



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: OCTOBER 8, 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/

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:

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
March 10, 2004:	9:30-10:00 a.m.	Peace Garden Room, Memorial Union

Upcoming Executive Committee Meetings:

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
March 31, 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 welcomed everyone in attendance.
Membership: (Cindy Kozojed) All were reminded to check in on the sheets at the back table.

For today's meeting – October 8, 2003:

Senators present – 40

Senators absent – 21

Substitutions – 1 Tammie Reger for Susan Bornsen

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

The minutes of 9/10/03 could not be approved due to lack of quorum.

Guest: Theresa Semmens, NDSU IT Security Officer. Theresa is the new IT Security Officer for NDSU. She spoke to us of her background, and what her goals are for her position here at NDSU, among them are to enhance and improve our current IT security plans, develop an IT security plan that's cohesive, update procedures (security), enforce jobs and procedures, and provide a program called EAT – Education, Awareness, and Training. She will be creating specialty groups and training sessions for students, faculty and staff. Theresa mentioned the ITS web site, <http://its.ndsu.nodak.edu/> which contains much helpful information including suggestions and directions. She mentioned that the help desk will walk us through any problems/fixes/ and various programs that are offered. She spoke briefly of current problems they are dealing with and trying to clean up. Her main goal is to provide a comfortable and safe IT environment under which all of NDSU can operate.

PROGRAM: Paul Boswell. Paul is the Director of Multicultural Student Services at NDSU. October is Multi-Cultural Month. Paul spoke enthusiastically of the upcoming events sponsored by the Multicultural Student Services office (see attachments). Among them are:

Friday 10/10 – American Indian filmmaker, Chris Eyre.

Sunday 10/12 - "Cultivate Our Cultures" a community wide celebration to be held at Fargo South High School.

Wednesday 10/15 – NDSU Brown Bag Seminar, "Diabetes: The Health Risks for All"

Tuesday 10/28 - NDSU Brown Bag Seminar, "Top 10 Ways to Improve Your Lifestyle"

Tuesday 10/31 – "Horror d'oeuvres" a Halloween party at the Dakota Ballroom, Memorial Union, for the whole family from 7:00-9:00pm.

November is American Indian Heritage Month and events are planned throughout the whole month (see attachment). Of particular interest is the American Indian artists'



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fair at the Memorial Union Gallery on November 5 and 6. Also, the very popular "Powwow Silent Auction and Indian Taco" fund-raiser will be held this year on November 14th.

3. **Treasurer's Report:** Gina Haugen. Money is starting to come in from our requests to the Vice Presidents, which will then increase our dollars in the accounts.

Fund 1725:\$5194.36

Fund 3746:\$542.42

4. **Staff Senate Committee Reports:**

By-Laws: (Linda Krogen-Brandt) The By-Laws Committee met on October 1, 2003, and are still in the review process of changes to the by-laws. Once the changes have been made, the revisions will be given to the Staff Senate Executive Committee for their review and approval, and then presented to the full Staff Senate for approval.

Election: (Cindy Kozojed) The committee met and received one nomination to fill the 1000/3000 band. The nomination was for Darlene Rian of Restricted Fund Accounting. (The Staff Senate By-Laws allow for a special election by the members present at this meeting to elect Darlene). **Sue Geising moved** that nominations cease. **Teresa Nelson seconded** the motion. There were no objections. Darlene will join Staff Senate at the November meeting.

Legislative: (Bruce Steele) No report.

Program: (Candy Skauge) No report.

Public Relations: (Janelle Quam) A "popcorn sale" was held on September 18, 2003 during State Employee Recognition Week. The committee took in \$98.09 in sales. This amount minus expenses, resulted in approximately \$22 going back to the Staff Senate. The committee thanks everyone who volunteered to help at this event. Campus Kudos certificates were presented to Deb Ott, Office of Registration and Records, Theresa Semmens, NDSU IT Security Officer, and Paul Boswell, Multicultural Student Services Director. Nominations may be submitted using the online form or by contacting the Public Relations Committee. Web designer, Dan Hodgson, has updated the Staff Senate web page. All senators are encouraged to view the changes at http://www.ndsu.edu/ndsu/staff_senate/. Please e-mail upcoming events to Dan at dan.hodgson@ndsu.nodak.edu. He may also be reached at 231-7770.

