



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: FEBRUARY 14, 2001

APPROVED MINUTES

PLEASE CIRCULATE

Reviewed and approved by the Staff Senate on March 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:

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
June 13, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

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
May 23, 2001:	9:30–10:30 a.m.	Atrium Conference Room, Memorial Union

All broadbanded staff are encouraged to attend.



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

Approved by the Staff Senate on March 14, 2001

1. **MEETING CALLED TO ORDER BY ALLYN KOSTECKI, PRESIDENT.** Allyn introduced Teri Thorsen, Director of Human Resources, who presented information on the topic of "Unraveling the Mystery of Salary Administration". Ms. Thorsen noted that the subject isn't intended to be a mystery, but for many it is. Communication is important!

Program: Salary Administration

Salary Process: The method in which our salaries reach our departments is fairly simple. The structure is as follows:

- The Legislature statute (sets salary parameters)
- The State Board of Higher Education: puts legislature together with budget and guidelines
- The campus officials review guidelines and distribute the salaries to the deans and departments equitably
- Equal Opportunity and Human Resources review the distribution schedule
- The Vice President provides a recommendation and the Presidential decision is completed.

A handout was provided outlining House Bill 1015. See Attachment A. The intent of the legislature is to provide an across-the board raise of \$35/month. Discretionary: 3% during 1st year of the biennium and 2% during 2nd year of biennium. These raises are performance-based (it is possible to give a zero percent increase). Limitations include no increase for probationary employees and increases cannot put an individual over the pay-grade maximum for the bandwidth definition. Raises take affect as of July 1.

The board process is changing. The review will follow the following path:

- Chancellor's cabinet discussion
- Chancellor's recommendation
- Board decision
- Board issues guidelines to campuses

There has been discussion in regard to equitable funding. We are below average in the area of salaries and want reallocation of funds.



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

Approved by the Staff Senate on March 14, 2001

The Campus Process:

- President's Cabinet reviews campus guidelines. The campus review includes the review of currently funded positions and salaries, salary increases, affiliated benefits and benefit increases. The available budget is determined after factoring in those items. After determining the available budget, they must deduct for any new positions to be funded and the associated benefit increases. That amount is deducted from the salary base along with the across-the-board increases.

How does one get a raise here? Section 129 of the NDSU Policy Manual outlines the policy regarding Salary Administration. See the following web site: <http://www.ndsu.nodak.edu/policy/129.htm>. There are three categories whereby salary increases occur: (1) performance (129.5.4); (2) Market with performance (129.5.3); and (3) internal equity – rare (129.5.2). The best way to get a raise is to add value to your department and/or the university as a whole. Methods of accomplishing that may include: stellar performance at your core job; thinking of a new cost-saving idea; inventing new ways to add revenues and to work cooperatively with a teamwork attitude to help us get things accomplished on time and on budget.

In order to look up compensation guidelines that departments are operating under, refer to the following web site:

<http://www.ndsu.nodak.edu/human-resources/comp/index.shtml>

Market Data Issues: Job titles may be misleading when searching for market data, so actual position descriptions are compared and matched to obtain accurate information. A variety of reputable surveys implemented by NDSU HRC are reviewed and approved for use and are aged if necessary to adjust for the cost-of-living factor. There isn't always an exact match for every position so benchmark concepts are used to determine current market information for this area. Matching is reviewed with VP's of each division and HRC. It is difficult to talk logically about equity issues when moving from a "years-of-service system" to a "performance-based system".

Human Resources/Equal Opportunity reviews performance raises and looks closely for documentation to support actions taken. Equal Opportunity looks for any patterns of illegal discrimination (mainly based on race & gender).



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

Approved by the Staff Senate on March 14, 2001

The president balances all the salary issues across the university and provides a final decision. The Chancellor's office reviews the final data and provides approval to release the funds. Once the Chancellor approves the information the president is allowed to release the employee notifications (usually by July 1st). Sometimes that notification can be delayed if legislative rulings are delayed. Pay Decision Information: Salary decisions start with the department heads.

If an individual wishes to grieve his/her own salary, language is written in Policy 230 to address that process. Employees are given 20 working days after an action to file a grievance. In advance of salary notification, we use 20 working days past the date that the salary letter(s) came out to determine the length of time allowed.

Q: What's the rationale for State Board holding on to money?

A: This will benefit us. Fargo, in general, has the good labor market costs. If we can demonstrate that we are behind other universities in salaries, then we may have additional money coming our way. Some of this information passed through the senate yesterday, but we are very concerned about what may happen in the House

Q: Is there any talk about changes to our health/benefit plan

A: The cost of benefits is going up. There are some adjustments to the plan, but we are still funded by the state with more costs to the university

Q: Has there been any info about moving benefits to Paid Time Off (PTO)?

