



**Staff Senate Minutes
September 12, 2007
1:00 p.m. - 2:30 p.m.
Swanson 10/12**

1. The meeting was called to order by President Joneen Iverson.
2. **Members Present:** Raelynn Abernathy, Gayann Akset, Valeria Becker, Fawn Behrens-Smith, Pamela Burkes, Chad Bushy, Janice Hoffarth, Marco Holter, Kayla Hotvedt, Joneen Iverson, Teckla Jacobson, Connie Jones, Cindy Knudson, Mark Kobe, Nicole Koll, James Laturus, Diana LeTexier, Loren Liepold, Marci Mack, Jana Marjamaa, Linda Neuerburg, Sarah Owens, Shelly Pecka, Kerrie Peltier, Catherine Perry, Nikki Seabloom, Dave Senne, Linda Skarsten, Jay Smith, Dianne Stam, Kent Streibel, Kristi Swartz, Ray Tozer, Eric Tweton, Phyllis Vold, Cheryl Widman, Sherry Zeman

Members Absent: Gail Colwell, Rebecca Cournia, Cherie Dufault, Corey Graves, Judy Jahnke, Vern Kary, David Knittel, Angie Morgan, Shari Nelson, Doug Osowski, Susan Schostag, Keith Skoglund, Morgan Stroh

Ex-Officio: Desi Sporbert

3. **Program: Touch Net** -- Peggy Lucke presented on the changes implemented in the student finance area. They have out sourced their credit cards to pay online. All eleven institutions went live with the online payment of fees and tuition and the outsourcing of credit cards. All major credit cards are accepted; except Visa. There is a 2 3/4 percent convenience fee to use a credit card, but students can also do an e-check for no fee. This is the first semester using TouchNet and online payment options with no unforeseen problems. Another change was that there was no disbursement of scholarship funds at fee payment. Instead students were encouraged to sign up for direct deposit or their paper check would be mailed out during the fee payment time. The Business Office website gives information and directions on all of their processes.
4. **Program: Alumni Foundation** - Amanda Hvidsten presented on the Alumni Foundation. She informed us on what we can find as alumni and friends at the alumni foundation. Handouts were distributed that explained their mission statement and some of their big events including Homecoming and their main publication "The Alumni Review." They also have a website that gives all their information and upcoming events. This is the best way to communicate with alumni and friends. If there is anything you think would be good to add to their website like an event she asked that you let the Alumni Foundation know about it and they would love to include it on site.
5. **Minutes:**
Nikki Seabloom moved to approve the August minutes, and Jim Laturus seconded Motion carried.
6. **Treasurer Report** – Corey Graves, absent.

7. **Committee Reports** (Please remember to turn in a written report to Secretary)

- a. **Bylaws/Election:** Kent Streibel reported that they met yesterday and discussed the vacancies and bylaw terms.
- b. **Fundraising/Scholarship:** Dianne Stam was pleased to report that Morris Publishing received the cookbook order and was very impressed with the proposed cover. Cookbooks will be ready for gifts for the holidays. Also the 31 Days of Glory Raffle Tickets will be available at the next meeting.
- c. **Legislative:** Eric Tweton reported that they did meet electronically. It was brought up on ways to adjourn a meeting. There are two ways to adjourn a meeting the first is when the agenda has been gone through and there is nothing else to discuss. The President can then adjourn by first asking if there is any other business to discuss if none then they can adjourn. The second way is to have someone make a motion to adjourn and then would need someone to second it. You would then need the majority of the group to agree with the adjournment.
- d. **Public Relations:** Susan Schostag and Kayla Hotvedt – Kayla Hotvedt reported that they did meet and elected co-chairs: Susan Schostag and Kayla Hotvedt. We discussed the Potato Bowl Parade float to see what needed to still be done. Thanked Dave Senne for all his help in getting a trailer and the float decorations down for us to decorate the trailer.
- e. **Staff Development Program:** Janice Hoffarth reported that they will be moving the December meeting somewhere else. They are planning for the Holiday potluck and discussed the upcoming programs.

