



## NORTH DAKOTA STATE UNIVERSITY

# STAFF SENATE MEETING: OCTOBER 11, 2000

## APPROVED MINUTES

Reviewed and approved by the Staff Senate on November 8, 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:

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
February 14, 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 DEISSLER – None**

**2. PROGRAM: BRUCE FRANTZ, NDSU PHYSICAL PLANT**

Mr. Frantz has been with NDSU since May 2000. He has been busy meeting with Deans and Directors discussing communication issues with the Physical Plant. Additional staff has been hired to expedite communication. Frantz has implemented an open-door policy. He is available in his office on Wednesdays from 9:30 – 10:30 a.m. to address employee concerns and to answer questions.

Frantz thanked everyone for the warm welcome he received when he arrived at NDSU. Please call him at 231-7307 to discuss any issues or questions that you have.

*Questions posed to Mr. Frantz:*

**Q:** There are problems with the steam heat to Ceres. Are other buildings on campus having problems with the steam heat?

**A:** Frantz stated that controlling building temperatures during this time of year when the weather goes from cold to hot is difficult. Currently there is excavation by Old Main to work on the steam lines that run to Dinan and also another to Waldron. These two areas were classified as critical projects, meaning that they would not survive through the winter. The steam lines for south campus are to be updated next summer if the funding is approved. These steam lines are high enough priority that if the legislature denies funding for the projects, the Physical Plant may have to dip into the appropriated funds to provide the needed repairs.

**Q:** The Crafts and Trades band is under-represented in the Staff Senate. It has been difficult to encourage people from the physical plant to serve on Staff Senate. Is there something that can be done to communicate the importance of this unit's service to the university?

**A:** Frantz extended an invitation to the Staff Senate to have representatives speak at the supervisor meeting, which is held every third Thursday of each month.

**Q:** In conservation effort, is there a policy that states what the temperature should be in each building during any given time in the year?



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**A:** Frantz stated that there was no set policy, however, there was a range of temperature from 65-78 degrees. He did state that the controls in the buildings leave a lot to be desired. If anyone has trouble with the temperature being too cold or too hot, they are to call dispatch at 231-7911 to complete a work order and a physical plant representative will follow up on the problem.

**Q:** Has anyone been called to look at the campus as a whole, checking on all of the building's controls?

**A:** Frantz stated that some engineering studies have been done. They are currently doing energy studies for a proposal going into the next biennium budget. In reference to the steam heat, the physical plant needs to increase the steam pressure to get heat to the last building on the line, thus overheating the buildings closer to the physical plant. The physical plant will be looking at this system closely this winter in an effort to be proactive.

**Q:** How will increasing the enrollment to 12,000 students impact Frantz's position?

**A:** Frantz is very excited to be here at this time. Increased enrollment will mean new residence halls, parking, enhancement of the infrastructure and the construction of new classroom space. The physical plant will play a key role in this process.

### 3. **REVIEW AND APPROVAL OF THE STAFF SENATE MINUTES FROM SEPTEMBER 13, 2000:**

Dan Chihos moved to accept the minutes as published. Darlene Kirchoffner seconded the motion. Motion carried.

### 4. **TREASURER'S REPORT:** No change since our last meeting.

### 5. **COMMITTEE REPORTS:**

#### 5.1 **AD HOC:**

**PARKING:** The committee hasn't met yet.

**ADMINISTRATIVE COMPUTING:** The ad-hoc and executive committees agreed to accept an invitation from CPG to attend their meeting October 16 in Loftsgard 260. See attached report.

**TUITION WAIVERS:** Nancy Olson stated that the work of the tuition waiver committee has been completed and moved that the committee be disbanded. Kathy Enger seconded the motion. Paul Johnson called the question. No objection to calling the question. Motion carried.



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### 5.2 STANDING COMMITTEES:

**ELECTION:** Dan Chihos asked if the senate knew of members leaving the university to let him know so they can be replaced.

**PROGRAM:** Speakers have been lined up for all but two of the staff senate meetings. The committee requested funds for a staff senate Christmas meeting for refreshments. The committee will prepare a budget for the refreshments and provide it to the executive committee for review.

**PUBLIC RELATIONS:** The blood drive is set for November 15-16 in the Ballroom of the Memorial Union. A sign-up sheet is available for volunteers to check in donors in 2 ½ hour shifts. The committee will receive flyers by the end of October.

Nancy Mueller made a motion to nominate President Chapman to receive a Campus Kudos award for speaking at our last staff senate meeting. Janine Trowbridge seconded. Motion carried.

### 5.3 UNIVERSITY SENATE COMMITTEES:

**CPG:** See ATTACHMENT A-1.

**LIBRARY:** See ATTACHMENT A-2.

Steve Kapaun inquired about the status of the Spectrum archives and about the issues of the Spectrum at the old K-Mart building. The Institute was able to save 99% of the issues. Eventually they will be back at the library. For those wishing to view the Spectrum the hours of the Institute in M-F 8-4:30.

