



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: DECEMBER 14, 2005 MINUTES

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:

January 11, 2006	9:30-10:30 a.m.	Peace Garden, Memorial Union
February 8, 2006	9:30-10:30 a.m.	Peace Garden, Memorial Union
March 8, 2006	9:30-10:30 a.m.	Peace Garden, Memorial Union

Upcoming Executive Committee Meetings:

December 28, 2005	9:30-11:00 a.m.	Badlands (365), Memorial Union
January 25, 2006	9:30-11:00 a.m.	Badlands (356) Memorial Union
February 22, 2006	9:30-11:00 a.m.	Badlands (365), Memorial Union
March 22, 2006	9:30-11:00 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.

I. Meeting was called to order by President Janine Trowbridge.

- II. Substitutions:** (Heather Heger) Remember to check in at the back table. For today's meeting, there was a quorum with 52 senators present, 10 senators absent.

Substitutions:

Casey Peterson in for Jackie Schluchter Char Haas in for Theresa Semmens

Guests: Deanna Sellnow, Bob Harrold, Malika Cartar, and Char Maas.

- III. Approval of Agenda:** Items added to the agenda are as follows: 1) Add CITPG/ITS Governance report under Section VII: Committee Reports; 2) Add election for senators in the 4000 band, 7000 band, and a COSE representative in Section IX: New Business. Steve Bergeson made a **MOTION** to approve the agenda as amended. Deb Hegdahl **SECONDED** the **MOTION. MOTION APPROVED.**

IV. Program:

Accreditation: Candy Skauge introduced Bob Harrold and Deanna Sellnow to present information about NDSU's re-accreditation process. The Consultant-Evaluator Team will visit NDSU February 13-15, 2006. They will be located in the Memorial Union. John Campbell, former President of Oklahoma State University, heads up the 10 member team. Final recommendations will be released November 2006, at the earliest. Bob and Deanna stressed to be informed staff. For more information see <http://www.ndsu.edu/ndsu/accreditation/> Read Chapter 3 – our response to the team's recommendations from 10 years ago. There will be a open forum for staff. Steve Bergeson was recognized for his work on report to the team.

Martin Luther King Day: Malika Carter, Multi-Cultural Student Services. In honor of Dr. Martin Luther King Jr., the Multicultural Student Services office at North Dakota State University will be coordinating campus-wide readings of his words. The goal is to have at least two people (working in 30 minute increments) in each campus building January 12th, 8 a.m. to 5 p.m. One volunteer will speak Dr. King's words as the other actively listens. Volunteers please contact Malika.Carter@ndsu.edu.

Quick & Easy Gift Wrap: Char Maas, NDSU graduate and Administrative Secretary in ITS, presented gift wrapping ideas.

- V. Approval of the November 9, 2005, meeting minutes:** Minutes, as published, were approved by unanimous consent.
- VI. Treasurer's Report:** Vicki Miller. There are fund balances of \$445.84 - appropriated funds; and \$3,473.07 - local funds. All expenses must be approved by the Executive Committee. The annual letters have gone out to the Vice Presidents requesting funding contributions. See also (**ATTACHMENT 1**)

VII. Committee Reports:

- Policy (**ATTACHMENT 2**)
For Information: #137, 180, 231, 304, 350.4, and 600
For Input: #112, 323, and 407
112 – adds duty of current employees provide notification of criminal history
323 – selection of textbooks –proposed royalties may go to charities
407 – auxilliary functions - exclusive rights – Please forward comments on Policy 407 to Steve Bergeson.

