



## NDSU STAFF SENATE

# NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: APRIL 14, 2004 MINUTES

Approved by the Staff Senate on May 12, 2004

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

May 12, 2004	9:30-10:30 a.m.	Ballroom, Memorial Union
June 9, 2004	9:30-10:30 a.m.	Reimers Room, Alumni Center
July 14, 2004	9:30-10:30 a.m.	<b>COMMITTEE MEETINGS</b> , Prairie Rose Rm, Union
August 11, 2004	9:30-10:30 a.m.	<b>COMMITTEE MEETINGS</b> , Prairie Rose Rm, Union
September 8, 2004	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union

### Upcoming Executive Committee Meetings:

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
June 30, 2004:	9:30-11:00 a.m.	Atrium Conference Room, Memorial Union

*All broadbanded staff are encouraged to attend.*



## NDSU STAFF SENATE

### Minutes from the April 14, 2004 Staff Senate Meeting

*Approved by the Staff Senate on May 12, 2004*

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

- There are cards on the tables if anyone would like to send a note to our troops in Iraq.

- Congratulations were extended to Sandra Erickson for receiving a Staff Recognition Award and also to Gina Haugen for having been nominated.

Pam passed around the sign up sheet for the April 17<sup>th</sup> "Expanding Your Horizons". Also passed around was a thank you note for Hope Eppler who was a guest at one of our meetings. At the end of today's meeting we will hold a drawing for tee shirts from "Exercise America" - please put your name in the basket that is going around if you are interested in this drawing.

**Membership:** (Cindy Kozojed) Everyone was reminded to check in on the sheets at the back table.

For today's meeting – April 14, 2004, there is a quorum.

Present – 45

Absent – 17

Substitutions – no substitutions.

2. **Review and approval of the March 10, 2004 Staff Senate minutes:** Carolyn Beckerleg made a motion to approve the February Staff Senate meeting minutes. Jeanine Trowbridge seconded the motion. The minutes were approved by an aye vote.

3. **Treasurer's Report:** (Gina Haugen) Before committing funds, please consult with the Treasurer (1-6177, [gina.a.haugen@ndsu.nodak.edu](mailto:gina.a.haugen@ndsu.nodak.edu)) or the President (1-7701, [pamela.hommen@ndsu.nodak.edu](mailto:pamela.hommen@ndsu.nodak.edu)).

Fund 1725: ..... \$4236.73

Fund 3746: ..... \$1894.37

**Program: (Bruce Frantz, Facilities Management Director)** Bruce presented an update on the building projects currently taking place and what will be coming up in the near future. On the Facilities Management web site a site showing the new downtown campus building can be found. July 15<sup>th</sup> is the scheduled date for occupancy for this building.

The Quonsets will be coming down. The Research Park II Building was occupied on March 15. Alien, Phase one should be started this winter. R2 will be making the decision as to what will occupy the Alien Phase One building.

This summer the campus will see the fountains on the south side of South Engineering being redone due to continuing problems with them. Eventually a stream will be created, with a walk bridge and with five bison going across it. This project will be done in phases.

The new steam line going into the RDC and will cut across Albrecht Boulevard and for a period of time will alter traffic patterns. The PP Lot will be redone starting Monday after commencement. AR Lot parking (barrier across B lot is working well) will have an access road cut to enable trucks getting into the Waldron loading dock. Sudro Hall will have all windows replaced. This is the final phase of the remodeling of the building. There are plans for new sidewalk and sidewalk lights along Albrecht. Landscaping projects for the summer include new raised flowerbeds at the main gate making them more visible to passersby. Also, the area on 18<sup>th</sup> Street where the new College of Business

Administration building will be built will facilitate the need to move the experiment station plots. The will be moved further south closer to the corner of 18<sup>th</sup> Street and 12<sup>th</sup> Avenue, where there are plans to eventually have an Arboretum. After his presentation, Burce took questions from the senators. Pam Hommen reminded the senators that the meetings that are held concerning the parking lot issues are open for all to attend.

**Vision and Core Values Statements: (Dr Bob Harrold and Dave Wahlberg)** Because of NDSU's reaccreditation which is coming up in 2006, the NDSU Mission Statement (previously approved by the Staff Senate), and the Vision and Core Values Statements (see attached), were studied in order to update and redefine them (we received a copy via email earlier). Having gathered feedback from across campus, a redefined version was assembled. Wahlberg answered questions from the senators, and also gave an explanation of the purpose and the formation of "Land Grant" universities.

**Nancy Mueller made a motion to accept the "Vision and Core Values Statement"** as redefined and presented, **Clark Coffman seconded the motion.** All in favor signified by voice vote and **passed unanimously.**

**NDSU Library: (Pam Drayson, Director)** Pam informed the senators of the new resources that are available to us right from our own desktops. Please call the library for more information. The library is migrating from one computer software system to another this summer, which will mean changing the whole library system. The new system will include the on-line card catalog. We will be moving into the same new system as Minnesota and South Dakota. In the next two weeks articles will appear pertaining to the library moving from PALS software to the new one. Pam also mentioned that the library now allows food and drink – please have a lid on the drinks. There is a vending machine in the lower level of the library.

**4. Old Business:**

B-Parking Lot: (on-going issue)

Computer Access Results: Three people responded to the survey and they requested hard copies of the minutes,

Lapel pins: The president has volunteered to pay for them.

By-Laws: (Linda Krogen-Brandt) A copy of the changes was previously sent to everyone (see attached). **Candy Skauge made a motion** to accept the Staff Senate By-Laws as changed. **Susan Bornsen seconded the motion. Motion carried** by aye voice vote.

**6. New Business:**

Pam distributed a sheet with dining services concerns and responses from Jack Donahue, Director of Dining Services (see attached). Discussion was held on which of the auxiliary services (including food service) are or need to be open at all on the days when the students are not on campus. The information on which services are available is something that staff senate could communicate prior to these breaks. Pam will take further questions/issues to Jack Donahue and will report back to the senate.

