



AGENDA
BHSU Staff Senate

Monday, June 15, 2020 – 10 AM
Zoom meeting held the third Monday of each month.

Zoom Meeting Details:

<https://bhsu.zoom.us/j/93482273114?pwd=ejFOS1NZSEJNRFB0Y2hlM3lQeDZqZz09>

Meeting ID: 934 8227 3114

Password: 860033

Call To Order

Approval of Minutes of May 18, 2020

Meeting with President Nichols – open discussion

Change in Senator – Jamie Boettcher resignation / next two candidates tied

 Changes in Staff Rosters – report after July 1

Review of Proposed University Policy Changes (policies included with agenda)

Proposed Bylaw Changes (changes included with agenda)

Committee Reports

 University Re-Opening Task Force (Roxanne Lewis)

 Start of Fall Semester Task Force (Brock Anundson)

 Staff Senate Strategic Planning

 Mentoring Committee

 Classified Staff Subcommittee

 Professional/Technical (NFE) Subcommittee

 New Committee Proposals and Volunteers to serve

 By-Law Review and Rewrite with Changes to University Divisions

 University Foundation Proposal

Updates – Listening Sessions with Constituents

 University Foundation Proposal and Comments from Staff

Announcements

BLACK HILLS STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Institutional Representation Funds Policy
NUMBER: 5:1

Office: Business Office
Source: [SDBOR Policy 5:1](#)

1. Purpose

This policy sets forth the protocols and criteria for the use of Institutional Representation Funds at BHSU.

2. Policy

- a. The University is authorized by the SDBOR to utilize an Institutional Representation Funds account. The budget for the account shall be limited to \$20 per student based on the prior year fall headcount enrollment, with a minimum of \$10,000 authorized for University use.
- b. Institutional Representation Funds may be used for items that enhance the appearance or benefit the operations and image of the University as a whole. Events for which Institutional Representation Funds may be used include, but are not limited to, foodstuffs, banquets, flowers, decorations, trophies, and awards.
- c. Institutional Representation Funds may not be used for the cost of alcoholic beverages associated with an event.
- d. Institutional Representation Funds may not be used for items of a personal nature, gifts for relatives, retiree or staff gifts, or other activities that do not benefit the University as a whole. Funds may be used to support staff member recognition for approved institutional employee recognition programs.
- e. Institutional Representation Funds may be used for meals and refreshments to host interview candidates or special guests of BHSU. They may also be used for planning and special department or committee meetings, but may not be used for regular staff or department meetings.

- f. Institutional Representation Funds may be used to support staff and faculty travel for lodging beyond the state hotel reimbursement when state rates are unavailable.
- g. The Vice President for Finance and Administration, or designee, is responsible for making the proper determination as to whether an item qualifies for proper use of Institutional Representation Funds.

3. Procedures

- a. Institutional Representation funds will be allocated to eligible departments at the beginning of the fiscal year by the Budget Office. The budget will be available for the fiscal year subject to normal administrative year-end deadlines.
- b. Journal Vouchers and invoices for payment must clearly indicate the purpose of the expenditure, who was involved, and date of activity. An itemized receipt or invoice, including items or meals, must be attached to the Journal Voucher or invoice.

4. Responsible Administrator

The Vice President for Finance and Administration, or designee, is responsible for the annual and ad hoc review of this policy. The University President is responsible for approval of this policy.

SOURCE:

BLACK HILLS STATE UNIVERSITY
Policy & Procedure Manual

SUBJECT: Office/Building/Classroom Key Distribution Policy
NUMBER: 6:3

Office: Office of Facilities Services

1. Purpose

This policy sets forth the process for key distribution at BHSU to maintain the security of all buildings on campus.

2. Policy

- a. Keys will be issued to faculty or staff members for access to appropriate buildings and offices/rooms.
- b. Faculty and staff can maintain possession of university key(s) during employment.
- c. Faculty and staff are personally responsible for keys. If a key is lost, it should be reported immediately to Facilities Services.
- d. Replacement keys will carry a replacement charge of \$10 per key for office or classroom keys and \$50 per key for master key.
- e. When a faculty or staff member leave employment at BHSU, all issued keys must be returned to the Facilities Services office prior to receiving a final pay check.
- f. Department Heads must complete and sign a key request form before students are issued keys.