Approval of Policies 112 and 323. Rian Nostrum suggested the title to Policy 112 may read better if it is stated Pre and Current Employment rather than Pre and Post Employment. Steve Bergeson made a **MOTION** to approve Policy 112 with Rian Nostrum's title change suggestion and Policy 323. Rian Nostrum **SECONDED** the **MOTION. MOTION CARRIED.**

- COSE – Sharon Morgan reported the SERW committee raised \$390 for Fraser, Ltd.'s Annual Festival of Trees. \$375 came from NDSU. The money went to a family: \$150 for groceries; \$100 for gas; \$50 to the Mom & Dad; and \$30 to each child.
- Legislative – Kim Koch (Equity Update) Keith Bjerke has been pleased with the progress made thus far. NDSU will be receiving \$900,000. As of January 6, the way equity is determined will be changed in our favor. Janine Trowbridge needs one more volunteer for the equity focus group.
- University Senate – November and December 2005 (ATTACHMENT 3)
- CITPG/ITS Governance – ATTACHMENT 4)
- PR Committee - Paul Froeschle There were 38 donors for the blood drive. This is down from last year. A Campus Kudos went to Dana Davis. \$529 was raised for the Salvation Army. Thank you Tammy Helwig. Peggy Cossett was recognized today with a Campus Kudos.
- Wellness Committee Report - (ATTACHMENT 5)

VIII. Old Business

IX. New Business/Discussion

- **Elections: Heather Heger**

Election of the 4000 Band: Sara Adams was nominated. Sue Geising made a **MOTION** for nominations to cease and a unanimous ballot be cast for Sara Adams. Kim Koch **SECONDED** the **MOTION. THE MOTION CARRIED.**

Election of 7000 Band: Cindy Reppen was nominated. Sharon Morgan made a **MOTION** for nominations to cease and a unanimous ballot be cast for Cindy Reppen. Jeff Schwartz **SECONDED** the **MOTION. THE MOTION CARRIED.**

Election of COSE Representative: Cindy Kozojed was nominated. Sharon Morgan made a **MOTION** for nominations to cease and a unanimous ballot be cast for Cindy Kozojed. Deb Hegdahl **SECONDED** the **MOTION. THE MOTION CARRIED.**

X. Advisor Comments, Broc Lietz: None.

XI. Announcements

The search for VP for Business and Finance will resume in January 2006.

Ombudsman committee, staff representatives: Vicki Miller and Peggy Cossette.

Equity Focus Group, staff representatives: Janine Trowbridge, Theresa Semmens, Deb Hegdahl, Gretchen Bromley, and Paula Larson. MGT Consulting was hired to look at the equity funding formula. MGT needs to know it's not equitable at this time.

A Staff Satisfaction survey will be created with the help of the GDC group decision center by Janine Trowbridge and Heather Heger. It will be a follow up on the last staff survey. It will be an opportunity for staff to give us a fresh focus.

Reminder to all Committee Chairs: Please prepare a brief report for our January Staff Senate meeting to update the Senate on committee activity. Janine wants a report from all committees.

The January meeting will run a full 90 minutes. Senators, please make arrangements with your supervisors.

Janine asked that each committee chair locate the committee binder and any addition committee material and forward to her by January 5, 2006.. Heather Heger is available to help track down binders. She had the historical list of committees. Janine will be putting together a master binder.

XII. Adjourn: Gretchen Bromley made a **MOTION** to adjourn. Vicki Miller **SECONDED** the **MOTION**. The **MOTION CARRIED**, and the meeting was adjourned.

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 Heather Heger prior to the meeting (1-8293) heather.heger@ndsu.edu)

Respectfully submitted,

Lois Christianson
Secretary

(ATTACHMENT 1)

STAFF SENATE TREASURER'S REPORT

Month: Jul-05
Dept.# 1040

<u>Income:</u>		<u>Appropriated Fund #30746</u>	<u>Local Funds Fund # 18725</u>
7/1/2005	Beginning Balance	\$1,410.00	\$ 5,447.45
Subtotal		<u>\$ 1,410.00</u>	<u>\$ 5,447.45</u>
Total		0	0
Expenses		0	0
Ending Balance		<u>\$ 1,410.00</u>	<u>\$ 5,447.45</u>

Reported to: Access to General Ledger: (July, 2005)