Brian Miller mentioned that we should all try to get our photo's taken now in order to avoid the lines in August. A different id number will be assigned sometime mid summer to everyone (having to do with People Soft change over). Photo's can be taken at the Alumni Lounge in the Memorial Union next week from 8:30am until 6:30pm.

**7. Staff Senate Committee Reports: (See attached)**

Pam mentioned the survey concerning our meetings and the results. Everyone received a copy. There is a thought of possibly having programs every other meeting, and issue discussion at others. Also, the Executive Committee is considering a newsletter.

Pam reminded committee chairs to get their year-end reports in. Pam also thanked everyone who helped at the NDSU Health Fair yesterday. Our May meeting will be the first for the new senators, and elections will be held. The outgoing senators were reminded that they are not able to vote in the elections and will be free to leave prior to the voting.

8. **Advisor Comments:** (Broc Lietz) Broc gave an explanation of the summer self-support classes. Brock explained that the cost to cover the self-support classes (faculty salary, overhead, etc.) has to come in totally from the students. All of the state universities do this the same. If we only offered classes that were supported by state appropriated dollars, there wouldn't be as many classes offered. Tuition waivers are not accepted for self-support classes.

Payroll sessions – six remaining: April 27<sup>th</sup>, May 3<sup>rd</sup>, and May 4<sup>th</sup> at 10:00am and 2:00pm. Broc spoke about the session process and mentioned that many good tips are given pertaining to those who choose to take the advance and those who don't. The information session is followed by a question and answer time period. There has been good attendance so far. Please try to attend one of the meetings.

**Announcements:**

The next meeting is May 12, 2004, 9:30-10:30 a.m., Ballroom, Memorial Union.

Drawing for tee shirts was held. Pam Nielsen, Gretchen Bromley, Barb Geeslin, Bill Kozojed, Cindy Kozojed.

The meeting was adjourned.

Respectively Submitted:

Barbara Geeslin

## ATTACHMENT I – “Vision and Core Values”

Good afternoon!!!

Thanks for the opportunity for David Wahlberg and I to have a few moments with the members of the Staff Senate on Wednesday morning to discuss the proposed Vision and Core Values statements. Copies of updated materials (see the explanation below) will be distributed on Wednesday morning. If you wish to electronically share the attachment and/or this message with your members that have access to e-mail, please feel free to do so!

The Mission and the Common Good Focus Group met on Thursday, April 8th to update the Vision and Core Values statements on the basis of comments received at the Open Forums, from suggestions received by e-mail, direct verbal input from individuals, and comments by administration. The updated draft of the Vision and Core Values statements reflects the responsiveness of the Focus Group to the comments and suggestions that have been received. New text appears in the attachment with a bold underline while deletions have a double strikeover.

A summary of the changes that have been made follows:

- 1) "Vision": "vibrant" was added and "metropolitan" retained in this statement.

### Core Values:

- 2) "Land-Grant":

The first three statements were modified to start with "We ..."

The fourth statement was modified by removing "an emerging metropolitan" and adding "on the Northern Great Plains".

- 3) "People": The third statement was modified by replacing "quality" with "excellence".

- 4) After (extensive) discussion, "scholarship of all forms" was retained in "Scholarship". (The alternate wording was "scholarship in all forms".)

- 5) Under "Teaching and Learning", "based on our long-standing excellence" was deleted as wordy and self-serving (among other things).

The revised statement still implies academic advising and the various activities conducted by Student Affairs.

- 6) The "Ethics" statement was considered to imply administration, students, staff, and faculty.

- 7) The "Diversity" statement was moved and appears under "Culture".

After discussion, the decision was made to not include specific groups in a diversity statement as one or more groups could potentially have not been included.

(This should be covered by the non-discrimination statement in all university advertising.)

- 8) The statement under "Accessibility" was moved and now appears under "Culture".

The net effect was to reduce the number of major points in the Core Values statements

If you or members of the Staff Senate have questions or comments, they may contact David Wahlberg, the Focus Group Chair or me.

Thanks!!!            /// Bob

## MISSION

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.

*(Approved: State Board of Higher Education Jan. 15, 2004)*

## VISION - DRAFT

We envision a vibrant university that will be globally identified as a contemporary metropolitan land-grant institution.

## CORE VALUES - DRAFT

NDSU is guided by the following key values and principles:

### Land-Grant

We ~~Our university~~ reflects and serves geographically and culturally diverse populations.

We share ~~in~~ institutional success ~~is shared~~ across the university.

We anticipate and welcome ~~G~~ growth and service that will occur in ways yet to be conceived.

We embrace our unique complexities as ~~an emerging~~

~~metropolitan~~ land-grant university on the Northern Great Plains.

We remain committed to serving people globally.

<h3>People</h3>
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We derive strength and vitality from each other and from the diverse communities we serve.

We care about the current and future welfare of our students, staff, and faculty.

We promote excellence ~~quality~~ through individuals participating in decisions and value cooperation for the common good.

## **Scholarship**

We are an engaged university and acknowledge and pursue scholarship of all forms, including discovery, teaching, integration, and application.

We uphold the rights and responsibilities of academic freedom.

## **Teaching and Learning**

We provide a superior teaching and learning environment ~~based on our long-standing excellence~~ within and outside of the traditional classroom.

We promote and value liberal, graduate, and professional education in a collegial environment where divergent ideas can be shared.

We foster an environment that promotes life-long learning with individually-defined goals.

## **Ethics**

We maintain our integrity through principled action and ethical decision-making.

## **Culture**

We will be the land-grant university that we want to be by welcoming and respecting differences in people and ideas. *(Previously a separate heading: Diversity.)*

We support the goals of the North Dakota University System and value collaboration with colleges and universities around the world.

We foster accessibility to our programs and services.  
*(Previously a separate heading: Accessibility.)*

## **Accountability**

We have a special relationship with, and are accountable to, the people of North Dakota.

We actively strive to contribute to our region=s economic prosperity and to improve the quality of life.

