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

Absent: Jessica Aga, Tom Seymour, Forrest Macy, Camila Van Dyke, Toni Schwartz, Lindsey Benson, Joel Cartwright and Sheila Latham

Call to Order

Approval of Previous Minutes – February 17, 2015 Minutes
Aaron Hughes made a motion to accept the minutes as written. Darla Weigel seconded the motion. Approved.

Secretary/Treasurer Report – Previous balance of the general fund was $48.91. The current balance is $1,158.91 after a deposit from cookbook sales of $1,110.00. We are not allowed to use the Kickoff Fund to cover the cookbook bill of $1,634.80.

The Fall Kickoff Fund balance is $5,687.39, which shows an increase of $33.86 from last month.

Address by President Shirley – not available

Area Reports
  • NDUSSS Update – Steve Swenson
    o IVN meeting February 23, 2014 @ 3:00 pm, Adm Bldg. Rm 362
      ▪ Noah Brisbin, an attorney with the NDUS, discussed Open Meeting/Open Records. He stated Staff Senates are an advisor group not subject to open-records laws, but it is good to follow the open-records laws. The important thing is to be transparent. MSU Staff Senate posts its minutes on its website.
      ▪ NDPERS will transfer from Blue Cross/Blue Shield to Sanford on July 1, 2015. Employees will be able to stay with their current provider. A FAQ has been disseminated on campus.
    o State Staff Senate Legislative Committee – Devin McCall
      ▪ The committee has been tracking bills. The House dismantled HB 1003, the higher education funding bill, but the Senate may put it back in some form. The committee formulated a resolution protesting the possible loss of NDUS internal auditors and attorneys.
    o Next IVN meeting is March 23, 2014 @ 3:00 pm, Adm Bldg. Rm 362.

  • Faculty Senate Update by Dr. Seymour – not available
    o The North Dakota tax commissioner will be the guest speaker at the March 21 Minot Area Chamber of Commerce legislative forum at the North Dakota State Fair Center at 9:00 am.
    o Faculty Senate held a lengthy discussion on the requirement to take an oath to support the ND Constitution. According to law, all teachers in the public school and higher education must take the oath. Wes Matthews, human resources director, stated the issue was “they have to” not “they do and staff doesn’t.” The constitution contains references to God and to same-sex marriage. A discussion with the NDUS attorney’s office noted that “supporting” the constitution may not mean agreeing with everything in it, but Wes noted that no one is defining “support.” ND Century Code does have a clause to exempt non-U.S. faculty from the oath; however, the SBHE policy requires the oath.
    o Rebecca Porter attended the Faculty Senate meeting. Faculty Senate discussed the Curriculum Integration Management (CIM) Software. The CIM Software is connected with the catalog.
Human Resources – Wes Matthews
  o The North Dakota legislature is discussing bills to be kinder in the use of sick leave. A bill originated from the House and one from the Senate gives new sick leave rules and the ability to use up to 12 weeks of sick leave. The individual must have enough sick leave to cover 12 weeks.
  o A new law has passed regarding veteran preferences for all positions in higher education including upper administration position.
  o The Sanford plan through NDPERS will continue what Blue Cross/Blue Shield covered. Wes cautioned everyone to pay attentions to their Sanford statements to make sure everything remains the same. Sanford has agreements with 90% of providers. MSU purchases a one price for all (family or single plan) at $1,130 per month per member.

Student Government Association – Linda Benson reported on the last SGA meeting and SGA elections. The following new executive officers, who will begin their jobs April 16, were elected:
  Alex Buchholz, president
  Kelsey McNaughton, vice president of finance
  Skyler Niebuhr, vice president of internal affairs
  Kevin Gilgallon, vice president of state affairs
  Joel Cartwright, vice president of student outreach

