

**Minot State University
Staff Senate Minutes
Tuesday, June 19, 2007
9:00 am – Jones Room**

Members Present: Chad Carr, Toni Schwartz, Donna Just, Thomas Lipsey, Scott Peterson, Ann Rivera, Linda Benson, Barb Johnson, Kathy Nelson, Brenda Roedocker, Brenda Anderson, Linda Llewellyn, Cheryl Rystedt and Shan Haarsager.

Members Absent: Tawnya Bernsdorf, Laurel Hyatt, Amy Woodbeck, Libby Claerbout, Richard Berg, Chad Fenner, Lilah Diederich, and Kim Thompson.

Ex Officio Members Present: Wes Matthews.

Call to Order: President Carr called the meeting to order at 9:05 am. He announced that MSU President David Fuller will not be attending the meeting today.

Officer's Reports: Secretary/Treasurer Toni Schwartz reported the balance in the Staff Senate's fund is \$158.39 as of June 14, 2007.

Old Business:

- The committee sign-up sheet was passed around for members to sign up if they had not already done so.
- Wes Matthews stated to his knowledge the time clock issue has been resolved. He commented that many issues are supervisory; if constituents have a concern; please ask if the appropriate supervisor has been notified before bringing it to the Staff Senate. Chad Carr would like to have the Staff Senate implement a staff survey to identify any campus-wide concerns.
- Cheryl Rystedt stated that she and Rich Berg will visit with Rick Hedberg regarding the Y's Men's tent issue in Lot L and report back to the Staff Senate.
- Donna Just reported the next meeting of the Loss Control Committee is June 26th and she has nothing to report at this time. Wes Matthews related that an additional committee, the Crisis Management Committee, is in the process of being set-up to update the policy/procedure regarding the armed-assailant-on-campus issue.
- Wes Matthews announced that letters of appointment are ready and will be sent out when official State approval of the budget is received.

New Business:

1. MSU at the Zoo:

- Chad Carr met with Dr. Fuller regarding MSU at the Zoo. He reported that Dr. Fuller stated that if the event becomes too much of a hassle, that it would be fine with him if it was not held. Dr. Fuller also stated that he will meet with Ron Dorn regarding a budget for the event.

- Motion was made by Scott Peterson to propose to Dr. Fuller that MSU at the Zoo be held on Tuesday, August 14th. Linda Benson seconded. Discussion was held. Unanimous vote, motion carries. Motion was made by Linda Benson to propose Monday, August 13th as a back-up date in case the 14th isn't a good date. Seconded by Cheryl Rystedt. Unanimous vote, motion carries. Chad Carr will visit with Dr. Fuller and the Faculty Senate concerning the date and notify the Staff Senate by email. Motion was made by Scott Peterson to approach Dr. Fuller for a \$4,000 budget (not including the fee for renting the zoo). Thomas Lipsey seconded. Unanimous vote, motion carries.
- Chad Carr will ask Chartwells for a written quote for catering; Thomas Lipsey will contact the Royal Fork and Toni Schwartz will contact Schatz's and Homesteaders for catering prices for 800-1000 people. The food committee will meet after the next meeting to discuss the amount of food needed and review the catering prices.
- Chad Carr will talk to Jared Edwards about the Y's Men's tent rental.

2. Staff Senate Meeting Dates and Times:

- Staff Senate meetings will be held every 3rd Tuesday of the month, except August, at 9:00 am in the Jones Room. The next meeting is scheduled for July 17, 2007.

Barb Johnson reported that the Orientation Committee met June 15th and is working on updating the orientation information for new hires. A copy of their minutes will be posted to the website and the committee members will submit the new material to the Staff Senate when completed.

A motion to adjourn was made at 10:00 am by Shan Haarsager, seconded by Brenda Anderson. The motion carries.

Respectfully Submitted,

Toni Schwartz