



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING:

NOVEMBER 10, 2004

MINUTES

Approved by the Staff Senate Exec Committee on 11/29/04

Approved by the Staff Senate on 12/08/04

Visit the Staff Senate Web Site at:

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:

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|------------------|-----------------|-----------------------------------|
| December 8, 2004 | 9:30-10:30 a.m. | Prairie Rose Room, Memorial Union |
| January 12, 2005 | 9:30-10:30 a.m. | Prairie Rose Room, Memorial Union |
| February 9, 2005 | 9:30-10:30 a.m. | Prairie Rose Room, Memorial Union |
| March 9, 2005 | 9:30-10:30 a.m. | Prairie Rose Room, Memorial Union |
| April 13, 2005 | 9:30-10:30 a.m. | Prairie Rose Room, Memorial Union |

Upcoming Executive Committee Meetings:

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|-------------------|-----------------|--------------------------------|
| November 24, 2004 | 9:30-11:00 a.m. | Badlands (365), Memorial Union |
| December 29, 2004 | 9:30-11:00 a.m. | Badlands (365), Memorial Union |
| January 26, 2005 | 9:30-11:00 a.m. | Badlands (365), Memorial Union |
| February 23, 2005 | 9:30-11:00 a.m. | Badlands (365), Memorial Union |
| March 23, 2005 | 9:30-11:00 a.m. | Badlands (365), Memorial Union |
| April 27, 2005 | 9:30-11:00 a.m. | Badlands (365), Memorial Union |

All broadbanded staff are encouraged to attend.

1. Meeting called to order by President Susan Bornsen.

Membership: (Cindy Kozojed). Remember to check in at the back table. For today's meeting there was quorum, with 49 members present and 16 absent.

Substitutions: Marie Peterson for Letha Cattanach, Sandy Sprafka for Tamara Cummings, Casey Peterson for Rian Nostrum, Penny Aipperspach for Roxann Williams, and Sally Sologuk for Kim Koch. Substitutes **do** have full voting privileges.

Guests: Rhonda Kitch, Kara Stack, Sandy Holbrook

- 2. Program:** Jill Spacek introduced the guests. Rhonda and Kara shared a power point presentation on the Strategic Plan for Diversity, Equity and Community. They made a point of telling us that this is an ongoing plan based on the Campus Climate Survey that was presented to the campus last spring. The Diversity Council has been working with a consultant on this draft of a strategic plan. The plan consists of five components. Please go to the following website to read this on-going plan: www.ndsu.edu/diversity/. Committee members are listed and we should not hesitate to contact them with our comments/suggestions and feedback.

Guest: Jana Stoskoff, Director of Memorial Union. Jana presented the history of the ATM on campus, which has been here since the mid-80s. The bank it is with is 1st International Bank. The bank pays rent to have the machine in the building. There are 2200-2500 transactions per month during the academic school year. The possibility of adding a second machine was explored. Today banks want to be paid to place a machine. With that expense, plus adding extra security, the costs would outweigh the benefits. 98% of the time that the machine is not functional, it is due to a malfunction of the bank's network services. There is a note on the machine to notify the Information Desk when it is not functioning. It was looked into buying our own machine. There would be tremendous costs associated with it such as maintenance, an armored car to fill the machine, etc. Again, the costs would outweigh the benefits. Also, it was looked at having a second machine in a different location on campus. The location criteria of an ATM machine are: high traffic, long hours of access, and security while open. The Memorial Union is the place that the banks would be interested in. Other options for obtaining cash when the machine is not working are to write a check at the service desk (25 cent fee), and the next closest ATM is the Mini-Mart across University Drive at 12th Avenue. With the Union expansion an attempt will be made to place a second machine in the building, but that would not solve the problem when the network is down.

Self Study Handout was passed to everyone. There are two upcoming Open Forums - **11/17 and 11/18** – Susan encouraged us to go to the website, and give feedback to the committee. <http://www.ndsu.edu/ndsu/accrreditation/criteria.shtml>. Also, attending the open forums is a good opportunity to voice opinions about what's happening at NDSU.

- 3. Review and approval of the October 20, 2004 Staff Senate minutes: Candy Skauge made a motion** to approve the October Staff Senate meeting minutes. **Janine Trowbridge seconded** the motion. The **minutes were approved** by an aye vote.

- 4. Treasurer's Report:** No report. Before committing funds, please consult with the Treasurer 1-6177, gina.a.haugen@ndsu.nodak.edu or the President (1-6339, susan.bornsen@ndsu.nodak.edu)

5. Committee Reports:

- **Legislative** (Jane Lessard):

1. January 10 meeting was canceled due to scheduling conflicts and testimony week.
2. The Governor WILL include 21% of the state budget for higher ed. This will be an approximate \$24-25 million additional fund for higher ed in his budget. This will help with the issues of compression (student to faculty ratio), and tuition.
 - the NDSU package will include: 80 % parity and 20% equity funding; continued health benefit and 4 + 4 salary increases. NDSU strongly supports the 21% budget.
 - NDSU's #1 issue is EQUITY!
 - Equity + 12.5 million for NDSU, Lake Region and Bismarck State

-This will bring us to 55% of our peer group and within 1% of UND.