3. Procedures

- a. Faculty and staff members may submit a key request for offices, buildings or classrooms using the on-line DocuSign form (Shared Folders/Facilities Services/Key Request).
- b. Lost keys (how to report, request replacement and/or pay)

- c. Turning keys in at the time of departure (how to do this)
4. Responsible Administrator
- The Associate Vice President for Facilities Services, or designee, is responsible for the ad hoc and annual review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE:

BLACK HILLS STATE UNIVERSITY
Policy & Procedure Manual

SUBJECT: State of South Dakota Motor Pool & Fleet Policy

NUMBER: 6:4

Office: Office of Facilities Services

Source: [SD Fleet & Travel Handbook](#); (SDCL 5-25-1.1), SDCL 32-38-1 to 32-38-5.

1. Purpose

This policy sets forth the process for use of State of South Dakota Motor Pool vehicles at BHSU.

2. Policy

- a. BHSU Facilities Services is responsible to manage the State of South Dakota Motor Pool through its Fleet Office by scheduling and maintaining all South Dakota Motor Pool vehicles assigned to BHSU.
- b. Appropriate Use of State Vehicles
 - i. State-owned vehicles are to be used and occupied exclusively by authorized persons on official state business. State-owned vehicles are to be used for official state travel by state officers, employees, board and commission members, consultants and authorized volunteers. The vehicles shall not be used for commuting to and from an employee's office and residence unless otherwise requested by the respective department administrator and approved by the State Fleet & Travel Director.
 - ii. Persons using state-owned vehicles are not permitted to transport family, friends, non-state business commuters or animals except for service animals.
 - iii. Safety belts shall be worn at all times in accordance with SD State Law.
 - iv. Vehicles should be kept clean on the exterior surface and free of litter and clutter on the inside. If vehicles are returned excessively dirty or with pet hair, the department will be charged a \$25 cleaning fee.

3. Procedures

a. Scheduling a Vehicle

- i. To schedule a state vehicle, complete the online [Vehicle Request Form](#). Keys are available for pickup at the Facilities Services office from 7:00 a.m. to 5:00 p.m. prior to departure. Please contact this office if special before or after-hours pickup is required.
- ii. If a “no travel weather advisory” has been issued in the requested travel area, state vehicles should not depart BHSU. The Facilities Services Office reserves the right to decline use of a 12-passenger van to transport personnel due to weather & road conditions.

b. The BHSU Fleet office may prohibit future use of the state fleet if these policies are violated and may charge a department for damage caused to the fleet in accordance with the State of South Dakota Fleet & Travel Management policy manual. Departments may be charged for damage caused from negligent or reckless driving, wrong fuel type use, lost keys, recovery for keys locked in the vehicle, and theft or damage from leaving a vehicle unlocked as examples.

c. Any maintenance concerns should be reported to the BHSU Fleet office as soon as possible.

d. For additional information, please contact Facilities Services at 605-642-6244 or refer to the on-line [SD Fleet & Travel Handbook](#).

4. Responsible Administrator

The Associate Vice President for Facilities Services, or designee, is responsible for the ad hoc and annual review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE:

BLACK HILLS STATE UNIVERSITY
Policy & Procedure Manual

SUBJECT: Campus Tobacco Policy
NUMBER: 6:8

Office: Facilities Services

Source: SDCL 34-36; SDBOR Policy 4:29

1. Purpose

This policy and its procedures set forth the University's protocols related to tobacco and smoking on BHSU property in order to provide a safe and healthy learning and working environment for students, faculty, staff, and visitors in conformity with this policy and other applicable federal and state laws.

2. Definitions

- a. Smoking: any substance, item, or device, in any form, that emits smoke from tobacco, electronic cigarettes, and any similar substance. BHSU will treat the use, of all forms of non-medical tobacco smoke emitting products or delivery devices, as a violation of this policy.
- b. Tobacco: any substance, item, or device, in any form, containing tobacco. The university will treat the use, of all forms of non-medical nicotine containing products or nicotine delivery devices, which may or may not include actual tobacco, as a violation of this policy, provided the product or device is not part of an individual's cessation program.
- c. Vapor Product: any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.

