



## NDSU STAFF SENATE

### NORTH DAKOTA STATE UNIVERSITY

# STAFF SENATE MEETING: SEPTEMBER 10, 2003

## MINUTES

Approved by the Staff Senate on November 12, 2003.

Visit the Staff Senate Web Site at:  
[www.ndsu.nodak.edu/ndsu/staff\\_senate/](http://www.ndsu.nodak.edu/ndsu/staff_senate/)

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:

|                    |                 |  |
|--------------------|-----------------|--|
| October 8, 2003:   | 9:30-10:30 a.m. | Peace Garden Room, Memorial Union      |
| November 12, 2003: | 9:30-10:30 a.m. | Peace Garden Room, Memorial Union      |
| December 10, 2003: | 9:30-10:30 a.m. | Peace Garden Room, Memorial Union      |
| January 14, 2004:  | 9:30-10:00 a.m. | Peace Garden Rose Room, Memorial Union |
| February 11, 2004: | 9:30-10:00 a.m. | Prairie Rose Room, Memorial Union      |

#### Upcoming Executive Committee Meetings:

|                     |                 |                               |
|---------------------|-----------------|-------------------------------|
| September 24, 2003: | 9:30-10:30 a.m. | Badlands Room, Memorial Union |
| October 22, 2003:   | 9:30-10:30 a.m. | Badlands Room, Memorial Union |
| November 26, 2003:  | 9:30-10:30 a.m. | Badlands Room, Memorial Union |
| December 17, 2003:  | 9:30-10:30 a.m. | Badlands Room, Memorial Union |
| January 28, 2004:   | 9:30-10:30 a.m. | Badlands Room, Memorial Union |
| February 25, 2004:  | 9:30-10:30 a.m. | Badlands Room, Memorial Union |

**All broadbanded staff are encouraged to attend.**



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1. **Meeting called to order:** President Pam Hommen called the meeting to order, and everyone was welcomed.

**Membership:** (Cindy Kozojed) Everyone was reminded to please check in on the sheets at the back table. Three new members were introduced today who have been appointed to finish terms of others, they were: Linda Hoiland, Kristie Feist and Nancy Lilleberg. Updated committee lists were distributed. The new trifold directory will be sent to everyone soon.

**For today's meeting – September 10, 2003:**

**Senators present – 46**

**Senators absent – 15**

**Substitutions – 0**

**PROGRAM: President Joseph Chapman.** President Chapman spoke of the exciting times for NDSU and ran through some of the things that are taking place on campus. NDSU is seeing an incredible growth in enrollment – the projection is to be over 11,600 this year. Graduate programs are on track and likely to be over 1400 grad students this year (this includes doctoral students). Campus research expenditures will be over 90 million dollars this year – this is tremendous growth from just three years ago. President Chapman thanked the staff for their part in growing the University. He spoke of the large amount of construction on campus now, and what will be starting in the next two years. The older buildings will continue to be updated in order to keep them in line with the new construction. He commended the grounds crew on the wonderful look of the campus this summer. The corner of 12<sup>th</sup> Avenue and 18<sup>th</sup> Street will be made into a Botanical Garden area – groundbreaking to take place over Homecoming week. The entrance to Albrecht Boulevard will have a major piece of art and groundbreaking for that will also be over Homecoming week. Six major dedications/groundbreakings will take place this year during Homecoming week. The President spoke of Alien Technologies coming to the Research Park. Their building will be 118,000 square feet (about 2/3 of the FargoDome). They anticipate having 1100 employees at this facility, which will have a major impact for NDSU and the community. President Chapman impressed on the Staff Senate the incredibly positive impact they have on visitors to campus. He assured the senate that the \$1000 Professional Development Grant and the tuition waiver will not go away. The President then took questions from the members, after which he excused himself from the meeting.

2. **Review and approval of the Staff Senate Minutes from June 10, 2003:**

**Teresa Sonsthagen moved** the minutes from the June 10, 2003 staff senate meeting be approved, with the addition of the scholarship year-end report. **Carolyn Beckerleg seconded** the motion. All in favor, **motion carried.**



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3. **Treasurer's Report:** Gina Haugen was unable to attend. Pam reported the following balances in the staff senate funds. The letters to the VPs/President will be sent out as soon as the Staff Development Committee decides on the exercise program/theme for this year.

Fund 1725: .....\$5096.27

Fund 3746: .....\$714.29

4. **Staff Senate Committee Reports:**

**By-Laws:** (Linda Krogen-Brandt) The Staff Senate Bylaws committee met and discussed the recommended revisions to the bylaws as presented by Nancy Mueller, Past President of the Staff Senate, in a summary of Staff Senate activities for 2002-03, dated May 20, 2003. Also, other revisions will be made. The revisions will be presented to the Executive Committee for review and then passed on to the members of Staff Senate for discussion and approval.

**Election:** (Nancy Mueller) Another senator resigned, leaving an opening and no alternate.

**Legislative:** (Jane Lessard) This committee is looking for a chair, who needs to be someone that was on the legislative committee last year – Jane is co-chair.

