

Minot State University
Staff Senate Minutes
Tuesday, December 20, 2005
9:00 am - Jones Room

Members Present: Caren Barnett, Linda Benson, Julie Drum, Donna Harvey, Cathy Horvath, Pat Hubel, Renee Olson, Scott Peterson, Kim Schwinler, Catherine Walker, Chad Carr, Sheldon Dokken, William Klimpel, Lou Whitmer, Gary Wolf,

Members Absent: Jolina Miller, Karlee Rauschenberger, Kim Withus, Kimberly Witt. Merri Jo Connole, Timothy Healy, Jerry Smith, Wes Matthews (ex officio), Kim Thompson, (ex officio).

Call to order: President Linda called the meeting to order at 9:00 a.m.

Reports: Minutes from November's meeting were approved as written. No treasurer's report was available.

Old Business:

Compensation Committee: Klimpel noted that the committee has met twice since the last Staff Senate meeting but that it continues to progress with discussions. Witmer and Klimpel both noted that anyone may attend meetings and the first 10 minutes is open for discussion from visitors.

No Smoking Committee: No report at this time.

Holiday Decoration Committee: Judging will occur 12/21/05.

Staff Senate Scholarship: No report at this time. Benson noted that the criteria are on the web.

New Business:

Geranium Day: It had been proposed that Staff Senate take on and organize a fundraising event for student scholarships from the sale of geraniums. Information was previously sent to the senators. Following discussion, the Staff Senate passed the following motion unanimously:

The MSU Staff Senate is willing to assist in a joint effort with the Faculty Senate to organize and assist in the sale of geraniums in a project to create funds for student scholarships with the understanding that a portion of the proceeds be given to the Staff Senate scholarship fund for their efforts in the endeavor. Furthermore, the Staff Senate is opposed to the idea of involving public/private school children in the fundraising event.

PeopleSoft: Benson asked for comments on PeopleSoft. Hubel noted that the major hurdle seems to be the lack of an adequately prepared training manual that provides very succinct instructions of how to perform tasks that are performed on a limited basis. Other senators noted this is true and cited the recently created instructions from Lisa Johnson

Minot State University
Staff Senate Minutes
Tuesday, December 20, 2005
9:00 am - Jones Room

that provided clear instructions on grading for faculty. Her instructions provided screenshots with specific instructions that enabled users to complete the task of entering student grades with little to no difficulty. The Staff Senate applauds the efforts of Lisa Johnson and the Records Department in their helpfulness with the grading process.

Additional New Business: The Staff Senate was informed that many staff members were not aware of President Fuller's Christmas Tea due to the lack of a communication method for these staff members. Custodians and cooks were noted to be among those who did not receive invitations or information. Further, these individuals do not receive any information from MSU, including but not limited to Connections, Inside MSU, communications from executives, etc. Discussion centered on mailboxes being developed for these individuals at an area or building where they perform their work duties.

Communication with the custodians and security individuals was also noted to be a major concern. Specific incidents of vandalism, theft, safety, and emergencies (broken pipes, frozen pipes, etc.) were noted as major concerns as there is no clear method outlined for obtaining assistance.

As these items were noted to be major concerns and in view of very recent events of vandalism and theft, the Staff Senate will draft resolutions on these concerns and will deliver them to the University Cabinet and members of the Executive Team.

The meeting adjourned at 9:45

All Staff are invited and encouraged to attend all Staff Senate meetings.