

**Minot State University  
Staff Senate Minutes  
Tuesday, July 17, 2007  
9:00 a.m. – Westlie Room**

**Members Present:** Chad Carr, Kathy Nelson, Cheryl Rystedt, Laurel Hyatt, Brenda Roedocker, Thomas Lipsey, Linda Llewellyn, Brenda Anderson, Donna Just, Lilah Diederich, Barb Johnson, Ann Rivera, Linda Benson, Scott Peterson, Amy Woodbeck, and Shan Haarsager.

**Members Absent:** Tawnya Bernsdorf, Toni Schwartz, Rich Berg, and Chad Fenner.

**Ex Officio Members Present:** Wes Matthews.

**Call to Order:** President Carr called the meeting to order at 9:00 a.m.

**Officer's Reports:** In the absence of Secretary/Treasurer Toni Schwartz, there was no officer's report presented.

**Old Business:**

1. **Plant Service Representative:** President Carr reported that all of the Plant Service employees on the maintenance side have declined an invitation to serve as a member of Staff Senate. As a result, there will be no representative on Staff Senate from plant service maintenance at this time.
2. **Orientation Committee Update:** Lilah Diederich reported from the Orientation Committee which included ideas/information the committee felt could be helpful to new MSU staff employees. Wes Matthews expressed concern that his office has not been invited to any of these committee meetings. Lilah explained that at this point the committee is only brainstorming and that they will include the Human Resource office in future meetings.

Wes Matthews stated that his office is in the process of organizing a training session for supervisors. The suggestion was made that maybe a refresher orientation session could be held for staff from time to time as often changes are made that staff are not aware of. Wes also advised that on the Human Resources web site there is a link to an Extended Summary of Benefits document which lists all of the benefits/perks available for MSU staff. A hard copy of this document will be sent to all of the employees.

**New Business:**

1. **August Meeting:** President Carr stated that Staff Senate is not normally scheduled to meet in August, but he felt that because of the MSU at the Zoo project, there is a need to meet and asked Senate members for their input. It was the consensus of Senate members that there should be a meeting in August. President Carr stated that the meeting will be scheduled for Tuesday, August 7<sup>th</sup>, in the Jones Room at 9:00 a.m.

- 2. MSU at the Zoo:** President Carr told Senate members that he met with President Fuller and Ron Dorn to discuss MSU at the Zoo. They advised him that Chartwells has agreed to donate the food for this event. Staff Senate will be responsible to pay for the water/soda, paper products and the cost for renting the tent. President Carr said that \$1,000 will be provided for expenses to Staff Senate and if more money is needed we will need to request that from Mr. Dorn.

Donna Just reported from the food committee. Prices were given from different vendors for paper products and soda/water. The food committee will make the decision on where to purchase the paper products, soda/water. It was stated that President Fuller would prefer that we have MSU bottled water.

President Carr will submit the menu prepared by the food committee to Chartwells and meet with Chartwells to work out the details. Senate members asked that a written agreement be prepared setting forth the details and this agreement will be signed by Chartwells and President Carr.

The Zoo event will be from 5:00 – 9:00 p.m. on Tuesday, August 14<sup>th</sup>. It will be open to faculty, staff, and their families. The question was raised about including student workers and it was the consensus of senate members that summer student workers should be included.

The suggestion was made that the cost to rent the tent (\$600) should probably come from plant services. The cost for soda/water will be approximately \$400 and if the tent rental comes from the \$1,000 budget allowed, there won't be any money left to purchase the paper products needed or to pay for any advertising costs. President Carr will visit with Ron Dorn about this.

It was stated that last year posters were put up and post cards went out to everyone advertising the Zoo event. It was the consensus of senate members that a few posters should be put up again this year, but that emails to everyone on campus should be sufficient. The advertising committee will work out these details. It was asked if the Zoo could be contacted and asked to please advertise that the Zoo will be closed to the public during the MSU event.

President Carr will contact plant services about getting the chairs and tables needed for this event and will visit with Jerry Smith about getting a microphone set up. Also, people will be needed to sit at a table where people come in to register them for prizes and keep track of the attendance. It was suggested that maybe a checklist should be developed of everything that needs to be done with regard to the MSU at the Zoo event.

President Carr stated that Dr. Fuller suggested maybe having just 3-4 bigger prizes and 5-10 smaller prizes. There was discussion on types of prizes, when to draw for the prizes, and when the cut-off would be to enter for the drawings. The prize committee will work out the details.

3. **Other Agenda Items:** President Carr asked if there were any other matters to be brought forth at this time. Wes Matthews asked Senate members to check their work areas to be sure the Beaver Praise posters are still up and that there are nomination tablets available on the posters. Wes asked that if an area is missing Beaver Praise items, please send him an email letting him know. Wes also advised that the IRS no longer allows gift certificates so the Beaver Praise prizes will now be something from the MSU Bookstore. Beaver Praise winners are being listed in the publication, *Inside*.

Motion by Brenda Anderson, second by Linda Llewellyn to adjourn the meeting. Motion carried.

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Shanette Haarsager  
Acting Secretary