



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: MARCH 12, 2003

APPROVED MINUTES

Approved by Executive Committee on March 26, 2003

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 12, 2003:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
April 9, 2003:	9:30–10:30 a.m.	Peace Garden Room, Memorial Union
May 14, 2003:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

March 26, 2003:	9:30–10:30 a.m.	Badlands (365), Memorial Union
April 23, 2003:	9:30–10:30 a.m.	Badlands (365), Memorial Union
May 28, 2002:	9:30–10:30 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.



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

Substitutions: Gretchen Bromley for Mary Bergstrom, and Mary Wanner for Lisa Zolondek. Cindy extended a welcome to Larry Doll who is a new senator from the 7000 band. Cindy said new directories have been distributed to all senators.

Program:

Self-Study Steering Committee

Dr. Bob Harrold and Deana Sellnow, Director and Co-chair of the NDSU Self-Study Steering Committee were guest speakers at Staff Senate. They stated they were hoping to increase awareness of the Self Study and wanted to invite staff members that are interested to participate in the groups.

Dr. Harrold spoke about the reaccreditation study that is underway and how they are assessing the University as a whole. He said the committee is trying to identify where we have been, where we are, and where we would like to be in 10 years from now.

The following six groups are made up of faculty, staff, and students that meet on a weekly basis:

- Diversity
- Governance
- General Education
- Technology and Learning
- Finance
- Mission & the Common Good

There will be Open Forums conducted starting the fall of 2003. Dr. Harrold stated that this study will be concluded in 2005 and we may have a site visit in February 2006.

Nancy stated that if anyone has additional questions to contact Nancy, Dr. Harrold or Dr. Sellnow.

Diversity Council

Rhonda Kitch and Kara Stack from the Diversity Council were additional guest speakers. They stated that there will be a Campus Climate Survey placed on the NDSU home page March 24th thru April 6th. This survey is intended to gather information about how staff, faculty and students experience the campus diversity.

The results of the survey will be sent to consultants who will report the results back. If anyone has any questions, please contact a Diversity Council member.

2. **Review and approval of the Staff Senate Minutes from February 12, 2003:**

Jane Lessard moved to approve the minutes from the February 12, 2003 Staff Senate meeting, and Char Kuss seconded the motion. All in favor, motion carried.



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

Fund 1725:.....\$9,034.56

Fund 3746:.....\$5,660.97

4. **Staff Senate Committee Reports:**

By-Laws: (Linda Krogen-Brandt)

Linda Krogen-Brandt highlighted revisions that need to be made to the By-Laws. Leonard Cook made a motion to approve the By-Laws as revised, Carolyn Beckerleg seconded the motion. All in favor, motion carried.

Election: (Jane Lessard)

Jane announced that nominations will go live via the web, on the March 19th. She asked everyone to make sure that the people you nominate have agreed to be nominated. She stated that there have been a couple of incidences where the candidates did not know they had been nominated. Jane also said if you have nominated somebody and if you don't find them on the voting page and know they want to be nominated to let one of the election committee members know.

Nancy explained that there will be a mini orientation for new senators so they will know what is going on when they attend their first meeting in May. They will also possibly be assigned a mentor to answer any further questions they may have while attending senate meetings.

Legislative: (Tracey Ekeren): No Report.

Program: (Susan Bornsen) No Report.

Public Relations: (Rhonda Kitch)

NDSU's Staff Senate recently presented its Campus Kudos award to:

- Gail Schmidt, Administrative Clerk, Registration and Records
- Kari Schmitz-Eilertson, Payroll Timekeeping Specialist, Payroll Office
- Karin Stinar, Payroll Manager, Payroll Office
- Barb Welk, Administrative Secretary, Office of TRIO Programs

The Campus Kudos process was discussed and determined that a formal nomination was not necessary. Nominations will continue to be sent to the chair of the Public Relations committee and the committee will review nominations as appropriate.

Scholarship: (Valerie Larson)

There was a listserv and a poster that went out to all departments at the end of February regarding the NDSU Staff Senate Broadbanded Staff Scholarship applications. These scholarships are to serve as a source of financial support to North Dakota State University broadbanded staff.



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The Scholarship Committee received a dozen applications. There will be an ad in the Spectrum after spring break, along with a listserv reminder. Applications are due April 4th.

Staff Development/Small Grant: (Carolyn Beckerleg)

The "Exercise America" program is coming to a close. The final day will be Thursday, March 20th, with a celebration from 2:00 – 3:30 p.m. Participants may come for refreshments, pick up their t-shirts and maybe win a door prize!

The FISH seminar was a success. We are very pleased with the attendance and with the evaluations that came back concerning the seminar. Ann Dolence did a great job as the speaker for the FISH philosophy. Everyone seemed to enjoy the lunch and the Marketplace. Colette did a nice presentation on 'Enhancing your Career Opportunities at NDSU' and Patty Corwin was very motivating with her topic of 'How to get a LIFE'!

The March of Dimes – Walk America campaign will be on May 3rd. The walk will begin at 9:00am.

5. University Senate Committees:

Campus Space and Facilities: (Mike Tracey) No Report.

