accessibility on campus. Linda Benson made a motion to add an Accessibility Committee. Ashley Dhuyvetter seconded the motion. Motion Passed.
  - Cook Book to raise funds for our scholarship. Rebecca Porter suggested including recipes from the first MSU Staff Cook Book. Aaron Hughes made a motion to raise funds by selling a cookbook. Rebecca Porter second the motion. Motion Passed.
Linda Benson made a motion to use the funds raised by the cookbook for our scholarship program. Steve Swenson seconded the motion. Motion Passed.

- Others?
  - To put the silent auction committee under the ad hoc community service committee’s tasks.

Next meeting: July 15, 2014 at 9:00 A.M. in the Jones Room

Meeting Dates for 2014-15:

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As always, all staff are invited and encouraged to attend all Staff Senate meetings.

Adjourn: The meeting adjourned at 10:07 a.m.
Next Meeting: July 15, 2014 at 9 a.m. in the Jones Room.
Call to Order/Welcome/Exec Committee Introductions

Approval of Previous Minutes – May 20 & 27, 2014 Meeting Minutes

Secretary/Treasurer Report – Evelyn Klimpel

Address by President Fuller

Area Reports
- NDUSSS Update – Linda Benson
  - June 24, 2014 – NDUSSS face-to-face meeting @ Valley City State University
- Faculty Senate Update – Dr. Seymour
- Human Resources – Wes Matthews

Old Business
- Staff Senate T-shirts – Celeste S.
- Power of 100 Staff Senate Project update
- UPPC (University Program Prioritization Committee) update
- Others?

Committee Reports:
- Election Committee
  - Appreciation of outgoing members/Introduction of new members

New Business
- Staff Senate Constitution & Bylaws
- Fall Kick Off– August 20, 2015
  - Theme/Ideas/Subcommittee selection
    - Food, Entertainment, Advertising, Prizes, Set-up
- Committee Structure & Selection
  - Bylaws
  - Election
  - Legislative
  - Professional Development & Programming
  - Scholarship
  - Homecoming Parade
  - Orientation Committee
  - Holiday Decorating Committee

  - Other governing bodies or institutional committees:
    - NDUS Staff Senate representative (and two alternates):
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    - Student Government Association Representative (non-voting):
    - Loss Control Committee representative:

Mission Statement: The Staff Senate is established to be a representative body of Minot State University’s classified employees. The Senate will strive to promote communication between the President, other administrators, and the classified staff. The Senate will also serve the needs of the classified employees and act as a source of information concerning those needs and other issues.
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- Sustainability Committee:
- Information Technology Advisory Committee representative:
- Parking Appeals Committee:
- Compensation Task Force:
- Planning and Budgeting Council:
- Landscaping Committee:

- Goals for 2014-15
- Others?

Next meeting: July 15, 2014 at 9:00 A.M. in the Jones Room

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