

**Minot State University  
Staff Senate Minutes  
Tuesday, September 18, 2007  
9:00 a.m. – Jones Room**

**Members Present:** Chad Carr, Toni Schwartz, Linda Benson, Thomas Lipsey, Scott Peterson, Brenda Roedocker, Shan Haarsager, Tawnya Bernsdorf, Laurel Hyatt, Donna Just, Brenda Anderson and Cheryl Rystedt, and Linda Llewellyn.

**Members Absent:** Amy Woodbeck, Kathy Nelson, Ann Rivera, Lilah Diederich, Barb Johnson, Richard Berg, Libby Claerbout, and Chad Fenner.

**Ex Officio Members Present:** Wes Matthews and Cheryl Nilsen.

**Call to Order:** President Carr called the meeting to order at 9:10 a.m. He welcomed Cheryl Nilsen as the Faculty Senate liaison. He also called attention to the agenda line “Visitor Comment”, which will give visitors the opportunity to speak during the Staff Senate meetings.

**Approval of Minutes:** Motion to approve the minutes of Aug. 7<sup>th</sup> was made by Brenda Anderson, seconded by Tawnya Bernsdorf. Motion carried.

**Officer’s Reports:** Toni Schwartz reported the balance in the Staff Senate’s General Fund is \$1,158.39; (\$1000 was deposited by the V.P. for Administration and Finance Ron Dorn to be used for Staff Senate sponsored activities). Ron Dorn also transferred \$1500 to cover the MSU at the Zoo expenses into a separate fund to be called Staff Senate MSU Kick Off Event Fund; after MSU at the Zoo expenses the balance in this fund is \$525.10.

**Old Business:**

**MSU at the Zoo:** Chad Carr reported on attendance at this year’s event. There were 272 adults and 115 kids, for a total of 387. He asked for comments or suggestions.

Linda Llewellyn would like to see the date announced earlier, possibly in May. Toni Schwartz would like to see the food serving time stated on the advertising. Brenda Roedocker suggested the time for the food to be served be changed from 5:00-7:00 p.m.

Overall Chad Carr felt Chartwells did a good job, except for complaints he received from late comers that they didn’t get served because Chartwells had already put the food away.

Chad Carr thanked Brenda Roedocker for getting the prizes to the people who were not present.

Cheryl Rystedt liked the idea that the student workers were invited and that it was appreciated by her student workers.

Chad Carr will work on a guideline for workers next year to follow for the set-up, etc.

Thank you cards will be sent to Fisher Motors and Kelly Inn, and Chad Carr will put a Thank you in the Red and Green listing on-campus donations. Brenda Roedocker will send Chad Carr the donation list.

Linda Llewellyn reported that she had people approach her about having a pot-luck here on campus instead of the Zoo event. Discussion was held. Donna Just said that the pot-luck event in the past died out through the years. Other members stated they like the Zoo event because they can bring their families and the kids enjoy the Zoo. If it was on campus during the day, families could not come and there would be nothing for them to do. Possibility both events could be held, but the Staff Senate would not want to be responsible for both. This item will be discussed at a later meeting after Chad Carr visits with Dr. Fuller about it.

Chad Carr reported he had some people ask him why the alumni were not invited and whether or not we should re-visit this issue again. If we invite alumni, we need to invite students. This item will also be re-visited in the future.

Wes Matthew commented that this same discussion was held last year and that the scope of the event was to be Faculty and Staff.

### **New Business:**

**Yearly Budget:** Staff Senate will have a yearly budget of \$1000 to hold sponsored events and the unused money can be carried from one year to the next.

**Homecoming Parade Float:** The Homecoming Parade is Saturday, Sept. 22<sup>nd</sup> and starts at 10:30 a.m. at the Auditorium, south parking lot. We are using a truck and trailer from Plant Services. The Homecoming Committee is meeting at Plant Services this Thursday, Sept. 20<sup>th</sup> at 4:00 pm to begin decorating. The theme is For Spirit, For Winning, For the Beavers. Shan Haarsager volunteered to buy the candy, it was recommended to buy about 7 big bags. Leon at the Student Union office has Homecoming shirts for sale for \$10. Laurel Hyatt asked Chad Carr to order the new Staff Senate banner after Homecoming so it is available for other events.

**Staff Senate Survey:** Chad Carr is developing a Staff Senate member survey and will distribute in the near future. It is for input on Staff Senate member's opinions and views. The responses will be confidential and the results will be shared with Staff Senate.

**New Staff Employee Announcement for the Inside Newsletter:** Chad Carr received complaints that when a new faculty is hired they get a paragraph for their biography and new staff only gets one line. Chad Carr will have the Orientation Committee look into this matter to see what we need to do to get better coverage in the Inside Newsletter.

**Sexual Harassment Trainings:** Wes Matthews clarified why non-supervisory and supervisory sessions are different; one is for people who receive complaints and one is for people who are lodging the complaint. The sessions are Oct. 9<sup>th</sup> at 3:00 p.m., and Oct. 10<sup>th</sup> at 9:00 a.m., 10:30 a.m. and 1:00 p.m. Wes will send out another notice.

**Other items:** Cheryl Rystedt reported on the tailgating event and tent in Parking Lot L; Rick Hedberg has stated that the tent will be put up Friday nights and taken down Saturday nights, so it should no longer effect parking for MSU employees.

Chad Carr received a phone call regarding Staff Senate support of Vision 2013. Some members thought this had been voted on last year; Toni Schwartz will check last year's minutes.

Chad Carr asked for a volunteer to be Faculty Senate liaison; Linda Llewellyn volunteered.

Chad Carr reported on the social at Dr. Fuller's house.

Motion by Shan Haarsager, second by Linda Benson to adjourn the meeting. Motion carried. Meeting adjourned at 10:10 a.m. Next meeting scheduled for October 16<sup>th</sup>.

Respectfully submitted,

Toni Schwartz

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