A: We don't see it as a problem that needs to be fixed here. It might only be a problem if sick leave is abused.

Issue raised: If there is an issue about hiring from within and/or internally, why doesn't NDSU open jobs internally before posting externally?

Q: How can I find out if pay is equitable to others in the same band?

A: Equitable in the same band makes no sense. In the current broad-banding system, 60-70 types of jobs exist in one band. The underlying internal equity and years-of-service issues also make this difficult. Information is on file in the library to see other salaries to find salary information relative to the same type of work at the same level of performance. Performance is vital.

There were no further questions for Teri Thorsen. Allyn invited Nancy Mueller to the front of the room and she presented Teri with her Campus Kudos award for her participation in today's meeting.



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

Approved by the Staff Senate on March 14, 2001

Allyn called for the Business Meeting to begin.

2. **Substitutions (Bill Deissler):** Candy Skauge substituted for Kathy Enger; Jean Kelly filled in for Jeanette Hoffman-Johnson; Sharon Morgan was present in place of Valerie Larson and Sharon Fangsrud substituted for Janet Stringer. Allyn welcomed all substitutes in attendance.
3. **Review of the minutes from the January 10, 2001, meeting:** There were no additions or corrections noted. Kim Miller moved that the minutes be approved as written and Jane Lessard seconded the motion. The motion passed by unanimous vote.
4. **Treasurer's Report (Cherié Moen):**
Fund 1725 \$2,758.69
Fund 3746: \$2,173.56

Due to time constraints, Allyn requested other New Business be presented in order to allow time to address all time-sensitive issues.

Other New Business: Cherié Moen's current job responsibilities have changed and she is no longer able to hold the office of Treasurer because of the additional time this position takes her away from her office. Allyn noted that we need a special election to vote on a new Treasurer. He opened the floor for nominations for the position of Treasurer: Cherié provided a brief description of office of Treasurer.

Jobey Lichtblau nominated Nancy Mueller to fill the Office of Treasurer as Cherié's replacement. No other nominations were noted. Nancy Olson moved that nominations cease. Susan Bornsen seconded the motion. No further discussion. Nancy Mueller will complete the term in place of Cherié Moen. Motion passed by unanimous vote. Contact information for Nancy is as follows: Telephone - 231-8379 or E-mail - Nancy_Mueller@ndsu.nodak.edu

5. **Committee Reports:** Allyn requested that all committees having urgent information to be shared to do so at this time. Any others may submit reports in writing to Tammie Reger, Secretary, so that the information will be included in the minutes of the meeting. The following reports were heard at the meeting:



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

Approved by the Staff Senate on March 14, 2001

5.1 Parking (Nancy Olson): Tim Lee indicated that the survey of students, faculty, and staff (about 1,000 randomly sampled) is now complete, and data is being analyzed. A date by which the data analysis will be complete has not been determined. The most problematic parking lot on campus recently has been AD lot. To address the overcrowding in that lot, Tim worked with individuals in Ceres, Old Main, and the Student Health Center to manually check for eligible employees. This process did result in a small improvement. Tim also put some students to work doing distance studies between the above buildings and AD lot and the same buildings and T lot. Results will be available soon.

5.2 Legislative (Janine Trowbridge): See Attachment B.

Program (Darlene Kirchoffner):

Public Relations (Nancy Mueller): See Attachment C.

Scholarship (Jobey Lichtblau): The scholarship committee met. Jobey handed out copies of two scholarship applications. The first application was for NDSU-Fargo Classified Staff and the second one was for NDSU-Fargo Children of Classified Staff. The applications are available on-line at:

http://www.ndsu.edu/admission/staff_senate/ssstaff_scholarship.shtml or
http://www.ndsu.edu/admission/staff_senate/sschildren_scholarship.shtml

The committee is working on a letter that will be sent to all classified staff and notice will be posted in the Spectrum. Deadline for applications is April 2, 2001.

5.3 Library (Kathy Enger): See Attachment D.

5.4 COSE: Sharon Morgan substituted for Valerie Larson. The last meeting was held at the old Governor's mansion in Bismarck on January 17, 2001. New officers were elected.

Doug from UND volunteered to work on the web site, so that will hopefully be up and running sooner than planned.

Valerie Larson volunteered to try to get the COSE newsletter out for publication in March. Note from Valerie: "Anyone with experience or courage is more than welcome to help!"



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

Approved by the Staff Senate on March 14, 2001

5.4 Continued:

At our next meeting we were asked to bring back "for instance" examples of negative comments that we have heard about state employees or from state employees – NO NAMES – just comments.

Buttons for Parker: we raised at least \$1000. A presentation will be made on March 2, 2001, in Milnor. We hope to have good publicity for that event.

Miscellaneous Report (Darlene Kirchoffner): See Attachment E.

