



**NORTH DAKOTA STATE UNIVERSITY**

# **STAFF SENATE MEETING: MARCH 14, 2001**

## **APPROVED MINUTES**

**PLEASE CIRCULATE**

Reviewed and approved by the Staff Senate on April 11, 2001.

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:

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

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1. **Meeting called to order:** The meeting was called to order by President, Allyn Kostecki. He asked if there were any substitutions. Bill Deissler reported that Cathy Skauge was substituting for Kathy Enger.

**Special Announcement:** Allyn announced that Staff Senator, Darlene Kirchoffner joined NDSU's Quarter Century Club! Congratulations, Darlene, and thank you for your many years of service!

2. **Program:** Ms. Lyn Pletta, Benefits Coordinator for NDSU, presented retirement information to the Staff Senate on "The Difference between TIAA-CREF Defined Contribution Plan and the NDPERS Defined Benefit Plan".

**TIAA-CREF (Teachers Insurance & Annuity Association College Retirement Equities Fund):** TIAA was founded by Andrew Carnegie in 1918 and the CREF portion was created in the late 1950's. This defined contribution plan allowed a faculty member a portable retirement account in case he or she was to move.

**NDPERS (North Dakota Public Employees Retirement System):** NDPERS, the initial retirement system, was a money-purchase type plan created by legislature that began in July 1966. This was originally a defined contribution plan that was later changed in 1977 to a defined benefit plan.

**Defined Contribution Plan:** Covers administrators, faculty, academic and professional staff.

- Contributions are defined up front
- Rates of contribution cannot be changed, they are based on years of service
- Contributions made by both employee and employer

Contribution levels in a defined contribution plan are based on years of service and are currently broken down as follows:

Years of Service	Employee Contribution	Employer Contribution
0 – 2	0.5 %	4.5 %
3 – 10	1.5 %	9.5 %
11 and up	2 %	10 %

TIAA-CREF offers investment choices for the employee to choose from. Those choices will determine retirement income based on the value of the account at the time of the employee's retirement. TIAA-CREF retiree's may purchase health insurance through NDPERS with no service credit from NDSU.



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**Defined Benefit Plan:** Covers all state employees eligible for the retirement plan.

- Contributions are defined up front
- Rates of contribution cannot be changed
- Contributions are paid completely by NDSU

Contributions in a defined benefit plan are NOT based on years of service and are completely paid by NDSU. Before 1983, employees were contributing 4 percent of their salary into their retirement account. In lieu of pay raises in 1983 and 1984, the state took over the contributions, 2 percent each year. Since that time all contributions have been paid by the employer. NDPERS administers the retirement area as well as health, life and dental benefits.

Contribution levels in a defined benefit plan are shown in the following table:

Employee	Employer	Health Credit
4% - into employee account	4.12% - into employer account	1% - purchase health credit
Annual statement sent in August of each year showing balance of the account and interest paid	Helps fund retirement income for life for all members	For every year of service that you have with the state, you will receive a \$4.50 credit off price of health insurance during retirement.

NDPERS invests the money for ALL state employees covered under this plan. They offer a guaranteed stable rate of return on the income and by defining the benefit of the plan; the state defines what your monthly income will be for the remainder of your lifetime. Depending on which income option is selected, it may also cover for the lifetime of your spouse. An example of the monthly retirement payment calculation is as follows:

**FINAL AVERAGE SALARY x BENEFITS MULTIPLIER (1.89%) X YEARS OF SERVICE CREDIT =  
MONTHLY SINGLE LIFE RETIREMENT BENEFIT.**

(Note that in the above listed formula, the final average salary is based on the highest 36 months you were paid in the last 60 months and the benefits multiplier is set during legislative sessions.)

The rates in the defined benefit plan cannot be changed.



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**Supplemental Retirement Annuity (SRA):** This is also known as *tax sheltered annuity* or a *tax deferred annuity* and is another way for all employees to save for retirement. The two primary benefits of this program are:

1. You are saving for retirement
2. Payroll deduction (pre-tax dollars) that is tax sheltered and deferred

An additional benefit for employees under NDPERS is the Portability Enhancement Provision, also known as "PEP". PEP is a defined contribution plan within the PERS account that reallocates a portion of the employers' contributions.

### Contribution/Reallocating Limits

Retirement Service Credit	Minimum Monthly Contribution	Maximum Monthly Contribution
0 – 12 months	\$25	1 % of gross salary
13 – 24 months	\$25	2 % of gross salary
25 – 36 months	\$25	3 % of gross salary
37 + months	\$25	4 % of gross salary

### Questions and Answers:

**Q:** What happens to my benefits if I am promoted into a different band?

**A:** The option to transfer benefits is made available.

**Q:** Should we be looking at the "joint option" for benefits at this time or at the time of retirement?

**A:** At the time of retirement.

**Q:** What is the minimum age for retirement under PERS?

**A:** There is no minimum age for retirement. It depends upon how much money you have in your account and whether or not that amount is sufficient for you to retire.