Senate Exec _____ Yes _____

Staff Senate _____ No _____

STAFF SENATE TREASURER'S REPORT

Month: Aug-05
Dept.# 1040

<u>Income:</u>		<u>Appropriated Fund #30746</u>	<u>Local Funds Fund # 18725</u>
8/1/2005	Beginning Balance/Balance Forward	\$ 1,410.00	\$ 5,447.45
Subtotal		\$ 1,410.00	\$ 5,447.45
 <u>Expenses:</u>			
Alumni Center - Linens for cookbook tables		\$ 15.00	
Varsity Mart - Computer Supplies		\$ 45.90	
Operating Fees			1651.08
Shotwell Floral/Sympathy Arrangement		\$ -	\$ 76.50
Total Expenses		\$ 60.90	1727.58
Ending Balance		\$ 1,349.10	\$ 3,719.87

Reported to:

Access to General Ledger: (Aug, 2005)

Senate Exec _____

Yes _____

Staff Senate _____

No _____

STAFF SENATE TREASURER'S REPORT

Month: Sep-05
Dept.# 1040

<u>Income:</u>		<u>Appropriated Fund #30746</u>	<u>Local Funds Fund # 18725</u>
9/1/2005	Beginning Balance/Balance Forward	\$1,349.10	\$ 3,719.87
	Subtotal	\$ 1,349.10	\$ 3,719.87

Expenses:

Total	0	0
Expenses	0	0
Ending Balance	<u>\$ 1,349.10</u>	<u>\$ 3,719.87</u>

Reported to: _____ Access to General Ledger: (Sept, 2005)

Senate Exec _____ Yes _____

Staff Senate _____ No _____

STAFF SENATE TREASURER'S REPORT

Month: Oct-05
Dept.# 1040

<u>Income:</u>	<u>Appropriated Fund #30746</u>	<u>Local Funds Fund # 18725</u>
7/1/2005 Beginning Balance/Balance Forward	\$ 1,349.10	\$ 3,719.87
	<hr/>	<hr/>
Subtotal	\$ 1,349.10	\$ 3,719.87
 <u>Expenses:</u>		
Salaries - Hamid Echane (July-Aug-Sept)	\$ 245.00	
Salaries - Hamid Echane (Oct 1-15)	\$ 35.00	
Dining Services		50.75
Dining Services		175.05
Dining Services		-38.85
	\$ -	0
	<hr/>	<hr/>
Total Expenses	\$ 280.00	186.95
 Ending Balance	 \$ 1,069.10	 \$ 3,532.92
	<hr/> <hr/>	<hr/> <hr/>

Reported to:

Access to General Ledger: (Oct, 2005)

Senate Exec _____

Yes _____

Staff Senate _____

No _____

STAFF SENATE TREASURER'S REPORT

Month: Nov-05
Dept.# 1040

	Appropriated	Local
	Fund #30746	Funds
		Fund #
<u>Income:</u>	<u>Fund #30746</u>	<u>18725</u>
11/1/2005 Beginning Balance/Balance Forward	\$ 1,069.10	\$ 3,532.92
	<u>\$ -</u>	<u>\$ -</u>
Subtotal	1,069.10	3,532.92
<u>Expenses:</u>		
	\$	
Doc Publishing - flyer	246.92	
	\$	
Channing Bete Company	249.50	
	\$	
Doc Publishing - health-wellness	56.84	
	\$	
Payroll - Hamid Echane	70.00	
Catering		59.85
	\$ -	0
Total	\$ -	
Expenses	623.26	59.85
Ending	\$	\$
Balance	<u>445.84</u>	<u>3,473.07</u>

Reported to: Access to General Ledger: (Nov, 2005)

Senate Exec _____ Yes _____

Staff Senate _____ No _____

POLICY CHANGE COVER SHEET

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

Section

112: Pre and Post-Employment Criminal Record

Amend policy to add duty of current University employees to report criminal convictions (all felonies and misdemeanors involving violence or theft) to supervisor.

