



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: APRIL 11, 2001

APPROVED MINUTES

PLEASE CIRCULATE

Reviewed and approved by the Staff Senate on May 9, 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:

May 9, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
--------------	-----------------	-----------------------------------

Upcoming Staff Senate Committee Meetings:

June 13, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
July 11, 2001:	9:30–10:30 a.m.	Loftsgard 380
August 8, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

May 23, 2001:	9:30–10:30 a.m.	Badlands (365), Memorial Union
June 27, 2001:	9:30–10:30 a.m.	Badlands (365), Memorial Union
July 25, 2001:	9:30–10:30 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.



NDSU STAFF SENATE

Minutes from the April 11, 2001 Staff Senate Meeting

Approved by the Staff Senate on May 9, 2001

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 Jean Kelly substituted for Peggy Cossette and Tammie Reger substituted for Janine Trowbridge.
2. **Program:** Dr. Gary Narum, Associate Vice President of Student Affairs, presented an update for the Staff Senate on the new Health and Wellness Center. This center represents a ten-year effort by the students of NDSU who voted to increase their fees in order pay for the project.

Dr. Narum displayed a map outlining the design of the new facility that will be located on the west edge of campus. Primary traffic will access the center through the south entrance to campus. The location for the Health and Wellness Center was chosen primarily for reasons of expansion and availability of parking. Staff and faculty will be able to use the facility at a cost of approximately \$20 per month. The projected hours available for the building are 6:00 a.m. to 11 p.m. during the week.

The main hallway is the key to the structure. Student health services in this building will increase from two rooms previously to six in the new center. This enables the center to serve more students. This facility is all about wellness, education, and healthy lifestyles for students. Located on site will be a clinic, pharmacy, laboratory and minor procedure room. There will not be any x-ray facility available at this site.

Students wanted a gathering place, a place that promoted wellness and helped to establish a sense of community. There will be an area with tables and chairs where students may gather. Space will be available for a counselor and/or food and nutrition counselor, an area dedicated to provide health related education, a fitness testing room, and a place to check e-mail. This center will provide a home-base for student wellness-leaders and related programs.

The center will house a child-care unit to provide drop-in child-care with a three-hour limit. The service will be available for infants through the age of eight. NDSU students who are taking part in Child Development and Family Science coursework will help to administer this service as well as other outside staff.

Question: Will the three-hour limit for daycare be a cumulative total for the day?

Answer: Three consecutive hours.

To provide appropriate access to the facility, students, faculty, and staff will need to swipe his/her ID card to gain entrance. Locker rooms will be available but there will be no over night storage. A cardio-work out area will be located on the main floor with 16 pieces of work out equipment available.



NDSU STAFF SENATE

Minutes from the April 11, 2001 Staff Senate Meeting

Approved by the Staff Senate on May 9, 2001

Question: Will there be anyone available as trainers?

Answer: Yes, staff and students will both be hired to provide that service.

The second floor will house a 3-lane, 12 lap-per-mile track, and an aerobics work-out area. To provide as much natural light as possible; both the north and south ends are constructed with many windows. There will be more cardio and plate-loaded equipment located on this floor providing a healthy alternative to other Friday and Saturday evening activities.

Question: What are the proposed hours for the center?

Answer: Monday through Friday, 6:00 a.m. to 11:00 p.m. They are still working on the schedule for weekend use.

Question: Will there be lockers for rent?

Answer: The lockers are considered “day lockers” and are to be used while you are using the facility. Space was the big issue in determining this type of set up. Individuals using the locker rooms will need to provide his/her own lock. Any items left over night will be picked up. There will be no towel service—you must bring your own. Towels for wiping down equipment will be provided.

Question: What are you looking at for future expansion

Answer: The students want basketball courts.

Question: Will there be a canteen or juice bar located at the center?

Answer: We looked at putting one on the first floor but because of the high cost it will not be in place immediately. We will have three vending machines and a small counter where power bars and healthy snacks will be available for purchase.

Question: When will the Health Center be opened and ready for business?