- d. University Property: includes, but is not limited to athletic fields, facilities, vehicles, and any other indoor and outdoor areas under the control of the University, whether owned or leased.

3. Policy

- a. BHSU is Smoke & Tobacco Free as of August 1, 2014. This policy has been put into place in order to protect and promote the health and comfort of our students, employees and visitors.
- b. This policy applies to University students, faculty, staff, visitors and vendors and to all University property, regardless of location.
- c. Smoking and the use of tobacco products and vapor products of any kind is prohibited in any enclosed place, including but not limited to, all offices, classrooms, hallways, community areas, performance venues, and residential spaces within University housing.
- d. Smoking, tobacco, and e-cigarettes use will only be allowed in personal vehicles in parking lots on campus.
- e. Ceremonial use exceptions to this policy must be approved in advance. The smoke and tobacco-free policy may not apply to specific activities used in connection with the practice of cultural or religious activities; all ceremonial use exceptions must be approved in advance by the President or his/her designee.
- f. Marijuana is illegal for all purposes in South Dakota and possession of any amount is a criminal offense. Possession, use, manufacture, or distribution is prohibited on University property.

4. Procedures

- a. All staff, faculty, students, visitors, vendors, and other individuals on the University Property who are in violation of the policy shall be reminded of the policy and asked to immediately comply.
- b. Enforcement of this policy will depend upon the thoughtfulness, consideration and cooperation of all faculty, staff, and students not only to comply with this

policy, but also to encourage others to comply with this policy, in order to promote a clean, safe, and healthy environment in which to work, study, and live.

- c. Students who refuse to comply with this policy should be reported to the Dean of Students, or designee, who will follow up with the student regarding the policy and tobacco use cessation support resources available through the State.

Continuing violations will result in appropriate disciplinary action in accordance with the Student Conduct Code.

- d. Employees who refuse to comply with this policy should be reported to their immediate supervisor, who will follow up with the employee regarding the policy. Continuing violations will result in appropriate disciplinary action in accordance with the policy applicable to the employee's status at the University.

- e. Students or employees who wish to quite will be referred to the services provided by the State of South Dakota including the Employee Assistance Program and the SD Quits Hotline at 1-866-SD-QUITS; information is also available on the web: www.sdquitline.com.

5. Responsible Administrator

The Associate VP for Facilities Services, or designee, is responsible for the ad hoc and annual review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE:

BY-LAWS
Staff Senate
Black Hills State University

The Staff Senate is an organization of staff at Black Hills State University (BHSU) who have been elected to represent their peers on the BHSU campuses. For the purposes of this document, BHSU Staff is defined as any BHSU employee who is not a faculty or student employee, the President of the University, a Vice-President (or Associate or Assistant Vice-President), a Dean of a College, or other member of the University Administration.

The Administrative Officers (President of the University and his/her Administrative Team) have a standing invitation to attend meetings of the Staff Senate and to provide information and seek opinions of the Staff Senate at all meetings.

ARTICLE I: Purpose and Organizational Structure

Purpose:

The purposes of the BHSU Staff Senate are:

1. To give Staff campus representation, and a means by which they have a collective voice to provide input and make recommendations to the administration on matters concerning staff.
2. To provide encouragement and support for staff through personal and professional development opportunities, such as seminars, speakers, printed and audiovisual material, in collaboration with the Human Resources Department (HR). (“Professional Development” is defined as the ongoing process of improving and increasing capabilities and advancing skills and expertise of staff to enable enhancement or advancement in a chosen career. Professional Development may also include improving wellness, personal growth, and opportunity to build a network of mentors within the University in an effort to implement co-development and cross-training among staff. Professional Development may extend beyond job classification and currently assigned duties.)
3. To recognize outstanding staff employees, including an Outstanding Staff Employee of the Year.
4. To help orient new employees in collaboration with HR and to provide mentors to new employees through the Staff Mentoring Program.
5. To provide support to the University by means of the CSA Council and other scholarships, and in other ways as designated by the Staff Senate or requested by University Administration.