**Q:** If a person is already retired and receiving a monthly check and the stock market drops, does the amount of the individual's check change?

**A:** That is determined by which options were selected at the time of retirement and how much is in the individual's account.

**Q:** What is the legislature trying to change about our retirement benefits?

**A:** They would like to see that the employees are given the option to choose between defined benefit and defined contribution plans.



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- Q:** If I retire before age 62 and I don't want to withdraw money until I turn 65, will I be able to purchase health insurance during those three years?
- A:** Employees are able to purchase the COBRA plan for 18 months and get back on the plan at age 65 when they start receiving income.

If you have any further questions or wish to review your own personal options for retirement, please contact Ms. Lyn Pletta at 231-8965 or e-mail her at [Lyn.Pletta@ndsu.nodak.edu](mailto:Lyn.Pletta@ndsu.nodak.edu).

Nancy Mueller presented a Campus Kudos award to Lyn Pletta for her presentation on retirement benefits. Thank you Lyn! Allyn added that the Continuing Education Program offers a class on financial strategies for successful retirement. If anyone is interested, please call the Continuing Education Office at 231-5376.

3. **Review and Approval of Staff Senate Minutes** (February 14, 2001): No changes were noted. A motion was made by Bob Peterson and seconded by Cherié Moen to accept the minutes as written. The motion passed by unanimous vote.
4. **Treasurer's Report** (Nancy Mueller):  
Fund 1725: .....\$2,743.69  
Fund 3746: .....\$1,925.72
5. **Committee Reports:**

### 5.1 Ad Hoc:

**Parking** (Nancy Olson): Tim Lee's analysis of data from the recent survey is being done this week. There were 1000 people surveyed.

**End User Computing** (Steve Kapaun): This sub-committee is charged with formulating a 5-year plan. One of the major goals is to identify members for the subcommittee. A letter will be drafted and distributed to Staff Senate and the rest of the university to inquire about people who may wish to participate in such a committee.

### 5.2 Standing:

**Election** (Allyn Kostecki for Dan Chihos): We need to arrange for elections to occur earlier in April with nominations being accepted at the beginning of April. Committee assignments and election of officers may then take place at the May meeting. Start thinking about people you might want to nominate for Staff Senate and for officer positions.

**Legislative** (Janine Trowbridge): See Attachment A.



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**Program** (Darlene Kirchoffner): The topic for next month will be the Health and Wellness Center.

**Scholarship** (Nancy Mueller for Jobey Lichtblau): Thirteen applications have been received for scholarships.

**Staff Development/Small Grant** (Dawn Holm): The conclusion of the recent Staff Development project will take place on Friday in the Rose Room of the Memorial Union. Those who participated, stop by to pick up your t-shirt and sign up for drawings.

### 5.3 University Senate

**Campus Space and Facilities** (Jane Lessard): Committee plans to meet next week. The main topic will be parking.

**CPG** (Steve Kapaun): See Attachment B. Further discussion took place regarding the aspect of *authentication* and *authorization*. ITS is not confident that all operating systems will work well together and will undergo changes at a time when they feel there will be a smoother transition. There is value in the authentication process in logging into a computer at a different site. Your work will transfer to where ever you log on. Also, authentication prevents unauthorized users from logging in and using our system.

**Q:** Does that system work outside of the modem pool? Will this authorization process be limited or can we come in through any ISP connection?

**A:** The goal is to be able to come in via any method.

Note for the CPG Committee: Please ask committee members to remember that we do bring others on to campus that are not NDSU employees or students and that these individuals will need to have access.

**University Athletics** (Tammie Reger): See Attachment C.

**Library** (Cathy Skauge for Kathy Enger): See Attachment D.

**COSE** (Valerie Larson): COSE representatives met in Lisbon on March 2, 2001, and presented \$1300 to Parker. The actual total amount given was \$1527.94 as some checks were sent directly to the bank.

Valerie is working on a COSE newsletter. If anyone is interested to help her, please call her by the end of the March (231-8882).



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**Policy Coordination Committee** (Jane Lessard): It is advised that course packs should be sold through the Varsity Mart to ensure compliance to copyright legalities.

6. **Advisor Comments** (Teri Thorsen): She would like to follow up at the next Executive Committee meeting regarding the question of internal hiring. Please put this on the next agenda.
7. **Other Old Business:** None
8. **Other New Business:**

Dr. Chapman issued a letter on March 9, 2001, in regard to hate/racist mail that is being circulated on campus. See Attachment E. If the Staff Senate is willing, Allyn requested that we entertain a motion to indicate our support of the president's letter.