**Program:** (Candy Skauge) They met on 8/13/03 and the following months were discussed: September – President Chapman; October – Multi-Cultural; November – UND/state wide staff senate; and December – Holidays (program and food still pending). Bruce Frantz is unable to come to the January meeting, so the committee thought maybe February or March. They need to check to see if the TOCAR could move to January, time remains to work with it.

**Public Relations:** (Janelle Ensrud)

1. On August 18, 2003 an e-mail message was sent to the Staff Senate listserv asking for input on the Campus Kudos name. Overwhelming response was to keep the name the same.
  - a. For those of you who are new to Staff Senate, Campus Kudos is a non-monetary certificate of appreciation for anyone on campus including staff, faculty, and students. Nominations may be submitted to the Public Relations Committee or submitted using the online form.
2. The Staff Senate web page has been updated by web designer Dan Hodgson. All senators are encouraged to view the changes at [http://www.ndsu.edu/ndsu/staff\\_senate/](http://www.ndsu.edu/ndsu/staff_senate/)
  - a. Items to note include the creation of an online Campus Kudos submission form. Two nominations have already been received via the web.
  - b. Also new to the website is a "question and comment" form under the "contact staff senate" link.



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3. Committee chairs should also be aware that they can now post upcoming events on the website. Please e-mail events to Dan at [dan.hodgson@ndsu.nodak.edu](mailto:dan.hodgson@ndsu.nodak.edu). If you have any questions, he can also be reached at 231-7770.
4. State Employee Recognition Week information was included in the recent "It's Happening At State" publication. The Public Relations Committee is holding a popcorn sale on Thursday, September 18<sup>th</sup> as part of the week's events.

### **Scholarship:** (Brian Miller) No report

President Hommen read a thank you note from one of the student scholarship recipients, Heather Nesemeier, which expressed her appreciation for the scholarship award.

**Staff Development/Small Grant:** (Mary Glessner) The following information concerning the staff development activities will be posted on the Staff Senate web site once it has been finalized: September- "Is There Just Too Much?" seminar; October-yet to be finalized; November-"Power of Positive Attitude" seminar; December-yet to be decided; January-1/2 day conference for all staff senate; February-exercise program ("10k A Day") and speaker; March-"Family Night Out" event; April-wrap-up of exercise program and recognition of participants.

**Executive Committee** (Pam Hommen) The Executive Committee has updated the Staff Senate's Goals and Objectives, which can be found on the web site. The Staff Senate Mission Statement has been looked at and is on the trifold directory you will be receiving shortly. She encouraged everyone to come forth with ideas for making this a better place to work. Pam also spoke of the work going on to organize a State Wide Staff Senate. She has been in touch with the presidents of the other campus senates. If anyone is interested in being involved in this effort, please contact Pam. Weight Watchers started another session (see attachment). You can join at anytime. An email was sent to all staff with the meeting dates, times and places.

Pam presented Nancy Mueller, outgoing president with a gavel and plaque honoring and thanking her for her year of being president. Thank you to the Varsity Mart for donating the plaque to Staff Senate.

### **University Senate Committees:**

**Campus Space and Facilities:** (Bob Peterson) This committee met on June 25<sup>th</sup>. By Askanase Hall a stainless steel and copper "comedy/tragedy mask" sculpture will be erected. This will be dedicated during homecoming week in October.

**Computing and Information Technologies Planning & Goals:** (James Kapaun/Sheree Kornkven) No report.

**University Athletics:** (Susan Council) No report

**Library:** (Irene Askelson) No report



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**Wellness Committee:** (Carolyn Beckerleg/Barb Geeslin) No report

**Council of State Employees – COSE:** (Sharon Morgan/Cindy Kozojed) The COSE group met in Bismarck in July. Our main problem is still the budget for the newsletter. As of this date we haven't heard anything from the governors office. The state employees week is next week. The picnic is Tuesday. If you haven't gotten your tickets, they are still available. If you didn't come last year we hope to see you this year. Thanks to those who helped sell tickets for us. The ice cream afternoon break is sponsored by the Staff Senate and will be Friday, the 19<sup>th</sup>, 2:00 p.m. to 3:00 p.m. at the Memorial Union East Patio. Please come and join us.

**Arboretum Committee:** (Gretchen Bromley) No report. Pam will request Gretchen give a description of this committee to the senate.

**Policy Coordination Committee (PCC):** (Susan Bornsen) The PCC has requested your review or feedback on the following policies (see attachments). Note that the purpose of the policy change is on the cover. Feel free to contact Susan Bornsen with any questions or concerns.

- Policy 130- Annual Leave
- Policy 152 – External Professional Activities
- Policy 223 – Reduction in Force
- Policy 326 – Academic Misconduct
- Policy 346 – Animal Welfare
- Policy 608 – Suicide Threat Response

5. **Old Business:** None.

6. **New Business:** None.

Committees may stay after this meeting to have their picture taken for the web site. Mary Glessner won the leftovers from the meeting.

The meeting was adjourned.

Respectively Submitted:

Barbara Geeslin