Answer: Construction is scheduled to be complete by May 27, 2001; furniture and equipment is scheduled for delivery in July, and we look for an opening date of August 27, 2001.

Question: Have they decided who will take care of the custodial duties?

Answer: Possibly the Physical Plant.

Dr. Narum thanked the Staff Senate for the opportunity to provide an overview for the new Health Center. Nancy Mueller thanked Dr. Narum for his informative presentation and presented him with a Kampus Kudos Award.

- 3. Review and approval of the Staff Senate Minutes from March 14, 2001:** No additions or corrections were noted. Sandy Erickson moved that the minutes be approved as written. Nancy Mueller seconded the motion. Motion carried by unanimous vote.



NDSU STAFF SENATE

Minutes from the April 11, 2001 Staff Senate Meeting

Approved by the Staff Senate on May 9, 2001

4. **Treasurer's Report** (Nancy Mueller):

Fund 1725:\$2,743.69

Fund 3746:\$578.10

5. **Committee Reports:**

5.1 **Ad Hoc:**

Parking (Nancy Olson): The analysis of the parking survey is complete. Tim Lee shared the information that was gathered with staff and students and a summary was printed in It's Happening at State a week or so ago. See Nancy Olson if you need further information.

End User Computing (Steve Kapaun): An email was sent out this past Monday and as of yesterday, 13 requests to participate have been received. Steve anticipates the first meeting to take place on Friday, April 20th in the afternoon. The first order of business will be to elect a chairperson, determine a mission statement and goals and to verify that, according to the goals, we have the appropriate people participating. We might need to recruit others to make it a good representation of staff members.

5.2 **Standing:**

Election (Char Kuss): See Attachment A.

Legislative (Tammie Reger for Janine Trowbridge): See Attachment B.

Allyn Kostecky noted that President Chapman is pleased with what has transpired in the legislature. He also seems very positive that NDSU is holding well with requested buildings that are still in the budget and salary raises look like they'll come through at two and three percent.

Program (Darlene Kirchoffner): Nothing scheduled for next month because of Staff Senate elections.

5.3 **University Senate**

CPG (Steve Kapaun): CPG subcommittees have been busy putting together their long-range planning goals and most of them have been submitted and approved. ITS has notified CPG that it is already implementing decision based on the ITR Vision Statement that was mentioned this past month.

Subcommittees have been assisting ITS (Jim Ross) in completing the "Yahoo!™ Internet Life Survey". The results of this survey are posted on Yahoo's "America's Most Wired Colleges" web site and serve as an evaluation of Colleges and Universities technology assets.



NDSU STAFF SENATE

Minutes from the April 11, 2001 Staff Senate Meeting

Approved by the Staff Senate on May 9, 2001

CPG Continued

Categories include: Undergraduate Personal Computer Use, Web Space Usage and Access, Networking, Web-related Courses and Distance Learning Programs, Educational and Administrative Uses, Wireless Internet, and Miscellaneous. In 1999, NDSU was ranked 198th. The URL for current standings is

<http://www.zdnet.com/yil/content/college/colleges99/rankings.html>. The cluster software upgrade list is being finalized and will be circulated shortly.

University Athletics (Tammie Reger): On March 29, 2001, Anissa Wilhelm, Committee Chair, distributed a memo with suggested revisions to the constitution and bylaws of the Athletics Committee. The committee is scheduled to meet on Monday, April 23, 2001, to review the document.

The selection process for the new athletic director is still in progress at this time.

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

5.4 University Senate: No reports at this time.

- 6. Advisor Comments** (Teri Thorsen): The Employee Recognition Banquet recognizing 5-30 years of service and outstanding employees at NDSU is scheduled for today. Three of the individuals in attendance at this meeting are to be recognized as outstanding employees: Susan Bornsen, Darlene Kirchoffner, and Bob Peterson. Unfortunately, because the legislature is still in session, President Chapman will not be in attendance for that banquet.

The Gunkelman Award is to be announced in a separate ceremony on April 18, 2001. This award is a surprise award given to the employee who makes this a great environment for students.

Teri met with the President last Monday. They are working hard on salary issues. She stated that President Chapman is serious when he said "no one shall be left behind". His words are followed by actions and things are looking good.