The following statement is to be issued by the Staff Senate:

Be it known that we, the members of the North Dakota State University Staff Senate, support President Joseph A. Chapman's statement to the campus dated March 9, 2001, condemning the anonymous on-campus distribution of literature that advocates racism and hatred. As concerned members of this campus, we commit ourselves to maintaining a campus environment where everyone – regardless of gender, race, color, religion, national origin, age, disability, or sexual orientation – is respected and feels safe and welcome.

Any suspect information needs to be reported to Dr. Wallman's office and he will follow up with any and all concerns in regard to this situation.

A motion was made by Michael Schanzenbach and seconded by Cindy Kozajed to accept the statement listed above for distribution on behalf of the Staff Senate.

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

Respectfully Submitted:

A handwritten signature in cursive script, reading "Tammie S. Reger".

Tammie S. Reger, Secretary



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### STAFF SENATE - LEGISLATIVE COMMITTEE REPORT

**MARCH 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](http://www.ndsu.nodak.edu/ndsu/staff_senate/legislative.htm).

The March forecast came in \$8 million higher than the January forecast.

Two Senate Concurrent Resolutions have been introduced regarding the use of credit cards within the university system. **SCR 4040** seeks a Legislative Council study of the expense state government incurs when North Dakota colleges process credit card payments. **SCR 4041** seeks to study the marketing of credit cards to students on campuses. Both resolutions passed the Senate and are currently in the House Industry, Business and Labor committee. The Fargo Forum reported; *"a study by an NDSU student suggests that the system's 11 campuses may take in more than 97 percent of all its revenues through credit card transactions"*. We believe this statement to be inaccurate. It appears that the NDSU report was used as the basis for this study and the report showed that 97.38% of all transactions involving a credit card were straight credit card transactions, not that NDSU received 97.38% of its revenue from credit card transactions.

#### **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. **Returned to the House Amended.**

#### **HB 1015** Employee Compensation Adjustments

Relating to state employee compensation adjustments. **Passed the House and sent to the Senate (Appropriations committee)**

#### **HB 1216** Wald Grande

Relating to participation in the defined contribution retirement plan. **Passed through the House and sent to the Senate (Government & Veterans Affairs committee).**

#### **HB 1217** Wald Grande

Relating to eligibility to participate in the defined contribution retirement plan. **Passed through the House and sent to the Senate (Government & Veterans Affairs committee).**

#### **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 (Appropriations committee).**





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**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 (Finance and Taxation committee).**

**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 (Appropriations committee).**

**SB 2041** Higher Ed Roundtable Strategic Planning

Relating to the North Dakota university system; relating to the higher education system strategic plan. **Sent to the House, received a DO PASS from Education committee, sent to the Appropriations committee.**

**SB 2042** Relating to the powers and duties of the state board of higher education and several other state agencies. **Sent to the House received a DO PASS from the Education committee, sent to the Appropriations committee.**

**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. **Sent to the House received a DO PASS from Government and Veterans Affairs Committee.**



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### **STAFF SENATE – CPG REPORT MARCH 14, 2001 SUBMITTED BY: STEVE KAPAUN**

No meetings on March 5<sup>th</sup> and 12<sup>th</sup>.

Sub committees are meeting and charged with revising the five-year plan keeping in mind the NDSU Information Technology Vision. Plans should include a value statement, a description of the technology solution, a timetable for implementation, and a ranking of solutions. Reports are due on March 26<sup>th</sup>.

ITS has been working on a number of issues relating to the clusters management including conversion to Linux networking operating systems, installation of Windows 2000, IP printing architecture and authentication. ITS does not believe a stable integration of these changes is possible in the near future. This is an issue because the current plan is to convert the PC clusters to Windows 2000 this summer. ITS would prefer to convert to Windows 2000 only after all the other components of the management conversion is in place. Because immediate conversion to Windows 2000 would be more of a detriment than a value, conversion will likely take place in the summer of 2002.

Authentication and authorization services have the potential to provide a lot of value to our IT services and I encourage its support.

#### **Small Business Computing Sub Committee Report for 3/14/01**

Our subcommittee is meeting and its first order of business is to identify members and define a mission. I will draft a letter soliciting interested parties join the group, which Allyn (Kostecki) will send to the Staff Senate Listserv and possibly to the NDSU community.



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### **STAFF SENATE – ATHLETICS COMMITTEE REPORT**

**MARCH 14, 2001**

**SUBMITTED BY: TAMMIE REGER**

The University Athletics Committee met on January 29, 2001. Election of officers took place. Anissa Wilhelm was elected chair and Kevin Brooks was elected as vice chair. Linda Gangelhoff will continue as recording secretary.

