

NDSU STAFF SENATE MESSENGER



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www.ndsu.edu/staff_senate

September 2007



Greetings from the Staff Senate President

by Barb Geeslin

Welcome to the 2007-2008 academic school year at North Dakota State University. Staff, students, and faculty all are anticipating another lively, productive year on campus. Staff enjoyed a busy summer finishing business from last year and preparing for the students' return to campus.

As President Chapman has told us many times, we are the "front line" for the campus. As "front liners" we are the point-of-first-contact for nearly all students, parents and the community each day. The impression we make is crucial if they are to have a good experience and positive feelings about NDSU. As a proud member of the NDSU family, I, too, am one of many "front liners" who go the extra mile daily to welcome, assist and ensure that students know they are part of the "family."

As staff, Staff Senate is our voice—a respected, active voice on campus. Our input on campus issues is

important and valued. Not only does Staff Senate handle current and future campus issues, it also plans and delivers a variety of staff development and informational opportunities throughout the year, including a special professional development event in February. The day-long event at the Memorial Union is open to all NDSU staff and includes guest speakers, a variety of topics with breakout sessions, a delicious lunch, and a perfect opportunity to become better acquainted with fellow staff members.

One of the very best ways to get involved on campus is to serve as a senator to Staff Senate. Senators join colleagues from all around the campus to work on a wide variety of rewarding projects and learn first-hand how changes and decisions are made for the University. I challenge you today—take the leap and run for a Staff Senate seat!

All members of the NDSU staff are welcome and encouraged to attend the monthly Staff Senate meetings (which include a program or guest speaker, reports from the various committees, and updates on issues in the campus community) and any of the many activities offered during the year.

As we continue our conscientious work here at the university, we look forward to another great year at North Dakota State. **Thank you for all you do!**

Staff Senate Meetings

9:30 am – 10:30 am

All staff are welcome!

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| October 10 | Memorial Union Prairie Rose Room <ul style="list-style-type: none">• Pre-meeting exhibit: Esther Hockett "Gallery Exhibit"• Lynn Dorn "NCAA Certification"• United Way• Senate Elections (see article this page) |
| November 14 | Memorial Union Great Room <ul style="list-style-type: none">• Provost Schnell• Robert's Rules of Order |
| December 12 | Memorial Union Great Room |

Take a Leap—Run for a Seat!

by Steve Bergeson, University Relations

The NDSU Staff Senate is seeking nominations for three vacant positions for employees in either the 6000/Crafts and Trade band or 7000/Service band. In addition, there is one vacancy in the 1000/3000 Administrative, Managerial and Professional band, due to a Senator leaving campus. Staff Senate plans to fill the positions through an election process at its Oct. 10 meeting.

Nominators are asked to check with the person they are nominating before sending in the nomination. Prior to being nominated, interested staff are encouraged to discuss with their supervisors the opportunity of serving on Staff Senate.

(Elections continued on page 4)



Kim Teske

Technology & Events Coord.
Career Center

“The Career Center puts on nine events each year and Kim does an excellent job staying on top of deadlines, marketing, organizing and much more. She’s a very welcome asset to NDSU.”



Mary Marto

Menu Management Coord.
Dining Services

“Mary always goes the extra mile for fellow staff members and takes staff with disabilities under her wing. She does a lot of anonymous things without ever expecting anything in return.”



Dr. William Martin

Head, School of Education

“Dr. Martin is skilled at listening and considering alternative points of view. He goes out of his way to be sure faculty and staff feel valued. He treats us with fairness and honesty which fosters trust.”



Amali Samarasinghe

NDSU Student

“Quality work and unimpeachable integrity are the hallmarks of Amali’s science. Her teamwork extends beyond her work in the lab: remembering birthdays, sending ‘get well soon’ cards, and caring about the welfare of her labmates.”

Congratulations!

CAMPUS KUDOS RECIPIENTS

Campus Kudos is a certificate of appreciation for student workers, staff, and faculty. Staff Senate sponsors this program to encourage NDSU employees to recognize co-workers when they exhibit one or more of the following valued behaviors: customer service, continuous improvement, teamwork, integrity, and quality. Campus Kudos recipients receive \$5.00 in gift certificates, which may be redeemed at either the Minard Hall or Memorial Union Coffee Carts (sponsored by President Chapman). Campus Kudos recipient photos are displayed in the FLC corridor of the Memorial Union. Submit nominations via the Staff Senate Web site, or contact the Campus Kudos Coordinator, Lori Sholts at 1-7261.



Donna Alby

Administrative Secretary
Mechanical Engineering

“Donna has been on campus over 20 years and has exhibited all of the valued behaviors. Her customer service is top-notch, whether assisting faculty or serving as the ‘elevator lady’ in the dorms when new freshmen come onto campus.”



Bill Kozojed

Equipment Operator
Document Publishing

“Bill is always in a good mood, with a smile on his face, even though his job has got to be demanding! He makes everyone’s day just a little bit brighter, taking customer service to the next level in my book.”



Bobbi Riziska

Administrative Coordinator
University Police

“Bobbi has restructured the record keeping system so it runs like clockwork and has done a tremendous amount of work on the Clary Act and Campus Security information. She is a tireless worker who gives 110%.”



Ann Sitzmann

Assistant Director
Career Center

“Ann is very professional and knowledgeable. Ann does a remarkable job with the Accounting Club and Meet the Firms Night. She is extremely helpful to students exploring career opportunities.”