- 7. Other Old Business:**

Tuition waiver: Allyn Kostecki noted that the tuition waiver for staff and faculty that didn't get through legislation was not the one that the Staff Senate had proposed. Our proposal that takes our current waiver and makes it available to transfer to spouse/dependents is still alive. This waiver refers to three classes per year and takes our existing benefit and uses it in a little different manner.



NDSU STAFF SENATE

Minutes from the April 11, 2001 Staff Senate Meeting

Approved by the Staff Senate on May 9, 2001

8. Other New Business:

Announcements: An electronic notice was sent to all NDSU Staff to prepare for a 24-hour flood fight. Volunteers are requested for Tuesday. The flood forecast has changed because of projections of rain. Please sign up at the tables on the main floor of the Memorial Union. All staff and students are encouraged to volunteer. Please make sure to clear this with your supervisor first.

The University Diversity Council for 2001 was announced on Tuesday, April 10, 2001. The committee has not met yet. The following individuals make up that council:

Co-Chairs:

Craig Schnell, VPAA and Sandra Holbrook, EO Director

Members:

Cathy Anderson, Coordinator, Disability Services
Paul Boswell, Director, Multicultural Student Services
Paul Gleye, Professor and Chair, Department of Architecture
Sarah Jacobson, Associate Professor, Business Administration
Rhonda Kitch, Admissions Counselor
Allyn Kostecki, Director, TRIO Programs
Doug Kurtz, Associate Professor, Physics
Heather Lee, student, Political Science
Paul Lundstrom, student, Mechanical Engineering
Josh Malnourie, student, Management Information Systems
Charles Okigbo, Associate Professor, Communication
Charles Peterson, Dean, Pharmacy
Kathleen Slobin, Director of Women's Studies and Assoc. Professor, Sociology
Kerri Spiering-D'Eustachio, Interim Director, International Programs
Kara Stack, Assistant Director for Campus Programs, Memorial Union
Karla Thoennes, Associate Director, Resident Life
Rita Ussatis, Cass County Extension Agent, NDSU Extension Service
Jaclynn Davis Walette, Coordinator, Native Americans in Pharmacy
Michael Wieser, student, Pre-Business



NDSU STAFF SENATE

Minutes from the April 11, 2001 Staff Senate Meeting

Approved by the Staff Senate on May 9, 2001

Allyn asked how many individuals received the audix broadcast message relating to the recent TB notification. According to Cindy Kozajed from Telecommunications department, the broadcast message was delivered campus-wide, however, not everyone knew that a broadcast message was present in their voice mailbox. Explanation: Broadcast messages do not trip the message lamp on your phone. If you have other messages present, the message lamp will activate and the broadcast message will take priority over the other messages. It will then be the first message you hear when you pick up your other messages.

The Staff Senate Executive Committee discussed and approved a different method for securing committee membership. The Executive Committee recommends that committee membership remain the same from year-to-year and to fill in the vacancies, (as they arise) with the new senators coming in. If a senator is on a committee and wants to change, he or she must notify the Staff Senate president and request a change. Once new senators come on board, they will receive a list of committees and vacancies available and may then choose from the available openings. This process promotes a better flow from year-to-year and helps to keep experienced people on Staff Senate committees.

Teri Thorsen noted that the issue of software for administrative computing for North Dakota Higher Education (ERP) is not yet decided. The cost of the software is a problem. The impact that it has on our system is that our service and our day-to-day work is slower. The positive side to this issue is that some other systems that have been put in place in other areas have failed or performed poorly. Maybe in a couple of years there will be software improvements and we will be better off for not having changed over at this time.

No further announcements or new business were announced. Steve Kapaun moved to adjourn the meeting. Bob Peterson seconded the motion. Allyn Kostecki, Staff Senate President, called for the meeting to be adjourned.

