



## NORTH DAKOTA STATE UNIVERSITY

# STAFF SENATE MEETING: SEPTEMBER 13, 2000

## APPROVED MINUTES

Reviewed and approved by the Staff Senate on October 11, 2000.

Visit the Staff Senate Web Site at:

[www.ndsu.nodak.edu/ndsu/staff\\_senate/index.htm](http://www.ndsu.nodak.edu/ndsu/staff_senate/index.htm)

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30 a.m.  
The Executive Committee meets on the fourth Wednesday of each month from 9:30-10:30 a.m.

### Upcoming Staff Senate Meetings:

November 8, 2000:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
December 13, 2000:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
January 10, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union

### Upcoming Executive Committee Meetings:

November 22, 2000:	9:30–10:30 a.m.	Atrium Conference Room, Memorial Union
December 27, 2000:	9:30–10:30 a.m.	Atrium Conference Room, Memorial Union
January 24, 2001:	9:30–10:30 a.m.	Atrium Conference Room, Memorial Union

All broadbanded staff are encouraged to attend.



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**1. MEETING CALLED TO ORDER BY ALLYN KOSTECKI, PRESIDENT.**

**SUBSTITUTIONS: BILL DESSLER-None**

**2. PROGRAM: President Joseph Chapman**

President Chapman extended his sincere appreciation for the leadership and support for the campus during the flood this past summer.

Other activities this summer have included meetings of The Roundtable for the North Dakota Legislative Council Interim Committee on Higher Education. Related information and the report entitled "A North Dakota University System for the 21<sup>st</sup> Century" is located at the following web site:

<http://www.ndus.nodak.edu/reports/details.asp?id=332>.

The report lays out guidelines of what higher education in partnership with the legislation can do to affect the future of North Dakota. The report appears to be well received at this point.

Moving salaries to the mid-range of our peers is in progress. During the last biennium (on the average) we have been successful in increasing the salary pool by 10 percent. President Chapman stated: "We're looking at ways of continuing to do that." He also stated: "We are very committed to everybody moving forward into that mid-range of our peer groups."

A copy of the document entitled "North Dakota State University – Major Themes: working draft 9-6-00" was provided to the Senate. See Attachment A-1. The cabinet worked on this document over the summer and will now begin the process of refinement. This document is designed to capture where we see ourselves going as a university and to outline the leadership for the direction we want to go. The cabinet will submit the report to the University system and will meet to discuss ideas of "What do we really need to make this happen".

President Chapman made special mention about the availability of resources for development-related activities for both staff and faculty. Everyone is encouraged to apply for those resources (up to \$1000 per person). If you have further questions relating to this grant, please contact 231-7211.

The president noted that this year looks to be another exciting year. There are many legislative issues on the table that are largely positive. The issues are about flexibility, increasing our resource base and also about moving not only the campus forward but the State of North Dakota as well.



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Nem Schlecht, Staff Senator, asked the president about what type of role he sees for staff involvement in the research park. President Chapman stated that staff will certainly be involved and are a very important part of the operations of the Research Park. The infrastructure is being developed right now and a large number of staff, faculty and students will be located at NDSU's 40,000 square foot, state-of-the-art research building.

Ten major construction projects are taking place over the next two years. These are part of the many things happening that make this an exciting place to be. The changes and construction will involve all of us at one level or another as we progress and grow as a university.

We are preparing to start a capital campaign for the campus. The foundation of alumni and friends will be engaged to assist in this area. We are also reviewing the needs for the campus that can be best met through philanthropic actions.

There is currently not enough staff or classroom space to address the needs of a projected student population base of 12,000. President Chapman noted that we are in the process of evaluating that infrastructure. The research enterprise is a very important piece in relation to salaries. This year, for the first time, \$75,000 from our IDC stream was put into the salary base. President Chapman projects that next year, and in the years to come, that amount will increase. We have been reclassified as a research and doctoral institution and he looks forward to beginning operations more like our peer group of institutions.

### **3. REVIEW AND APPROVAL OF THE STAFF SENATE MINUTES FROM AUGUST 30, 2000:**

A motion was made by John Osborne and seconded by Bob Peterson to accept the minutes from the meeting of August 30, 2000 as submitted. There was no further discussion and the motion carried unanimously.

### **4. TREASURER'S REPORT: CHERIÉ MOEN**

FUND 1725 (TRUST FUND) .....	\$2,453.14
FUND 3746 (APPROPRIATED FUND) .....	\$1,292.90



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### 5. COMMITTEE REPORTS:

#### 5.1 AD HOC:

**Parking:** Nancy Mueller reported that the committee has not met yet so no information report is available.

**Administrative Computing:** Steve Kapaun noted that the committee has met and will present information to the Staff Senate Executive Committee prior to sharing that information with the regular Staff Senate.