### ***Campus Themes***

#### **It's About People**

At NDSU, student learning is facilitated by faculty and staff guidance. Increased investments in people are critical to attracting and retaining quality faculty and staff, thereby increasing NDSU's educational standards. As part of this at the midpoint of our peer institutions by being creative increased investment, faculty and staff salaries will be increased to the mid-range of professional peers. NDSU can continue its progress toward

being in funding its salary pools. Sources of new money will be invested in people through graduate and undergraduate enrollment growth and growth in research activities.

### **Students are Paramount**

NDSU will increase student enrollment to 12,000 students, including increasing graduate student enrollment to at least 15 percent of total student enrollment.

While NDSU exists to serve multiple stakeholders, service to students is paramount. This is accomplished by providing superior learning environment in and out of the classroom at a cost, which is a true value to students and all citizens of North Dakota.

### **Leveraging Support**

NDSU, as described in the report of The Roundtable for the North Dakota Legislative Council Interim Committee on Higher Education, will take increasing responsibility for securing the financial resources needed to provide service and education for the people of North Dakota. NDSU plans to accomplish this by leveraging its resources through strategic partnerships with North Dakota, national and global businesses.

### **Programs**

NDSU is an investment by the people of North Dakota in individual and collective economic well being and quality of life. For this reason, the university will aggressively engage in statewide collaborative efforts with North Dakota businesses and with member institutions of the North Dakota University System.

NDSU will use emerging technologies to expand capabilities to meet student demand in the university's traditional areas of focus including agriculture, engineering, applied sciences and extension, as well as expansion into new academic areas and professional fields.

NDSU will emphasize increasing the university's international focus to enhance North Dakota's competitiveness in the global economy.

### **Stature**

NDSU should advance to the level of Doctoral and Research University-Extensive in the new Carnegie classification system. To reach the Extensive classification will require the graduation of 50 or more doctorates in at least 15 academic disciplines per year.

NDSU will build public support for its mission and higher education by increasing public awareness of the many services the university provides.

The draft versions of proposed Vision and Core values statements were approved by the members of the "Mission and The Common Good" Focus Group of the Self-Study Steering Committee on March 5, 2004 and are presented for discussion and input.

When the Consultant-Evaluators from the Higher Learning Commission visit our campus, they will expect that our Mission, Vision, Core Values, and Priorities (Campus Themes) will have been revisited since our previous re-accreditation. The updated Mission Statement was



approved by the State Board of Higher Education on January 15, 2004 after having previously been approved by the members of the University Senate, the Staff Senate, and Student Senate.

Members of the A Mission and The Common Good@ Focus Group include: Lynn Dorn, Karen Froelich, Kate Haugen, Kevin Thompson, Steven Venette, and David Wahlberg, Chair.

Preferred dates for our site-visit have been requested and include February 13 - 15, 2006 and February 6 - 8, 2006. We hope to receive preliminary notice of our site-visit dates by early April, 2004.

Comments about the proposed Vision and Core Values Statements can be addressed to:

David Wahlberg: 231-8325 or [David.Wahlberg@ndsu.nodak.edu](mailto:David.Wahlberg@ndsu.nodak.edu) ,

Deanna Sellnow: 231-8221 or [Deanna.Sellnow@ndsu.nodak.edu](mailto:Deanna.Sellnow@ndsu.nodak.edu) ,

Or Bob Harrold: 231-8967 or [Robert.Harrold@ndsu.nodak.edu](mailto:Robert.Harrold@ndsu.nodak.edu) .

Thank you for participating in the Open Forum process!!!

ATTACHMENT II

**NDSU STAFF SENATE COMMITTEE REPORTS**  
**April 14, 2004**

**•Public Relations Committee (Janelle Quam):**

1. A Campus Kudos certificate was sent to Tom Moberg, vice provost and chief information officer in Information Technology Services. Moberg shared NDSU's information technology direction at last month's Staff Senate meeting.

We are pleased to announce that the NDSU President's Office in cooperation with Staff Senate, is recognizing those individuals who have been nominated for a Campus Kudos with a coffee cart certificate redeemable at either the Memorial Union or Minard Hall coffee carts. These certificates were distributed to 25 previous nominees on March 12.

2. Staff Senate will have an interactive booth at the NDSU Health Fair on April 13, 2004 in the Memorial Union Ballroom. The "Whistle for Help" personal safety campaign includes a four-question quiz with a prize. It is sponsored by the NDSU President's Office, Campus Police, and Staff Senate.

3. 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](mailto:dan.hodgson@ndsu.nodak.edu). He may also be reached at 231-7770. [http://www.ndsu.edu/ndsu/staff\\_senate/](http://www.ndsu.edu/ndsu/staff_senate/).

**•Scholarship Committee (Brian Miller):**

The advertisements for the scholarships, and how to apply, were published after the March Staff Senate meeting. The applications were placed on the Staff Senate website on March 18. So far (as of 4/7/04) we have 8 staff and 15 children of staff who have applied. Applications closed on April 8<sup>th</sup>, and the ranking of the applicants will be done on April 19<sup>th</sup>.

**•Staff Senate Development Committee (Cherie' Moen):**

**10K-A-Day Program Report**

There were 278 participants signed up. The breakdown was 81 signed up for campus mail distribution and 197 for e-mail.

During past health incentive programs I would receive approx. 7-10 e-mails/phone calls regarding the program. This year, I had 70+ e-mails and approx. 20 phone calls regarding the BC/BS seminar, the pedometers, and the adobe acrobat format. Even this week I received e-mail from the USDA-Biosciences Research Lab wondering if they could participate. Their facility is located on campus and some of their employees have been interested in the program.

Nancy Lilleberg formatted the handouts into pdf files and that worked great. Thanks to Nancy!!! The closing wrap-up was held on March 11, at the Peace Garden Room.

