



**Minot State University**  
**STAFF SENATE**  
**Box 225, MSU, Minot, ND 58707**

*Staff Senate Minutes*  
*Tuesday, November 21, 2006 at 9 am, Jones Room*

**Members Present:** Laurel Hyatt, Donna Just, Merri Jo Connole, Toni Schwartz, Pat Hubel, Julie Drum, Cheryl Rystedt, Rich Berg, Jolina Miller, T.J. Lipsey, Renee Olson, Scott Peterson, Shan Haarsager, Brenda Roedocker, Tawnya Bernsdorf, Jerry Smith, and Linda Benson.

**Members Absent:** Karlee Rauschenberger, Kris Warmoth, Kim Thompson (ex officio member), Chad Carr, Barb Johnson, and Lou Whitmer.

**Ex Officio Members:** Wes Matthews

**Guests:** Dr. David Fuller, Amber Jensen (Student Association representative).

**Call to Order:** President Drum called the meeting to order at 9 am.

**Officers' Reports:** The minutes of the previous meeting were approved as printed. PeopleSoft statement for treasury was not available at the meeting but was provided by Laurel Hyatt after the meeting showing a balance of \$218.39.

**New Business:**

Finance Sessions: Dr. Fuller addressed the Staff Senate on several areas. First, he noted that he hoped that the finance sessions that were presented provided the campus a better understanding of how the funds from CEL have assisted the campus. Over time, there has been a decline in on-campus enrollments of nearly 300 students. Corresponding to this has been an increase of CEL students by approximately 300. He noted that everyone needs to continue to be proactive in recruiting students to Minot State University.

Green Ribbon Campaign: The second point of interest presented by Dr. Fuller was the information on the Green Ribbon Campaign. This is being supported by the North Dakota Student Association (NDSA). The NDSA presented information to the State Board of Higher Education regarding the trend having to bearing increasing costs of tuition. They hope to convince the legislature to increase the funding for higher education back to the 21% it was in the 2001-03 session and not continue the downward trend noted by the 19.5% from the 2005-07 legislative session. The NDSA also wants to eliminate the ConnectND fee that students are paying. The State Board is behind the students.

Master Planning: On November 29<sup>th</sup> at 1 pm the large steering committee will begin to prioritize recommendations from the architects. The committee will attempt to set short,

medium, and long range goals for campus planning. As the North Broadway project is beginning next spring, there is a hope MSU can be interfaced with the efforts.

Chancellor Search: Dr. Fuller noted that the chancellor search is underway and that he is a member of the search committee.

Residence Halls Policy for First-Year Students: A policy requiring first-year students to live on campus has been moved forward. There are exemptions to the policy in place which include: students living at home and within 25 miles of campus, married students, military, and individuals with special needs. The exemption is not automatic and students must apply for this. Findings to support this policy include research demonstrating that students who live on campus do better academically than off-campus students.

Strategic Plan: The abridged version of the plan was distributed to the Staff Senate. Dr. Fuller reviewed it with the Senators. In January meeting will begin to move forward on action plans.

Student Association: Sharelese Robertson from the Student Association presented more information to the Senate concerning the Green Ribbon Campaign. She handed out pins and flyers and asked that Senate would support these efforts by helping increase the awareness of the project.

### **Old Business:**

Compensation Task Force: Wes Matthews provided followup information on the CTF's work and outcomes. He anticipated that approximately 20 staff members will be affected by the extra funds that were released. These funds were held back in anticipation of decreased enrollment. The employees this affects will receive a letter with information concerning their new salary and it will be retro to July 1. Their new salaries will start on December 31<sup>st</sup>. In January, every employee will receive a letter with information on their salary and market rate. The CTF's plans include bringing staff to market rate over the next 5 years; however, this will depend upon funding.

Bookstore: The senate discussed the bookstore options. Wes encouraged the Senate to attend the forums later today.

MSU at the Zoo: There was extended discussion regarding the role of Staff Senate and the issues that are involved with the MSU at the Zoo function. Matthews noted that the Senate should examine charge. Discussion on finding other staff to volunteer to help with the process of putting the event on centered on time commitments, details, etc. The Senate had a discussion of Chartwell's extra charges for items not noted during Senate discussions with them pertaining to costs. At this time, the Senate will briefly touch on this function at the next meeting and will plan for a January vote on continuing the project and what plans should be carried forward for food, for prizes, and for guests.

Beaver Pride: Berg gave some feedback that staff are interested in training for Microsoft products including: Powerpoint, Word, and Exel. They want to learn more than basic functions of the software.

Travel: Hubel met with Laurel Hyatt then Gary Rabe and finally Ron Dorn regarding the use of personal vehicles to “run errands” for faculty and departments. At this time, staff are encouraged to first try the MSU Bookstore (20% discount applies) then use external vendors who deliver. The concern of personal vehicles being used is a point of consideration. VP Dorn noted that there should be limited circumstances when staff have to leave campus. He would like to have more information concerning when trips are being made by the staff to pick up items.

Holiday Decorating Committee: Drum requested volunteers for this project. Connole, Hyatt, and Roedocker volunteered. The plans will be for the project to be done the week prior to Christmas.

Scholarship Committee: Benson notes that the committee is investigating the requirements and working with financial aid for any possible changes. There is \$5,454 in the fund. The \$454 is interest available to be awarded for scholarships this year.

**AS ALWAYS, ALL STAFF ARE INVITED AND ENCOURAGED TO ATTEND ALL STAFF SENATE MEETINGS!**