**Tuition Waivers:** Sandy Erickson presented a proposed change to the NDSU policy regarding the tuition waiver benefit. The statement, including proposed changes) reads as follows:

- e. Employee tuition waivers, including student activity fees, for University system employees (or their spouse or children) employed on at least a half-time basis. The waiver shall be limited to three academic classes during each academic year. The waiver shall be applied before the tuition cap has been applied.

Allyn Kostecki mentioned that the subject of tuition waivers had been brought up at the President's Council meeting. He further noted that changes need Board of Higher Education and legislative approval in order to be implemented. The president would support the tuition waiver for spouse or children of staff on the campus of NDSU.

There was discussion about using the word "children" vs. "dependent children" in this document. General consensus of the group noted that the term "dependent children" should be stated in the document. Allyn called for a motion to change the amendment to reflect the term "children" to "dependent children". Motion was made by Jeanette Hoffman-Johnson and seconded by Jane Lessard to amend the document reflecting that change. Allyn called for a vote. All were in favor of the change except one senator, Sandy Erickson. The motion for amendment passed and the amendment will go forward to Teri Thorsen.

The Staff Senate voted to present the motion as amended to the Office of Human Resources and the State Board of Higher Education. Motion passed by unanimous vote.



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### 5.2 STANDING:

Allyn noted that written reports from committee meetings can and should be included with the Staff Senate agenda if possible. Please forward a copy of the report(s) to the Staff Senate Secretary, Tammie Reger one week prior to the meeting. If that is not a possibility, please submit the report(s) to her as soon as possible after the meeting so she may include the document with the minutes of the meeting. Send electronic versions of documents to "Tammie\_Reger@ndsu.nodak.edu".

**LEGISLATIVE:** Kathy Enger provided information for upcoming legislative deadlines. December 5-7: organizational sessions; December 10: deadline for bills; first week of January: hearings for Higher Education; January 9, 2001: session begins.

**PROGRAM:** Darlene Kirchoffner noted that Bruce Frantz, the new director of the NDSU Physical plant, is the suggested speaker for the next Staff Senate meeting. The committee welcomes any ideas for topics of interest for upcoming programs.

**PUBLIC RELATIONS:** Nancy Mueller reported that last year the committee was involved with the United Way campaign. There was some discussion within the committee to become involved with that effort again this year.

Nancy also reported that she presented the Campus Kudos to Dining Services on September 12, 2000.

A Campus Kudos nomination was presented on behalf of Beth Fiechtner from Counseling and Disability Services for Laura Oster-Aaland. Her nomination stated the following: "I would like to nominate Laura Oster-Aaland from Project Success for *Campus Kudos*. She does a SUPERB job of running orientation and is always thoughtful and considerate of others. She always has a smile on her face and is one of the people that really makes this university a great place!"

A motion was made Nancy Mueller and seconded by Susan Bornsen to accept the nomination for Campus Kudos to Laura Oster-Aaland. The nomination was approved by a unanimous vote.

Darlene Kirchoffner nominated Don Carey for a Campus Kudos award for his gracious offer to return in the spring and present the second half of his "bug presentation". The nomination was seconded by Nancy Mueller and was approved by a unanimous vote.



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### 5.3 UNIVERSITY SENATE:

**SCHOLARSHIP:** Jobey Lichtblau reported that the committee met briefly to discuss the goals for the upcoming year. The committee plans to get the word out earlier to increase the number of applications and to move the process to the next level by making it a selective type of process.

**COMPUTER PLANNING AND GOALS (CPG):** Steve Kapaun noted that there are many things happening on campus as a result of much hard work by many people. See Attachment A-2 for the details of that meeting.

Corporate Technologies is currently providing support for the Novell network on campus. There are no current changes projected for the GroupWise system.

**LIBRARY:** Kathy Enger stated the library is open for business! She also noted that the basement of the library has been completely cleaned out. The infrastructure of the basement sustained damage and there has been seepage into the elevator shaft. There is no plan to return library materials to the basement. They are in the process of developing other uses for that space.

All the journals that were not ruined were moved to the old Sunmart building (north) and were individually cleaned. Journals available dating back to July 2000 are located in the main corridor of the library. Any journal items dated prior to July 2000 may be requested through inter-library loan. To gain access to other library materials you are asked to contact the Circulation Desk.

The library administration is looking to invest more money in electronic journals. We now have access to 3500 full-text items on-line. Expansion in this area will give us greater access to information than what was available previously.

