



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: NOVEMBER 12, 2003

MINUTES

Approved by the Staff Senate on December 10, 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 9:30-11:00 a.m.

Upcoming Staff Senate Meetings:

December 10, 2003:	9:30-10:30 a.m.	Peace Garden Room, Memorial Union
January 14, 2004:	9:30-10:30 a.m.	Peace Garden Rose Room, Memorial Union
February 11, 2004:	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
March 10, 2004:	9:30-10:30 a.m.	Peace Garden Room, Memorial Union
April 14, 2004:	9:30-10:30 a.m.	Peace Garden Room, Memorial Union
May 12, 2004:	9:30-10:30 a.m.	Peace Garden Room, Memorial Union

Upcoming Executive Committee Meetings:

January 7, 2004:	9:30-11:00 a.m.	Crest Room, Memorial Union
January 28, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union
February 25, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union
March 31, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union
April 28, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union
May 26, 2004:	9:30-11:00 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: (Linda Krogen-Brandt for Cindy Kozojed) All were reminded to check in on the sheets at the back table.
For today's meeting – November 12, 2003:
Senators present – 48
Senators absent – 13
Substitutions – Tara Cuypers for Barb Welk, Sharon Fangsrud for Sheree Kornkven, and Aaron Schewengler for Janine Trowbridge.
President Hommen welcomed our new Staff Senator, Darlene Rian, of Restricted Funds Accounting. Sharon Morgan will be Darlene's mentor.
2. **President Chapman:** With the use of an aerial map, President Chapman gave an overview of the new, future, and ongoing construction on the NDSU campus. He mentioned that the infrastructure planning was started years ago. Some of the projects he pointed out included: the new main gate on the corner of University Drive and 12th Avenue, Minard Hall (addition and renovating), large apartment complex (in Credit Union area), Ceres Hall, quonset huts, downtown campus, coal storage covers, replacing Bison Courts, renovate or replace greenhouses, Arboretum and horticulture gardens, College of Business Administration building, bicycle paths coming down 18th from 19th Avenue, Alien Technologies (118,000 sq feet ultimately employing 1100), incubator building, (out-of-state companies relocating to park), Center for Nanoscale Research, proposed hotel (4 different groups talking to NDSU about this) also 2 major restaurant chains looking to come (Applebees, and Doolittles), doubling the size of the wellness center (approval needed from upcoming legislature), Memorial Union expansion, Bison Sports Arena renovation, and the renovation of the old YWCA, now occupied by the Department of Criminal Justice and Political Science. The president made himself available to answer questions from the senators.
3. **Program: Ray Tozer, President and Tanya Northagen, President Elect, UND Staff Senate.** Ray and Tanya gave an informative presentation on their senate (consisting of 50 members) and some of their activities, committees, etc. They have been in existence for five years and followed our guidelines during their formation. We can learn more about their senate by visiting the website: www.und.edu/org/undss.
4. **New Business: Dave Wahlberg and Robert Harrold.** Presented, and asked for, the endorsement from the Staff Senate of the redefining of the NDSU mission statement which was necessary as part of the preparation for the reaccreditation, which will take place in 2006. They explained the process of this redefining the mission statement. They hope to receive approval (of the mission statement) from the State Board of Higher Education at their January meeting. The new statement



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is as follows: ***"With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation."*** Kim Miller moved that the Staff Senate endorse the new NDSU Mission Statement, **Paul Froeschle seconded** the motion, passing with an aye vote.

Other new business included a request from Sandy Erickson concerning a petition to open the northwest passage of "B" parking lot (see attachment).

5. **Review and approval of the September and October, 2003 minutes.** Carolyn Beckerleg made a motion to approve the September and October Staff Senate meeting minutes. **Teresa Sonsthagen seconded** the motion. It was approved with an aye vote.
6. **Treasurer's Report:** Gina Haugen. Before committing funds, please consult with the Treasurer (1-6177, gina.a.haugen@ndsu.nodak.edu) or the President (1-7701, Pamela.hommen@ndsu.nodak.edu).