Scholarship: (Brian Miller) No report

Staff Development/Small Grant: (Mary Glessner) Thirty-five people attended the presentation, "Is There Just Too Much" by Heidi Frie and Trish Tallakson from the NDSU Counseling and Disability Services Office. Feedback from the evaluation forms confirmed it was a good session and many attendees commented on the snacks provided – especially the coffee since the room was extremely cold. Currently, we do not have an event planned for October. We are going to be taking this time to organize our



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upcoming events, such as: "Power of Positive Attitude" seminar – November; ½ day conference; the 10K a Day; and Family Night Out activities.

Other Committees:

Campus Space and Facilities: (Bob Peterson) No report.

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

University Athletics: (Susan Council) No report

Library: (Irene Askelson) No report

Wellness Committee: (Carolyn Beckerleg/Barb Geeslin) Carolyn reported that the committee met on September 15th for the first time this academic year. The Wellness Center is working on the expansion, with the next step being the selection of an architect. They will be sending a delegation to other universities with new wellness facilities to gather information and ideas. On October 1st Dr. Glunberg became full-time at the Wellness Center. Health guidebooks are available at the wellness center and are a very informational booklet. Dual memberships are now available. Call the Wellness Center or go to their website <http://www.ndsu.edu/wellness/> for more information. Tim Byers was hired over the summer as the new Head Fitness Specialist. A playground has been set up for childcare area and a 5K Classic is scheduled for October 11th at 8:00am. Parking remains a concern and solutions are being investigated.

Council of State Employees – COSE: (Sharon Morgan/Cindy Kozojed) Sharon reported that the picnic went well with 320-330 people in attendance. Tons of door prizes were given away. The early bird had 327 tickets sold and 234 people won prizes. Sharon said to remember that next year when we're asked to buy tickets, as it's a better percentage than winning the lottery! She thanked everyone for helping to make the picnic the success that it was. She also thanked Staff Senate for the ice cream that was given out for the afternoon break. It lasted right up to closing at 3:00pm. Sharon passed around the newest clothing item available for purchase from COSE – a denim necktie. The price is \$10.00.

Arboretum Committee: (Gretchen Bromley) No report.

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 155: Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees



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Advisor Comments – (Broc Lietz) Nothing.

5. Old Business:

6. New Business:

Announcements: - (Pam Hommen)

- Monthly IVN updates: The NDUS ConnectND topical presentations and the general IVN updates are transmitted statewide Thursdays, at either 8 or 9 a.m., on a rotating basis. Financial discussions are the first Thursday, project general update the second Thursday, Human Resources Management Systems the third Thursday, and Student Administration the fourth. These session updates also include input from pilot sites (i.e. problems) and shots of new computer screens.

To view upcoming ConnectND Project updates, go to <http://www.nodak.edu/connectnd/>, and click on "calendar."

- Participation is encouraged at the NCA Open Forums in preparation for the 2006 accreditation team visit:
Diversity and Governance:
Tuesday, October 21, 2003 from 2:00 - 3:30 p.m. in the Meadow Lark Rooms
Wednesday, October 22, 2003 from 1:00 - 2:30 p.m. in the Meadow Lark Rooms
General Education and Technology and Learning:
Tuesday, November 13, 2003 from 2:00 - 3:30 p.m. in the Meadow Lark Rooms
Wednesday, November 19, 2003 from 1 - 2:30 p.m. in the Meadow Lark Rooms
The documents developed by each Focus Group Committee are available at <http://www.ndsu.edu/ndsu/accreditation/focusgrps.shtml> for review before the Open Forums or as a resource for written or electronic comments. Please bring your copy of each item to the Open Forums as a very limited number of reports will be available. If you are unable to attend you may e-mail feedback to Bob Harrold or Deanna Sellnow.
- Break Away from Nicotine – The Wellness Center will again be offering this nicotine cessation program.
- Next meeting's program will be on UND's Staff Senate, presented by their President and President-elect, November 12, 2003 in the Peace Garden Room.
- The United Way Campaign is in progress. Visit their web site www.uwcc.net for more information on the current campaign.

