



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: DECEMBER 11, 2002

DRAFT MINUTES

To be Reviewed and Approved by the Executive Committee on December 18, 2002.

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:

December 11, 2002:	9:30 – 10:30 a.m.	Prairie Rose Room, Memorial Union
January 8, 2003:	9:30 – 10:30 a.m.	Prairie Rose Room, Memorial Union
February 12, 2003:	9:30 – 10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

December 18, 2002:	9:30–10:30 a.m.	Badlands (365), Memorial Union
January 22, 2003:	9:30–10:30 a.m.	Badlands (365), Memorial Union
February 26, 2003:	9:30–10:30 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.



NDSU STAFF SENATE

Minutes from the December 11, 2002 Staff Senate Meeting

Reviewed by Executive Committee December 18, 2002

1. **Meeting called to order:** The meeting was called to order by Nancy Mueller.

Substitutions: Kathy Enger and Letha Cattanach sat in for Carolyn Flink, Heather Soleim represented Kim Miller.

Program:

Sarah Hiemerding from Germany a student in the International Programs was guest speaker. Sarah shared what the Christmas holiday in Germany is like. She said they begin to get ready for Christmas four Sundays prior to Christmas Eve. The following are events that make their Christmas special:

- Go to Church to celebrate the birth of Christ
- Exchange gifts
- Eat a lot
- Sing Christmas songs and tell story of St. Nicholas
- Spend time with family and friends

2. **Review and approval of the Staff Senate Minutes from September 12, 2002:**

Teresa Nelson moved to approve the November 13th minutes and Mary Bergstrom seconded the motion. Motion carried by unanimous vote.

3. **Treasurer's Report** (Gina Haugen): *Funds must be approved by the Executive Committee, contact Nancy Mueller or Gina Haugen.*

Fund 1725:.....\$5,856.63

Fund 3746:.....\$6,834.87

The increase is from allocations from the Vice-Presidents areas for staff development.

4. **Staff Senate Committee Reports:**

By Laws: (Linda Krogen-Brandt) No report.

Election: (Jane Lessard)

We have two openings in the 7000 band and have had only one individual state that she is interested in serving on Staff Senate. She has only been at NDSU for three months so her name has been put on a list and will be contacted at a later date. Jane stated that the next step is to have Sharon call to personally invite staff to join Staff Senate.

Legislative: (Tracy Ekeren)

- January 7 will be opening day for the ND Legislature.
- NDSU's first budget hearing will start in the House.



NDSU STAFF SENATE

Minutes from the December 11, 2002 Staff Senate Meeting

Reviewed by the Executive Committee on December 18, 2002

- Downtown will open for bids in December with hopefully a start date of sometime in January.

The next meeting for the Staff Senate Legislative Committee is January 6th at noon in the Atrium Conference Room in the Memorial Union.

Program: (Susan Bornsen)

The programs for the rest of the year include:

January: Cathy Anderson from Disability Services.

February: Legislative Committee.

March: Physical Plant.

April: Riverkeepers.

May: Elections, no program.

Public Relations: (Rhonda Kitch).

Rhonda thanked everyone for participation in the Blood Drive on December 4th and 5th. Rhonda received a letter from Pat Cossette saying that the Fall of 2002 was the largest Blood Drive at NDSU since 1997. During the two day drive they interviewed 56 people and were able to collect 41 units of blood. Eighteen of the 41 pints that were donated were first time donors. They have been distributed to 43 various hospitals and estimate they will help about 123 people over the holidays.

Nancy Mueller and Rhonda Kitch are in the process of awarding a number of Kampus Kudo awards.

Scholarship: (Valerie Larson) No report.

Staff Development/Small Grant: (Carolyn Beckerleg)

Our meditation class offered in November was a success. We had over 30 people in attendance.

We are working on setting up a "Family Night Out" in January. Flyers will be coming out soon.

The stress management exercise program that we will be implementing this year will be "Exercise America." The details for this program will be coming out in January.

In February we will be setting up a ½ day conference – Fish! Philosophy for all staff. We will have a marketplace, if anyone has any vendors that they know of – please have them call me or Teresa Sonsthagen or Carolyn Beckerleg.