Here are the results from the surveys I received:

**Did you complete 10K-A-Day?**

41 said Yes  
21 said No  
2 left it blank

**Do you feel you=re in better physical condition now than before you started the program?**

51 said Yes  
9 said No  
2 said Not sure or Maybe  
2 left it blank

**Do you feel you=ll be more consistent with your exercise program as a result of participating in 10K-A-Day?**

49 said Yes  
12 said No  
1 said n/a  
2 left it blank

**What did you like the most about the 10K-A-Day program? (note, some people wrote several answers)**

12 people stated that they liked the pedometer  
14 people liked knowing or keeping track of the number of steps  
2 people stated that they liked the weekly information  
8 people liked having an incentive to walk  
16 people wrote other positive comments  
17 people left it blank

**What did you like the least?**

11 people didn't like or had problems with the pedometer  
2 people didn't like that there weren't any other exercise or activity options  
4 people didn't like the weather or the season this was held  
1 person said they were unable to attend the sessions  
4 people wrote "nothing"  
8 people wrote other negative comments  
32 people left it blank

**Would you participate in a similar program in the future?**

57 said Yes  
6 said No  
1 left it blank

**Would you have participated in the 10K-A-Day program if you would have had to purchase a pedometer?**

33 said Yes  
26 said No  
3 said other comments

**How would you describe the appropriateness of the BC/BS seminar:**

31      A. Very useful information. I would have attended the seminar even w/out the free pedometer.  
28      B. I only went to the seminar for the pedometer, but I thought the seminar was good.  
1        C. I would rather have paid \$5 for the pedometer & skipped the seminar.  
3        D. Other  
1 left it blank

**If you could change one thing about the 10K program to make it better, what would you do?**

3 people asked for more exercise/activity options  
4 people asked for better pedometers  
1 people asked for competitions  
5 suggested a different time of year, (1 early Fall or spring, 1 earlier in January)  
1 person asked for more recipes  
1 person asked for a campus map with mileage  
2 people asked for nicer weather

1 person asked for time to exercise together  
2 people asked for the program to run longer  
1 person asked for more games & trivia  
37 people left it blank

●**Policy Coordination Committee (Barb Geeslin for 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. (See following policy):

## **POLICY CHANGE COVER SHEET**

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

**Section**

353: Grievances - Faculty

Language added in section 4.2. to clarify the 120 days period to bring a grievance to the SCR. Language added to clarify who will chair the SRC. Deleting section 5.1.6 referring to guidelines available from General Counsel. Language is unnecessary to the policy.

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

Policy Coordination Committee – 03/19/04

Staff Senate -

University Senate –

President's Council -

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

General Counsel

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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>  
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## SECTION 353: GRIEVANCES - FACULTY

SOURCE: SBHE Policy Manual, Section 612 NDSU University Senate Policy

1. Each institution shall establish procedures to attempt mediation or resolution of faculty grievances.
2. "Grievance" means those actions or conditions defined in the institution's policy adopted pursuant to subsection 4 of this policy. It does not include matters related to dismissals, terminations, non-renewals or any other matter governed by Section 605.1, 605.3 or 605.4. Decisions on matters related to tenure and promotion may be appealed under NDSU policy 350.1-350.4 and 352. Equal opportunity grievances are governed by NDSU Policy 156.
3. This policy applies only to faculty as defined in Section 605.1 of these policies, lecturers, adjunct faculty and graduate teaching assistants. It does not apply to classified staff or to administrators or coaches.
4. The faculty governance structure at each institution shall by policy define the actions or conditions subject to grievance and procedure for filing a grievance in accordance with Section 305.1 of these policies.
  - 4.1  
Actions or conditions subject to grievances are those which apply personally to the grievant and are administrative decisions affecting terms and conditions of employment, such as salary adjustments, development leave, assignments/duties, periodic reviews and working environment. Grievance does not include matters related to tenure or promotion.
  - 4.2  
A grievant may initiate the grievance process by  
1)communicating with the person whose decision is the subject of the grievance and 2)then discussing the grievance with that person's immediate supervisor. The grievant shall put the basis for the grievance in writing if requested by any supervisor. If the outcome of these steps is unsatisfactory to the grievant, a grievant may then appeal to a Special Review Committee by filing a written grievance with the presiding officer of the University Senate no later than 120 calendar days of the date of the act which is the basis for the grievance. ~~after the action subject to grievance occurred.~~ The grievant may need to file an appeal to the Special Review Committee prior to the outcome of the previous steps in order to retain the right of appeal.
5. The Special Review Committee shall attempt to resolve the grievance on an informal basis. Should the grievance remain unresolved, the Committee shall make its recommendations in writing to the complainant, head of the academic unit or program area, dean, or academic vice president, and president.

5.1

The Special Review Committee shall consist of the following members:

5.1.1

A member of the University faculty chosen by the faculty member requesting the review;

5.1.2

A member of the University faculty chosen by the person(s) whose action is alleged to constitute violation of the regulations on academic freedom, tenure, and due process;

5.1.3

A member of the University faculty (who shall be chair) appointed by the Presiding Officer of the University Senate from among a pool of faculty members (one from each of the colleges in the University [excluding University Studies]), appointed by the Senate, upon recommendation of its Executive Committee, for one year terms coinciding with the term of the Presiding Officer of the University Senate. Any faculty member may serve up to four successive terms in such a position.

5.1.4

Emeritus professors are eligible for memberships on the SRC.

5.1.5

Faculty holding administrative appointments are not eligible for membership on the SRC. "Administrative appointment" includes appointments as President, Vice President, Dean, Associate or Assistant Dean, or Department Chair or Head of an Academic Unit.

~~5.1.6~~

~~A statement entitled "Policies and Instructions for Special Review Committees" has also been approved by the University Senate and is available from the University Attorney.~~

5.2

In the event of a dispute as to whether an action is a matter related to tenure or promotion or is subject to grievance, the university or faculty member subject to the action may request an interpretation from the Standing Committee on Faculty Rights by filing a written request for an opinion. The Committee, after reviewing the matter and considering any written argument from either party, shall issue its opinion within thirty calendar days of the time of the filing of the request for an opinion.

6. The President shall within thirty days of receipt of the recommendation, provide written notice to the grievant of his/her decision concerning the grievance after consideration of the Special Review Committee's recommendation. The President's decision shall be final.