Fund 1725:.....\$4936.63

Fund 3746:.....\$207.35

7. **Policy Coordination Committee (PCC) – Susan Bornsen**

- The PCC has requested your review or feedback on the following policy. Please note that the purpose of the policy change is noted on the cover. Please feel free to contact Susan with any questions or concerns.
 1. Policy 515: Travel – Employees (see attached)

Staff Senate Committee Reports: The following committees had reports:

Program: (Candy Skauge) At the December meeting senators will write on holiday cards to our overseas troops.

Public Relations: (Janelle Quam)

Staff Senate has scheduled a blood drive from 10 a.m.-3 p.m. Tuesday and Wednesday, December 9-10. The mobile unit will be parked west of the Memorial Union. Identification is required and appointments are encouraged. Look for more information soon.

Campus Kudos certificates were presented to:

John Underwood, ITS Help Desk Manager
The entire staff of the ITS Help Desk
Heidi Frie, Counseling and Disability Services
Trish Tallakson, NDSU Graduate Student
Charles Cherry, Office of Trio Programs

Nominations may be submitted using the online form or by contacting the Public Relations Committee.



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Web designer Dan Hodgson continues to update the Staff Senate web page. All senators are encouraged to e-mail upcoming events to Dan at dan.hodgson@ndsu.nodak.edu. He may also be reached at 231-7770. The website is: http://www.ndsu.edu/ndsu/staff_senate/.

Staff Development/Small Grant: (Mary Glessner)

The Staff Development Committee would like to invite all staff to attend the seminar "Power of Positive Attitude" presented by Teresa Sonsthagen (a staff development committee member). It will be held Monday, November 17th from 10:00am - 11:30am in the Meadowlark Room, Memorial Union.

If you need additional information, please contact Mary Glessner 1-9672.

Other Committees:

Campus Space and Facilities: (Bob Peterson) Three presentations were given to the committee on October 27, 2003:

1. Richard Moorhead of Image Group gave a presentation on the replacement of Bison Court. According to Vice President Rayl, the committee did not have to vote on the use of the land or the design of the new building because the land and building are being reused by Residence Life. This project is to begin in the spring as soon as the frost goes out.
2. Don Hanson and Jim Venette gave a presentation on a proposed Sportsturf Management Project along Dakota Drive. (9 hole plus golf course). This proposal is in a very preliminary stage and needs a lot of support from the Ag Community and others to get it off the ground.
3. Gary Narum gave an update on the proposed Wellness Center and Memorial Union additions. They are in the final stages of picking an architect for the Union with the Wellness Center addition coming within a couple of years.

The north half of Reed Property (the Post Office Building) is now being used by Thundar Radio.

Bruce Frantz brought the committee up to date on campus projects:

- a. Looking for something to replace the old trash containers (Wishing Wells)
- b. The new Business Building is on hold for now (no funding).
- c. The Downtown Campus Building will be ready for Fall 2004.
- d. The Equine Science Center is operational.
- e. The Criminal Justice and Public Policy Building will be completed in November.
- f. Looking at permanently closing B Lot to through traffic east of Robinson Hall.



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University Athletics: (Susan Council)

October 29, 2003

1. Athletic budget reviewed. Increases in budget due to increases in scholarships and travel expenses. It was noted that revenue received from student activity fees is much lower compared to institutions that receive revenue from similar sources.
2. Tailgating Advisory Committee. Subcommittees were formed to gather information on national practices, city ordinances, and the NDSU campus climate. A recommendation on alcohol consumption at tailgating events will be made to the president by March.
3. Athletic Academic Advisor Council. Advising and registration procedures for student-athletes were reviewed. It was noted that graduation rates would have an impact on the number of scholarships and on championship participation at D-I level.
4. Conference membership update. President Chapman has been continuing his discussion with several conferences about membership.
5. NDSU Drug Testing Policy. The university will be reinstating a policy on drug testing. The director emphasized there is no current problem on campus.
6. NDSU/UND competition. NDSU would like to continue the tradition with UND and will hold dates open as long as possible for future events. The student senates at NDSU and UND have drafted resolutions to continue the football competition.

Library: (Irene Askelson) October 24, 2003 meeting:

Flood Recovery Project. An extension had been filed with FEMA. All the furniture and equipment have been replaced. This summer, two semi-truckloads of maps arrived, are being processed, and made available to the library patrons.

