

Minot State University
Staff Senate Minutes
Tuesday, November 20, 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, Ann Rivera, Barb Johnson, Richard Berg, Cheryl Rystedt, Kathy Nelson, Amy Woodbeck, and Linda Llewellyn.

Members Absent: Laurel Hyatt, Lilah Diederich, Brenda Anderson, Libby Claerbout, and Chad Fenner.

Ex Officio Members and Visitors Present: Dr. Fuller, Wes Matthews and Cheryl Nilsen.

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

Approval of Minutes: Motion to approve the minutes of Oct. 16th was made by Rich Berg, seconded by Shan Haarsager. Motion carried.

Officer's Reports: Toni Schwartz reported the balance in the Staff Senate's General Fund is \$1,014.25. Shan Haarsager stated there should be one more bill for paper products for the Homecoming Float. The MSU at the Zoo fund balance is \$494.28.

President Carr announced that Linda Llewellyn has resigned, and he is asking for volunteers to take her place on Faculty Senate and the Compensation Task Force. He will email all members asking for volunteers to attend Faculty Senate meetings and will ask Nathan Anderson to serve on the Task Force.

Chad Carr reported on the following items:

- Information Technology Advisory Committee-staff training being planned for next semester
- Search committee for Facilities Director narrowed to four candidates to be interviewed

Donna Just reported on the Emergency Planning Committee and stressed how important it is that all faculty, staff, students and parents register. Please note this is not just for emergencies, but other campus announcements such as storm days. Another reminder to sign up will be sent out.

Cheryl Nilsen from Faculty Senate spoke on the new initiatives regarding assessment in the Higher Learning Committee (HLC) Self-Study report and stated that the Faculty Senate supports the HLC report.

Dr. David Fuller spoke on the HLC Self-Study report and stated that the HLC evaluation team will be at MSU between March 31 and April 2, 2008, to gather evidence that the self-study has been thorough and accurate. He also spoke regarding the SBHE meeting in Devils Lake about NDUS possibly beginning background checks for personnel and accountability and cost efficiency analysis. He stated preliminary plans for Swain Hall were given to an architect and are in the process of being developed. He spoke of moving the wellness center to the east of the Student Union and a possible parking ramp to the east of the dome. He touched on the Community Bowl, opening up 11th Ave., the purchase of the Mount Vernon building on Broadway, eleven spruce trees from Univ. Ave.

moved up to the Summer Theatre, the new signage, Univ. Ave . and Broadway lighting and banners, third year Compensation Task Force success (so far goals have been met and expect 100% market in 5 years as planned), Aspiration Schools in the Great Great Plains, and Vision 2013 fundraising and grant writing to support initiatives in the plan. There are many complexities to the logistics of these plans.

Old Business:

The Holiday decorating contest will be December 7th from 10:00-noon. There will be a plaque award for best office and a certificate for best door. Brenda Roedocker asked the senate's opinion on samples of the certificate.

President Carr announced that Lisa Johnson will serve as a staff member on the Compensation Task Force.

New Business:

President Carr talked about the HLC Self-Study report on the web. Linda Benson motioned that Staff Senate approves the HLC Self-Study report, and Linda Llewellyn seconded. All in favor, motion carries.

Chad Carr is researching the cost of Staff Senate banners and will report the details at the next meeting.

The Staff Senate Holiday Party will be at the next meeting, December 18th. Please bring treats!

Other items:

President Carr has been asked if it would be possible to arrange First Aid and CPR staff training on campus. Wes Matthews will talk to Ron Dorn on the cost and whether MSU would pay for it of if the participants would. Wes will let Chad Carr know.

Chad Carr will be sending a staff senate survey via email to all members. Please respond by December 6th so he can have results by the next meeting.

President Carr stated the Election Committee will need to work on filling Linda Llewellyn's vacancy.

Wes Matthews spoke on the upcoming Customer Service Training to be held the week of Nov. 26-30th. The training will be 9:00 a.m.-4:00 p.m. except for Friday which is for non-office/administrative employees. Staff is asked to sign up through the HR webpage. He stated supervisors were notified.

Motion by Barb Johnson to adjourn the meeting. Meeting adjourned at 10:00 a.m. Next meeting is scheduled for December 18th.

Respectfully submitted,

Toni Schwartz

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