Respectfully Submitted:

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

Tammie S. Reger, Secretary



NDSU STAFF SENATE

Minutes from the April 11, 2001 Staff Senate Meeting

Approved by the Staff Senate on May 9, 2001

STAFF SENATE – ELECTION COMMITTEE REPORT APRIL 11, 2001 SUBMITTED BY: CHAR KUSS

We've held several meetings the past four weeks to get the ball rolling and the status to date is as follows: E-mail (to all staff) and snail mail (to 6000 & 7000 bands) was sent out asking for nominations with instructions on how to use the electronic system. Because of low nomination turn-out that first week, we extended the nominations for another week.

Even though we had a problem with the "Blackboard" computer system, we were still able to procure a significant amount of nominees. The problem seemed to be that whenever anyone entered a name for nomination and went back in to add another, the previous entries would erase. I noticed this because I was receiving nominations by e-mail and telephone and I would enter them. When I would go back later to add more names, the previous entries would be gone. So, Elizabeth Smith programmed it to accept an NAID only once. Fortunately, I was also keeping a written paper list so, hopefully, the list is complete.

As of today, we have received the following data:

1000/3000 Administrative/Managerial/Professional Band

17 nominees with 14 vacancies to fill

4000 Technical and Paraprofessional Band

4 nominees with 3 vacancies to fill

5000 Office Support Band

17 nominees with 10 vacancies to fill

6000 Crafts/Trades Band

0 nominees with 1 vacancy to fill

7000 Services Band

4 nominees with 10 vacancies to fill

All the nominees names, biographies, and/or pictures have been uploaded to the website. Monday, April 16, 2001, is the beginning of electronic voting for Staff Senate representation. Yesterday an e-mail was sent to the NDSU Staff electronic list updating them on the voting process. The Review of Nominees continues through this week with the election being held next week. Please, do not forget to vote.

I would like to encourage all of us here to speak to those staff members in the 6000 and 7000 bands and ask if they would agree to be a write-in on the ballot. But, remember, we do need to have their permission to do this. The committee is meeting again after Staff Senate meeting today.



NDSU STAFF SENATE

Minutes from the April 11, 2001 Staff Senate Meeting

Approved by the Staff Senate on May 9, 2001

STAFF SENATE – LEGISLATIVE COMMITTEE REPORT

APRIL 11, 2001

SUBMITTED BY: TAMMIE REGER FOR JANINE TROWBRIDGE

Important bills noted:

HB 1216 Wald Grande – Relating to participation in the defined contribution retirement plan. **Signed by the Governor.**

HB 1217 Wald Grande – Relating to eligibility to participate in the defined contribution retirement plan. **Failed to pass the Senate.**

HB 1435 Anti-Affirmative Action – A Bill for an Act to provide for a prohibition on discrimination and preferential treatment by the state. **Passed the Senate with an amendment excluding higher ed from the bill, returned to the House where a conference committee has been appointed.**

SB 2040 Removed 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. **Failed to pass 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, post-retirement 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. **Amended bill signed by the President of the Senate.**



NDSU STAFF SENATE

Minutes from the April 11, 2001 Staff Senate Meeting

Approved by the Staff Senate on May 9, 2001

STAFF SENATE – LIBRARY REPORT

APRIL 11, 2001

SUBMITTED BY: CATHY SKAUGE FOR KATHY ENGER

A preservationist, Tom Claerson from AMIGOS, visited the library in March. AMIGOS is a multi-state library network and Tom has been chosen by the National Endowment for the Humanities to assist libraries that have been affected by disaster.

Tom noted that many good decisions were made during the flood: The damaged items were separated from the non-damaged items and removed to another facility; the Institute for Regional Studies was moved to a separate facility entirely; and the library provided on-going service immediately following the disaster period. Tom Claerson also suggested that the materials that molded should not return to the main library facility and remain separated from the non-contaminated collection. Since the maps had mold spores on them, they were removed from the main library.

A planning session for the Institute for Regional Studies will take place the week after graduation to determine a long-range plan for the Institute.

Replacement of the lost materials has begun. Already \$2M in microfiche has been replaced and is housed in the Annex. This shipment replaces 25% of what was lost.

The Pull Service is in operation, which delivers materials from the Annex to the Main Library two times a day. Six hundred items were circulated during the first two weeks of the service.