Annex. As we get closer to the 2004 renewal date for the Annex lease, the Library Director will work with Administration to attempt to secure a location for the periodical collection that can be open to the public. The current lease allows only staff. Pull Service and photocopying has been successful, but some patrons would prefer to browse.

Tri-College Film Library. Last fiscal year, \$24,000 worth of videos and DVDs were purchased for the TCU Film Library located at MSUM. The budget for this fiscal year is \$16,000. In the past, only faculty and staff could checkout videos, but a policy change has been approved by the TCU Presidents to allow student checkout as well. Procedures are still being worked out.

Serial Subscriptions Review. Due to an 8-16 percent annual cost increase in print and digital subscriptions, maintaining these collections are a major budget issue for most



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research universities nationwide. A serials review was undertaken last spring with input from the academic departments. The Administration has been providing supplemental funds since 1998 to alleviate a massive serials cancellation project.

Electronic subscriptions are providing immediate access to the patron desktop. If archival rights are available, the library has been purchasing them.

Budget. The Library budget is posted on the library website annually.

Student Library Fee. Student Government passed a proposal for a Student Library Fee at \$.83 per credit hour per semester up to 12 credit hours. Conditions of the Fee included a snack vending area at the Main Library, student representation in the allocation of the funds, and restrictions on public versus student use. When funds are available they will be used to maintain existing subscriptions. Details pending.

Regarding the public use of the library, the Student Government has been informed that because the Library is partially funded with taxpayers' monies and is a federal and state government documents depository, there is a requirement for public access and computer use. The general public cannot use the computer clusters or private study rooms. A community patron library card is \$10.00 annually.

Online Catalog. Next semester, the Library will begin introducing information regarding the NDSU Libraries migration from the existing PALS online catalog to a new ExLibris system with ODIN, the North Dakota library consortia.

Extending Hours. The Director explained that this was not cost effective at this time.

Next Meeting. The next meeting will be held in December or January unless major problems or issues arise.

Health & Wellness Advisory Board: (Carolyn Beckerleg/Barb Geeslin)

10-27-03 meeting:

Architect selection process for the wellness expansion is underway. They are in the process of interviewing architects and hope to make the final decision by November 19th.

Parking continues to be an issue and they are doing research on different options available.

Student Health Services and Wellness Education

The flu vaccination was held on Thursday, Oct 30th in the ballroom in the union. There are quite a few classes available. Please check the wellness center website. <http://www.ndsu.nodak.edu/wellness/index.shtml>



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Fitness

Homecoming classic 5K was a success with 129 runners. Almost everyone received some kind of prize.

They are trying a few different kinds of ways to promote fitness, including Guinness book challenge and golf for fitness.

Concept 2 rower – is a new piece of equipment that was purchased and is a big hit.

Child Care

Ages for the childcare center were changed, 6 weeks – 6 years.

Council of State Employees – COSE: (Sharon Morgan/Cindy Kozojed) October 9 meeting, State Capital, Bismarck

The newsletter for COSE will only be available on-line because there is no budget for a printed newsletter. When the next COSE newsletter is available, a notice will be sent out by e-mail with the website address.

Discussed concerns about special bulletins getting communicated from the governor's office to state employees. For example, there wasn't enough publication about the Governor's Award For Excellence.

By-laws are being reviewed. Next meeting is scheduled for January 15 in Jamestown.

Ongoing – Remind everyone that the Fish Award is an on-going program and to please take the time to nominate someone. Can nominate on-line, see www.state.nd.us/cose.

Advisor Comments – (Broc Lietz) Reminded everyone of the open enrollment for benefit changes through the 17th of November. The cutoff for flex enrollment is the end of November. The Federal Government made a change that allows for flexing of over-the-counter medications if provided with a written statement from your doctor. Broc is on implementation team of ConnectND – will give us updates as things happen with that. Took questions from the senators. When we change to twice-a-month pay, our paycheck deductions will also be divided and half taken from each check (as opposed to the whole amount coming from just one check). Training will take place by the ConnectND Committee.

ConnectND Update:

Training for NDSU:

Lincoln Bathie will serve as the NDSU ConnectND PC support representative and CJ Johnson will serve as the NDSU ConnectND Training representative.