6. **Advisor Comments** (Teri Thorsen): None

7. **Other Old Business:** None

8. **Other New Business:**

8.1 Special Election to fill the office of Treasurer took place at this meeting. Nancy Mueller will take over as treasurer in place of Cherié Moen who is unable to complete her term in office.

8.2 Lyn Pletta, NDSU Benefits Coordinator, will be the speaker for next month's Staff Senate meeting. The topic of her presentation will be to discuss benefit information.

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

A motion was made by Susan Bornsen and seconded by Janine Trowbridge to adjourn the meeting. Motion passed and the meeting adjourned.

Respectfully Submitted:

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

Tammie S. Reger, Secretary



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

Approved by the Staff Senate on March 14, 2001

House Bill 1015

Fifty-seventh
Legislative Assembly

Probationary employees are eligible for the special market equity increases. Employees whose documented performance levels do not meet standards are not eligible for the special market equity increases.

The central personnel division shall provide a model base plan to each agency. Agencies may adopt the model plan, adopt the model plan with exceptions, or offer an alternative plan that meets the intent outlined in this section.

Upon adoption of an appropriate plan and application to the central personnel division, the division shall transfer appropriated general funds or special fund spending authority for the increases to the agencies.

SECTION 5. INTENT – STATE EMPLOYEE COMPENSATION ADJUSTMENTS – GUIDELINES. It is the intent of the fifty-seventh legislative assembly that 2001-03 compensation adjustment for permanent state employees are to be increases of a minimum of \$35 per month, beginning with the month of July 2001, to be paid in August 2001, and a minimum of \$35 per month, beginning with the month of July 2002, to be paid in August 2002. Any increases greater than \$35 per month may not be given across-the-board and must be based on merit and equity. Each agency appropriation is increased by 3.0 percent the first year of the 2001-03 biennium and 2.0 percent the second year of the 2001-03 biennium.

Employees whose documented performance levels do not meet standards are not eligible for the general or additional increases.

Probationary employees are not entitled to the general or additional increases. However, probationary employees may be given all or a portion of the increases effective July, paid in August, or upon completion of probation, at the discretion of the appointing authority.

During the biennium, no salary increase other than the \$35 per month in July 2001 and \$35 per month in July 2002 may be given to an employee whose salary exceeds or would exceed the salary range maximum.

It is the intent of the fifty-seventh legislative assembly that the workers compensation bureau provide pay raises based on merit and performance throughout the 2001-03 biennium.

An agency may provide average salary increases of up to 3.0 percent for the second year of the 2001-03 biennium only to the extent that the increases can be paid without an increase in the agency's appropriation.



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

Approved by the Staff Senate on March 14, 2001

STAFF SENATE - LEGISLATIVE REPORT FEBRUARY 14, 2001 SUBMITTED BY: JANINE TROWBRIDGE

If you are interested in the latest developments of the legislative session, updated reports and minutes will be posted to the staff senate website compliments of your legislative committee. If you are interested in seeing additional bills added to the Legislative Bill Tracking Report, please let us know. The reports can be found at:

http://www.ndsu.nodak.edu/ndsu/staff_senate/legislative.htm.

At the January 24th Staff Senate Executive Committee meeting, Teri Thorsen requested input from the Executive Committee on the following two questions in reference to HB1217:

1. What are the feelings of the staff in regard to this bill?
2. If the Defined Contribution Plan is our choice, how do we feel about TIAA CREF administering the plan instead of another vendor?

After lengthy discussion, the motion was made "to support the PERS defined benefit retirement plan with PEP option as is. Should HB1217 pass, the Staff Senate supports TIAA_CREF as the vendor, only if this is intended to be an option to the PERS defined benefit plan, and not a step to no choice between defined contribution and defined benefit." Teri passed this information forward to the Chancellor's Cabinet (January 24, 2001). The Cabinet's recommendation to the State Board of Higher Education was that they take no position on HB1217.

SB 2137 Renovation of Robinson and F Court NDSU

(At the request of the State Board of Higher Education) A Bill for an Act to provide an appropriation and authorization for the construction of a student housing apartment building and for the renovation of Robinson hall on the campus of North Dakota state university; and to declare an emergency. **Signed by the Governor.**

HB 1099 Reallocation of Excess Funds From Life Insurance

Relating to state retirement board authority over excess uniform group insurance program funds; relating to the definition of eligible employee, retiree eligibility for the group health insurance program and retiree health benefits, and excess funds and confidentiality of records under the uniform group insurance program; and to provide a transfer. **Passed through the House and sent to the Senate.**

HB 1216 Wald Grande

Relating to participation in the defined contribution retirement plan. **Passed through the House and sent to the Senate.**