Sharon Morgan had phone call wondering if direct deposit will become mandatory when Connect ND goes into effect. Sharon made a call to Karin Stinar, in the Payroll Office and asked that question. Karen said direct deposit will be encouraged, but no one will be forced into it.



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Pam requested Staff Senate members to please let us know if you know of any staff that does not use email and would therefore not be receiving the Staff Senate information. If there is anyone, we will send hard copies.

Pam has the camera along and will take a picture of any of the committees that are at the meeting and want to stay after for a minute.

The next meeting is November 12, 2003, 9:30-10:30 a.m., Peace Garden Room, Memorial Union.

The meeting was adjourned.

Respectively Submitted:

Barbara Geeslin



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30 September 2003

For immediate release

Cultural Awareness Month events to be held throughout October at NDSU

Fargo – North Dakota State University will celebrate October as Cultural Awareness Month with an array of educational events, including a special appearance by American Indian filmmaker Chris Eyre, director of the acclaimed motion picture, “Smoke Signals.”

Other scheduled events include YMCA of NDSU Brown Bag Seminars, on-campus screenings of “Smoke Signals,” a unique one-day art exhibit, and an International and Multicultural Dance Party on Halloween. All events are free and open to the public.

The full schedule of NDSU’s Cultural Awareness Month activities is as follows:

Wednesday, Oct. 1

The acclaimed motion picture, “Smoke Signals,” directed by Chris Eyre and starring Adam Beach, will be shown at Century Theater, Memorial Union, at 7 p.m. Paul Boswell, Multicultural Student Services director, will present a brief introduction to the movie, which is based on the Sherman Alexie novel, “The Lone Ranger and Tonto Fistfight in Heaven.”

Friday, Oct. 3

The movie, “Smoke Signals,” will be shown twice at the Century Theater, Memorial Union, at 7 and 9:30 p.m.

Friday, Oct. 10

American Indian filmmaker Chris Eyre will present a special program at Century Theater, Memorial Union, at 1:30 p.m. In addition to “Smoke Signals,” Eyre has directed the contemporary American Indian drama, “SKINS,” and the Tony Hillerman mystery, “Skinwalkers,” co-starring Wes Studi and Adam Beach. Eyre’s visit to Fargo-Moorhead will be made possible through the sponsorship of the Fargo Theatre, Northern Plains Voices, and Tri-College University.

Sunday, Oct. 12

The annual “Cultivate Our Cultures” community-wide celebration will be held at Fargo South High School, 1840 S. 15th Ave., Fargo, from noon to 4 p.m. Coordinated by the Cultural Diversity Resources Office, “Cultivate Our Cultures” will feature ethnic food, cultural exhibits, children’s games, and a parade of ethnic dresses. Scheduled performers include an African ensemble, an American Indian drum group, and musicians from Sri Lanka. NDSU will be among the organizations that will have an informational table during the celebration. For more information about “Cultivate Our Cultures,” call 526-3004.

Wednesday, Oct. 15



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“Diabetes: The Health Risks for All,” a YMCA of NDSU Brown Bag Seminar, will be presented in Peace Garden Room, Memorial Union, from noon to 1 p.m. A panel of guest speakers will help identify risk factors and health symptoms that may lead to the onset of Type II Diabetes (Adult Onset). Information shared will be of universal interest to all. Panelists will include Colleen Demarce, outreach health worker for Native American Programs/Family Health Care Center; Dr. Wade Hannon, associate professor in the School of Education, NDSU; and Yeong Rhee, assistant professor of Health, Nutrition and Exercise, NDSU. The program will be moderated by MSS Graduate Assistant Samuel Robertson.