The Staff Development Committee moved to collect donations of Christmas decorations for the tornado victims of Northwood as the charity for this year. Motion carried.

- f. **Staff Recognition:** David Senne reported that the Staff Recognition week is going great! He then read a thank you letter from Soldiers Angels regarding how our donations helped our soldiers overseas. They will be meeting soon for their wrap up meeting for the Staff Recognition week.

8. **Old Business:** None.

9. **New Business:**

- a. **Potato Bowl and Homecoming Parades:** Kayla Hotvedt passed around a sign up sheet for volunteers to decorate and/or ride on the float for the Potato Bowl. Decorating of the Potato Bowl float will be in the Facilities Supply Room and we will begin decorating after 4:30pm on Friday. The form for homecoming has been turned in thanks to Joneen Iverson. We will be using the same float for both parades.
- b. **Staff Senate Vacancy:** Kent reported that Dennis Stangl has resigned and we were able to fill his vacant position.
- c. **Presidential Search Update:** Alice Brekke gave a brief update on the presidential search. Feel free to send/refer questions or rumors to her so that she can clarify them. The timeline was revised in August with a profile of the presidential search. This gives the consultant info and clarification on what sort of president and what kind of credentials a candidate should have. They also drafted a profile that is posted on the web. Meetings have been held for staff, alumni, and the public to answer questions. The Committee

meets Monday and will finalize the profile to submit to the board along with the ad for the position. She then went on to explain the process of how a new president would be selected and the timeline they are working with. The candidates have until October 22nd to apply. They will then interview 12-15 candidates on November 5th in Minneapolis. Of those 12-15 in Jan 6-8 candidates will visit UND in January for the campus interviews. Then the Board will interview the final candidates with a discussion being announced in February. The new president would then start work at UND on July 1, 2008.

10. Other Committee Reports:

- a. **Budget & Planning Committee** –Joneen Iverson, Janice Hoffarth- Did not meet.
- b. **CF Auditorium Advisory Board** – Val Becker- Did not meet
- c. **COSE** – David Senne reported there were 55 applicants for the Governors award. Deb Merrill from UND Facilities was nominated. There were no applicants for the trades division. We need more applicants for the Governors award for next year. Please be sure to nominati those people who go above and beyond and should be recognized for their services.
- d. **Building/Facility Access Committee** – Doug Osowski. Did not meet,
- e. **Tobacco Free Committee** – Kent Streibel reported that the policy was sent out and it goes into effect on October 5, 2007. There will be a meeting on October 1 to discuss any changes. The President has approved sick time for anyone attending smoking cessation courses. Blue Cross Blue Shield pays for some medications for those benefited employees.
- f. **Traffic Committee** – Jim Laturus and Morgan Stroh- Did not meet. Kerrie Peltier gave a brief update on the ramp. The parking ramp will be partially operational on September 26, 2007. Some levels of the ramp and stairwells may not be ready to be open.
- g. **University Senate** – Joneen Iverson, Janice Hoffarth, Corey Graves. Joneen reported that they did meet. Discussed the presidential search and were given an overview. Also discussed the search for a new VP for research. Janice reported that we are now the 117th best university in the nation. A resolution was passed to grant a special certificate of recognition if a student passes away prior to completion of their degree.
- h. **125th Anniversary Birthday Party**- Sue Schostag and Nikki Seabloom. Nikki reported that they did meet and changed the date for the cake for the 125th anniversary due to spring break. There will be a meet next month. There will also be a sign-up sheet passed out during the January/February Senate meeting to volunteer for a time during the 125th anniversary Cake social. Janice Hoffarth reported that to kick off the 125th anniversary there will be music in the quad September 28, 2007 Food will be provided for a small fee.
- i. **Worksite Wellness** – David Knittel, absent.

11. **Next Staff Senate Meeting** October 10, 2007 Swanson Hall, Room 10/12

12. Adjournment

Kathy Perry moved to adjourn the meeting and Janice Hoffarth seconded. Motion carried.

Respectfully submitted by:

Kayla Hotvedt