

Minot State University
Staff Senate Minutes
Tuesday, May 19, 2009
9:00 a.m – Jones Room

Members Present: Nathan Anderson, Mindy Rudnick, Matt Schaefer, Marcia Johnson, Lilah Diederich, Amy Woodbeck, Renae Yale, Lisa Johnson, Rosie Winczewski, Marlene Hargrave, Linda Benson, Scott Peterson, T.J. Lipsey, Kylene Kraft, Wade Regier, Jessica Hudson, Teresa Loftesnes, Connie Teets, Mark Lyman.

Absent: Karen Humphreys, Chad McNally, Libby Claerbout, Mandy Bibow, Ann Rivera, Pam Hopkins, Karla Bredahl, Brenda Roedocker, Tim Healy, Kathy Nelson, Paul Brekke, David Getzlaff.

Ex Officio Members and Visitors Present: Wes Matthews

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

Approval of Minutes: Lisa Johnson made a motion to approve the minutes. Second by T.J. Lipsey.

Approval of Agenda: Matt Schaefer made a motion to approve. Rosie Winczewski second.

Nathan made a note that David Getzlaff who was elected from Plant Services was not a maintenance personnel from Plant and should not have been elected. Therefore Staff Senate is looking for a representative from maintenance in Plant Service.

Election of Officers: Nominations for President were Matt Schaefer by Linda Benson. Rosie second. Matt nominated Nathan for a second term. Nathan declined the nomination. Staff Senate then cast a unanimous vote for Matt for President.

Renae Yale nominated Wade Regier for Vice President. He accepted the nomination. No other nominations were made. The Senate voted unanimous for Wade for Vice President.

Teresa Loftesnes nominated Mindy Rudnick for secretary/treasurer. She accepted the nomination. No other nominations were made. The Senate voted unanimously.

It was then decided that committee sign up would wait until next meeting, to give Staff Senators time to review the committees.

Old Business:

Orientation Committee/Staff Handbook: Matt informed the Staff Senate on the progress of the Orientation Handbook. The committee is looking into creating a quick reference guide with a check list for new employees. The committee has scheduled an open forum for May 22nd in the Westlie Room from 10:00 A.M. to 12:00 P.M. The forum

is to give staff a glimpse of what the committee has compiled, and to take suggestions for areas to improve the handbook. Matt informed the Senate that an electronic version of the Handbook should be available within the next month, with a full print version by the fall. Teresa L. suggested using the Page Flip Software the campus owns to display the Handbook information online, and that Matt should check with Anton in IT about using it.

Matt then asked for approval to serve cookies and coffee at the open forum. Connie Teets made a motion to fund the refreshments. Teresa second.

MSU Walking Club: Rosie had asked at the April meeting to add the Walking Club to the Staff Senate Agenda for May. The club was looking for funds and sponsors for activities the Walking Club wishes to do in the future. Rosie didn't have any new information, due to Karen Humphreys' absence. She informed the Senate that the club holds meetings regularly and anyone wishing to join can contact Karen Humphreys for the walking logs. Wes informed the Staff Senate that non-exempt employees, who are not enrolled in classes, are allowed three hours per week to exercise, but must be associated with a club on campus such as the Walking Club or Caren Barnett's Weight Management Club.

New Business:

Fall Kick-Off: Rosie had been contacted by the Y's Men's about tent rental for the Kick-Off. It was decided that a final date would be chosen at the next meeting after consulting with Dr. Fuller on possible dates.

CTF: Two new staff members are needed for the Compensation Task Force. Lisa Johnson and Nathan Anderson have completed two year terms and must be relieved of their duties. Marcia Johnson and Bill Klimpel are currently on the CTF, however the committee is looking for two new members.

Wes then informed us on the approved salary increases for Fiscal Years '09-10. The Legislature approved an average increase of 5% across the board. Minimum increase consist of \$100 per month or 3% whichever is larger. Then employees who have not met their compa ratio would receive an increase to meet that ratio based on longevity.

Lisa Johnson made a motion to adjourn, Marcia Johnson second. Meeting Adjourned 9:55 A.M. Next meeting will be Tuesday, June 16th, 2009 in the Jones Room.

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