Friday, Oct. 17

“Honor the Earth: Multicultural Journeys,” a one-day exhibit by artist Betty LaDuke, is scheduled from 9:30 a.m. to 9 p.m. in the Memorial Union Gallery. A reception is scheduled at 7 p.m. “Honor the Earth” is a collection of LaDuke’s work that celebrates her experiences in the African country of Eritrea. The painter, printmaker, activist, and teacher describes her work as a celebration of cultural diversity. The North Dakota Peace Coalition is co-sponsoring this event as part of their 20th Annual Peace Congress. For more information, call the MU Gallery at 231-8239.

Tuesday, Oct. 28

“Top 10 Ways to Improve Your Lifestyle,” a YMCA of NDSU Brown Bag Seminar, will be presented in the Peace Garden Room, Memorial Union, from 12:30 to 1:30 p.m. A panel of multicultural students studying pharmacy, nursing, nutrition, and counseling will share their “Top 10” ideas for adopting and maintaining a healthy lifestyle. Students will share advice on how to improve your health through exercise, nutrition, and other healthy habits. The program will be moderated by Dr. Mort Sarabakhsh, associate professor in the NDSU Department of Apparel, Design, Facility and Hospitality Management.

Friday, Oct. 31

International Programs and Multicultural Student Services will co-host an International and Multicultural Dance Party at the Dakota Ballroom, Memorial Union, from 6 to 11 p.m. The social event will feature “Cultural Jeopardy,” games, door prizes, giveaways, Halloween costumes, music, and dancing.

Cultural Awareness Month sponsors include: Black Student Organization, Campus Attractions, Cultural Diversity Resources, Fargo Theatre, Hispanic Organization of Latin Americans, International Programs, Memorial Union Gallery, Multicultural Student Services, Native American Programs/Family Health Center, Native American Student Association, North Dakota Peace Coalition, Northern Plains Voices, Tri-College University, and the YMCA of NDSU.

For more information, call NDSU Multicultural Student Services at 231-1029.



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NOVEMBER 2003

Monday, Nov. 3

- American Indian Heritage Month begins (Nov. 1-30)

Tuesday, Nov. 4

- Election Day

Wednesday, Nov. 5

- American Indian artists' fair at Memorial Union Gallery, 10 a.m. to 5 p.m.
- Noon / YMCA of NDSU Brown Bag Seminar, "Student Perspectives: Implications of Racism in Daily Life"
- 3 to 5 p.m. / Video – "Race: The Power of Illusion" Part I at Century Theater

Thursday, Nov. 6

- American Indian artists' fair at Memorial Union Gallery, 10 a.m. to 5 p.m.

Friday, Nov. 7

- Open date

Monday, Nov. 10

- Open date

Tuesday, Nov. 11

- Veterans Day; no classes

Wednesday, Nov. 12

- 3 to 5 p.m. / Video – "Race: The Power of Illusion" Part II at Century Theater
- American Indian musicians Reuben & Ash Fast Horse perform at Minnesota State University Moorhead

Thursday, Nov. 13

- Open date

Friday, Nov. 14

- 11 a.m. to 2 p.m. / Powwow silent auction and Indian Taco fund-raiser

Monday, Nov. 17

- Open date

Tuesday, Nov. 18

- Noon to 1:30 p.m. / "Mix It Up" luncheon at Memorial Union

Wednesday, Nov. 19

- 3 to 5 p.m. / Video – "Race: The Power of Illusion" Part III at Century Theater

Thursday, Nov. 20

- Open date

Friday, Nov. 21

- Open date
-



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Monday, Nov. 24

- Open date

Tuesday, Nov. 25

- Open date

Wednesday, Nov. 26

- Open date

Thursday, Nov. 27

- Thanksgiving Day; no classes

Friday, Nov. 28

No classes



A SPOOKY **NORTH DAKOTA STATE UNIVERSITY** CAMPUS EVENT

Horror d'oeuvres!