### 5.4 OTHER: No reports

6. **ADVISOR COMMENTS:** Advisor Comments: the tuition waiver proposal has been added as an agenda item for the next North Dakota University System Human Resource Council meeting. President Chapman will be talking to the Chancellor's Cabinet about this as well. A Request For Proposal covering a statewide administrative system, partnering with state government has been issued. Hopefully, the funding to cover such a project will be included in the governor's budget proposal in December and considered by the Legislature this session.
7. **OLD BUSINESS:** Dan Chihos was presented with a plaque expressing gratitude for his service to the staff senate as President 1999-2000. A special thank you to Carol Miller from the varsity mart for donating the plaque.



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8. **NEW BUSINESS:** Bill Deissler asked everyone to pick up a copy of the staff senate brochure and verify their personal information, returning any corrections to him before leaving.

Bill also noted that the incorrect date was posted for the next staff senate meeting. The next meeting will be on December 13<sup>th</sup>.

Allyn Kostecki asked the location of the staff senate mugs and cookbooks. Jobey Lichtblau said they were in storage.

Arun Gandhi will be on campus Tuesday October 17 at the Festival Concert Hall. He will speak at 7:30 pm and admission is free to the public.

Dan Chihos asked that everyone take note of the changes in the list serve addresses on the back of the staff senate directory.

Bob Peterson motioned to adjourn the meeting. Janine Trowbridge seconded the motion. Motion carried.

Respectfully Submitted:

A handwritten signature in black ink that reads 'Janine Trowbridge'.

Janine Trowbridge, Substitute for  
Tammie S. Reger, Secretary

**PLEASE CIRCULATE**



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### Staff Senate Report 001011

#### Ad Hoc Committee Report

The Ad Hoc Committee and the Executive Committee have accepted an invitation from CPG to meet and discuss the issues of Academic Computing. The meeting will take place at 2:00, October 16, in Loftsgard 260.

One of the difficulties in reporting news on administrative computing is that many discussions take place on a statewide level. HECN Campus Reports can be found at:

[http://www.misu.nodak.edu/msu\\_news/rpts092000.html](http://www.misu.nodak.edu/msu_news/rpts092000.html)

#### CPG Report

Currently, after the November 1, 2000 conversion, all mail addressed to former accounts on Plains, Badlands, Prairie will be transparently forwarded to the post office box designated in the IMAP account for that user. That service is scheduled to end December 31, 2001. In addition to forwarding email sent to the old address, a note will be "bounced" back to the sender of the message informing them of the new email address. Ending the forwarding service in December of 2001 concerns CPG members. There are occasions where faculty have their email listed in journals and other professional publications and they fear that link with the academic community will be lost if a forwarding service is not provided. Some are receiving messages to VM1 accounts that were long ago retired. CPG has drafted a proposal that addresses that concern.

For those of you who have not yet changed your Prairie, Plains and Badlands email accounts; migration instructions can be found via the web at:

[http://www.ndsu.edu/ndsu/helpdesk/helpdocs/migration\\_text.htm](http://www.ndsu.edu/ndsu/helpdesk/helpdocs/migration_text.htm)

Those people who have WebDev accounts also need to go through a new process to access their accounts. ITS is working to ensure individual service will not be disrupted for WebDev accounts as they are updated in the same way email accounts have been.

ITS provides an informative update at each CPG meeting. Some highlights are:

- An RFP will be issued soon requesting bids for a new anti-virus software license. This will be a system (NDUS) wide bid. The plan is to award the contract early next year. It was the consensus that CPG should be kept informed of the process. In addition, committee members will ask unit participation when demonstrations of the different products are scheduled.
- An Access Grid (AG) event will take place on Friday, November 3 called "NSF Day on the Grid"... Location is IACC 422. The half-day agenda includes NSF Directorate representatives talking to us about their programs and what funding opportunities there may be. This event demonstrates only one type of use of our new EPSCoR funded Access Grid facility.
- A WWW Users Needs subcommittee of CPG was created. The subcommittee will consider issues relevant to both developers of WWW materials and those who use NDSU WWW pages
- The Campus Network Upgrade Schedule was reviewed and CPG is discussing the criteria used to establish priorities and how they might influence the final implementation.



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### STAFF SENATE UNIVERSITY SENATE LIBRARY REPORT OCTOBER 11, 2000

The University Senate Library Committee met on Monday, October 2, 2000, in the library. The committee toured the levels of the library that were flooded, the Annex and the Institute. The following items were covered:

3,500 journals are now available in electronic format. Access available through the library homepage at: [www.lib.ndsu.nodak.edu](http://www.lib.ndsu.nodak.edu). The committee discussed various methods of publicizing the access to the campus community. Those items currently not available electronically may be ordered through interlibrary loan.

The approximate loss to the research collection is 6-8 million dollars and the estimated loss for furniture and equipment is 1 million dollars. Many of the journals that were flooded were lost and it is proposed that the paper volumes lost in the flood be replaced with microfiche when possible. The estimated cost to replace the paper volumes with microfiche is 3 million dollars. State-of-the-art digital microfiche readers will be made available for easy access to the microfiche. The microfiche may be available for use by the end of the semester. The bound periodicals that were not flooded are located temporarily in the Sun Mart Building at 19<sup>th</sup> Avenue on the north end of campus. Access is not currently available to those volumes. Current paper journals, from July 2000, forward, are available in the main corridor of the library.

The new chair of the Library Senate Committee will be elected at the meeting in November.

Respectfully,

Kathy Enger