Committee Reports:
  o **Election Committee**: Toni S., Jessica A., Deb K., Forrest M., Darla W., Aaron H., Camila, Van Dyke
    o The committee will begin the process of Staff Senate elections. Staff Senate will elect executive officers in May. The new officers will assume their roles at the June meeting.
  o **Cookbook**: Aaron H., Evelyn K., Rebecca P., Deb K., Donna M., Darla W.
    o The Gordon B. Olson Library purchased a cookbook. Cookbooks were given Merri Jo Connole's daughters. Merri Jo passed away October 9, 2014. Her family submitted several of her recipes for the cookbook.
    o On Monday the winners will receive their treat platters.
    o Aaron has cookbooks for sale at $15 each. The committee may sell them during commencement and the silent auction. A box or two of cookbooks will be kept to sell during the Christmas season.
  o **Community Service**: Ashley D., Forrest M., Amanda I., Lindsey B., Marilyn U., Emily R., Julie K., Karla B., & Camila Van Dyke
    o Emily Rodacker stated an informational flyer will be delivered to each office. Please drop off your donation March 30 – 31st. The silent auction will take place March 30 – April 2nd. Please no clothing items but scarfs and purses are welcomed.
    o A doodle will be set up to sign up to volunteer for the auction.
  o **Scholarship**: Karla B., Heather M., Ashley D., Steve S., Evelyn K. & Emily R.
    o After re-advertising the scholarship there were four applicants; 2 staff and two dependents. On Monday the committee awarded the scholarship to two staff members. The scholarship recipients are Linda Conn, IT, and Cole Krueger, Enrollment Services.
    o The committee is planning to revise the application and look at the submission dates.
  o **Parking Appeals Committee**: Steve S. & Heather M.
    o On February 26th the committee reviewed 12 appeals and approved one.
  o **Bylaws and Legislative**: Linda B., Brandon N., Toni S., Mindy R., Korie H., Ashley B. & Devin M.
    o Rebecca Porter sent in a few minor corrections to the bylaws. Linda Benson moved to approve the revisions. Devin McCall seconded the motion. Approved.
    o Updated information has been on SharePoint, [http://www.minotstateu.edu/stfsenat/](http://www.minotstateu.edu/stfsenat/), for three months for review by senators.
• **Accessibility:** Evelyn K., Brandon N., Ashley D., Linda B., & Emily R.
  o The committee has been attending the AHEAD webinars. The next step is to put forth recommendations for a fully accessible campus.
• **Orientation, Professional Development & Programming:** Ashley B., Linda B., Mindy R., Korie H., Paul B., Donna M., & Brenda R.
  o No report
• **Other Appointment Reports?**
  o A suggestion was made to compile a Staff Senate manual. Each committee should have an experienced member to be the chair. The committee information can be stored on the SharePoint portal.

**New Business**
• **Presidential Inauguration – Steve Swenson**
  o 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.
  o On April 13th Staff Senate will host a coffee and cake social. President Shirley will present Staff Senate Auction proceeds to Lynda Bertsch for Backpack Buddies. Lynda will give a short presentation about the Backpack Buddies program. Devin McCall, Steve Swenson, Linda Benson and Evelyn Klimpel will coordinate the event.
• Mindy Rudnick announced the Business Office is providing trainings. The next training will cover travel-related topics including the proper completion of travel expense vouchers. This training will be Thursday (March 19) in the Conference Center, 1:30-3:30 p.m.

**Adjournment**

**Next meeting:** April 21, 2015 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.

**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 – February 17, 2015 Minutes

Secretary/Treasurer Report – Evelyn Klimpel

Address by President Shirley

Area Reports
  • NDUSSS Update – Steve Swenson
    o Next IVN meeting March 17, 2015 @ 3:00 pm, Adm Bldg, Rm 362
    o 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:
  • Election Committee: Toni S., Jessica A., Deb K., Forrest M., Darla W., Aaron H., Camila, Van Dyke
    o April Elections
  • Cookbook: Aaron H., Evelyn K., Rebecca P., Deb K., Donna M., Darla W.
    o Cookbook sales
  • Community Service: Ashley D., Forrest M., Amanda I., Lindsey B., Marilyn U., Emily R., Julie K., Karla B., & Camila Van Dyke
    o Silent Auction
  • 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.
  • Orientation, Professional Development & Programming: Ashley B., Linda B., Mindy R., Korie H., Paul B., Donna M., & Brenda R.
  • Other Appointment Reports?

New Business
  • Presidential Inauguration Week – April 13-17th – Steven Swenson
    o Coffee & Cake Social on Monday, April 13th @ 3pm in the Westlie Room.

Adjournment

Next meeting: March 17, 2015 at 9:00 A.M. in the Jones Room

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