HISTORY: June 26, 1986; Amended November 18, 1990; June 1995; June 1998;

November 2000; March 2002.

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[policy manual] <<http://www.ndsu.nodak.edu/policy/>> [search policy]  
<<http://www.ndsu.nodak.edu/search/policy.shtml>> [NDSU home page]  
<<http://www.ndsu.nodak.edu/>>

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Carolyn Beckerleg <<mailto:Web.Master@ndsu.nodak.edu>>  
Last Updated: Monday, March 25, 2002, 2:31 PM  
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ATTACHMENT III

## Staff Senate Survey Results March 10, 2004 Meeting

Please complete this survey by circling your response:

Yes      No

NR

1. Are you interested in changing the format of our staff senate meetings?

23      19

4

Some meeting suggestions might be:

a. Have an informal discussion time for concerns, campus issues, etc.

34      9

4

b. Change our meetings to 1-1/2 hours (90 minutes)?

16      29

2

c. Keep a program presentation at our monthly staff senate meetings?

35      5

7

d. Offer program presentations to all staff at an alternative time

e. (i.e. brown bag) in lieu of at our monthly meetings?

23      16

8

**e. Other suggestions:**

1. *If we were to change the meeting format by no longer offering a program each month prior to the meeting, I would recommend allowing periodic presentations. This would afford us the opportunity to stay on top of things such as PeopleSoft implementation.*
2. *Have discussions not programs.*
3. *Put an ad in the Spectrum when nominations are open for Staff Senate members.*
4. *Coffee*
5. *I think Tom Moberg did a great job. I would like to see him give this presentation in the Century Theater for everyone to hear. He is very knowledgeable.*
6. *Have programs at meetings quarterly.*
7. *A one hour time commitment per month is enough especially when supervisors are involved.*
8. *When would one wear the lapel pin? Everyday? Just to Senate? What's the pin pose? Who's buying them?*
9. *Q. 4 Do you plan to use the Payroll advance in July 2004? Response was: Not sure. Sort of a personal question?*
10. *Change our meetings to 1-1/2 hours only when needed.*
11. *Alternate between presentations at Staff Senate and all staff.*
12. *I like the idea of routing minutes through offices (would be a good way for other staff to be informed.)*
13. *Univ. Senate is trying to get compression issues with professors noticed. I believe staff senate needs to do something to let the VP's and Pres. Take notice of the salary issues among staff.*



14. *Submit an article to the Spectrum, maybe once a year near the election time, and give a an opinion of one group listing what type of presentations we and maybe some issues that deal with.*
15. *Special presentations when relevant to current events/issues. Open forums periodically. Have pitchers of water on tables so don't 'have to get up during presentation/meeting.*
16. *how about in addition to offering presentations to all staff at an alternative time (i.e. brown bag ) in lieu of do it at staff senate.*
17. *Can people send issues /concerns they'd like to see discussed to Pam before the meeting? Might work better than an open discussion (time, etc).*
18. *No food; the expense isn't necessary. If we can't offer massages anymore, how do we justify food at our meetings.*
19. *Have the business meeting first, then program after. Then if someone needs to leave they can. I think the priority is the business. A longer meeting time would not necessarily make a difference.*
20. *I think the pin is a good idea, but how many people would actually wear it? It's like the name badge thing. Maybe money can be spent in a better way.*
21. *Have a program every other month.*
22. *What are the concerns of the staff senate? Let's talk about those campus issues!*

2.	Would you wear a staff senate lapel pin?	Yes	No	NR
		40	4	7



Example:

3.	Where would you go for answers if you have questions regarding the upcoming pay-lag?	Yes	No	NR
a.	Payroll	36	5	4
b.	Human Resources	28	7	11
c.	Your supervisor	20	14	13
d.	The ConnectND web page	29	8	9
e.	Unsure of where to go	1	23	22
4.	Do you plan to use the payroll advance in July, 2004?	24	23	0

#### ATTACHMENT IV

Staff members asked to bring the following concerns to Staff Senate:

1. No food available during breaks and during the summer. To complicate things further, NDSU will bring in visitors/groups during these times so they (potential NDSU students) have no place to eat as well as the staff. Just because the students and faculty are gone, the staff isn't.

For example: During this past spring break, on Monday, there was no food left by 12:05. The music department had a function on campus and there were business meetings upstairs in the Union. Maybe because of these extra people is why there was a shortage. For the rest of the week many people went other places to eat after that first day.

2. Why can't there be non-meat choices during lent? The tuna fish is gone right away, and people get tired of eating salad. Fish or shrimp or mock crab or something should be offered at Ala Carte on Fridays as well as roast beef.

For example: This last Friday, March 26, at noon, there were no tuna or non-meat sandwiches left in the union. Please note that this is also a problem on a daily basis. Many other types of people who do not eat meat, such as Moslem and vegetarian, have problems finding non-meat food in the Union. Even the soups have chicken based soups.

3. If Staff is allowed to take one class a semester, or three a year, then why doesn't the tuition waiver cover the self support classes. This summer the majority of classes being offered are self support, continuing education, grad level, or field experience classes. Last year the summer speech classes were covered by the tuition waiver, this year they aren't.

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Response for items #1 & #2, from Jack Donahue, Director of Dining Services

1. To address the questions , as you may know we are a self supporting auxiliary that needs to raise funds and control expenses to be profitable at the end of the year. We cannot afford to have all our operations open on break with the extremely limited amount of people on campus. We use our sales history to estimate what we should have available for sale. When a large group comes in like that , and we are not always aware of a group coming , we come up short. I saw several members of our staff working feverishly to put freshly prepared sandwiches in the merchandiser. At 12:30 they were still doing it. I apologize if there were not items when you came but we kept refilling after getting a big hit. I am confident in saying this does not happen all the time. Also , based on history , Taco Bell and Blimpie never open during the breaks because there is not enough business. I feel we try very hard to accommodate the people who are on campus.

