

**Minot State University  
Staff Senate Minutes  
Tuesday, January 15, 2007  
9:00 a.m. – Westlie Room**

**Members Present:** Donna Just, Toni Schwartz, Linda Benson, Thomas Lipsey, Scott Peterson, Shan Haarsager, Barb Johnson, Richard Berg, Cheryl Rystedt, Kathy Nelson, Laurel Hyatt, Brenda Anderson, and Judy Bacon.

**Members Absent:** Chad Carr, Tawnya Bernsdorf, Amy Woodbeck, Libby Claerbout, Lilah Diederich, Brenda Roedocker, Ann Rivera, and Chad Fenner.

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

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

**Approval of Minutes:** A motion to approve the minutes of Dec. 18<sup>th</sup> was made by Brenda Anderson and seconded by Shan Haarsager. Motion carried.

**Officer's Reports:** Toni Schwartz reported the balance in the Staff Senate's General Fund is \$961.33. The MSU at the Zoo fund balance is \$494.28.

**Area Reports and Old Business:**

Vice President Just was asked by President Carr to report on the following:

Reminder of the Microsoft Office 2007 trainings scheduled for January: the Word trainings have been completed, but you can still register for Excel, PowerPoint, and Outlook.

Regarding the KRONOS system discussion from last meeting, President Carr has not met with Dr. Fuller. But he has discussed the matter with numerous individuals that are directly involved with the situation, and they are currently up-to-date on all the information.

Staff Senate banner: It has been ordered from Signs Today.

Office Decorating Plaque: The price Linda Benson found for the last plaque was \$34.95 from All American Trophy for a 9 by 12 perpetual plaque with 12 plates and \$3 a year for engraving. At the last meeting purchase of a new traveling plaque was approved. As discussed at the previous meeting, the Decorating Committee will order a similar plaque.

President Carr has contacted some people regarding the Faculty Senate representative position. He will know by the next meeting who will serve in this position.

CPR/First Aid Training: Wes Matthews contacted President Carr regarding this and discussion was held regarding the following - through the Red Cross, it would cost about \$2,625 for training. This would provide training for about 15 people per session and a total of 75 people overall. The training would consist of 4 hours of CPR with defibrillator training at \$25 and 3 hours of First Aid at \$10. A possible schedule would be maybe over spring break from March 3-

7. To accommodate schedules, Wes was looking at starting the CPR training in the afternoon and concluding the First Aid training the following morning. This would go on throughout the week and would ensure no one is taken out of their office for an entire day. To receive infant CPR training, it would be another \$10. Wes talked to Ron Dorn and MSU is paying for the training except for the infant training which will be a \$10 cost to the employee.

**New Business:**

Linda Benson reported for the Staff Senate Scholarship Committee. Due to the awarding of \$454 last year, this year's award amount would only come to \$57.48. Linda Benson made a motion to not give out the Staff Senate scholarship this year in order for the amount to increase for next year. Barb Johnson seconded. Discussion was held. Unanimous vote, motion carried.

Wes Matthews reported on the Compensation Task Force; the cost of living index number will be announced tomorrow and will set the base for CTF. At this time the CTF is working on faculty salaries. The meetings are noon on Thursdays and are open to anyone.

Motion by Brenda Anderson to adjourn the meeting. Meeting adjourned at 9:30 a.m. Next meeting is scheduled for February 19<sup>th</sup> in the Jones Room.

Respectfully submitted,

Toni Schwartz

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