“Join us for a Halloween Party at Dakota Ballroom, Memorial Union, on Friday, Oct. 31, 7-9 p.m.”

Food, games, fun, music, prizes, and more!

Supported by **International Programs, Multicultural Student Services**, and the following student organizations:

- **Black Student Organization**
- **Hispanic Organization of Latin Americans**
- **International Student Association**
- **Native American Student Association**

For more information about Horror d'oeuvres!, call 231-1029.



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POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Policy 155: Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees

Language is being added to include a requirement for an employee to notify his/her supervisor of an arrest under certain circumstances. There is also new language requiring notification of an alcohol beverage statute conviction. Currently, Policy 155 only requires notification of a violation of a "criminal drug statute" – which, based on the Drug Free Workplace definitions, does not include alcohol.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee – 7/17/03

Staff Senate -

University Senate –

President's Council -

3. This policy revision was originated by (individual, office or committee/organization):

General Counsel

Vice President for Academic Affairs



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For any questions
please send e-mail to:
NDSU.Policy.Manual@ndsu.nodak.edu
<mailto:NDSU.Policy.Manual@ndsu.nodak.edu>

SECTION 155: ALCOHOL AND OTHER DRUGS: UNLAWFUL AND UNAUTHORIZED USE BY STUDENTS AND EMPLOYEES

SOURCE:

NDSU President

SBHE Policy Manual, Section 918

1. NDSU complies with and supports the North Dakota State Board of Higher Education policy governing alcohol use on campus, the Drug Free Workplace Act of 1988, Public law 100-690 and the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

2. The State Board of Higher Education prohibits the possession, sale, dispensation, use or consumption of alcoholic beverages upon land or in buildings owned by the Board or its institutions. Exceptions may include the lawful possession of alcohol in family student residences, on-campus professional staff residences, fraternities and sororities (in certain circumstances), the President's residence, and other special exceptions as granted by the President or the President's designee. For the complete State Board of Higher Education policy see www.ndus.nodak.edu/policies_procedures_policy.asp?ref=2246

<http://www.ndus.nodak.edu/policies_procedures/sbhe_policies/policy.asp?ref=2246>
"Alcoholic Beverages". The University prohibits the *unlawful or unauthorized* use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in University buildings, any public campus area, in University housing units, in University vehicles, or at any University affiliated events held on or off-campus, which are sponsored by students, employees and their respective campus organizations (including all fraternities and sororities). For NDSU employees, compliance with this policy is a term and condition of employment. For NDSU students and student organizations, compliance with this policy is a term and condition of continued enrollment/organizational registration.

3. The University recognizes that chemical dependency and chemical abuse are concerns that can impact both academic success and work performance and that there are assistance programs available to help individuals experiencing problems. When appropriate, NDSU personnel may refer students and employees to NDSU Counseling and Disability Services or to agencies outside of NDSU for evaluation and/or treatment for alcohol or other drug related problems. As part of their benefit package, employees may access services



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through the Employee Assistance Program provided by the Village (1-800-627-8220) or in the Fargo area (701) 235-6433. Employees may refer students in need of services to Counseling and Disability Services at (701) 231-7671. While evaluation for alcohol, drug abuse and/or addiction is not available on campus, Counseling and Disability Services staff will work with the students to find appropriate community services. Referral information from Counseling and Disability Services is also available to those wishing to refer individuals to off campus agencies.

4. These guidelines apply to students, employees, as well as campus organizations, which include, but are not limited to registered student organizations under the Commission of Student Organizations. For information concerning applications of this policy, please consult the Dean of Student Life (for students), or the University Human Resources Director (for employees).

4.1

Students and employees and their respective campus organizations may not use organizational or public funds (including general and special funds) for the purchase of alcoholic beverages.

4.2

Sale of alcoholic beverages by students, employees and their respective campus organizations is strictly forbidden. This is to include any action that can be remotely construed as alcohol sale such as charging admission to parties, passing the hat, selling empty cups, selling drink tickets, etc.

