

Dickinson State University  
Staff Senate Minutes

December 18, 2008, 1:30 p.m. – Klinefelter Conference Room 107

*Members Present:* Jay Danbom, Christie Chernich, Aaron Johansen, Roberta Kudrna, Heidi Larson, Kathy Meyer, Josh Nichols, Kelly Steffes, Stacy Wilkinson, Anthony Willer, and Corina Zalesky

*Members Absent:* Bonnie Bohlman, Deana Carstens, Jane Fischer, Chris Meek, Jacob Siegler and Lori Wagner

*Guests:* None

*Call to order:* Meeting was called to order at 1:42 p.m. by President Kelly Steffes

*Adoption of Agenda:* January meeting date was changed to January 22<sup>nd</sup>. Josh Nichols made a motion to accept agenda. Aaron Johanson seconded.

*Approval of Minutes:* The November 20, 2008 meeting minutes were amended to add the statement “Jeans Day Policy was approved unanimously”. Aaron Johanson made a motion to accept the minutes as amended. Stacy seconded.

*Nominations for Secretary:* Stacy Wilkinson, Heidi Larson and Jay Danbom were nominated to complete the term as secretary which was recently vacated by Corina Zalesky. Jay declined. Stacy and Heidi accepted. A secret ballot vote was taken and Heidi was elected.

#### COMMITTEE REPORTS

*Hiring Process of Staff Committee:* No report

*Continuing Education Committee:* A total of 25 people attended the staff development sessions “How to Handle Conflict/Difficult People” by Kostas Voutsas on December 3<sup>rd</sup>. Another staff development session is being planned for March 2009.

*Emergency Management Preparedness Committee:* The committee met on December 5<sup>th</sup>; at that time only ten DSU faculty or staff were not in compliance with Notifind. Another drill will be held at DSU sometime next spring.

*Budget Committee:*

a) Jeans Day – Kelly Steffes and Christie Chernich will be meeting with Dr. McCallum on Tuesday, December 23<sup>rd</sup>.

b) Scholarships – Eleven applications were submitted for the Staff Senate Scholarship. A committee will be set up in the near future to review applications and make a selection.

c) Socials – A no-host social has been scheduled for January 30, 2009 from 5:00-7:00 p.m. at Applebees. Josh Nichols will design and distribute a flyer.

*President's Future Focused Planning Committee:* Josh Nichols reported. The committee met in December and the following vision statement was developed. "Dedicated to diversity, innovation, and an entrepreneurial attitude, DSU aspires to be the premier choice of students who have the ambition and will to soar to great heights and truly live, learn, and lead in the world". The committee is currently developing goals and objectives. Staff senate members were encouraged to visit the committee's website and post comments or e-mail comments to Kelly Steffes. The committee's next meeting will be in January.

*University Hearing Board Committee:* Christie Chernich reported. Hearings were held December 3<sup>rd</sup>. Decisions have been finalized on the pending cases from early fall.

*Staff Recognition Award Review Committee:* Recommendations regarding the Staff Recognition Award have been submitted to Dr. McCallum. The committee has met its requirement; it is now dissolved.

#### **Old Business:**

1. *Staff Senate Ideas for Projects:* A representative will come to a future meeting to brief Staff Senate on ideas for "The Big Event".

#### **New Business:**

1. *Campus Senate Report:* Kelly Steffes reported that the campus senates did not meet.
2. *Other:* Kelly Steffes is currently serving on the Strategic Enrollment Planning Committee. The committee is working with a representative from Novel-Lovitz Company to develop a strategic enrollment plan to increase attendance at the most effective cost for students. This committee will meet again in January.

#### **ANNOUNCEMENTS**

1. The next meeting will be held on Thursday, January 22 at 1:30 p.m. in Klinefelter Conference Room 107.
2. Congratulations to Sandy Klein, January Moments of Excellence winner.

#### **AJOURNMENT**

Kelly Steffes adjourned the meeting at 2:37 p.m. (Anthony Willer, motion; seconded by Roberta Kudrna)