**Athletic Director Search:** Betsy Alden, Alden-Perry Athletics Search, was retained. The search committee will hold first meeting on January 30 and review of applications will begin March 1, 2001. Three unranked nominations will then be forwarded to President Chapman. Division I experience is a preferred quality. Turn around time for hiring in athletics is often faster than in other areas (2-4 week resignation notice is generally not requested).

**Hockey:** Feasibility of adding hockey is continuing to move forward but we are still in the fact-finding mode. A charge from President Chapman includes addressing the following areas: 1) any new programs, address student concerns; 2) operational expenses come from ticket sales, corporate sponsorships and similar means; 3) existing academic and athletic programs not suffer financially; 4) both men's and women's hockey programs be created.

**Student Athlete Academic Report:** There is a strong commitment to academics. The Fall 2000 academic report is being compiled and will be sent to committee members when completed.

**Student Athlete Council:** Student Driven organization is comprised of two representatives from each team. Current activities include a reading program for third graders and the 10<sup>th</sup> annual blood drive.

**Facilities:** Future plans include renovation of BSA that would include relocation of the weight room. Five 5<sup>th</sup>-year architecture students are assisting with the renovation plan. This will be part of capital campaign.

**North Central Conference / NCAA:** Expansion of NCC is being discussed. Morningside College left the NCC. NCAA divisional membership criteria is being evaluated. NDSU could not change NCAA divisional status until moratorium ends on September 1, 2001.

**Student Government:** There is a good relationship between student government and athletics. There are on-going discussions that include securing better seating at events for students.

**Constitution and By Laws:** Review and revision of the Constitution and By Laws was requested as an agenda item for the next meeting. The committee is interested in setting quarterly meetings.

**Alumni Association / Team Makers:** The best fund raising year! Collected \$706,000 (not including gaming proceeds). The fund raising success reflects athletes' performance on and off the field. The gaming at the Bowler and the Holiday Inn run independently of athletics.

The next meeting is tentatively set for April 23, 2001, at 1:00 p.m.

Report prepared by Linda Gangelhoff and submitted to Tammie Reger.



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### **STAFF SENATE – LIBRARY REPORT**

**MARCH 14, 2001**

**SUBMITTED BY: CATHY SKAUGE FOR KATHY ENGER**

The University Senate Library Committee met on February 20<sup>th</sup>, 2001, and the following was discussed.

The renovation of the lower levels of the library will begin in late March and continue through the summer. The renovation plans are to move the following offices into the new space: Center for Writers, Publication Services, Computer Clusters, Maps and the Library Information Technology Staff. It is proposed that the microforms move to the Publication Services space; newspapers move to the Center for Writers space; and the current journals move to the computer lab space on the second floor.

The Institute is operating at full capacity in the Skills Technology and Training Center on 19<sup>th</sup> Avenue. The pull service to journals at the Annex on 19<sup>th</sup> Avenue in the former SunMart building began on February 1<sup>st</sup>. Please check the online catalog to see if the journal you need is available from our collection. If it is, please place an order from the library homepage at: [www.lib.ndsu.nodak.edu/peri](http://www.lib.ndsu.nodak.edu/peri). The title(s) you request will be brought to the main library. Delivery is twice a day at 10 a.m. and 2 p.m.

Over 5,000 electronic journals are available through the library homepage. To access the electronic journals, choose Databases at the main page and Electronic Journals from the Databases page.

The journals that were freeze-dried have returned. Some of the materials have mold spores, but will not cause problems if they are kept dry. Several pallets of the journals that returned from freeze-drying will need to be discarded because of extended damage. All of the materials retained from the freeze-drying process will be rebound. A database of materials that need to be replaced in paper will be created and linked to the library homepage.

Planning for the Pharmacy library renovation has begun. The library may be closed for a short period of time during the renovation process.

Respectfully submitted,

Kathy Enger



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### **STAFF SENATE – LETTER FROM PRESIDENT CHAPMAN**

March 9, 2001

Dear Faculty, Staff and Students of NDSU,

Universities exist for the exchange of ideas, even controversial ideas which challenge our own personal beliefs. Still, free speech is not without limits. In recent weeks, certain flyers have been distributed across campus which I personally find reprehensible. They advocate hatred and racism. They target groups based on ethnicity, sexual orientation and color of skin. In addition, it has come to our attention that a hate message was received on a campus telephone answering system. I condemn these actions and the ideas and intimidation they seek to promote.

The flyers are being distributed in violation of campus policy covering the distribution of literature on campus. One such policy requires the identification of the person(s) posting the material. In addition, campus bulletin boards are in place to communicate official campus business. An exception to this general rule is the free speech literature rack in the Memorial Union.

I am disturbed that our community has been targeted for these messages of racism and hate. When these things violate campus policies, we will take whatever actions are available to us either through our code of behavior or local, state, and federal laws.

North Dakota State University is a place where harassment is not tolerated and respect for all expected.

Joseph A. Chapman  
President