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Training for Agriculture:

Dave Saxowsky and Gerald Ranum will serve in those roles.

Checkout the ConnectND website for information on the on-line training, <http://www.ndsu.nodak.edu/connectnd/>. Training will focus on using Microsoft Office (Word, Excel) and Internet Explorer with PeopleSoft. It is encouraged to review these on-line training sessions even if you are familiar with Microsoft Office and Internet Explorer. PeopleSoft training is scheduled for April.

Announcements: Participation is encouraged at the NCA Open Forums in preparation for the 2006 accreditation team visit

(<http://www.ndsu.edu/ndsu/accreditation/focusgrps.shtml>):

General Education and Technology and Learning:

- Thursday, November 13, from 1:00 - 2:30 p.m., University Chambers
- Wednesday, November 19 from 1 - 2:30 p.m., Meadow Lark Rooms

Need staff members to join the Self-Study Steering Committee.

Diana Wangler won the leftover refreshments.

Pam thanked Tanya and Ray for taking the time to come down and present to us.

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

The meeting was adjourned.

Respectively Submitted:

Barbara Geeslin



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ATTACHMENT:

Policy Change Cover Sheet

Policy 515

October 13, 2003

1. Effect of policy addition or change:

Adjust meal allowance rates for out of state, Canada, Alaska, Hawaii, and foreign travel - the standard rate increases from \$30 to \$31 per day for travel on or after 10/1/03.

2. Status of policy addition:

Policy Coordination Committee – 10/16/03

Staff Senate –

University Senate –

President's Council –

3. This policy revision was originated by:

Gary Wawers, NDSU Controller



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6.6.2

OUT-OF-STATE, WITHIN CONTINENTAL U.S. - (NDCC 44-08-04 (3))

The allowance for out-of-state meals, within the continental United States, is equal to per diem meals rate in the city for which a claim is made on that day as established by the United States general services administration and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The standard meal allowance rate (per diem) for cities in the continental United States is currently \$30.00 per day (\$31.00 per day for travel on or after 10/1/03). The Accounting Office web site includes a listing of cities whose meal allowance rates are higher than the standard rate. The quarterly breakdown for the meal allowance in this category is as follows:

For travel before 10/1/03:

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Out-of-State, within continental U.S. (depending on city) Standard Rate	\$ 30.00	\$ 6.00	\$ 9.00	\$ 15.00
(depending on city)	\$ 34.00	\$ 6.80	\$ 10.20	\$ 17.00
(depending on city)	\$ 38.00	\$ 7.60	\$ 11.40	\$ 19.00
(depending on city)	\$ 42.00	\$ 8.40	\$ 12.60	\$ 21.00
(depending on city)	\$ 46.00	\$ 9.20	\$ 13.80	\$ 23.00
(depending on city)	\$ 50.00	\$ 10.00	\$ 15.00	\$ 25.00

For travel on or after 10/1/03:

<u>Location</u>	<u>Daily Total</u>	<u>First Quarter</u>	<u>Second Quarter</u>	<u>Third Quarter</u>
<u>Out-of-State, within continental U.S. (depending on city) Standard Rate</u>	<u>\$ 31.00</u>	<u>\$ 6.20</u>	<u>\$ 9.30</u>	<u>\$ 15.50</u>
<u>(depending on city)</u>	<u>\$ 35.00</u>	<u>\$ 7.00</u>	<u>\$ 10.50</u>	<u>\$ 17.50</u>
<u>(depending on city)</u>	<u>\$ 39.00</u>	<u>\$ 7.80</u>	<u>\$ 11.70</u>	<u>\$ 19.50</u>
<u>(depending on city)</u>	<u>\$ 43.00</u>	<u>\$ 8.60</u>	<u>\$ 12.90</u>	<u>\$ 21.50</u>
<u>(depending on city)</u>	<u>\$ 47.00</u>	<u>\$ 9.40</u>	<u>\$ 14.10</u>	<u>\$ 23.50</u>
<u>(depending on city)</u>	<u>\$ 51.00</u>	<u>\$ 10.20</u>	<u>\$ 15.30</u>	<u>\$ 25.50</u>

