



NDSU Staff Senate Minutes

NORTH DAKOTA STATE UNIVERSITY FARGO, N.D.

Minutes for October 14, 1998

1. CALL TO ORDER

President Nancy Olson called the meeting to order.

2. ANNOUNCEMENTS

2.1 Senators were reminded to check off their name on the sheet provided. Senators unable to attend a meeting should notify Cheryl Cicha, 231.7912, ccicha@badlands.nodak.edu. If unable to attend, a substitute should be sent in their place who will sign in representing them and have full voting privileges.

2.2 A reminder, the next meeting is on November 18 in the Prairie Rose room.

3. Program

A three part program:

3.1 Alcohol Awareness Week - Robb Thibault

Alcohol Awareness Week is Oct 19 - 23. Robb spoke about the activities that were happening on campus during this week and why Alcohol Awareness was important. He also asked everyone to please take the Alcohol Awareness Pledge.

3.2 Employee Assistance Program - Teri Thorsen

Teri handed out a brochure on the programs available to employees, including counseling for: alcohol and drug dependence; family/marriage problems; work-related problems; emotional problems and financial concerns.

3.3 Special Presentation - Postponed until the next meeting.

4. APPROVAL OF MINUTES.

Dan Chihos made a motion to approve the Minutes from the September 9, 1998, meeting. Barb Binde seconded the motion. Motion approved.

5. TREASURER'S REPORT: Treasurer Norma Ackerson, the balance in our funds as of September 30, 1998 is as follows: Trust Fund #1725

= \$1,838.96; Appropriated Funds #3746 = \$1,162.40. Before committing funds, please consult with Treasurer Norma Ackerson (1-9495) or President Nancy Olson (1-7100). Please submit all remaining bills promptly.

6. STAFF SENATE COMMITTEE REPORTS

6.1 Bylaws: (Arlen Kurtti - Reported by John Underwood) Due to the changes in the University Senate Bylaws, a few changes had to be made to the Staff Senate Bylaws. The changes reflect the members of Staff Senate that represent the Staff on the University Senate. One of these person has to be the Staff Senate President, the other three representative will be selected by the Staff Senate. The revised Staff Senate Bylaws were handed out, these changes will be voted on a the next full Staff Senate Meeting.

6.2 Election: (Roger Grimm) No report.

6.3 Legislative: (John Osborne -- Reported by Nancy Olson) There will be a notice going out campus wide about an open candidates forum, Saturday, Oct 17 at 9:00 am to 3:00 pm in Centennial Hall of the Civic Center. There will not be any forums on campus.

6.4 Program: (Lori Lymburner) November's program will be Tim Lee to discuss the Parking Fee increases. There will be a short meeting following today's Staff Senate Meeting.

6.5 Public Relations: (Dan Chihos) Dan suggested that Pat Cosette, United Blood Services, would be willing to give a presentation about their upcoming blood drive. There will be a short meeting following the Staff Senate meeting today. The United Blood Services Blood drive for 1998 will be Dec. 7th and 8th in the Memorial Union. For 1999, the dates are Nov. 9th and 10th. Some assistance is needed for scheduling, please contact Dan Chihos (chihos@prairie or 1-8627) if you can help. We also need to come up some type of fund raiser for United Way. The Brat sales have worked well. They would like to update the Staff Directory quarterly, with all the changes, please make sure you tell Cheryl Cicha as soon as possible.

6.6 Scholarship: (Cheryl Cicha) No Report

6.7 Staff Development/Small Grant: (Kim Lammers - Reported by John Underwood) Mary Beth Mathre resigned. Janet Stringer and Kim Lammers are now the committee's co-chairs.

We met last week. The replies are coming back from our funding requests. So far we have received commitments for \$3,400 for the \$7,000 we requested.

Patty Corwin will be presenting "Humor in the Workplace" on October 22 from 12:00 - 1:00 pm in the Dakota Ballroom. In November a staff member from MeritCare will be presenting a seminar on stress

management. In December and January there will be fitness program called "Feel Like a Million", in February there will be an ergonomics program, in March computer classes will be offered and we are looking

into the possibility of getting Ernie Mancini in April.