SB 2003 NDUS Appropriations/Salary Bill

(At the request of the Governor) A BILL for an Act to provide an appropriation for defraying the expenses of the North Dakota university system; and to declare an emergency. This bill was amended to include provisions from SB2037 (tuition income) and 2038(block grants). **Passed through the Senate with the salary increase of 3 - 2% intact and has been sent to the House.**

SB 2039 SBHE to Approve Construction

Relating to legislative approval of capital improvement projects financed by donations, gifts, grants, and bequests. **Pass through the Senate and sent to the House.**



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

Approved by the Staff Senate on March 14, 2001

SB 2040 Removes NDUS from reports by OMB on Bonuses

Relating to reports to the budget section of the legislative council of irregularities noted in fiscal practices of state agencies and institutions. **Pass through the Senate and sent to the House.**

SB 2041 Higher Ed Roundtable Strategic Planning

Relating to the North Dakota university system; relating to the higher education system strategic plan. **Passed through the Senate sent to the House.**

SB 2082 Increases Benefit Multiplier From 1.89 to 2.00 %

Relating to purchase of service credit under the public employees retirement system; relating to funding of administrative expenses of the deferred compensation plan, computation of benefits, determination of normal retirement date, beneficiary designations, cost of credit purchases, postretirement adjustments, prior service retiree adjustments, confidentiality of records, and deferred compensation under the public employees retirement system; relating to prior service retiree adjustments under the public employees retirement system; and to provide an effective date. **Passed through the Senate sent to the House.**

SB 2343 Relating to the waiver of tuition for university system employees and their dependents. This bill was submitted independently and it is unknown at this time if this was UND's proposal. Rest assured this is not NDSU's proposal. **This bill was defeated in the House.** Our proposal *is* still alive.



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

Approved by the Staff Senate on March 14, 2001

STAFF SENATE – PUBLIC RELATIONS REPORT FEBRUARY 14, 2001 SUBMITTED BY: NANCY MUELLER

A Campus Kudos award was presented to JoAnn Miller & the Madrigal Singers for their December performance. Another Campus Kudos award was mailed to George Maher for his presentation in January on safety. He sent back a very thankful note to the staff senate. His certificate was mailed to him because he was out for 3 weeks due to illness.

PERSONAL NOTE FROM GEORGE MAHER AFTER HE RECEIVED CAMPUS KUDOS VIA CAMPUS MAIL:

"Wow, THANK YOU for the certificate of appreciation! I truly appreciate this. The presentation I made was entirely my pleasure, I hope I inspired at least someone to look at their vehicle, evaluate their safety preparedness, and make any necessary changes. That is what keeps me going in the safety business! Once again THANK YOU VERY MUCH! I was glad to be there. I sincerely thank you and the Staff Senate for the opportunity."



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

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STAFF SENATE – LIBRARY REPORT FEBRUARY 14, 2001 SUBMITTED BY: KATHY ENGER

The University Senate Library Committee will meet again at 8 a.m. on February 20th in the Conference Room of the library. Below is a summary of activities in the library since the last meeting in November 2000.

A pull service delivering periodicals from the Annex to the library began February 1st. The delivery occurs twice daily, at 10 a.m. and 2 p.m. To determine if the library owns any of the periodicals needed, please search the Web PALS online catalog at: www.lib.ndsu.nodak.edu.

Librarians are in the process of replacing the journals that were lost in the flood. The estimated cost for replacement at this point is \$7 million. Most of the journals will be replaced with microfiche, but some will be replaced with paper. For paper replacement, the library will be advertising a list of its needs.

While it would be most practical to return all of the periodicals to the Main Library, it is not possible because the library is not engineered to bear the weight of the journals on the upper levels. A new library building is desperately needed.

Most of the journals that were sent to Chicago for freeze-drying have been returned to the Annex. Many are salvageable and will be returned to the collection when they have been determined to be safe. Some of the journals will be rebound.

The geological survey maps of North Dakota and Minnesota are returning to the Main Library Reference Room.

Many journals are available electronically on the library's homepage. People are always encouraged to seek assistance at the Reference Desk for learning how to access the collection.

Respectfully submitted,

Kathy Enger



NDSU STAFF SENATE

Minutes from the February 14, 2001 Staff Senate Meeting

Approved by the Staff Senate on March 14, 2001

**STAFF SENATE – MISCELLANEOUS REPORT
FEBRUARY 14, 2001
SUBMITTED BY: DARLENE KIRCHOFFNER**

The following note was taken from the February 2001 edition of the Physical Plant News, Vol. 2001, No. 2, as submitted to the Staff Senate by Darlene Kirchoffner.

There is a pending change before the North Dakota State Legislature regarding retirement plans. You can visit the Staff Senate web site at http://www.ndsu.nodak.edu/staff_senate/meetings.htm for more details. Select "December 13, 2000" to scroll to the page titled "Staff Senate-Legislative Committee Report"