Computing and Information Technologies Planning & Goals: (Steve Kapaun, Alternate)

Standards Subcommittee

CITPG has created a Standards Subcommittee. Because of James' close affiliation with ITS he has asked me to participate on that committee in his place. The Standards Subcommittee is developing campus-wide computer software and hardware standards for the purpose of improving services while reducing costs. Feedback from the campus will be solicited at incremental stages in developing standards. The staff senate will be asked to participate sometime in the near future.

Clusters Subcommittee

The CITPG Classrooms and Clusters Subcommittee has been split into two individual subcommittees. I have been asked to chair the Clusters Subcommittee. We have completed the formulation of a policy that addresses the use of clusters by outside groups and we have now moved on to other issues that directly affect next year's cluster operations.

From ITS

At the end of this semester the old "underscore" NDSU email addresses will no longer be forwarded. Resent monitoring of these messages indicate that they are predominantly SPAM and not forwarding these messages would be a service to the campus. Note to all web developers: be sure your web pages no longer have "underscore" mailto addresses. Antivirus protection is working and



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valuable. 6,537 viruses were stopped in January and 4,589 were stopped in February of this year.

There will be a different look to NDSU web mail sometime at the end of the month when the campus will switch to different software called squirrel mail. No services are expected to be lost in the change. ITS will provide information and assistance to users who need to transfer their address books. To try Squirrel mail go to: <http://webmail.ndsu.nodak.edu/> and follow the link at the bottom.

Details of committee actions of CITPG can be found at:

<http://www.ndsu.nodak.edu/ndsu/cpg/#minutes>

Library: (Lisa Zolondek) No Report.

Policy Coordination Committee: (Pam Hommen) No Report.

University Athletics: (Carolyn Beckerleg) No Report.

Wellness Committee: (Carolyn Beckerleg)

The expansion campaign will begin in full force on March 23rd. Students will vote on the expansion of the wellness center on April 8th. If approved, they plan to be open the fall of 2007. An expansion of the union will also be on the ballot April 8th.

Fitness classes are full and they have expanded the hours and the number of classes. They will continue to try to add more activities for the students and the staff. They are looking at adjusting the hours on Friday and Saturday. There would be less hours on Friday and longer hours on Saturday. The Wellness Center will be open during spring break, there will a charge of \$5 for people who are not current members.

The childcare program is doing very well. They just hired a new coordinator for the program. She is a child care provider from Moorhead.

The Health Fair will be on April 8th with vendors, screenings, and prizes.

Wellness Education Leaders are being sought. The Wellness Education Leaders are a group of NDSU students who work together to promote wellness by increasing awareness of student health issues and encouraging positive lifestyle choices and decision-making skills through peer education.

The Wellness Center is implementing a tobacco plan for faculty, staff and students. The theme is "Break Away from Nicotine" and there will be no charge. The program includes free nicotine replacement therapy, smoking cessation counseling, individualized plans and educational sessions to help participants quit using tobacco permanently!

Other:



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6. Council of State Employees – COSE:

(Sharon Morgan) Sharon said the next COSE meeting will be held on NDSU campus, April 10, 2003. She also stated that if anyone wishes to see COSE clothing to contact her.

7. Advisor Comments: (Broc Lietz)

The Employee Recognition banquet will be held on April 17th. If you would like to nominate someone the deadline for nominations is Friday, April 14th.

The payroll office will send a memo out regarding changes that are going to take place with payroll.

Broc stated he had talked to Dick Rayl about sick leave and possibility of sick leave being “pooled” for donations. It would require a fair amount of policy changes. Broc said there is a lot involved to have it changed, and questioned if it would be supported by everyone.

8. Old Business:

- Tim Lee, Broc Leitz, Dick Rayl, Gina Haugen & Nancy Mueller met last Friday to hash out parking issues.
- PP Lot is of highest concern right now. Tim Lee is going to meet with Bruce Frantz & see if some things can be moved to open more slots. Recycle bins are currently taking up some slots, hopefully those can be moved.
- The overselling of PP Lot is of concern. Can we change this to a first come first serve & move overflow into T Lot? These are things that are being discussed & we'll update you as we move forward on these issues.
- Nancy visited with President Chapman and asked about raising the price of parking tickets. We set our parking fee according to the city of Fargo. President Chapman will talk with Mayor Furness about the possibility of raising parking tickets. End result would be to generate more dollars in our parking funds.
- Permit prices will probably go up as of July 1, 2003. \$80.00 then up \$10.00 each year until \$110.00 is reached. Payroll deduction is encouraged and will be lengthened to 8 months rather than 4 months as it is now.
- Vice President Dick Rayl will talk to the President's Cabinet about “reserved” parking slots on campus being a higher price.
- Keeping the dome parking at \$60.00 will provide people an option for parking & reduced rates.
- Weight Watchers at work program is up & running. There are about 30 – 40 members meeting weekly in the Union.



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8. New Business:

Nancy said the box of files that had been passed around from one secretary to another is now in the hands of the archivist on campus.

Nancy reminded senators that email is open record. Keep in the back of your mind that your email messages could end up in the Fargo Forum. She also reminded senators that web access is for work in an appropriate manner. Should there ever be questions on your web use and web time this could be tracked and monitored. She stated that this is just a friendly reminder about the proper use of technology.

Jana Mausolf Stoskopf moved to adjourn the meeting, and Jane Lessard seconded the motion. All in favor, motion carried.

Respectively Submitted:

Barbara Welk