6.6.3 CANADA, ALASKA, HAWAII - (NDCC 44-08-04 (4))

The allowance for meals in Canada, Alaska, and Hawaii may not exceed one and one-half times the current continental United States standard rate for federal employees established by



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the United States general services administration and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU interpretation)

The current standard federal rate is \$30 (\$31.00 per day for travel on or after 10/1/03); therefore, the maximum allowance in this category is ~~currently~~ \$45 per day ($\$30 \times 1.5 = \45.00 per day) for travel before 10/1/03 and \$46.50 per day for travel on or after 10/1/03. The quarterly breakdown for the meal allowance in this category is as follows:

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Canada, Alaska Hawaii <u>Travel before 10/1/03</u>	\$ 45.00	\$ 9.00	\$ 13.50	\$ 22.50
Canada, Alaska Hawaii <u>Travel on or after 10/1/03</u>	<u>\$ 46.50</u>	<u>\$ 9.30</u>	<u>\$ 13.95</u>	<u>\$ 23.25</u>

6.6.4

FOREIGN TRAVEL, EXCLUDING CANADA - NDCC 44-08-04(5))

The allowance for meals outside of the continental United States, Canada, Alaska, and Hawaii may not exceed two times the current continental United States standard rate for federal employees established by the United States general services administration and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The current standard federal rate is \$30 (\$31.00 per day for travel on or after 10/1/03); therefore, the maximum allowance in this category is ~~currently~~ \$60 per day ($\$30 \times 2 = \60.00 per day) for travel before 10/1/03 and \$62.00 per day for travel on or after 10/1/03. The quarterly breakdown for the meal allowance in this category is as follows:

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Foreign Travel, excluding Canada <u>Travel before 10/1/03</u>	\$ 60.00	\$ 12.00	\$ 18.00	\$ 30.00
Foreign Travel, excluding Canada <u>Travel on or after 10/1/03</u>	\$ 62.00	\$ 12.40	\$ 18.60	\$ 31.00



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ATTACHMENT:

**Petition to REOPEN the Northwest Passage
of the B Parking Lot with one restriction –
Physical Plant will put up a stop sign and crosswalk by LLC**

- Since the northwest exit of the B parking lot has been closed and the new dorm has opened there has been an increase in student traffic walking through the AR parking lot where cars are driving and this could present a danger for both pedestrians as well as employees. By vehicles using alternate routes it is still just as dangerous, if not more so for students when cars are driving past Stevens Auditorium, IACC, Loftsgard, Sudro, and essentially any route through campus that cars come in contact with students/people.
- By blocking the NW passage from the B parking lot, it makes it more dangerous for cars that have to use Centennial Blvd. onto 18th St. as the cross-traffic does not stop vs. the four-way stop by 18th St. and 15th Ave. Cross-traffic is traveling in excess of 40 mph in a 35 mph zone.
- This passage way is an alternative route for the AR lot when there are heavy rains and 15th Ave. is flooded or if there is a snow storm making 15th Ave. impassible. AR lot is the only parking lot on campus with one exit. This will cause cars to stall or get stuck on 15th Ave. This presents a danger to NDSU employees that get stuck in a blizzard on 15th Ave. 18th St. also floods and can fill in quickly with snow during blizzards.
- Service vehicles have to now pay more per mile to get their services vehicles from the designated parking spot to their work place. They know have to drive around the Pilot Plant bldg. on 17th St. to 15th Ave. and find their way to their work buildings in the vicinity of the B lot. Where is this extra money coming from to pay for the extra mileage?
- From the AR parking lot, it takes longer to run business related errands on campus when using a private car on one's way home from work causing increased loss of actual work time.
- From both the B and AR lots, it takes longer to get to work in the morning and takes longer to return to work after lunch, causing employees to be late for work. People have to adjust their schedule to allow for MORE time to get to work now.

We propose that the Physical Plant reopen the NW Exit from the B parking lot (as it was in the past) past the LLC building/AR & HR lots with a restriction. Physical Plant will put a stop sign somewhere by the LLC building with a cross-walk for students. We would greatly appreciate if this matter could be resolved.



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If you are interested in **signing a petition** to have the NW exit from the B parking lot reopened with a stop-sign crosswalk, please **sign the petition** in either **Waldron 203A, Walster 306 or Walster 106**. Thank you.