Attendees: Steve Swenson, Devin McCall, Aaron Hughes, Paul Brekke, Ashley Dhuyvetter, Marilyn Undjhem, Julie Keller, Evelyn Klimpel, Deb Kinzell, Rebecca Porter, Korie Huettl, Heather Martin, Brenda Roedocker, Emily Rodacker, Mindy Rudnick, Jessica Aga, Tyler Schmaltz, Darla Weigel, Toni Schwartz, Karla Bredahl, Forrest Macy, Brandon Neiss, Amanda Isham, Sheila Latham, Donna (Marquart) Epperson, Linda Benson, and Wes Matthews

Absent: Camila Van Dyke, Lindsey Benson, Ashley Blake, Tom Seymour, Student Government Association (SGA) representative

Call to Order

Approval of Previous Minutes – Aaron Hughes made a motion to accept the minutes as written. Karla Bredahl second the motion. Approved.

Secretary/Treasurer Report – There is $48.91 in the General Fund and $5390.44 in the Fall Kickoff Fund.

Address by President Shirley – No Report

Area Reports
- NDUSSS Update (12/8/14) – Steve Swenson
  o Janice Hoffarth at UND will not be seeking re-election to be the NDUSSS rep on the ND State Board of Higher Ed. Emma Tufte (VCSU) & Sharley Kurtz (UND) will be running for the position. Vote will take place during the January NDUSSS meeting.
- Faculty Senate Update – Dr. Tom Seymour - No Report
- Human Resources – Wes Matthews
  o Wes stated it was annual evaluation time. The only change will be it is the evaluation forms no longer need a signature from the supervisor’s supervisor. The third signature bogged things down, therefore it was removed to expedite the process. Evaluations are due March 31st. The reporting period is calendar year 2014.
- Student Government Association – No Report

Old Business
- NDUS Higher Education Board Listening Meeting – Steve Swenson
  o Terry Hjelmstad and Kathy Neset represented the Higher Education Board members at the Listening Session. In attendance were President Shirley, some staff members, SGA members, and Minot residents. The search committee for the new chancellor will involve all the members of the Higher Education Board. SGA sought feedback on qualities people are looking for in the new chancellor. New chancellor will be in place by May 2015.
- University Cabinet Report – Steve Swenson
  o Dr. Shirley shared some of the items included in the Governor’s submitted budget to the state legislature. These are currently just recommendations, as the legislature must release their own budget report also. Included in there was a $2 million deficient request for MSU due unexpected costs from the 2011 flood and also a $815,000 appropriation for safety and security updates.
  o Proposed salary increases are 4% for each of the next two years and also a 1% increase to retirement contributions in Fall 2016.
  o New admission standards from Pathways will be in place by Fall 2016.
  o The pay-per-credit model will go into effect Fall 2016.
  o Grow ND is likely going away Fall 2017, however MSU is still fighting to continue that program.

Committee Reports:
Holiday Decorating: Emily R., Lindsey B., Tyler S., Darla W., Julie K., Aaron H., Karla B., Brenda R., & Amanda I.
  o The Publications and Design office was the overall winner of the decorating contest.
  o You can view the office decoration pictures on the MSU Facebook page.
Cookbook: Aaron H., Evelyn K., Rebecca P., Deb K., Donna M., Darla W., and Jessica A.
  o Aaron reported 315 recipes have been submitted for the cookbook.
  o The cookbooks will be ordered in the next week or so and hopefully arrive by the end of January.
Parking Appeals Committee: Steve S. & Heather M.
  o One appeal was approved due to lack of signage in the Augustana Lutheran Church parking lot. Most appeals are denied.
Bylaws and Legislative: Linda B., Brandon N., Toni S., Mindy R., Korie H., Ashley B. & Devin M.
  o Toni stated the bylaws have been reviewed. Linda will update the website.
Accessibility: Evelyn K., Brandon N., Ashley D., Linda B., & Emily R.
  o Evelyn has submitted an Advanced Study Grant for 11 webinars. Four of the webinars relate to campus accessibility. No word if the application was funded.
Scholarship: Karla B., Heather M., Ashley D., Steve S., Evelyn K. & Emily R.
  o The application form for Spring 2015 is on the Staff Senate website. Everyone should help publicize it and encourage coworkers or their families taking coursework to apply. Deadline is January 2, 2015.
Election: Toni S., Jessica A., Deb K., Forrest M., Darla W., Aaron H., & Camila Van Dyke
  o No report until spring
  o Paul stated one tour was given a couple weeks ago. Contact Teresa Loftesnes, marketing director, to set up a tour.
Community Service: Ashley D., Forrest M., Amanda I., Lindsey B., Marilyn U., Emily R., Julie K., Karla B., & Camila Van Dyke
  o Forrest mention the committee will email everyone to keep up the momentum of Power 100.
  o First of the year will start working on the Silent Auction taking place in April.