6. To serve as the formal and recognized governmental structure for staff at BHSU and as an integral component in the operation and functioning of the university.

Organizational Structure:

The BHSU Staff Senate consists of members elected from currently employed staff personnel, representing all areas of campus.

Areas of campus are defined by administrative area. Numbers of representatives for each area are determined by number of employees represented within that category (an approximate ratio of 1 Senator : 10-20 employees). Areas of campus and their representation are defined as:

Administration Category 1 representative (either NFE or CSA)

Academic Affairs and Student Services

President's Office

Public Safety

Registration and Records

University Advancement

Approximate numbers – 10 NFE / 8 CSA

Colleges Category 1 NFE representative / 1 CSA representative

College of Business and Natural Sciences

College of Education and Behavioral Sciences

College of Liberal Arts

Center for American Indian Studies

Center for the Advancement of Math and Science Education

Center for Conservation of Biological Resources

Sanford Underground Research Facility / Sanford Lab / DUSEL

South Dakota Center for Enterprise Opportunity

Approximate numbers – 20 NFE / 11 CSA

BHSU-RC Category 1 representative (either NFE or CSA)

Approximate numbers – 5 NFE / 8 CSA

Computer Services / Library Category 1 representative (either NFE or CSA)

Administrative Information Management Services

Institutional Research and Assessment

Institutional Technology Services

Library

Network and Computing Services

Approximate numbers – 2 NFE / 17 CSA

Business Category 1 NFE representative / 1 CSA representative

Bookstore

Budget Office

Business Office

Human Resources

Sponsored Programs

Student Financial Aid

University and Community Relations

Approximate numbers – 12 NFE / 25 CSA

Student Services Category 1 NFE representative / 1 CSA representative

Admissions

Child Care Center

Counseling Center

Disability Services & Testing Center

Health Services

International Relations and Global Engagement

Residence Life

Student Affairs (Office of Student Life)

Student Support Services

Student Union

Approximate numbers – 22 NFE / 8 CSA

Facility / Custodial Services Category 3 representatives (either 1 NFE and 2 CSA or 3 CSA representatives)

Central Receiving

Custodial Services

Facility Services

Mail Services

Approximate number – 2 NFE / 48 CSA

Athletics Category

2 representatives (either 1 NFE and 1 CSA or 2 NFE representatives)

To include all divisions/departments in Athletics

Approximate numbers – 29 NFE / 1 CSA

The BHSU Staff Senate shall consist of 14 members apportioned as outlined above to ensure fair representation of all staff.

ARTICLE II: Membership

Selection:

The selection process shall begin in February of each year, with a three-year term beginning in June of the same year (all Senators, incoming and outgoing, attend the May meeting for purposes of continuity). In order to avoid a complete turnover in membership in any given year, the selection process will be held each year with one-third of the members reaching the end of their term each year. Those eligible for election are Staff who are not on probation or subject to disciplinary action at the time of the election.

A two-part selection process shall be utilized. First, beginning in March, an inquiry memo will be sent to all personnel, requesting nominations from any source within the University (self, other staff, or supervisor within the representative area, or faculty or administration team member within any area). Second, a list would then be compiled from names submitted, and willingness to serve shall be ascertained from each candidate by the Secretary of the Senate. Election of candidates will be held in April. Voting will be done by electronic or paper ballot by staff within each nominee's category. **In the case of a tie vote, the Senate shall vote on the two candidates to select the Senator.** The current Senate President will utilize the tally of the balloting to notify the new members. The ballot results will be kept for one year in case a replacement is needed for any member of the Senate.

See Addendum 1 for first election procedures. Addendum 1 shall be in effect for the first three-year term only and then all references to and the original Addendum shall be removed from the By-Laws.

Resignation:

In the event a Senate member resigns, the replacement for the newly open position shall be appointed by the Senate's Executive Officers from the selection list maintained from the most recent election. The selection shall be approved by the entire Senate. The appointed member shall serve the remainder of the past member's term.