### 5.4 OTHER:

**POLICY COORDINATION COMMITTEE (PCC):** Jane Lessard reported a couple of policy changes.

**Recruitment:** Position information is required to be posted for 10 days instead of previously required 15 days.

**Sexual Harrassment:** Policies will be included in the educational amendments as well as the Civil Rights amendments.

The Academic Affairs committee upgraded the policies for course syllabi.



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6. **ADVISOR COMMENTS:** None.
7. **OLD BUSINESS:** None.
8. **NEW BUSINESS:** None.

A motion was made by Jane Lessard and seconded by Nem Schlecht to adjourn the meeting. Meeting adjourned.

Respectfully Submitted:

A handwritten signature in black ink that reads "Tammie S. Reger".

Tammie S. Reger, Secretary

**PLEASE CIRCULATE**



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### NORTH DAKOTA STATE UNIVERSITY

#### Major Themes – Working Draft 9-6-00

*North Dakota State University is a student-oriented, nationally recognized, internationally engaged doctoral and research land-grant university where education occurs in an atmosphere of scholarly activity and entrepreneurship.*

#### IT'S ABOUT PEOPLE

- Student learning occurs through faculty and staff guidance. Increased investments in people are critical to attracting and retaining quality faculty and staff, thereby increasing NDSU's educational standards. As part of this increased investment, faculty and staff salaries will be increased to the mid-range of professional peers.

#### STUDENTS ARE PARAMOUNT

- North Dakota State University exists to serve multiple stakeholders with service to students as paramount. This is accomplished by providing a superior learning environment in and out of the classroom at a cost which is a true value to students and all citizens of North Dakota.
- Increasing student enrollment to 12,000 students, including increasing graduate student enrollment to 15 percent of total student enrollment.

#### LEVERAGING SUPPORT

- With the support of the Legislature and the State Board of Higher Education, as described in the report of The Roundtable for the North Dakota Legislative Council Interim Committee on Higher Education, NDSU will take increasing responsibility for securing the financial resources needed to provide service to the people of North Dakota.
- Leveraging University resources through strategic partnerships with North Dakota, national and global businesses.
- Providing real world research and educational opportunities through the NDSU Research and Technology Park.
- Expanding the base of philanthropic support of North Dakota State University.
- Increasing federal and private research funding.

#### PROGRAMS

- North Dakota State University is an investment by the people of North Dakota in individual and collective economic well-being and quality of life. For this reason, the University will aggressively engage in statewide collaborative efforts with North Dakota businesses and with member institutions of the North Dakota University System.
- Taking advantage of emerging technologies to expand capabilities to meet student demand in the University's traditional areas of focus including agriculture, engineering, applied sciences and extension, as well as expansion in new academic areas and professional fields.
- Increasing the University's international focus to enhance North Dakota's competitiveness in the global economy.

#### STATUS

- Advancing the University to the level of Doctoral and Research University-Extensive in the Carnegie classification system. This requires the graduation of 50 or more doctorates in at least 15 academic disciplines per year.

These mutually supportive themes help focus North Dakota State University so it can continue its historic land-grant mission while achieving new levels of engagement with the greater community. Accomplishing both requires the flexibility to be original and accountability for results.



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### **CPG Report 000913-Steve Kapaun**

CPG's first meeting of the year took place last Monday. The meeting times this year are the same as last year, Mondays at 2:00 in Loftsgard 260

There are many things happening on campus resulting from a lot of hard work by a lot of committed people. There's been very little reprieve for the people who continue with flood recovery efforts while at the same time are setting up new, cutting edge technology on campus. One of the more interesting ones is the Access Grid in IACC 422. You're probably familiar with the Interactive Video Network, where people across the state can take classes at NDSU via live television connection. Well, the Access Grid is the same kind of thing only done through the Internet. The setup in IACC 422 allows over 20 different locations to be displayed on the wall at the same time. It's like having a wall full of televisions; only in this case, you can control the size and shape of the television with the click of a button.

Some news that might affect staff members directly is the partnership between ITS and HD&E. They are adding an additional IVaN room (EML170) across the hall from the existing one (EML183). This an improvement in two ways: first, if there is a problem with one of the rooms, it's only a trip across the hall to get a fully functioning facility, and secondly, the new room will have the ability to be divided into two small rooms to accommodate smaller groups.

- Most email should have migrated to IMAP by November
- Most computer clusters are open. The clusters still closed are a result of flood recovery construction and should be available soon. The new cluster in West Dining has been put on hold until the existing clusters are open.
- Changes in the modem pool will hopefully take place before January but will possibly happen much later.
- In the absence of our previous Novel Network administrator, Corporate Technologies is helping support the Novel Network (GroupWise) but most of the work is being done internally. There is no effort currently under way to make any changes to the GroupWise scheduling software.