

Minot State University
Staff Senate Minutes
Tuesday, April 17, 2007
9:00 am – Jones Room

Members Present: Julie Drum, Linda Benson, Donna Just, Merri Jo Connole, Shan Haarsager, Laurel Hyatt, Chad Carr, Amber Jensen, Jolina Miller, Cheryl Rystedt, Renae Olson, Barb Johnson, Jerry Smith, Toni Schwartz, Kris Warmoth, Scott Peterson, Thomas Lipsey, Wes Matthews, Chad Fenner, Tawnya Bernsdorf, Toni Schwartz.

Members Absent: Rich Berg, Lou Whitmer, Kim Thompson, Karlee Rauchenberger.

Call to order: Meeting was called to order at 9 a.m.

Miller offered a word of thanks to Drum for her leadership and work as the Staff Senate President this year and all wished her well in her new ventures.

Reports: Minutes were approved. Budget was reported by Hubel as being \$172.79. Hubel noted that the only recent expense was for notebooks for old Staff Senate minutes, data, etc., to be compiled, organized, and placed in the GB Olson Library for archival purposes. Upon the end of her term, Hubel will place another notebook of data in the library covering the last two years (2005-06 and 2006-07).

New Business:

Barb Johnson presented information on VP Ron Dorn's behalf. The presentation made concerns a request for an increase in parking fees at MSU in order for MSU to meet the required funding to maintain and repair parking facilities around the campus. Details of the funding were presented which are included in the attached documentation through this [LINK](#). Discussion followed. Matthews noted that parking fees at MSU have unchanged for the last 15 years, while maintenance costs have continued to rise. Olson commented about overselling of parking lots and having to pay for parking that was not available or that is revoked at various times during the year to accommodate other events. There was discussion concerning raising prices and then taking away privileges. Rystedt and Olson both noted that there is considerable space taken starting on Thursdays for home football games when the facilities are being set up for tailgating. A brief discussion of moving this event out of the L Lot followed. Of note was that it not only takes away spots on Thursday and Friday but that often the canopy is still in place on Mondays so the parking situation is worse for several days. It was noted that the comments should be taken to the parking committee.

Motion was made by Connole to accept the recommendation for an increase in parking fees to be used for parking facility maintenance. Seconded by Miller. Motion carried.

Matthews addressed an issue concerning use of time clocks by custodians. The issues have not been resolved. Currently, UND and Minot State University are the only two campuses in the North Dakota University System who use time clocks.

Matthews noted that funding recommendations are still not established by the state legislature.

In light of yesterday's events at the Virginia Tech campus with the murders of 32 individuals, the President's staff had met to discuss MSU's emergency plans. Matthews

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noted that on campus, a caller must dial 9-911 in order to reach emergency response personnel.

Warmoth distributed information for Staff Development courses on Windows 2007 packages. Staff Senate members were asked to provide her with information on development requests and to provide preferred times and days of the week for training events to be held.

Old Business:

Election Committee Report – Staff election will be held on Tuesday, May 8th. The elections will be held until 4 pm. Announcements will be coming in the Red & Green on Thursday. It was noted that approximately 25 individuals declined the opportunity to serve on Staff Senate.

Drum noted that she will be in Minot until the end of May. She stated that there is a box of picnic supplies in Student Health and that the banner is stored in the former AJ Automotive building.

Meeting adjourned at 10.

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

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Parking Permit Fee Increase Request

The current fees charged for parking permits are insufficient to cover the required maintenance and repair costs. Under the current fee structure total revenues for the campus are \$20,990.00, with the proposed increase in fees, revenues are estimated to increase to \$61,680.00. The increase would ensure the proper maintenance and upkeep of the parking lots in the short term.

Currently the rates are as follows:

- Unreserved for commuting students: \$10.00 per permit, approximately 1700 permits have been purchased this year. Total revenue of \$17,000.00.
- Reserved for students residing on campus: \$20.00 per permit, approximately 375 permits have been purchased this year. Total revenue of \$7,500.00
- Faculty and Staff reserved: \$20.00 per permit, approximately 360 permits have been purchased this year. Total Revenue of \$7,200.00.

The total revenue amount is \$20,990.00 for permits and \$57,247.00 for fines in this fiscal year. The amount received for permits is not sufficient to cover the maintenance and upkeep cost of the parking lots on campus. Recent maintenance has totaled \$55,420.00 for 2006 and \$38,380.00 for 2005. Parking lots on campus are in dire need of repair. The Campus Heights lot requires removal of damaged asphalt and a complete overlay plus regular maintenance needs. The lots for Cook, McCulloch and CP Lura Manor are also in need of the same type of maintenance. The cost of the maintenance is projected to be \$30,000.00 and \$45,000.00 respectively. This maintenance will help extend the life of campus parking lots. Also included in parking lot repair are the concrete sidewalks, drive entrances, and parking areas. So far this fiscal year \$26,054.00 has been expended to repair concrete on campus. If a lot the size of Campus Heights would need a complete replacement the cost could easily be \$100,000.00.

Parking Lot Maintenance

Summer/Fall 2006	Amount
Cutting and Patching	13,020
1300' Roadway Overlay	42,400
Total	\$55,420
Summer/Fall 2005	
Cutting and Patching	6,300
Overlay	32,080
Total	\$38,380
Needed Lot Repairs for Summer/Fall 2007	
Campus Heights	
Cut/Patch/Overlay	30,000
Cook/McCulloch/Lura Manor	
Cut/Patch/Overlay	45,000
Total	\$75,000
Yearly budgeted needs for other lots	\$20,000

Cutting/Patching and Crack/Chip sealing

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Requested fee changes are as follows:

Unreserved for commuting students: \$20.00 per permit, an increase of \$10.00.
Reserved for students residing on campus: \$30.00 per permit, an increase of \$10.00.
Faculty and Staff reserved: \$30.00 per permit for faculty and staff, an increase of \$10.00.

The current fine structure for FY07 is \$10.00 per line in the violation and this amount doubles to \$20.00 after 7 calendar days if not paid. The proposal for fines is \$15.00 in FY08, a \$5.00 increase, with the amount doubling to \$30.00 after 7 calendar days. This would generate an increase in fine revenue of approximately \$25,000.00 per year. Revenue from fines is estimated at \$75,000.00 for FY08.

Revenue from permits would be approximately \$56,050.00 for FY08.
Unreserved: 1700 permits at \$20.00 is \$34,000.00.
Reserved Student: 375 permits at \$30.00 is \$11,250.00.
Staff and Faculty Reserved: 360 permits at \$30.00 is \$10,800.00.

The total revenue available for salaries, benefits, and operational expenses would be approximately \$131,050.00, an increase from the current FY07 of \$52,813.00.

	FY07	FY08	Increase/decrease
Permits	\$20,990	\$56,050	\$35,060
Fines	57,247	75,000	17,753
Total	\$78,237	\$131,050	\$52,813

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