Changes in Status:

If a Senator's status changes, through promotion, transfer, or other personnel action, that Senator shall continue in his/her original role and representation on the Staff Senate until the end of his/her current term. The only exception to this would hold if the change in status occurs within a few days (two weeks) of the Senator's election; then the second-highest vote-getter in the Senator's representative category could be appointed in the Senator's stead.

Responsibility to Attend Meetings:

Senate members are expected to attend all meetings. Attendance by conference call, Skype for Business, or Zoom is an acceptable alternative to physical presence. A member may be excused for the following reasons: sick, personal, or annual leave, or professional obligations. If a member misses three consecutive meetings or six meetings total (excused or unexcused), the member is subject to dismissal, which will be determined by the Senate Executive Officers and approved by vote of the entire Senate.

Senators will be released from normal work duties without loss of pay or other benefits to attend official Staff Senate meetings or functions.

Term Limits:

Senate members will be limited to two consecutive terms (six years). Persons interested in further Senate service must leave the Senate for at least one year before being eligible again.

Responsibility to Represent Constituents:

Senate members are responsible for assisting the Secretary of the Senate to maintain lists of University staff members by category. Senators are further responsible for communicating regularly with their constituents, responding to any questions from constituents regarding Senate actions or meetings, and bringing any questions from constituents to the floor of the Senate for discussion. Senators must then bring any responses, actions, votes, or resolutions back to their constituents after said discussion.

Senators understand that they represent all staff members on campus (and are not bound by payroll classification or by representative category). Any senator can bring a question from any staff member for consideration by the full Senate. Any staff member can contact any senator to request representation on any question.

Staff Senate will function as a productive component of the operation and functioning of the university. Other mechanisms for complaints or appeals exist and are more appropriate venues for employee-specific problems. Staff Senate represents all employees and deals with issues on a global level for the entire university.

Staff Senate Committees:

The Staff Senate shall maintain the following standing committees:

- Staff Senate Strategic Planning Committee

- Elections Committee

- Mentoring Committee

- Classified Staff Subcommittee (incorporating current CSA Council duties)

- ~~Professional/Technical~~ NFE Subcommittee

- Executive Officers of the Staff Senate

Volunteers to serve on the first three committees shall be solicited at the May meeting which all current and newly elected Senators shall attend jointly. The Vice-President shall chair and lead the three committees.

The Strategic Planning Committee shall be responsible for developing and updating the Strategic Plan for the Staff Senate. The Committee shall also be responsible for ensuring the Staff Senate Strategic Plan coordinates with and supports the University's Strategic Plan. Staff Senate will represent staff in any university Strategic Planning Committees or efforts.

The Elections Committee shall be responsible for working with the Vice President, the Secretary, and the Technical Officer to coordinate and manage elections annually.

The Mentoring Committee shall work to establish a system of mentors within the Staff community at BHSU, seeking volunteers and overseeing the processes. The Mentoring Committee shall also coordinate with Human Resources to assist with orientation procedures at BHSU in any way that staff can assist.

All Senators shall serve in one of the two Subcommittees and assignment shall be based on payroll classification. If a matter concerning only one category of employee is brought to the Senate, such matter shall be considered and decided by the appropriate subcommittee and then brought to the full Senate as an information item.

The Executive Officers of the Staff Senate shall consist of the President, Vice-President, Secretary, Finance Officer, Technical Officer, and Regents' CSA Advisory Council

representative. Meetings shall be called by the President. The Executive Officers shall oversee and manage an annual membership meeting for all staff in May. The annual membership meeting shall include votes on any By-Laws changes, introduction of new Staff Senators, and any recognition of staff employees desired.

Other University Committees:

The University President or his/her Executive Assistant shall present the Senate with a list of University committees on which staff representation is sought whenever vacancies occur or need arises. Senators shall select one or two committees on which they would be willing to serve at the May meeting. Senators can also nominate other staff to serve on University committees or solicit nominations at the annual membership meeting. By vote of the Senate, names of representatives shall be forwarded to the President's Executive Assistant to be designated as staff representatives on each University committee. The Vice President of Staff Senate shall maintain a record of such committee representation.

