

**Minot State University
Staff Senate Minutes
Tuesday, March 18, 2008
9:00 a.m. – Westlie Room**

Members Present: Chad Carr, Shan Haarsager, Donna Just, Tawnya Bernsdorf, Brenda Anderson, Rich Berg, Cheryl Rystedt, Judy Bacon, Linda Benson, Toni Schwartz, Barb Johnson, Ann Rivera, Amy Woodbeck, Thomas Lipsey, and Scott Peterson.

Absent: Brenda Roedocker, Laurel Hyatt, Libby Claerbout, Lilah Diederich, Kathy Nelson, and Chad Fenner.

Ex Officio Members and Visitors Present: Roger Kluck, Ron Dorn, Wes Matthews, and Ron Royer.

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

Approval of Minutes: A motion to approve the minutes of February 19th was made by Donna Just and seconded by Rich Berg. Motion carried.

Officer's Reports: Toni Schwartz reported the MSU Kick-off Event fund balance is \$494.28 and the Staff Senate General Fund balance is \$849.75. Barb Johnson reported the tokens earned for the recycle program will be used to buy supplies for the MSU Kick-off event. There are \$453.10 in tokens earned so far and can only be used at specific stores.

Visitor Comments:

President Carr introduced Roger Kluck, the new plant services director.

Wes Matthews reported on the CTF (Compensation Task Force). CTF's recommendation was a cost of living increase of \$700 across the board or 3%, whichever was higher, and continue with the five-year plan for compensation ratio increase. The national cost of living inflation rate for 2007 was 4.1%. He also added that staff longevity is a CTF matter.

Ron Dorn reported on the President's Staff meetings and their recommendations for salaries in 2008-09. They wanted to look at giving a 4.1% cost of living increase (everything that the CTF recommended except longevity) which would be about \$850,000, but MSU only received an increase of \$350,000. He said the biggest expenses for upcoming year will be salary increases and utility increases (need approximately \$300,000 for utilities alone). Plus keep in mind that enrollment is down. He also reported that there are departments that are trying to cut operating budgets any way they can; Cathy Horvath in ITC has figured out a way to save \$25,000 per year in the phone system budget, and Roger Kluck is requesting bids, from outside entities, for lawn maintenance and waste management.

Dr. Ron Royer representing the Higher Learning Commissioner Self-study Committee spoke and distributed hand-outs regarding the study. There is also a PowerPoint and Executive Summary Report on the Self-Study website. Please review these materials before the HLC accreditation visit on March 31-April 2 and become familiar with "what you can do" on page 2 of Vision 2013. Also please plan to attend the staff session on March 31st at 3:30 pm in the Missouri Room. Dr. Royer fully expects Minot State University to be accredited for the next 10 years.

President Carr thanked all of the visitors for their reports.

Old Business:

Shared Governance: the discussion is postponed until the next meeting.

MSU at the Zoo: President Carr reported the University Cabinet supports the event and recommended that a call go out to all staff and faculty asking for help in the organization of the event. They asked about inviting students and alumni and President Carr answered that the event is planned for staff and faculty and the budget will not support a bigger event at this time. If they want a bigger scale event, more money will need to be budgeted. The date will be decided at the next staff senate meeting.

New Business:

Student Complaint Policy: Dr. Jenkins made recommended revisions and copies were handed out at the last meeting. The word “staff” encompassed faculty and staff before, now the terms are separated. Please present to your departments and report any comments at the next meeting.

Bylaws Committee: The committee consists of Kathy Nelson, Toni Schwartz and Ann Rivera. A permanent liaison between Staff Senate and Faculty Senate needs to be appointed. The committee is to also review the bylaws to see if any updates need to be included.

Staff Shadowing Day: Members of the Legislature would like to shadow MSU staff on April 11th. If anyone is interested, please notify Eric Furuseth, Cheryl Nilson or Tom Seymour. Ann Rivera volunteered; President Carr will let Eric Furuseth know.

Other: Linda Benson, representing the Election Committee, moved to have the Staff Senate election table located by the new Post Office and to use passive nominations whereby if someone does not want their name on the voting list to contact a designated person on the Election Committee to get it removed. Seconded by Ann Rivera. Unanimous vote, motion carries. The Election Committee is Linda Benson, Tawyna Bernsdorf, and Kathy Nelson. Through the Office of Public Information, they will send out an e-mail announcing the election.

President Carr announced the names of members whose terms are done in May: Tawyna B., Laurel H., Barb J., Shan H., Donna J., Toni S., Rich B., Cheryl R., Chad F., Tom L., Scott P., Linda B., Chad C..

Motion by Brenda Anderson to adjourn the meeting. Meeting adjourned at 10:08 a.m. Next meeting is scheduled for April 15th in the Jones Room.

Respectfully submitted,

Toni Schwartz
Staff Senate Secretary/Treasurer

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