4.3

Off-campus activity conducted by students, and employees and their respective campus organizations shall not encourage excessive and/or rapid consumption of alcoholic beverages. The use of alcohol at any such events is expected to be lawful and low risk. Registered student organizations planning off campus events at which alcohol may be available must complete and file with the Student Activities Office, Memorial Union 360, the NDSU Event Risk Management Planning Notification Form. When planning an off-campus work related event where alcohol will be present, employees with questions about low-risk guidelines should contact the Director of Human Resources, Old Main 205.

4.4

Alcoholic beverages shall not be used as awards or prizes in connection with events or activities sponsored by students, employees and their respective campus organizations, on or off-campus.

4.5

The public display of advertising or promotion of the use of alcoholic beverages in University buildings or any other public campus area including all University owned housing



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areas is prohibited. This includes banners, lighted beer/liquor signs, and large inflatable advertising, etc. (Entities that lease commercial or research property from the university may be excluded. However, the University may, in these leases, include provisions that will assist in its effort to promote legal and safe use of alcohol and to change the culture that perpetuates alcohol and other drug misuse and abuse.)

4.6

Alcohol promotional activities including advertising shall not be associated with otherwise existing campus events, programs, or campus organizational functions on or off-campus. This includes, but is not limited to, such items as: cups, t-shirts, beverage can coolers, and any other items carrying alcohol/beer advertising.

4.7

Advertising of alcoholic beverages shall not appear in University controlled or affiliated publications (including University affiliated web sites). Advertising of establishments that sell alcohol may appear and must adhere to the following guidelines.*

*

Student Newspaper (The Spectrum)
The Spectrum is not subject to the advertising portion of this university policy due to first amendment provisions of the US Constitution and State Board of Higher Education Policy 507. It is accountable to the Board of Student Publications for its standards of conduct. Because of the belief that advertising perpetuates the culture of high-risk and underage drinking, the Board of Student Publications may, if it chooses to accept advertising for alcoholic beverages, decide to adopt guidelines compatible with this policy.

a.

Advertising of establishments that sell alcohol shall not include brand names, logos, prices, visual images or verbal phrases that refer to consumption of alcoholic beverages. Advertising of establishments that sell alcohol shall not encourage any form of alcohol abuse nor shall it promote alcohol specials such as two for one's, happy hour drink specials, or any ads that encourage rapid and extensive consumption of alcohol.

b.

Advertising of establishments that sell alcohol shall not portray drinking as a solution to personal or academic problems or as necessary to social, sexual or academic success.

c.

Advertising of establishments that sell alcohol shall not associate consumption of alcoholic beverages with the performance of tasks that require skilled reactions such as



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the operation of motor vehicles or athletic performance.

d.

Advertising of establishments that sell alcohol shall include a statement of low-risk such as "know when to say when" or "please use our products legally and in a responsible manner".

4.8

Unless otherwise authorized by the President of the University, the use of alcoholic beverages during all events held on the NDSU campus is strictly forbidden (including concerts, theatrical performances, athletics events, workshops, etc.).

5. When students, student organizations, or employees violate University alcohol policy they will be subject to campus resolution. Campus resolution of such acts may proceed before, during, or after any pending civil or criminal proceedings are concluded. Since the campus actions are educational and/or managerial in nature, and not criminal proceedings, such simultaneous actions do not constitute double jeopardy and differing judgments may result.

5.1

Sanctions-Students & Student Organizations: Individual students and student organizations (including fraternities, sororities, residence hall associations and registered student organizations) who are found in violation of the University policy on alcohol and other drugs are subject to one or more of the following sanctions, dependent upon the severity of the violation and the existence or absence of prior alcohol or other drug violations: (For a more complete description of these sanctions see the Code of Student Behavior at <http://www.ndsu.edu/ndsu/vpsa/code>)

5.1.1

No action (if alleged conflicts prove to be unfounded). 5.1.2.

