

Minot State University  
Staff Senate Minutes  
Tuesday, June 17, 2008  
9:00 a.m - Westlie Room

*Members Present:* Nathan Anderson, Matt Schaefer, Mindy Rudnick, Scott Peterson, T.J. Lipsey, Kylee Kraft, Brenda Anderson, Marcia Johnson, Karla Bredahl, Pam Hopkins, Ann Rivera, Lilah Diederich, Brenda Roedocker, Amy Woodbeck, Rosie Winczewski, Renae Yale, Kathy Nelson, Linda Benson.

*Absent:* Amanda Bibow, Marlene Hargrave, Libby Claerbout, Lisa Johnson, Tim Healy, Tammy Pons.

**Ex Officio Members and Visitors Present: Wes Matthews**

**Call to Order:** President Nathan Anderson called the meeting to order at 9:00 a.m. Introductions of all members were made.

**Approval of Minutes:** A motion to approve the minutes from the May 20, 2008 meeting was made by Brenda Anderson and seconded by Matt Schaefer. MC.

**Additions to the Agenda:** Lilah asked about the recycling tokens. Who is getting them and what are they being used for. Amy asked that we discuss parking permits distribution.

**Reports:** Matt Schaefer had no VP Report.  
Mindy Rudnick gave the Treasurer's Report.

- The Staff Senate General Fund had a cash balance of \$774.89. The Kick-Off fund had a cash balance of \$727.28. Barb Johnson made a deposit into the Kick-Off fund of \$233.00, money from scrap metal recycling over at Plant Services, and there are \$617.50 of tokens from paper recycling. .

**Visitor Comments:** There were no visitor reports or area reports.

**Old Business:**

**Committee Sign Up:** It was discussed at the last meeting to give Senate members time to review the Committees on the website and allow members to sign up for committees at the June meeting. Committee members signed up for the committees of their choice. There was discussion on the creating a new committee for the staff handbook that Mr. Dorn suggested at the May meeting. It was said that in the past, that project was something the orientation committee work on. The Staff Senate agreed that the orientation committee along with Wes Matthews, and Mr. Dorn would work on creating the staff handbook.

**Staff Senate By-law Committee:** Kathy Nelson suggested waiting until the next meeting to discuss any by-law changes following the May meeting's vote to post the changes on the MSU website for 30 days prior to the vote. It was agreed then that the By-law changes would be discussed as old business at the July meeting. Marcia Johnson suggested adding the Compensation Task Force (CTF) to the by-laws in addition to the "recommended addition to by-laws." Matt suggested waiting until the new '08-'09 By-laws committee met, before anything was added involving the CTF. Senate agreed with Matt, and will hold off on any CTF by-law changes.

**Staff Handbook:** It was agreed earlier in the meeting that the Orientation Committee will work on the creation of a Staff Handbook. Kathy made a motion to use the Orientation committee to write the Staff Handbook. Marcia second. Senate voted all yes - approved.

**Compensation Task Force:** The CTF needed two members. Marcia Johnson and Renae Yale had signed up for the committee. Scott Peterson said that Scott Shorb from plant services expressed an interest in the CTF. It was decided we would vote on the names. Matt made a motion to vote for Marcia and Scott to sit on the CTF. Brenda Anderson second. Senate voted yes, no opposition.

#### **New Business:**

**MSU Kick off event/MSU at the Zoo:** The first decision was to pick a date. Conflicting dates with other events were August 17, 18, 20, 25. The Senate came up with three potential dates, Aug 19, 21, 25<sup>th</sup> to propose to Dr. Fuller. Lilah made a motion to approve the August 21<sup>st</sup>. TJ Lipsey second.

Rosie Winczewski then brought up the problem of a possible conflict with Chartwells and the rental of the tent. She said she would check with Chartwells on the food, coordinate with the zoo, and check with Roger Kluck and the Y's Mens about the tent rental. Nathan Anderson said he would like to know as soon as possible so he can propose dates to Dr. Fuller, and Faculty Senate President Kristi Berg, since Faculty Senate has expressed interest in helping with the Kick off Event.

It was also discussed that we need to check with Mr. Dorn what our budget is, so we know how much we can spend on food, and prizes. Amy suggested instead of several smaller prizes, giving away one big prize. There was no further discussion on that matter. Lilah made a motion to change the previous motion from only proposing August 21<sup>st</sup>, to proposing Aug 19<sup>th</sup>, 21<sup>st</sup>, or 25<sup>th</sup> to Dr. Fuller. Brenda Roedocker second. MC.

Kylene Kraft asked for a list of the people on the Kick-off committees. Approved.

**Review Staff Senate Website:** President Nathan Anderson told the Staff Senate members to take a look at the website and make suggestions on what to change. He requested all recommendations be emailed or brought to him by Monday June 23.

**Recycling:** Lilah had questions pertaining to who is receiving the recycling money, how

much we're getting for it, and where the money was going. Mindy said that Barb Johnson or Mr. Dorn would have the answers for that. Lilah said she would ask either of them about that.

**Parking Permits:** Amy raised the problem of parking permits for Lots A & C. She stated that the only problem was that her department found out permits were available by word of mouth. Roger Kluck was notified about the problem and the Senate felt it was not necessary for Staff Senate to bring the issue to his attention. However, the Senate agreed that parking permit information should be added to the new Staff Handbook.

**Other Business:** Renae inquired about contracts for the new Fiscal Year. Wes informed us that they were on Dr. Fuller's desk as we spoke. He said that everyone should see some sort of raise, depending on the CTF recommendation of a 4.1% increase in wages.

Motion by Lilah to adjourn. Second by Brenda Anderson. MC  
Meeting adjourned at 10:10 am.

mr