Staff picnic – in May (more information later).



NDSU STAFF SENATE

Minutes from the December 11, 2002 Staff Senate Meeting

Reviewed by the Executive Committee on December 18, 2002

5. University Senate Committees:

Campus Space & Facilities: (Mike Tracy)

The next meeting will be sometime in January. They are talking about raising the parking fees to help resurface the parking lots. They have a lot of different proposals. They have had four open forums in the last couple of weeks. Seventeen people attended the open forums. There was also some discussion on payroll deduction. Some of it was positive and there were a few that didn't like it.

Computing and Information Technologies Planning & Goals:

(James Kapaun) No report.

University Athletics: (Carolyn Beckerleg)

Majority of the meeting was spent discussing the UND Nickname issue. Aaron Schwengler (Student Government), shared the two resolutions from the Student Senate (they were voted on Dec. 8th both resolutions passed.)

Library: (Lisa Zolondek) No report.

Executive Committee: (Nancy Mueller)

University Senate had a discussion about the flat budget. President Chapman stated he is pleased with the budget and it will probably be increased by tuition increases.

Wellness Committee: (Carolyn Beckerleg/Tracy Ekeren)

New mission statement for the Wellness Center:

NDSU Wellness Center – Enhancing lives through wellness

The NDSU Wellness Center is dedicated to promoting and developing healthy lifestyle opportunities for the members of the University community.

We will do this by offering effective wellness education efforts;

- *Quality student health services*
- *State of the art fitness programs*
- *Convenient and affordable childcare services*
- *Promotion of the seven dimensions of wellness*

Expansion of the Wellness Center is in the beginning stages and they are hoping to have the student body vote on this idea next spring. (April 2 & 3) A survey was conducted and the survey results will be available on the wellness center website in January.

182 faculty/staff took advantage of the flu clinic offered on November 19th. Health fair will take place on April 8th. The wellness center will extend their hours to midnight next semester.



NDSU STAFF SENATE

Minutes from the December 11, 2002 Staff Senate Meeting

Reviewed by the Executive Committee on December 18, 2002

For more information about the Wellness Center, go to the Wellness Newsletter found at:

<http://www.ndsu.nodak.edu/wellness/about/newsletter.shtml>

6. **Council of State Employees (COSE)** (Sharon Morgan) No report.
7. **Policy Coordination Committees:** (Pam Hommen)

Pam Hommen announced the following policy changes for information purposes and review. It will be announced in the It's Happening when these policies are available on the internet, www.ndsu.edu/policy/.

170 Payment of Meals for Staff and Guests. Staff Senate was asked to look at this policy again because revisions were made.

405 Emergency Purchasing.

506.1 Donations, Promotional, and Work Environment Expenses. Staff Senate was asked to look at this policy again because revisions were made. The web site referred to in this policy is

712 Contracts and Agreements

<http://www.state.nd.us/cpers/HR/Docs/rules/srvcawards.html>.

8. **Advisor Comments** (Broc Lietz): No comments.
9. **Old Business:**
10. **New Business:**

Nancy stated she has had quite a few questions concerning the parking fees. She talked to Tim Lee and he said there has been some discussion about extending payroll deduction over six months. Nancy asked if it would be possible for the staff and faculty to ride the Mat bus for free like the students. Tim stated that it might be a possibility, but is it feasible financially? The University paid about \$46,000 to Mat bus for students to ride in 2002-2003. Basically only a few utilized it. A person from Mat bus will be getting back to Nancy to discuss fees.

Staff Senate also discussed part-time employee parking fees versus full time employee fees. Nancy said she will check with Tim Lee to see if he will do another forum.

Jane Lessard moved to adjourn the meeting and Val Larson seconded the motion. The motion carried by unanimous vote and the meeting was adjourned.

Respectfully Submitted:

Barbara Welk



NDSU STAFF SENATE

Minutes from the December 11, 2002 Staff Senate Meeting

Reviewed by the Executive Committee on December 18, 2002