Restitution. 5.1.3

Confiscation. 5.1.4

Restricted access to University facilities/removal from

Residence Halls. 5.1.5

Loss of privileges (including status as a registered student organization). 5.1.6

Required participation in a specific program. 5.1.7

Educational sanction/project. 5.1.8.

Warning (written or oral). 5.1.9

Probation. 5.1.10

Suspension. 5.1.11

Emergency suspension. 5.1.12

Expulsion. 5.1.13

Voluntary withdrawal. 5.1.14

Registration/graduation hold.

NOTE: These sanctions need not necessarily be applied in numerical sequence. Any sanction may be chosen from this list for any



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violation, dependent upon its severity.

Individual student behavioral actions will be adjudicated through the Department of Residence Life or the Dean of Student Life's Office depending on the student's place of residence. Student organization behavioral actions will be adjudicated through the Memorial Union.

Parental Notification: Parents or guardians of students under 21 may be contacted without student consent by an NDSU student affairs administrator following alcohol and/or drug related incidents depending on the severity of the offense, number of offenses, threat to others or the community or life concerns of the student involved. See http://www.ndsu.nodak.edu/ndsu/student_life/ParentNotify.htm for the full policy and rationale.

Financial Aid Eligibility: A student who has been convicted of any offense under Federal or State law involving the possession or sale of a controlled substance will not be eligible to receive certain grant, loans or work assistance from the time of conviction through a period of ineligibility. Eligibility may resume prior to the end of the ineligibility period if rehabilitation requirements are completed as outlined in the Higher Education Amendments of 1998.

5.2

Notice and Sanctions - Employees

Individual employees who are found in violation of the University policy on alcohol and other drugs by their supervisors will be reported to the University Human Resources Director for consultation prior to action.

Any employee arrested under circumstances involving an alleged violation of a criminal drug or alcohol beverage related statute while in his or her workplace, on or off campus; in a University vehicle; or as part of any activity the University initiates or takes part in must notify his or her immediate supervisor within five days of the arrest. An arrest, depending on the circumstances may be grounds for actions or sanctions. The status of the criminal proceeding is a factor the supervisor will take into consideration. It is important that the supervisor seek legal advice from the NDSU General Counsel before taking action in arrest situations.

Any employee convicted of violating any federal, state, or local criminal drug or alcohol beverage related statute in his or her workplace, on or off campus; in a University vehicle; or as part of any activity the University initiates or takes part in must notify the University Human Resources Director no later than five days after such conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal, state or local court. North Dakota State University is required by law to inform the federal contracting Officer within 10 days of receiving ~~such~~ notice of a conviction of violating a criminal drug statute from an employee or otherwise receiving notice of such conviction.



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Minutes from the October 8, 2003 Staff Senate Meeting

Approved by the Staff Senate on November 12, 2003

If an employee is convicted ~~under a~~ of violating any criminal drug or alcohol beverage related statute while in the workplace, as described above ~~for a violation occurring in the workplace, on or off campus,~~ University actions may include:

5.2.1

Requiring the employee to participate in a drug assistance or rehabilitation program approved by the University;

5.2.2

Disciplinary action for a violation of university alcohol or drug policy up to and including termination of employment. Disciplinary action may include one or more of the following:

- (1) Warning, reprimand, or probationary status;
- (2) Ineligibility to receive the next available annual salary increase;
- (3) Suspension without pay for up to 5 days;
- (4) Termination of employment; or
- (5) Any combination of the above sanctions.

NOTE: These sanctions need not necessarily be applied in numerical sequence. Any sanction may be chosen from this list for any offense, dependent upon its severity. Referral for prosecution may also be a result of any criminal violations.

For more information on the health and legal risks of alcohol and drug abuse, refer to the University's brochure "Alcohol and Other Drugs: risks, policies and the law for students and employees" available from the Human Resources Office, Old Main 205.

HISTORY: March 18, 1989, Amended December 1992; October 1999, April 2003.

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