-NDSU's share would be 7.5 MILLION

-Other issue is maintaining/increasing the capital budget for capital improvements on campus

3. NDSU will also ask for the "fair distribution of incremental funding to cover salary compression issues, new faculty, and student education costs. This is up to us. This includes 3 centers of excellence for NDSU. The Incubator is one and is complete. The others are a cattle operation and a bio-tech breeding facility. This was done last session.

4. NDSU will also be asking permission to extend building time frames for the College of Business new building and permission to remodel the Memorial Union and the Wellness Center.

5. Flexible benefits (Medical and Child Care Reimbursements) will now be outsourced to Discovery Benefits, Inc. owned by State Bank & Trust. Employees will use a credit card to debit their accounts. There will be a web site available in January to view all of the State Legislative issues. *It's Happening At State* will have information for us also in January.

■ **Public Relations** (Tammy Helweg): We are getting lots of responses for the "Name that Newsletter contest". The suggestions can be submitted until November 30, 2004. Staff Senate will take a vote on the name at the December meeting. The winner will receive a gift card from the Varsity Mart. We have submitted an application to the Department of Communications to see if an intern would be interested in working on the newsletter, no response so far. Anyone interested in working on the newsletter, please let me know. You do not have to be in Staff Senate to work on the newsletter.

Holiday Blood Drive is December 1 & 2, 2004. It will be held outside the Memorial Union, the first 50 donors will receive a t-shirt.

Salvation Army Bell Ringing-they have do not have a coordinator so we can not schedule a time. But they said we should hear something by mid-November. We would be ringing the bell outside the Memorial Union.

The Campus Kudos winner last month was Gail Schmidt from Registration and Records. The display for past Campus Kudos winners is almost ready. It is located in the tunnel between Memorial Union and FLC.

Valentines Day Drive for the troops. We will be starting this soon, due to the mailing time needed (6 weeks). We will have a list of items being asked for.

Scholarship: no report

■ **Staff Development/Small Grant** (Paula Larsen): Staff Development is continuing to work on two areas: events for staff throughout the year and identifying services or benefits that staff members need.

Events:

The 10K Walk program will be combined with some very useful information on nutrition and diet. That program will be introduced early in 2005.

The motivational event will be March 3, 2005, at the FargoDome. The registration sheet for the seminar will be on the back page of the new newsletter that will be published in January 2005. The registration sheet will also be sent to the staff listserv and placed on the Staff Senate website.

NDSU Staff Senate Motivational Seminar – 2005

Change – Why Me?

FargoDome, March 3, 2005

\$20 includes lunch and parking

up to 250 people can be accommodated

Benefits and services for NDSU Staff:

*Staff may now purchase a \$35 annual bus pass to ride the City Bus.

* Walking paths on campus (both outdoors and indoors utilizing skyways and tunnels) will be available on the web Jan. 1. Deb Hegdahl of Staff Senate and Brent Parmer, Director of the Wellness Center, are collaborating on the project. 10 of NDSU's 15 buildings will be mapped. The website will be user friendly: just click on your building and you will get a map of paths from your building to other locations along with distances.

* I talked with President Chapman informally regarding the cost of parking on the NDSU campus. He indicated that NDSU costs are on par with other higher ed institutions and there is not much that can be done. The direction is to provide more off-campus parking where buses or circulators can

transport people onto campus. He mentioned that options are being explored where enclosed coffee stands would be available at off-campus parking areas to make the process more appealing. With this in mind, I don't personally think it would be beneficial to pursue the lowering of the on-campus parking fees.

I also asked President Chapman if there has been much success in addressing the long-standing difference between NDSU and UND regarding the cost-per-student monies that are received from the State of ND. He said the Gov. Hoeven is committed to shortening the gap between NDSU and UND as well as to make equitable adjustments for some other state institutions.

- **Policy Coordination Committee (Janine Trowbridge)** See proposed email list guidelines sent earlier to everyone (and attached to these minutes). As far as the web-site University Calendar, it is being worked on by ITS and will be rolled out in the next couple of months. Janine asked if there was any discussion on the listserv guidelines. **Jennifer Krueger made motion** that we accept them as written; **Cindy Kozojed seconded the motion**. The **motion carried** with an aye vote.
- **University Senate** (Susan Bornsen) NDSU has made the decision to stay with Blackboard for at least another two years. A program called "Desire to Learn" will also be tested. The University Senate is bringing forth the option of "B+" and "C+" in the grading system.
- **COSE** (Cindy Kozojed) The COSE Board met in October in Bismarck. A COSE budget request has been put in as a separate line item in the Governor's budget. Receiving this money would allow printing of the newsletter again. Tim Singleman, an employee of the NDSU heating plant was a recipient of *The Governor's Award for Excellence*. A picture of the recipients is on the COSE website. The Board will attempt to circulate the notice on nominations for the Governor's Award earlier this year. This will allow everyone additional time to submit names. A COSE clothing sale is on until November 19. Order forms are on the table and can be accessed at the web site is: www.state.nd.us/cose. You will also find Fargo discounts for state employees on the website. Please fill out FISH awards. The next meeting is in January here at NDSU.
- **Health and Wellness** (Barb Geeslin) The Advisory Board met for the first time this year on 10/25. The plans for the expansion are well underway. They go to the legislature this January for approval to sell bonds, hoping to break ground in January of '06 and occupy in August of '07. They have had staff changes over the summer and this fall and have done some restructuring of their organizational chart. The hours for Dual Memberships have changed. There are now no time restrictions as to when the center can be used.
- **Athletic Committee** (Theresa McMullen) The University Athletics Committee met on October 26. The main item discussed was the draft of the Big Sky Conference Criteria For Expansion questionnaire. The proposal needed to be completed by November 1, 2004 and the Big Sky Presidents will review this information. The Presidents will hold a meeting in December; campus visits will be conducted in February and March 2005, if deemed necessary, and a final decision will be made by the end of April 2005. The athletic budget is at or exceeding revenue projections. They had hoped to be in the top 10 in football attendance for Division 1-AA, but it looks at this time it was only in the top 15.