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

Policy Coordination Committee - 6/15/05; 11/17/05

Staff Senate -

University Senate -

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

General Counsel

SECTION 112: PRE AND POST-EMPLOYMENT CRIMINAL RECORD DISCLOSURE

SOURCE: NDSU President

1. All applicants for employment at NDSU, whether full-time or part-time, including student employment, must sign the [criminal record disclosure form](#) prior to being hired. Any offer is contingent on return and review of the signed form and verification. The hiring unit is responsible for obtaining the signed form prior to the final offer.
2. A positive response (that is, the potential offeree answers that they have a criminal record) does not preclude employment. A determination will be made based on the type of conviction, how recent the conviction is, and the relevance of any conviction to the position for which the person has applied. An offer may be withdrawn as a result of these considerations. Disclosure by an applicant for employment under this policy does not prevent the University from enforcing any other policy or requirement with regards to pre-employment criminal record disclosure.
3. The form shall be kept in the employee's official personnel file (<http://www.ndsu.nodak.edu/policy/718.htm>) (or, for individuals not hired, with the applicant's file).
4. Supervisors who have a situation under this policy should consult, prior to making a final hiring determination, with appropriate personnel, for example, Equal Opportunity Director (for non broadbanded positions), Human Resources Director (for broadbanded positions), General Counsel, or their Department Chair or Dean.
5. Current employees have a duty to immediately report a criminal conviction covered under this policy (all felonies and misdemeanors involving violence or theft; or any offense requiring one to register as a sex offender) to their supervisor. See Policy 155 for arrests and convictions involving drugs and alcohol in the workplace. Additional evidence of the conviction (example, the judgment of conviction) may be placed in the employee's official personnel file. The employee can add a statement pertaining to the conviction. Whether the conviction has an effect on employment status will be determined by the supervisor after consultation with appropriate personnel. The employee can request that the conviction information be removed from the employee's official personnel file after misdemeanors are over 5 years old and 10 years for felonies. Information regarding this subsection shall be provided to employees as part of the NDSU Annual Notice of Policies Covered under the ND Risk Management Program.

Effective Date: July 1, 2002

POLICY CHANGE COVER SHEET

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

Section: 137 Holidays

Adds language to clarify the requirements for receiving pay for holidays.

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

Policy Coordination Committee – 9/15/05; 11/17/05

President's Council -

University Senate -

Staff Senate -

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

Office of Human Resource/Payroll

SECTION 137: HOLIDAYS

SOURCE: SBHE Human Resource Policy Manual

1. The University shall observe the following legal holidays:

- New Year's Day
- Martin Luther King, Jr.
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

1.1

University offices must be closed at 12-noon on December 24 Christmas Eve Day unless it is a weekend or holiday pursuant to NDCC Section 1-03-02.1.

1.2

Employees of state institutions of higher learning shall also observe every day appointed by the President of the United States or by the Governor of this state as a public holiday.

1.3

If such holiday falls on Saturday, the preceding Friday shall be observed as the holiday; or if the holiday falls on Sunday, the following Monday shall be the holiday.

~~2. In order to receive pay for a holiday, an employee must be in a paid work status (either working or on paid leave) both the day preceding, and the day following the holiday (see policy 212.1.1 on work week definition).~~

~~2.~~ 3. Operational units of the University shall close or operate with a minimum staff on observed holidays. Employees who because of work schedules have a regular day off that coincides with a holiday shall have an additional day off with pay at the convenience of the University.

~~3.~~ 4. Special religious holidays may be observed with the advance approval of the department head. Such time shall be charged to accumulated annual leave.

HISTORY: July 1990; Amended April 1992; December 1996; July 1997

POLICY CHANGE COVER SHEET

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

Section

180: Separation Procedure

Adds language to policy stating that a terminated/separated employee should not be accessing any confidential records. If one leaves the University and computer access isn't terminated at the same point for some reason, the University still does not want any FERPA or other confidential information accessed.

Clean up language based on PS changes.

List NDSU ID card as University property that needs to be returned, following the passing of policy 703 in which NDSU is requiring all employees to have ID cards.

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

Policy Coordination Committee: 9/15/05, 11/17/05

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

Forwarded to General Counsel and President:

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

General Counsel

Human Resources/Payroll

|

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

SECTION 180: SEPARATION PROCEDURE

SOURCE: SBHE Human Resource Policy Manual

1. An employee leaving the service of the University, either of his/her own volition or after having been informed of his/her separation, shall contact the Office of Human Resources/Payroll for information relevant to the separation process.

