Minot State University – Staff Senate Agenda
February 17, 2015 @ 9:00am – Jones Room

Attendees: Steve Swenson, Aaron Hughes, Wes Matthews, Paul Brekke, Ashley Dhuyvetter, Marilyn Undhjem, Deb Kinzell, Rebecca Porter, Korie Huettl, Emily Rodacker, Mindy Rudnick, Jessica Aga, Tom Seymour, Tyler Schmaltz, Darla Weigel, Linda Benson, and Ashley Blake

Absent: Joel Cartwright, Brandon Neiss, Donna (Marquart) Epperson, Forrest Macy, Karla Bredahl, Heather Martin, Brenda Roedocker, Camila Van Dyke, Lindsey Benson, Devin McCall, Julie Keller, Toni Schwartz, Amanda Isham, and Sheila Latham

Call to Order

Approval of Previous Minutes – January 20, 2015 Minutes
Linda Benson made a motion to accept the minutes as written. Aaron Hughes seconded the motion. Approved.

Secretary/Treasurer Report – The General Fund balance is $48.91 and $5653.53 remaining in the Fall Kickoff Fund.

Address by President Shirley- not available

Area Reports

- NDUSSS Update – Steve Swenson
  - Emma Toffee was elected as the new staff advisor to the State Board of Higher Education.
  - State Staff Senate Legislative Committee – Devin McCall (not available)
  - Open records/meetings was discussed.
  - Sparb Collins, executive director for NDPERS, discussed the July 1 change to Sanford Health plan. NDPERS is developing a FAQ sheet.
  - Next IVN meeting March 23, 2015 @ 3:00 pm, Adm Bldg. Rm 362

- Faculty Senate Update – Dr. Seymour
  - Two things: College of Business has an accreditation group coming on campus.
  - Senate Majority Leader Rich Wardner presented at the Minot Area Chamber of Commerce Legislative Forum on March 7 at the North Dakota State Fair Center. He also stayed overnight at the home of Tom and Anita Seymour on March 6. Dr. Tom Seymour is chair of the Minot Area Chamber of Commerce Governmental Affairs Committee

- Human Resources – Wes Matthews
  - Nothing to report

- Student Government Association
  - SGA is looking at a model from other universities that have a read-and-review period before final exams. SGA is considering at a day of reading and review before exams.

Old Business

- Pennies for Patients
  - Aaron and Camilla reported that children attended the Pennies for Patients event at the Dome. There were a good number of booths too. Everyone has a couple more weeks to contribute their pennies.

Committee Reports:

- Election Committee: Toni S., Jessica A., Deb K., Forrest M., Darla W., Aaron H., Camila, Van Dyke
No report

Cookbook: Aaron H., Evelyn K., Rebecca P., Deb K., Donna M., Darla W.
  - Aaron wasn’t sure if the cookbooks had been shipped. The company hadn’t given a timeline of when the cookbooks will be shipped. The plan is to sell first on campus. Then to those off campus. Four hundred cookbooks have been ordered.

Community Service: Ashley D., Forrest M., Amanda I., Lindsey B., Marilyn U., Emily R., Julie K., Karla B., & Camila Van Dyke
  - Ashley D. reported the committee met to plan the auction. The committee decided to donate to the Minot Backpack Buddies Program. A Save the Date flier will be sent out. The silent auction will take place the end of March (March 30 – April 2).
    - On March 17 the committee will hand out a signup sheet for workers.
    - Please no clothes. There will be a flier with a list of recommended items.

Scholarship: Karla B., Heather M., Ashley D., Steve S., Evelyn K. & Emily R.
  - Steve stopped by Financial Aid and no applicants
  - Laurie Weber, financial aid director, suggested using same date of Feb. 17th at MSU
  - Possible coordinate our application with Financial Aid.

Parking Appeals Committee: Steve S. & Heather M.
  - There was no meeting in February. There is an upcoming parking appeals meeting.

Bylaws and Legislative: Linda B., Brandon N., Toni S., Mindy R., Korie H., Ashley B. & Devin M.
  - Update information is on Sharepoint portal: http://www.minotstateu.edu/stfsenat/

Accessibility: Evelyn K., Brandon N., Ashley D., Linda B., & Emily R.
  - The committee has participated in two webinars on accessibility. The committee feels the goals of making our campus accessible will need to involve administrative support. The committee will develop a recommendation letter for moving our campus beyond ADA compliance.
    - Emily reported NDCPD can provide disability etiquette training. Also NDCPD is willing to check materials for accessibility. Individual offices and departments wanting training and checking for accessibility can contact Emily.
    - WSI has an ergonomics grant available for equipment. Grants will awarded until the funds are depleted.
      - A few years ago NDCPD did have a professional on ergonomics present good working positions.

  - Paul stated tours were rescheduled due to the extreme cold weather. Normally tours are scheduled every other Monday.

Other appointment reports?

New Business
  - Presidential Inauguration – Steve Swenson
    - There will be a week of activities celebrating the inauguration of President Steven Shirley as MSU’s 11th president. On Friday, April 17th there will be a ceremony and dinner.
    - Faculty Senate is putting together a talent showcase from students, staff and faculty
    - Staff event ideas:
      - President Shirley could present the Staff Senate check to Backpack Buddies.
      - Dedicate a tree or garden outside that is permanent and recognizable.

Adjournment
Korie Huettl made a motion to adjourn the meeting. Ashley Dhuyvetter seconded the motion. Approved.

Next meeting: March 17, 2015 at 9:00 A.M. in the Jones Room
Meeting Dates for 2014-15:

<table>
<thead>
<tr>
<th>Month</th>
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<tr>
<td>July 15, 2014</td>
<td>August 19, 2014</td>
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<tr>
<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 – January 20, 2015 Minutes

Secretary/Treasurer Report – Evelyn Klimpel

Address by President Shirley

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  - State Staff Senate Legislative Committee – Devin McCall
- Faculty Senate Update – Dr. Seymour
- Human Resources – Wes Matthews
- Student Government Association

Old Business
- Pennies for Patients

Committee Reports:
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- 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.
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- Other Appointment Reports?

New Business
- Presidential Inauguration – Steve Swenson

Adjournment

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- July 15, 2014
- August 19, 2014
- September 16, 2014
- October 21, 2014
- November 18, 2014
- December 16, 2014
- January 20, 2015
- February 17, 2015
- March 17, 2015
- April 21, 2015
- May 19, 2015
- June 16, 2015

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