Senators (or other staff) assigned to University committees must attend each University committee meeting and provide a report of each meeting at the regularly scheduled Staff Senate meeting following a committee meeting.

ARTICLE III: Officers

Election of Officers:

At the May meeting, both current and newly elected Senate members shall meet jointly for the purpose of continuity. Senate members shall elect the officers for the upcoming term to begin in June of the same year. The President shall be a Senate member who has served at least one year in his/her current term. All other officers shall have no restrictions on their length of service on the Senate. All officers will be elected annually; each shall be limited to two consecutive years in a single office.

President:

The President will assume the following duties:

1. Serve as presiding officer of the Black Hills State University Staff Senate.
2. Convene regular (and any special) meetings of the State Senate and the Executive Officers of the Staff Senate, set the agenda, invite special guests, and conduct the Staff Senate and Executive Officer meetings.
3. Publish meeting times, locations, and agendas in the campus e-newsletter prior to meetings.

4. Act as a liaison between the Staff Senate, campus representative groups, and other agencies, with the option to delegate another council member if needed.
5. Authorize all expenditures along with the finance officer, with the approval of the Senate.
6. Act as Staff representative before the Board of Regents, Legislature, any legislative committees, and any other public entity.
7. Ensure that the Vice President is familiar with the duties of the Presidency.
8. Recommend staff appointments to University committees, when applicable.
9. **Chair and lead Staff Senate Strategic Planning Committee** ~~Participate with other Staff Senate members in on-going strategic planning for Staff Senate activities, including planned expenditures.~~
10. Meet with the University President on a monthly basis.
11. Attend University events by instruction of the President or represent the University at other events (examples: receptions, celebrations, community events).

Vice-President:

The Vice-President will assume the following duties:

1. In the absence of the President, serve as the presiding officer of the Staff Senate.
2. In case of resignation by the President, automatically fill the President's position.
3. ~~Chair and lead on-going Staff Senate strategic planning.~~
4. Chair and lead Elections committee.
5. Chair and lead Mentoring Committee.
6. Maintain a list of staff representation on BHSU committees.
7. Correspond with Senators to enforce absentee policy.
8. Manage the election process by calling for nominations and compiling ballots with the assistance of the President, the Secretary, **and the Technical Officer.**
9. Welcome guests to Staff Senate meetings.

Secretary:

The Secretary shall assume the following duties:

1. Record proceedings of the Senate meetings, maintain record of minutes, circulate minutes to Senate members, make minutes available electronically to all interested parties by posting them as "pending approval" within one week of the Senate meeting and as "approved" after approval at the next monthly meeting on the website, assist the President to publish meeting times, locations, and agendas as well as other possible topics of discussion in the campus e-newsletter prior to meetings.
2. Handle all Senate correspondence.
3. Serve as acting chairperson in the absence of both President and Vice-President.

4. Assist the Technical Officer to maintain the email mailing list for the Senate, and coordinate the website with the Webmaster and Marketing and Communications department.
5. Assist with maintenance of staff lists by category to assist with the elections process and communications.
6. Assist the Technical Officer and the President with any postings to the Staff Senate website.

Finance Officer:

The Finance Officer shall assume the following duties:

1. Submit a budget annually reflecting the Senate's plans as requested by the Administration.
2. Maintain the Senate accounts and verify transactions.
3. Authorize all expenditures with the Senate President.
4. Prepare a monthly report to be presented at the Senate monthly meeting.

Technical Officer:

The Technical Officer shall assume the following duties:

1. Coordinate and maintain the Staff Senate website with the Webmaster and the Marketing and Communications department.
2. Assist the Senate Secretary with maintenance of the email mailing list for the Senate.
3. Assist with maintenance of staff lists by category to assist with the elections process and communications between Senators and constituents.
4. Coordinate Skype or Zoom connections for meetings and troubleshoot those connections if problems occur.
5. [Assist the Secretary and the President with postings to the Staff Senate website.](#)

Regents' Civil Service Council Representative:

The Regents' Civil Service Council Representative shall assume the following duties:

1. Represent BHSU on the Regents' Civil Service Advisory Council.
2. Attend the Regents' CSA Council meetings twice a year (once in Pierre, once at one of the State's six public universities).
3. Coordinate hosting the Regents' CSA Council at BHSU when necessary with the assistance of the Staff Senate.

