



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: JANUARY 10, 2001

APPROVED MINUTES

PLEASE CIRCULATE

Reviewed and approved by the Staff Senate on February 14, 2001.

Visit the Staff Senate Web Site at:
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:

March 14, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
April 11, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
May 9, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

February 28, 2001:	9:30–10:30 a.m.	Atrium Conference Room, Memorial Union
March 28, 2001:	9:30–10:30 a.m.	Atrium Conference Room, Memorial Union
April 25, 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: Tammie Reger substituted for Nancy Mueller and Steve Kapaun; Candy Skaug attended as a guest from the Library.

2. PROGRAM:

Susan Bornsen, Associate Director of Student Support Services, introduced Mr. George Maher, Agricultural Safety Specialist from NDSU. Mr. Maher provided information about winter survival tactics and reviewed a booklet entitled "Stalled...but Safe..." (North Central Regional Extension Publication #170).

Some important highlights of his presentation included:

1. Be weather conscious and plan your winter trip accordingly. Make certain that you notify two individuals of the details your trip. Notify one person at the point of departure and one person at the point of arrival.
2. Prepare your vehicle for winter travel by making sure it is in good working order and that you have proper winter equipment (i.e. jumper cables, sand, towrope, chains for tires, flashlight etc...) and carry a winter survival kit.
3. The first rule when you become stranded is to STAY WITH YOUR CAR! If you need to move away from the vehicle, carry a small coil of rope that you can tie yourself to the vehicle for your lifeline. You have a better chance to be seen or rescued if you are with your vehicle!
4. Be prepared for winter weather and for the possibility of being stranded by wearing warm clothes (dress in layers) and include water & food supplies in your survival kit.

For North Dakota drivers: the state wide emergency number is printed on the back of your driver's license.

Two web sites that may be useful for watching the weather are: North Dakota Department of Transportation: www.state.nd.us/dot/ and www.weatherbug.com.

3. REVIEW AND APPROVAL OF THE STAFF SENATE MINUTES FROM DECEMBER 13, 2000:

No changes or corrections were noted. Dan Chihos moved to accept the minutes as written. Motion seconded by Susan Bornsen. The motion passed by unanimous vote.

4. TREASURER'S REPORT: Cherié Moen

Fund 1725 (Trust Fund):\$2453.14

Fund 3746 (Appropriated Funds):\$1031.37



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5. COMMITTEE REPORTS:

5.1 AD HOC:

PARKING: Nancy Olson-The committee will meet next with the Campus Space and Facilities Committee (University Senate). That meeting will take place after the results of the Parking Needs Survey are compiled. Work is in progress.

5.2 STANDING COMMITTEES:

ELECTION: Dan Chihos- No formal report. The committee will have more information available at the next meeting.

LEGISLATIVE: Janine Trowbridge-Mr. Keith Bjerke, an assistant to President Chapman, has been meeting with the committee on a weekly basis. If there are any questions or concerns about legislative issues that need clarification we should contact a committee member to forward the information to Mr. Bjerke. The next meeting is January 16, 2001, please call a committee member if you are interested to attend.

PROGRAM: Darlene Kirchoffner- The Christmas party went well. Next month's speaker is Teri Thorsen, Director of Human Resources, who will address the issues of salary increases.

Speakers for last year were scheduled only through April. Nothing was scheduled in May due to elections.

PUBLIC RELATIONS: Tammie Reger substituting for Nancy Mueller- Nancy related via email that Dr. Boudjouk was presented with his campus kudos on Wednesday, January 3, 2001. She plans to present JoAnn Miller with her kudos before the February Staff Senate meeting.

SCHOLARSHIP: Jobey Lichtblau-The committee met on December 19th to update the scholarship application and also revised the requirements for the scholarships. A specific change made was that the 3 credit course was dropped to 2 credits for grad students. They are hoping to have another meeting to discuss further public relations for scholarship(s) to work on advertisement and use of the list serve in that effort.

STAFF DEVELOPMENT: Dawn Holm reported that the stress-relieving event for December using Sister Rosalind Gefre's School of Massage went well. An exercise program is in production and should be out in a couple of weeks.



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5.3 UNIVERSITY SENATE COMMITTEES:

CPG: Nem Schlecht for Steve Kapaun-A motion went forward to the University Senate Executive Committee to include "End User" computing issues within their by-laws. The motion passed.

5.4 OTHER: No reports.

6. **ADVISOR COMMENTS:** Teri Thorsen-The Tuition Waiver proposal was discussed at the President's Cabinet meeting. NDSU's proposal was reviewed and looks positive. At this time there are 93 children of eligible age to attend. See ATTACHMENT A.

STAFF RECOGNITION LUNCHEON: The event is scheduled for Wednesday, April 11, 2001. Teri stated that someone is needed to fill a three-year term position to represent the 5000 job band for this committee. The person can be a volunteer and does not necessarily need to be from the Staff Senate. The person must be employed by NDSU at least five years. Valerie Larson stated that she is interested to volunteer. A motion was made by Nancy Olson to accept Valerie Larson as the representative for that committee. The Motion was seconded by Susan Bornsen. Motion passed by unanimous vote.

SALARY PRESENTATION FOR NEXT MEETING: Teri invited all senators to e-mail her with any questions relating to next month's presentation that she will be giving on salary increases. This will enable her to provide better answers to questions.