5. **Old Business:** New Mission Statement for consideration: *"NDSU Staff Senate advocates the needs and aspirations of broadbanded employees to promote an affirming university work environment."* Gretchen Bromley spoke to English Department faculty about the language of the statement, and shared comments she received. **Gretchen Bromley made motion** that the mission statement is given to the ad hoc committee, who will consult with resources at NDSU, clean it up, present the "new" version to Staff Senate via email and vote on accepting it at the December meeting. **Paul Froeschle seconded** the motion. The **motion carried** with an aye vote.

6. **New Business/Discussion**

Action is going forward on sending packages to the troops.

7. **Advisor Comments:** Broc Lietz

ConnectND Open Forums will be ongoing – every Friday. We are all encouraged to attend. The glitches with the grants and contracts module are being worked on and assurances have been given of getting it ironed out.

Outsourcing of Flex Plan. Enrollment meetings are going on this week – the schedule has been sent out. Due to a variety of issues, it has become more cost efficient and will provide better service with the outsourcing of our Flex Plan. The company is called Discovery Benefits, and is connected to State Bank & Trust. This company will hire additional employees who will be specifically dedicated to NDSU Flex Plan enrollees. There will be changes in how you send in your reimbursements. They will be sent to Discovery Benefits instead of the Human Resources Office on campus. Also, a new point will be a “flex card”. It will be “loaded” with what you choose to put in your flex account. It can be used like a credit card when buying items that qualify for flex reimbursement at a store (you will need to keep the receipts). The University is paying the cost of the card plan of \$4 per person per month as a benefit to employees. We will see quicker turn around time in receiving reimbursements. Please attend an information meeting or go the HR website for further explanation.

It was suggested purchasing a second card for our spouse as the cards are signed individually and it would make using it easier for each person. There is a \$5 fee for a second card.

8. Adjourn. A motion was made and seconded that the meeting be adjourned

Next Meeting: December 8, 2004 in Prairie Rose Room, Memorial Union.

NOTE: Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator’s name for whom you are substituting. Please notify Membership/Attendance Officer Cindy Kozojed prior to the meeting (1-8431, cynthia.kozojed@ndsu.nodak.edu).

Respectfully submitted,

Barbara Geeslin

E-Mail List Guidelines

An item submitted to the NDSU-STAFF@LISTSERV.NODAK.EDU email list will be posted if the email:

1. is directly related to University concerns
2. contains information that will be of general interest to the target group (NDSU Staff)
3. originates from a sender who has an obvious affiliation with NDSU
4. does not include any attachments (request the sender to send us the website address to access the necessary documents)
5. includes political or religious content of general interest (such as events) and does not endorse a partisan viewpoint or individual
6. includes solicitations or advertising concerning products or activities sponsored by NDSU or by officially recognized NDSU organizations
7. includes solicitations for participation in research projects with prior IRB approval
8. contains special interest announcements such as missing persons or benefit fund raisers (per the discretion of the moderator)

All content submitted to NDSU email lists must conform to Policy 158, Acceptable Use of Electronic Communications Devices

Sandra Holbrook suggested the following footnote for all listserv messages:

“This message is posted as an informational service to the campus community. If you are not interested, please delete. You are asked to refrain from responding with your personal views to the individual who provided the information.”

There should be an automatic response to the sender when an item is submitted that includes the guidelines above and states “If your announcement does not appear within 24 hours, the list moderator has probably determined that it does not conform to the guidelines. If you disagree, please contact the moderator (give phone or email address) and he/she will work with you to resolve the issue.”

Update on It's Happening Today website:

Emails containing general NDSU event announcements will eventually be routed through the NDSU It's Happening Today website. It's Happening Today will be a website with two divisions. The first will be a news center containing stories much like what you would see in It's Happening. The other division will be a calendar of NDSU events where the Varsity Mart and Horticulture club could advertise future sale events. ITS began to develop the software for this website last summer and are currently working out some technical issues. Once implemented, the website will be managed by the University Relations office. The date for implementation will be determined once the technical issues of the software have been resolved.