New Business
- Steve Swenson recapped fall goals. Several initiatives were achieved. Employees can now pay a monthly charge versus a lump sum fee for use of the Wellness Center. The Staff Senate Cookbook will help raise money for the staff scholarship fund. An accessibility committee has been established.
- Forrest Macy highlighted the Red Carpet Committee’s efforts to welcome new students and their families to campus. Forrest asked everyone to stop by and welcome new students and their families during Orientation.
- Pennies for Patients is coordinated by Camila Van Dyke, Aaron Hughes and Leon Perzinski. The penny collection will begin in January through March. The Penny Carnival is January 27th in the Dome.
- Steve Swenson wished everyone Happy Holidays and safe travels visiting friends and family.

Adjournment - Aaron H. made a motion to adjourn the meeting. Darla Weigel seconded the motion. Meeting Adjourned.

Next meeting: January 20, 2015 at 9:00 A.M. in the Jones Room

Meeting Dates for 2014-15:

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<td>October 21, 2014</td>
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As always, all staff are invited and encouraged to attend all Staff Senate meetings.
**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.
Call to Order

Approval of Previous Minutes – November 18, 2014 Minutes

Secretary/Treasurer Report – Evelyn Klimpel

Address by President Shirley

Area Reports
- NDUSSS Update (12/8/14) – Steve Swenson
  - Next IVN meeting January ?, 2014 @ 3:00 pm, Adm Bldg. Rm 362
- Faculty Senate Update – Dr. Seymour
- Human Resources – Wes Matthews
- Student Government Association – Joel Cartwright

Old Business
- Higher Education Board Listening Session update – Steven Swenson
- University Cabinet Report – Steven Swenson

Committee Reports:
- Holiday Decorating: Emily R., Lindsey B., Tyler S., Darla W., Julie K., Aaron H., Karla B., Brenda R., & Amanda I.
- Cookbook: Aaron H., Evelyn K., Rebecca P., Deb K., Donna M.
- Scholarship: Karla B., Heather M., Ashley D., Steve S., Evelyn K. & Emily R.
- Parking Appeals Committee: Steve S. & Heather M.
- Bylaws and Legislative: Linda B., Brandon N., Toni S., Mindy R., Korie H., Ashley B. & Devin M.
- Accessibility: Evelyn K., Brandon N., Ashley D., Linda B., & Emily R.
- Election: Toni S., Jessica A., Deb K., Forrest M., Darla W., Aaron H., & Camila Van Dyke
- Community Service: Ashley D., Forrest M., Amanda I., Lindsey B., Marilyn U., Emily R., Julie K., Karla B., & Camila Van Dyke
- Homecoming Parade: Tyler S., Steve S., & Paul B.
- Fall Kickoff – August 20, 2014.
- Other Appointment Reports?

New Business
- Fall Goals Recap
- Spring Semester Goals
- Pennies for Patients
- Silent Auction
- Others?

Adjournment

Next meeting: December 16, 2014 at 9:00 A.M. in the Jones Room

Meeting Dates for 2014-15:
- July 15, 2014
- August 19, 2014
- September 16, 2014
- October 21, 2014
- November 18, 2014
- December 16, 2014
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