Our department is extremely involved in providing meals for visiting students as well as their families that accompany them and I am confident that the Office of Admission will happily

confirm that. . We do it in the Dining Centers because it is the most cost effective. Last year we provided over \$14,000.00 for those lunches alone. The reality in the summer is that with the cash sales operations that we have, we barely make our expenses and we must work on a pay as you go basis. I feel there are enough operations open to accommodate that need as well as the customers on campus.

2. I will look at the menu and discuss it with our management staff concerning the lack of non meat items during Lent. I know we try hard to accommodate non meat items during Lent in all the Dining Centers as well as the food court at the Bison Sports Arena. I also wish to say that I receive comments from others who wonder why we recognize the Lenten season and remove meat items they like and are unhappy with the substitution of non meat items. I have to say we are aware of the different feelings towards these issues and try our best to accommodate everyone.

For the upcoming summer , we will have reduced operations such as the outdoor grill , pizza express , grab and go , and the coffee cart. The numbers do not support opening more. If we are aware of big groups , and we always are when the groups are booked through the University Conference Coordinator , we will always have sufficient food available . I apologize if we ran out early , I think the demand was unusual. We will continue to strive to do our best.

I trust this answers your questions . Please let me know if you need further clarification .  
Jack Donahue

Response for #3:

The reason the staff tuition waiver does not cover self support, continuing education, etc. courses is because these courses are self-supporting and the tuition is needed to cover the costs of the course. The staff tuition waiver no longer covers the summer speech class because it became a self support class. It comes down to being able to generate enough revenue to offer the class.

**BYLAWS  
OF THE STAFF SENATE OF  
NORTH DAKOTA STATE UNIVERSITY**

**1. Objectives and Purposes.**

North Dakota State University's Staff Senate shall be the representative body of the University's broadbanded employees to serve the following objectives and purposes:

- a) To gain a spirit of unity, pride, and cooperation by being recognized equally with University Senate and Student Senate as participants in advising University administration;
- b) To be an active communication link for meaningful information exchange between staff and administration relative to issues of mutual concern;
- c) To provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in University affairs;
- d) To provide an opportunity to be advisory in the administration of working and employment conditions and practices, including recognition, compensation, and other pertinent issues;
- e) To involve democratically chosen staff representatives in the operation of the University and to increase awareness of interrelating problems and opportunities.

**2. Advisory Status of the Senate.**

In fulfilling its stated objectives and purposes, the Senate shall be advisory to the President of the University.

**3. Composition of the Senate.**

- a) The Senate will be comprised of elected members representing the various broadbanded classifications as follows: 1000 Executive/Administrative/Management and 3000 Professional (combined); 4000 Technical; 5000 Office; 6000 Crafts/Trade; 7000 Service. Membership is based on approximately 5% of each band, to be reviewed annually prior to general election.
- b) Executive officers shall be elected from the membership of the Senate.

- c) The Executive Committee will consist of: the President, Vice President/President Elect, Past President, Secretary, Treasurer, Membership/Attendance Officer, three Members-at-Large.
- d) The Director of Human Resources or the director's designated representative shall serve in an ex-officio capacity on the Staff Senate and Executive Committee.

#### **4. Terms of Office and Election of Senate Members.**

- a) Senate membership shall be for a two (2) year term with approximately one half (½) of the members elected each year. A member shall not serve more than three (3) consecutive full terms, unless elected to the office of Vice President/ President Elect. After being elected to Vice President/President Elect, this Senator may be granted an additional two (2) year term on the Staff Senate, if required, to complete the terms of President and Past President.
- b) Regular elections to fill vacant positions shall be held annually during the months of March and April. Terms of elected Senators begin in May.
- c) Ex-officio officers appointed to the Staff Senate are not eligible to vote.
- d) The office of the Past President shall serve as chairperson of the Election Committee.

#### **5. Election of Officers.**

- a) The Staff Senate will nominate and vote annually for the following officers, plus three Members-at-Large:
  - 1) Vice President/President Elect,
  - 2) Secretary,
  - 3) Treasurer,
  - 4) Membership/Attendance Officer.
- b) The Senator elected as Vice President/President Elect will assume the office of President and then Past President.
- c) If the office of Past President becomes vacant, the Executive Committee shall appoint one of the current members of the Executive Committee to complete the term.
- d) At the regular May meeting nominations of Staff Senate executive officers shall be accepted through motions from the Staff Senate. The President shall determine the outcome of the motions.
- e) Voting will take place at the regular May meeting. A Staff Senate Election Committee, as appointed by the President, shall tally the votes.

- f) Winners will be decided by a majority vote. The President shall cast the deciding vote in the case of a tie.
- g) The Executive Committee declares an office vacant when an officer is unable or improperly performs the duties of the office. All offices of the Staff Senate Executive Committee vacated shall be filled by a special election at the first regular Staff Senate meeting following the vacancy.

## **6. Duties of the Officers.**

- a) The President:
  - 1) presides over all meetings of the Staff Senate and Executive Committee;
  - 2) insures that all Staff Senate activities are conducted in a professional manner;
  - 3) has the authority to appoint such committees as are deemed necessary for the business of the Staff Senate;
  - 4) insures that all actions conform to the Staff Senate Constitution and Bylaws;
  - 5) serves ex-officio on all committees of the Staff Senate;
  - 6) is the spokesperson for the Staff Senate at meetings and functions;
  - 7) serves as the direct communication liaison between the President of the University and the Staff Senate;
  - 8) may disburse monies from the Operating Expense Fund in the absence of the Treasurer;
  - 9) may disburse monies from the Development Fund, with approval from the Executive Committee, in the absence of the Treasurer;
  - 10) shall serve as a representative on the University Senate with full rights of a Senator on Senate matters; and
  - 11) approves email notices sent to NDSU Staff listserv as well as the Staff Senate listserv members.
  - 12) gives presentations to promote Staff Senate at the New Employee Orientation.
  - 13) attends the annual Staff Recognition Luncheon as a Staff Senate representative and presents the award recipients.
- b) The Past President:
  - 1) serves as an active member of the Executive Committee providing continuity in the administration of the Staff Senate;
  - 2) serves as an advisor to current and proposed activities, using previous Executive Committee experience to give a historical perspective;
  - 3) serves as chairperson of the Election Committee;
  - 4) maintains current election results and contacts prospective Senators following a vacancy in Staff Senate membership; and
  - 5) in the absence of the President and Vice President/President Elect, may approve email notices sent to NDSU Staff listserv as well as the Staff Senate listserv members.
  - 6) writes year end report/summary of Staff Senate activities, accomplishments and recommendations for the next year, and presents to the Executive Board at the May meeting.
- c) The Vice President/President Elect:

- 1) presides in the absence of the President;
  - 2) assumes the duties of the President for the unexpired term in the event the President is unable to complete the term of office;
  - 3) serves on the Policy Coordination Committee on the University Senate;
  - 4) carries out additional duties as assigned by the President; and
  - 5) in the absence of the President, may approve email notices sent to NDSU Staff listserv as well as the Staff Senate listserv members.
- d) The Secretary:
- 1) takes and maintains the minutes of each meeting of the Staff Senate;
  - 2) publishes and distributes the minutes of each Staff Senate meeting to all Staff Senate members prior to the next meeting;
  - 3) distributes the agenda to all Staff Senate members prior to each Staff Senate meeting;
  - 4) maintains an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions;
  - 5) receives and keeps all communications and reports to and from the Staff Senate; and
  - 6) files copies of the Staff Senate minutes and special reports with the President's Office of the University and shall pass on all files to the succeeding secretary.
- e) The Treasurer:
- 1) is primarily responsible for the Staff Senate's fiscal affairs;
  - 2) prepares a financial statement monthly and reports to the Staff Senate at each of the regular meetings;
  - 3) assists the President in preparing the budget and submitting it to the Staff Senate and the President of the University for approval;
  - 4) disburses monies from the Operating Expense Fund; and
  - 5) disburses monies from the Development Fund with approval from the Executive Committee.
- f) The Membership/Attendance Officer:
- 1) schedules meeting locations for the Staff Senate and the Executive Committee for the following year; notifies the Staff Senate President and the Secretary;
  - 2) maintains a roll of current members and their attendance at meetings;
  - 3) maintains permanent records of Senators and terms served;
  - 4) serves on the Election Committee; and
  - 5) maintains Staff Senate listserv.
  - 6) serves as chair on the Orientation/Mentor committee.
- g) Executive Committee (which includes the three Members-at-Large):  
The Executive Committee of the Staff Senate shall consist of its officers and three Members-At-Large, who collectively shall:
- 1) serve as the governing board or steering committee of the Staff Senate;
  - 2) set the yearly calendar of Staff Senate meetings and activities;
  - 3) prepare the agenda for each meeting of the Staff Senate;
  - 4) insure that the Constitution and Bylaws are followed;
  - 5) receive proposals from Senators, broadbanded members, or the President of the University for consideration at Staff Senate meetings;

- 6) maintain records of Staff Senate activities and decisions;
- 7) provide information regarding Staff Senate activities to the President of the University, Director of Human Resources, and broadbanded staff;
- 8) approve disbursement of funds when required;
- 9) serve as the committee that staff may bring issues and concerns to for consideration/action by Staff Senate. The issues could range from campus concerns to state wide or legislative concerns. The committee may determine if gathering more information is appropriate and whether a proposal for action should be forwarded to the full Staff Senate for consideration.
- 10) make provisions to collect and compile Staff Senate documents for archiving and make arrangements to have these documents stored in the archives.
- 11) administer the Orientation/Mentor Program.
- 12) select Staff employees to serve on temporary University committees, task forces and advisory boards, as requested.

## **7. Committees and Task Forces.**

The following is a list of committees and a brief description of their duties.

### **a) Staff Senate Committees**

The Staff Senate shall establish such committees as are necessary to conduct Staff Senate business. Such committees shall be responsible to the Staff Senate and shall perform duties determined by the Staff Senate and/or the Executive Committee. All Senators are eligible to serve on any Staff Senate committee(s). Each committee chair shall give an oral report of committee activities at the monthly Staff Senate meeting as well as a written report submitted to the Staff Senate Secretary. A written year-end report should also be submitted in April to the Secretary.

- 1) Bylaws Committee – reviews, suggests, and makes amendments to the Bylaws and maintains current committee descriptions on the Staff Senate web site.
- 2) Election Committee – rules on questions relating to qualifications of electors and members, nominates and receives nominations, presents a slate of nominees, and conducts the elections.
- 3) Legislative Committee – provides Staff Senate with information regarding legislative activity placing particular emphasis on issues affecting higher education and NDSU staff. The committee depends on feedback from the Staff Senate to propose and initiate a coordinated effort as a result of the given information.
- 4) Program Committee – investigates topics and speakers for Staff Senate meetings and forwards their recommendations to the Executive Committee for consideration.
- 5) Public Relations Committee – 1) publicizes the activities of the Staff Senate, internally and externally, 2) assists the Staff Senate in opening up channels of communication among broadbanded staff, and between broadbanded staff and administration, 3) develops ways to help broadbanded staff become more public relations minded by presenting a more positive and professional image to the



University's various constituencies, and, conversely to develop guidelines on how the administration can assist in that effort, and 4) raises public awareness about the vital role performed by broadbanded staff in the success of the University.

- 6) Scholarship Committee - designs, updates, and disseminates application forms for the Broadbanded Staff Scholarship, and selects recipients on an annual basis.
- 7) Staff Development Committee – identifies programs and activities that will provide personal and professional growth opportunities for University staff. In identifying programs, the committee will assess the needs and wants of staff through questionnaires and surveys.

#### b) University Senate Committees

##### 1) University Senate Representatives

The Staff Senate shall be represented on University Senate by four (4) Staff Senate representatives, the president, and three (3) elected representatives. These Staff Senate representatives shall have the full rights of Senators in University Senate matters. The Staff Senate will nominate and vote annually for these representatives.

