

**Minot State University**  
**Staff Senate Minutes**  
**Tuesday, May 15, 2007**  
**9:00 am – Jones Room**

**Members Present:** Amy Woodbeck, Donna Just, Shan Haarsager, Laurel Hyatt, Ann Rivera, Jerry Smith, Tawnya Bernsdorf, Lilah Diederich, Cheryl Rystedt, Toni Schwartz, Barb Johnson, Linda Llewellyn, Libby Claerbout, Wes Matthews, Thomas Lipsey, Scott Peterson, Linda Benson, Jolina Miller, Pat Hubel, Rich Berg, Chad Carr.

**Members Absent:** Brenda Roedocker, Brenda Anderson, Roger Burchill, Kathy Nelson, Chad Fenner,

**Visitors:** Jared Edwards.

**Call to order:** The meeting was called to order at 9 a.m. by VP Miller. She asked for introductions with an indication of status on the senate (outgoing, incoming, carryover).

**Reports:** Minutes were approved. PeopleSoft was down this morning so the treasurer's report could not be made precisely; however, Hubel noted that she had not processed any bills for Staff Senate since the last meeting.

**New Business:** Wes Matthews noted that there was no update on the time clock issue. Donna Just noted that the custodians in the library are now able to clock in on the computers. Matthews did report that the work of the CTF has been recognized and salary administration is being examined for increases. VPs and supervisors have data regarding across the board increases of 4%. A motion was made and seconded that the CTF members be thanked for their work, thus far, and that the CTF continue to provide feedback on the five-year salary plan; motion carried.

Toni Schwartz reported on the University Diversity Committee. A report is posted on the web with a PowerPoint of the presentation. Everyone is encouraged to examine the report. The link to this information is under the What's Happening link at the following site: <http://www.minotstateu.edu/diversity/>

Donna Just noted that an Emergency Procedures committee (subcommittee of the Loss Control Committee) has been formed and are examining information to develop policies and procedures in the case of an armed assailant on campus. Everything is currently in a draft form at this time.

VP Miller noted that the Staff Senate bylaws note that November is the election month and wondered if it needs examination by the Bylaws Committee. It was brought to Staff Senate's attention that initially the elections were held in November, but later the elections were moved to May, as is shown in the amendments to the Bylaws. The election went well. Tanya Bernsdorf and Chad Carr were thanked for their work.

Jared Edwards came to answer questions concerning parking lots. He noted that there are no plans to close any lots. He believes that the upper dome parking lot will have new overlays but does not think this will occur until next year. The Senate discussed situations

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involving the L-Lot by the dome. Jared recommended that the Staff Senate speak with Rick Hedberg regarding the set up and take down of the ropes and tents for home games. The issue is that it interferes with paid parking for a minimum of 1 day but at times the tent and ropes remain up into the next week so spots are lost and staff who paid for parking spots are unable to park there.

Elections: Nominations were taken for Staff Senate President. After some time with no nominations, a motion was made for Chad Carr. The motion was seconded. No other nominations. Motion carried. For Vice president Donna Just was nominated and seconded. Vote carried. Secretary/Treasurer – Toni Schwartz was nominated, seconded, and vote carried.

New senators were provided with a committee signup sheet. A brief overview of the committees was provided following a question by Diederich as to the tasks for each committee.

May 30-31, 2007 – the architects are returning with a final plan for the campus to consider.

The meeting adjourned at 9:55 a.m.

**Next Staff Senate meeting: June 19, 2007 at 9:00 a.m. in the Jones Room.**

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