Sarah Hunter
Hall Director

“Sarah is always a pleasure to work with and has been instrumental in planning and organizing Residence Fall Training. She is ALWAYS on top of her game with vision, enthusiasm and a willingness to help.”



Blair Johnson
Microcomputer Hardware Tech

“Blair goes out of his way to fit in our requests, even at his inconvenience—AND, he always helps with a smile! When many of us grumble over a computer problem, Blair says ‘isn’t this interesting!’”



Rhonda Kitch
Assistant Registrar

“Over the years, I’ve greatly appreciated Rhonda’s professionalism, compassion, and ability to communicate clearly. She’s thorough and responds quickly. Thank you for your numerous contributions to this campus.”



Amy Ochoa
Account Assistant

“Amy is always willing to help with travel arrangements, reimbursements and pointing people in the right directions for forms. She is always pleasant to visit with and has a great sense of humor!”



Ruth Anne Faulkner
Administrative Assistant
Center for Science & Math Ed

“Ruth Anne constantly makes everyone feel like they are the most important person she has to deal with. She is caring, compassionate and giving. She takes care of things to the nth degree.”



Nancy Olson
RSVP Program Manager

“Nancy has been able to transform six somewhat dysfunctional RSVP offices to where we work as a team sharing ideas and best practices. She personally visits all offices on a routine basis, asking ‘What can I do to help you?’”



Diane Axness
Administrative Secretary
College of Business

“Diane is always ready and willing to help faculty and students and will typically interrupt whatever she is working on to assist others. Her promptness and friendly nature is much appreciated!!”

Staff Senate Awards Scholarships

Recipients of the \$300 Staff Senate Student Scholarship: Erika Olsen, Brian Ziegler, Katie Sonsthagen, and Caylee Powers.

Recipients of the \$200 Staff Scholarship: Gretchen Bromley, Terence Jackson, and Alyson Saville.

Pixley Receives Governor’s Award

Darlene Pixley, a baker for Dining Services, has been recognized with the Governor’s Award for Excellence in Public Service. Gov. John Hoeven presented the award to Pixley and four other state employees on Sept. 10 during State Employee Recognition Week.

The award recognizes state employees for their dedication and contributions to the people of North Dakota through overall performance, contributions to their department, commitment to customer service, working relationship with fellow workers, and involvement in their community.

(Pictured left to right: Darlene Pixley, Gov. John Hoeven, Staff Senate President Barb Geeslin, COSE President Stephen Schroeder.)





President Chapman

Professional Development Grants Available

by Kay Sizer, RCATT

NDSU staff members are encouraged to take advantage of opportunities for professional development.

The NDSU Office of the President is once again accepting proposals for professional development grants of

up to \$1,000 to be used for travel to a professional conference.

Full-time staff members not on probation as well as faculty members are eligible to receive one of these grants during the fiscal year. Applications must be received by May 31, 2008, and travel must be completed by June 30, 2008.

To request this grant, submit a one page proposal prior to the travel describing the conference and how it will enhance your professional development. Include the location, dates, and a breakdown of the anticipated expenses. Do not send any additional paperwork. Your request must be pre-approved by both your department head or supervisor, and your dean or director before submission to the President's office.

After a request is approved and the travel is completed, one must forward a completed Travel Expense Voucher and/or Accounts Payable Voucher to the President's office for funding. It will then be forwarded to Accounting for payment. Existing accounting guidelines must be followed for reimbursements.

Questions should be directed to Barb Pederson at 231-8522.

Elections *(continued from page 1)*

At its Sept. 12 meeting, the Staff Senate voted to change its bylaws to merge the 6000 and 7000 bands for staff representation. The move came after a series of elections with fewer 7000 band candidates than needed to fill the number of vacancies.

"This a great way to serve the university, while meeting some wonderful people from across campus," said Barb Geeslin, Staff Senate president. "I encourage people in the 6000 and 7000 bands and 1000/3000 band to consider the opportunity to run for Staff Senate."

Nominations for the three slots representing the 6000/Crafts and Trade and 7000/Service bands and the opening in the 1000/3000 Administrative, Managerial

and Professional band will be accepted through 5 p.m., Tuesday, Oct. 9, or interested persons are encouraged to attend the Staff Senate meeting scheduled for 9:30 a.m. Wednesday, Oct. 10, in the Memorial Union Prairie Rose Room to nominate themselves. Nominations may be forwarded to Heather Heger, Staff Senate membership officer, at 1-8293 or Steve Bergeson, past president and election committee chair, at 1-6101.

The NDSU Staff Senate is comprised of 5 percent of the regular, benefited employees elected at large. Senators are normally elected for terms of two years, with approximately half of the Senators elected each year.

For more information, visit the Staff Senate Web site at www.ndsu.nodak.edu/staff_senate.

Staff Senate & Golden Key Join Up for 'Make A Difference Day'

NDSU's chapter of Golden Key International Honour Society and NDSU Staff Senate are working together to collect supplies for two local agencies as part of *Make A Difference Day* (October 27). This national day of service is sponsored by *USA Weekend*.

Collection points will be set up around campus October 22-26. Items will be delivered on Saturday to Churches United for the Homeless and the YWCA Shelter.

To help with this project, contact Bonnie Cooper, Golden Key Advisor and Staff Senate Public Relations Co-Chair, at 231-7771.

THE MESSENGER

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NDSU Staff Senate Mission:
*NDSU Staff Senate addresses the needs
and aspirations of university staff by promoting
a progressive campus environment.*

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