The Regents' Civil Service Council Representative shall be a member of the Staff Senate who is a Civil Service employee. The Regents' CSA Council Representative shall be defined according to Regental Civil Service policy. The Regents' Civil Service Council Representative shall be elected by the CSA Subcommittee. If the office becomes vacant

due to extenuating circumstances, a new representative will be nominated and elected by the Staff Senate's CSA Subcommittee during the first meeting after the position becomes vacant. The link to Regental Civil Service policy is:

<http://www.sdbor.edu/policy/1-Governance/documents/1-7-5.pdf>

ARTICLE IV: Procedures

Meetings:

The Staff Senate shall meet once a month during the calendar year, notifying all interested parties of the date, time, place, and agenda items. The Senate President or the President of the University may call special meetings. The Staff Senate shall follow "Roberts Rules of Order" for all meetings.

Any member of the BHSU community shall be welcome to attend meetings in any way possible. Guests shall be recognized by the Vice President at the start of each meeting.

An annual meeting shall be held every year in May for the entire staff community at Black Hills State University. This annual meeting will serve as a place for introduction of Senators, recognition of staff for any reason, and votes on By-Laws amendments. Any staff members can bring any questions or items to the floor of the annual meeting for consideration.

The University President shall be invited to attend a minimum of three meetings a year, one in Fall, one in Spring, and one in Summer. The Human Resources Director will serve as the Administration's liaison to the Staff Senate and will be invited to every meeting of the Staff Senate. Any member of the administration can be invited to any meeting and may request to attend any meeting as they deem fit. Any staff are welcome at any or all meetings as guests and observers.

ARTICLE V: Amendments

Procedure:

The Staff Senate By-Laws may be amended by a majority of staff attending the annual meeting. In order to be considered for a vote, the proposed amendment must have been published in the campus e-newsletter, have been presented for a first reading during the Staff Senate meeting of the month immediately prior to the proposed vote,

and have a second reading at the annual meeting. Comments from University staff must be presented and considered at the time of the first and second reading.

Black Hills State University
Staff Senate By-Laws
Addendum 1

The first election of Staff Senators shall take place under the direction of members of the ad hoc committee promoting the Staff Senate. Nominations shall be sought from across campus by campus e-newsletter. Lists of category members shall be compiled with the assistance of HR staff and ballots specific to each category shall be provided electronically or via paper.

The terms of office shall vary slightly with this first election to ensure one-third of the members serving a one-year term, one-third of the members serving a two-year term, and the final one-third of members serving a three-year term. Members elected thereafter shall serve the three-year terms as specified in the By-Laws.

Current members of the CSA Council can serve, if willing to do so, in lieu of a formal election for CSA representatives on the Staff Senate. Their categories and current terms of service must be taken into consideration (which may lead to a larger Staff Senate for one or two years).

The following members shall serve a one-year term:

- Colleges category – CSA representative (Terri B.)
- Computer Services / Library category representative (Derrick E.)
- Facility/Custodial Services category – 1st representative (Scott H.)
- Student Services category – NFE representative (Jamie B.)

The following members shall serve a two-year term:

- Administration category representative (Andrea B.)
- Athletics category – 1st representative (Kristin C.)
- Business category – NFE representative (B. Kelly)
- Facility/Custodial Services category – 2nd representative (Marc J.)
- Student Services category – CSA representative (Nancy S.)

The following members shall serve a three-year term:

- Athletics category – 2nd representative (Brock A.)
- Business category – CSA representative (Diana J.)
- Colleges category – NFE representative (Janette H. / Clarissa T.)
- BHSU-RC category representative (Tai D.)
- Facility/Custodial Services category – 3rd representative (Roxanne L.)

The first year of service may be truncated or elongated, depending on when the Staff Senate is established.