##### 2) University Senate Committees

The Staff Senate shall elect a Senator as a representative to each University Senate Committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular, benefited NDSU broadbanded employee, appointed by the Staff Senate Executive Committee. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend their committee meetings and report to the Staff Senate. Representatives on these committees shall have the right to serve as committee chair. The Staff Senate will nominate and vote annually for representatives for the following committees.

- a) Campus Space and Facilities Committee – recommends policies for facilities:
- b) Computer and Information Technologies, Planning, and Goals (CITPG) – discusses the long range goals of campus computing.
- c) Library Committee – formulates policy recommendations for the NDSU Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, data bases, electronic, and other services.
- d) University Athletics Committee – promotes compliance with principles of conduct as defined by the NCAA and formulates policy recommendations regarding athletic guidelines. Stimulates interest in athletic events by the entire University community.

##### 4) Other Committees/Advisory Boards/Councils/Ad Hoc Committees

The Staff Senate shall nominate and elect a Senator as a representative to each committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular broadbanded NDSU staff employee. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend their committee

meetings and report to the Staff Senate. A brief description of each committee follows.

a) Arboretum Committee – 2 year term - charged with the task of combining and centralizing campus beautification efforts.

b) ND Council of State Employees (COSE) – 3 year term; one representative a member of Staff Senate; 2 alternates can be any staff employee - strives to enhance the morale, productivity, and image of state employees and to develop an appreciation of state agencies and programs among the people of the state.

c) Employee Award Recognition Committee – 2 year term - devise a process on how to evaluate the nominations and what the minimum criteria would be.

d) Health & Wellness Advisory Board – 4 year term - presents the interests of University faculty, staff, alumni, and students in advising the Wellness Center on policy matters relating to the operation, use, improvement, and expansion of the Wellness Center building at North Dakota State University.

c) Policy Coordination Committee - reviews, presents and requests feedback/input from the Staff Senate on new and revised NDSU policies.

5) Task Forces and Temporary University Committees

The Executive Committee will select Staff employees to serve on University task forces and temporary University committees, as requested.

**8. Transfer of Job Band.**

Senate members who transfer from one job band to another within the University will continue to represent their original band for the balance of their term or until the next scheduled general election, whichever occurs first.

**9. Attendance/Absenteeism.**

Senators are expected to attend all Staff Senate meetings. A Senator shall contact the Membership/Attendance Officer to record their absence from any Staff Senate meeting. A Senator who has three (3) unrecorded absences in any twelve (12) month period, or fraction thereof, will be contacted by the Membership/Attendance Officer. A Senator's position may be vacated by a vote of the Executive Committee. Attendance will be taken at each Staff Senate meeting. For extended approved absences (e.g., military leave), the position will be temporarily filled following the procedures under Interim Vacancies.

Senators who must be absent from a Staff Senate meeting are encouraged to send a substitute. Any regular broadbanded employee who is a non senator can be designated as the substitute, and will have all the rights and privileges of a staff Senator at that meeting. The

substitute will sign in on the attendance sheet listing his/her name and for whom he/she is substituting.

## **10. Vacancies.**

### **a) Interim Vacancies**

Interim vacancies will be filled using the following procedures.

- 1) Vacancies of Staff Senator positions will be filled by the person receiving the next highest number of votes from the previous full election.
- 2) In the case where more than one candidate has the next highest number of votes, a brief profile sketch of each candidate shall be read. Immediately following this, the election will take place. Election will be by a majority of those members present and voting at the regular Senate meeting.
- 3) If there are not candidates from the previous full election, the vacancy will be advertised in "It's Happening..." and in the Senate minutes, prior to the meeting when elections take place. The Senate Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a majority of those members present and voting at the regular Senate meeting.
- 4) The vacancy will be filled until the completion of the unexpired term or the return of the person on extended leave.

### **b) Unfilled Vacancies**

In the event a Staff Senate position is not filled due to lack of candidates(s) from a band, the vacancy will be advertised in "It's Happening..." and in the Senate minutes. If no candidates submit their names for nomination following this process, the Election Committee and/or the President of the Staff Senate may seek the assistance of the supervisors of employees in this band to encourage their support of employees who are interested in serving on the Staff Senate and allowing them to attend Staff Senate meetings and/or committee meetings. The Senate Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a majority of those members present and voting at the regular Senate meeting. The vacancy will be filled until the completion of the unexpired term. Staff Senator will serve the normal term of that position no matter when the member is elected.

## **11. Meeting and Actions.**

The Senate shall normally meet in regular sessions monthly or on call of the President. A majority of the Senate members eligible to vote shall constitute a quorum for a meeting. In the conduct of the meetings, Robert's Rules of Order shall prevail, unless superseded by the Bylaws of the North Dakota State University Staff Senate.

- a) Meetings of the Senate shall be open. The Senate, at its option, may move into a closed executive session by a two-thirds vote of the members present and voting.



Minutes from the April 14, 2004 Staff Senate Meeting

*To be approved by the Executive Committee on April 28, 2004*

- b) A record of proceedings at meetings shall be kept which, upon request and under reasonable conditions, shall be made available by the Secretary of the Senate.
- c) The Senate shall establish and maintain reasonable procedures whereby any individual may propose items to be included on the agenda for the next Senate meeting.
- d) The Senate shall invite the President of North Dakota State University to attend a Senate meeting at least once a year. The Senate shall consider any recommendations made at any time by the President of NDSU.

### **12. Amendments to the Bylaws.**

Amendments to these Bylaws may be proposed by motion at any regular meeting of the Senate. If approved by a majority vote of the Senate, a proposed amendment shall be submitted to the President of the University for final approval.

### **13. Dissolution.**

Upon dissolution of the organization, all assets remaining, after payment of all costs and expenses of such dissolution, shall be turned over to the President of the University.

HISTORY: Adopted April 14, 1990; Amended April 12, 1995 Amended March 12, 2003, Amended April 14, 2004.

Questions and Comments related to this page can be sent to the Staff Senate Executive Committee at [NDSU-STAFF-SENATE-EXEC@listserv.nodak.edu](mailto:NDSU-STAFF-SENATE-EXEC@listserv.nodak.edu).