

Minutes of the January 12, 2000 Meeting

NDSU STAFF SENATE

NEXT MEETING
Wednesday, February 9, 2000
9:30 a.m. - 10:30 a.m.

Prairie Rose, Memorial Union

Full Staff Senate mtgs will be held the second Wednesday of each month at 9:30 a.m.
Executive Committee will meet on the last Wednesday of the month. The next two
Executive meetings will be January 26, 2000 and February 23, 2000
at 9:30 a.m. in the Atrium Conference Room, Memorial Union.

All classified staff are encouraged to attend

1. **CALL TO ORDER**

President Dan Chihos called the meeting to order.

2. **ANNOUNCEMENTS**

Senators were reminded to check off their name on the sheet provided.
Senators unable to attend a meeting should notify Lori Bakken, 231-8392, lbakken@badlands.nodak.edu. If you are unable to attend, a substitute should be sent in your place who will sign in representing you and have full voting privileges.

3. **PROGRAM**

John Bye, University Archivist, NDSU Library "Family History and Genealogy"

- The best place to start is with yourself and then go back one generation at a time.
- "Genealogy is the bone structure and the Family History is the meat or flesh."
- Gather information, there are many source available including: NDSU Institute for Regional Studies (with information dealing with North Dakota) and many web pages (for a list, <http://www.lib.ndsu.nodak.edu/ndins>; click on "Biography and Genealogy", then click on "Useful Genealogy Websites")
- It is important to keep track of where you found the data
- Try to get copies of obituaries, they are a great source of information. Obituaries started to become popular around 1900, before this they were rarely used.
- There is a bug, it is the Genealogy bug

4. **APPROVAL OF MINUTES**

Cherie' Moen made a motion to approve the Minutes from the November 10, 1999, meeting. Diana Iverson seconded the motion. Motion approved.

5. TREASURER'S REPORT

Treasurer Norma Ackerson reported that the balance in our funds as of December 31, 1999 are as follows: Trust Fund #1725 = \$2,183.96; Appropriated Funds #3746 = \$1,573.02. Before committing funds, please consult with Treasurer Norma Ackerson (1-9495) or President Dan Chihos (1-8627). Please submit all bills promptly.

6. STAFF SENATE COMMITTEE REPORTS

- 6.1 By-Laws (Cherie' Moen) No Report
- 6.2 Election (Nancy Olson) Will be meeting on Friday of this week. They will be testing the Electronic Balloting. A full report will be present at the next full Staff Senate Meeting. Nomination for Staff Senate will start on the 3rd of February, with the elections being held on the 30th of March.
- 6.3 Legislative () No Report
- 6.4 Program (Lori Bakken) Lynn Dorn will be speaking at February's meeting.
- 6.5 Public Relations (Nancy Mueller) No Report
- 6.6 Scholarship (Randy Hittman) Scholarship applications are available in the Financial Aid office, they will also be placing ads in "It's Happening at State" and The Spectrum.
- 6.7 Staff Development/Small Grant (Kim Lammers) They meet last Wednesday and discussed the "City Walk" program.
- 6.8 Executive Committee (Dan Chihos) No Report

7. UNIVERSITY SENATE COMMITTEES

- 7.1 Campus Space & Facilities (Randy Hittman) No Report
- 7.2 Computer Planning & Goals (Steve Kapaun) No Report
- 7.3 University Athletics (Sharon Morgan) No Report
- 7.4 Library (Char Myhre) The University Senate Library Subcommittee has not meet yet. The Directors Search Committee will meet again on Thursday, Jan 13.
- 7.5 Scheduling & Registration (Gene Blumhardt) No Report
- 7.6 Student Affairs (Allyn Kostecki) No Report
- 7.7 Executive (Dan Chihos) No Report

8. COUNCIL OF STATE EMPLOYEES – COSE (Sharon Morgan)

There next meeting will be in Bismarck on January 20th.

9. POLICY COORDINATION COMMITTEE – PCC (Allyn Kostecki)

The policy coordination committee met 12/17/99 and has forwarded several proposed policy revisions to the Staff Senate for our information. In order to conserve paper the revisions are summarized below. Allyn Kostecki (1-8919) has copies of the proposed revision available for review. Remember that these are proposed changes, they should not be implemented until they have been posted on the NDSU website or until directed by the responsible official.

Section 110 - Employment of Relatives (Nepotism)

Revision reflects changes in Board policy which include clarification of the term "immediate family" and specification of the ND law governing this matter.

Section 202 - Procedures for Filling Classified Positions

Changes some language due to broadbanding. Also updates the recruitment process.

Section 606, 606.1, 606.2, and 606.3 - Students with Disabilities Policies

New policies to inform the campus of policies which address issues regarding the access rights of students with disabilities, to include:

- * guidelines for student requests for reasonable accommodation
- * course substitution
- * confidentiality of documentation
- * reduced course load

Section 813 - Facilities and Administrative Costs

Changes policy to reflect previous changes in indirect cost recovery rebates.

10. ADVISOR COMMENTS (Teri Thorsen)

None

11. OLD BUSINESS

None

12. NEW BUSINESS

None

Adjournment

Respectfully Submitted

John A. Underwood
Secretary

PLEASE CIRCULATE