7. **OLD BUSINESS:** None

8. **NEW BUSINESS:** Final Approved Staff Senate minutes will be distributed hard/paper copy. Kathy Enger from the Library asked if an electronic copy can also be distributed to the Staff Senators. Allyn suggested that we send an e-mail that contains a hyper link to the Staff Senate web page. Tammie Reger agreed to test a new method of distribution to include electronic transmission of information to staff and faculty as well as distributing the hard/paper copy to all NDSU departments and affiliates.

No further business was addressed. President Allyn Kostecki called for the meeting to be adjourned.

Respectfully Submitted:

A handwritten signature in black ink, reading 'Tammie S. Reger'.

Tammie S. Reger, Secretary



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SBHE POLICY 820

Proposal to extend existing employee tuition waiver to spouse and dependent children

NDSU Response to December 13, 2000 questions by UND President Kupchella

Respondents: Julie Illich, Business Office Manager; Robert Neas, Financial Aid Director; Nancy Olson, Staff Tuition Waiver Committee Chair; Teri Thorsen, Director of Human Resources

1. **Policy does not indicate whether children refers to "dependent" children.**
We recommend that the one of the two definitions used by PERS for health insurance be used for simplicity (cap at either 23 which correlates to financial aid cap, or 26, the maximum PERS cap).
2. **If system wide implementation, who determines/tracks the eligibility?**
We recommend the same process be used as is currently used for the tuition waiver as it is used around the state at other campuses: the waiver is approved at the employee's "employer" campus, and the form is then sent to the Business Office of the campus at which the employee is taking the class. Campuses have employees in towns around the state.
3. **Current records are not maintained showing spouses and children.**
We do have records of spouses and children in all but a handful of cases (those few opting out of PERS health insurance). Out of 1,852 NDSU employees on PERS health insurance, there would currently be 93 children between the ages of 18-26 eligible for the tuition waiver under NDSU's proposal (thirteen 18-23 year olds; eighty 23-26 year-olds).
4. **The sheer volume of activity would require additional positions.**
It would amount to an increase in activity in a portion of a couple of positions twice per year (in Business Office and Financial Aid Office). Additional positions? No.
5. **Does the waiver apply before or after the 12 credit cap?**
After the cap.
6. **Would the university have to return a portion of that student's financial aid funds to the granting agency?**
Yes, although in many or most cases it may be possible to plan for the waiver in advance when the financial aid application is initiated.
7. **When a student drops a course, is the waiver counted?**
Yes, just as it is for employees taking and then dropping a class, unless they drop during the drop/add period at the beginning of the semester.
8. **Is the waiver limited to undergraduate/graduate?**
It would be limited to the same classes currently applied to employees using the tuition waiver.
9. **For special programs such as OT/PT/PA, tuition is not assessed at the "normal" tuition rates.**
Spouse or children would be treated the same way as is currently applied to employees using the tuition waiver.
10. **In certain programs, one class could be 15 credit hours. This may offer unequal advantages to students in certain programs.**
Spouse or children would be treated the same way as is currently applied to employees using the tuition waiver. Current policy is about 3 courses per year, and does not touch the issue of credit hours. Reverting back to credit hours (as the policy used to be) as opposed to courses, would prevent a potential problem for the Business Office during the various drop/add periods throughout the semester.
11. **IRS Regulations would need to be examined to determine whether the benefit would be taxable to the employee.**
Yes, they would. The MNSCU office could also be contacted about how to do this, since they have been offering this benefit to the spouse and children of employees for years.



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12. **For Distance Education classes, would the employee waiver apply?**
Spouse or children would be treated the same way as is currently applied to employees using tuition waiver. On this issue, each campus currently is allowed by SBHE policy to make their own decision.
13. **Estimated cost of waivers is about \$250,000 for students alone, not considering spouses.**
It is difficult to measure whether or not there would actually be a reduction in revenue. There could actually be an increase. Currently, there is no incentive for children of University System employees to stay in ND to obtain an education. We may be able to keep more students in ND, which, in turn, may lead to them remaining here long-term. We will ask MNSCU what impact this had on their revenues when they added this option. They may have historical data which would be helpful.
14. **We may get ten times as many requests for waivers from the 90% who are not currently using their waiver.**
Utilization would not be that high. As noted above, PERS reports that NDSU employees have 93 children between the ages of 18-26 years old. We will also ask MNSCU what their utilization rate is.
15. **Approval of a broader application of the tuition waiver would result in an unfounded mandate.**
Not necessarily. As noted in #13, revenues could actually increase. In addition, employee turnover is very costly. Retention of employees would save money.
16. **Variations in tuition rates exist between the NDUS institutions.**
Yes, they vary. Spouse or children would be treated the same way as is currently applied to employees using the tuition waiver.

There are some issues that came up in our discussion that were not addressed in the UND response.

Student fees – this is the one area where we propose a difference between employees and spouse/children. Some of the fees are currently waived for employees. We recommend that no fees be waived for spouse/children.

Employee resignation – we recommend this be treated the same way as it is for employees taking classes on the waiver (if the resignation occurs after the class starts, the waiver applies for the entire semester).

Child campus jumping – children are more mobile than their parents. It is feasible that one could get three courses (or the full number of credits) waived in the University system and THEN go out-of-state.

High school students – would children still in high school be eligible for this waiver?

Discount instead of waiver – would another possibility be to build this in to any new system set up to process the various tuition discounts that are being proposed.