6.8 Executive Committee: (Nancy Olson) Everything that was talked about, has already been discussed in today's agenda.

7. UNIVERSITY SENATE COMMITTEE REPORTS

7.1 Campus Space and Facilities: (Tom Gaasch) No report..

7.2 Computer Planning and Goals: (Dan Chihos) They meet once a week, at this point they are trying to determine what to focus on for this year. If you have any computer concerns, please let Dan Chihos know.

7.3 Y2K: (Lori Baaken) Have not meet.

7.4 University Athletics: (Sharon Morgan) No Report

7.5 Student Affairs: (Allyn Kostecki) No Report.

7.6 Library. (Char Myhre) Meet on Sept 28, and will be meeting once a month. The main concern is now the Directors search. The University Senate Library Committee was invited by the Library Directors Search Committee to help develop the search criteria. Future topics will include: how to disperse the internally generated funds.

7.7 Scheduling and Registration: (Gene Blumhardt) Re-elected Dr. Sylvester as chair for the year.

The committee voted to change the final exam time for extended day courses to 2 hours to coincide to the regular day course exams. The evening course exams were 2 ½ hours.

There was a discussion regarding the time distribution of classes, especially the base courses ie: Math, Chemistry, English. There appears to be a problem with scheduling sections of classes at the same time like a Math section at the same time as a Chemistry section which causes conflict for students making it difficult for them to work in all of their required classes as they need them. It was decided that each college representative on this committee would contact their department chairs to determine the normal schedule times for their service courses. This information is to be submitted to Ginn Bair in the Academic Affairs Office within the next 2 weeks.

7.8 University Senate Executive Committee: (Nancy Olson) Nancy missed the last meeting. On Monday the full Senate meet, VP Schnell spoke on the budget process.

8. COUNCIL OF STATE EMPLOYEES (COSE): Sharon Morgan said the next meeting is at the end of the month at the Lisbon's Soldiers Home in Lisbon. They are going to talk about selling sweatshirts with the COSE logo also. If you do not have a shirt, they are still available.

State Employees picnic, is always the third week of September. We

had 401 people, the door prizes went over well. Everyone had fun. If you have any suggestions, Sharon is always open. The food was very good, Sharon would like to thank NDSU Food Services for preparing the food. The Putt-Putt Tourney was not as good as expected. The Golf outing went well, 28 people played.

9. POLICY COORDINATION COMMITTEE (PCC): Dan Chihos - No Report.

10. Advisor Comments - Teri Thorsen:

10.1 HR Committee (Renee Essig) Was her first time attending the HR Committee. Renee is the NDSU/UND staff representative for this state committee. They talked about classification issues, the appeals process and other HR issues.

11. OLD BUSINESS:

11.1 NDSU's Presidential Search - several concerns were brought forward that the search process has been "less than perfect", the committee has scheduled a forum to discuss any concerns that anyone might have. This forum will be Thursday, Oct 15. 3:00 pm in the 124 KKB-FLC. The have essentially gotten to an "A" list and a "B" list and are on schedule.

12. NEW BUSINESS:

12.1 President Nancy Olson meet the NDSU's President Fischer about placing a staff member on the ND Board of Higher Ed. Pres. Fischer agreed with the idea.

12.2 Teri Thorsen wanted to remind everyone the "Employee Recognition" are coming up.

12.3 Robb Thibault is looking for "Tapestry Diverse Talents" nominations. The deadline has been extended from Oct 16 until Oct 23. He also asked if anyone was interested in nominating themselves or someone else for the "Tapestry Nominations" Selection Committee. This committee does not require a lot of work, just a few hours over the next few weeks and a few more next semester. If you are interested or now someone that is, please call Robb at 1-8566.

12.4 As part of the NDSU President's Search Committee process, the Executive Committee has been asked to be part of the interview process. This is not just limited to Executive Committee members, if you would like to sit in, please let Nancy know.

12.5 Kate Jastrom (sitting in for Kate Johnson) wanted to remind everyone that flu shots are only available for Students, and NOT \ available for staff/faculty at the Health Center.

Adjournment

Respectfully Submitted
John A. Underwood
Secretary

Questions and Comments

Questions and comments related to this page can be sent to the Staff Senate Executive Committee at NDSUSSEN@listserv.nodak.edu.

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