Deleted: Office

1.1

Departments should submit a NDSU Change Form: 101 to the Office of Human Resources/Payroll. This should be completed at least 10 days prior to the end of the pay period in which the separation will occur.

Deleted: Personnel Change

Deleted: Authorization (Form 101)

Deleted: Office

Deleted: month

1.2

The supervisor/department should use the Human Resources separation checklist. Particular attention needs to be given to removal of computer access by contacting the Information Technology Security Officer. The separation checklist is located at <http://www.ndsu.nodak.edu/hr/forms/SEPARATE.doc>.

2. A regular employee is eligible to receive payment for accrued annual leave pay. Annual leave pay should be prorated for the pay period of termination if the employee has not completed a full pay period of employment.

Deleted: if he/she has completed six months of continuous, full paid service

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Deleted: month

.1

The last day of work is the termination date, except that two weeks termination pay shall be provided when a two weeks notice of layoff is not possible (lack of work, or other unforeseen emergencies). Upon termination, an employee shall be paid for all annual leave accrued through the termination date.

3. A regular employee with at least ten continuous years of state employment who leaves the employ of the state, is entitled to a lump-sum payment equal to one-tenth of the pay attributed to the employee's unused sick leave. The pay must be computed on the basis of the employee's salary or wage at the time the employee leaves the employ of the state.

4. All employees having possession of any University property

including, but not limited to, such items as keys, NDSU ID Cards, laptop computers, etc., shall, prior to or upon termination of employment, return such property to the employee's immediate supervisor. All debts owed the University shall be paid in full prior to termination of employment unless other arrangements have been made with the Business Office. Faculty who have reporting requirements under sponsored research agreements shall meet such reporting requirements prior to termination. Individuals shall not access or attempt to access student records or other confidential records of the University after termination unless authorized by special, written permission. If the employee fails to return property under his/her control, fails to pay debts owed to the University, or fails to meet the reporting requirements under a sponsored research agreement, the employee's last paycheck and/or other compensation due the employee (e.g., accrued leave payments) may be withheld (or a portion representing the value of the debt/property) until all such property is returned, debts are paid or reporting requirements are met. Withholding from the employee's last paycheck cannot result in employee receiving less than minimum wage or overtime requirements of law. If the employee is also a student at NDSU, grade transcripts and diplomas may be held in addition to his/her last paycheck.

HISTORY: July 1990; Amended June 1994; July 1997; October 2000.

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POLICY CHANGE COVER SHEET

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

Section 231: Appeal Procedure for Disciplinary and Reduction in Force Actions

Language added in subsections 3.5 and 3.9 about the official Staff Personnel Board Appeal hearing records. The Office of Human Resources shall maintain the official record and forward the entire official hearing record and file to the President to make the final decision.

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

Policy Coordination Committee - November 17, 2005

Staff Senate -

University Senate –

Student Senate -

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

General Counsel

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

SECTION 231: APPEAL PROCEDURE FOR DISCIPLINARY AND REDUCTION IN
FORCE ACTIONS

SOURCE: NDUS Human Resource Policy Manual, Section 27

1. A Staff Personnel Board shall be appointed by the President to hear employee appeals and employee grievances pursuant to NDSU policy 230. This Board shall consist of three appointed members. The three members shall appoint a chairperson who shall conduct the hearing, unless the Staff Personnel Board appoints a hearing officer pursuant to Section 231.3.
 - 1.1 The Staff Senate Executive Committee shall recommend to the President, on an annual basis, a pool of nine employees for potential appointment to the Board for a specific hearing. Members must have a minimum of 5 years of employment at NDSU and should be generally representative of different banded categories. Pool members can serve a maximum of three consecutive years. Vacancies in the 9 member pool do not have to be filled during the year, but may be at the discretion of the Executive Committee.
 - 1.2 The President shall assign three members from the pool to be on the Staff Personnel Board for a specific grievance hearing. If a conflict arises and less than three members of the pool are available for a grievance hearing, the Executive Committee shall recommend a replacement for that hearing to the President for approval.
2. Any regular staff employee who has been suspended without pay, dismissed for cause, changed to a lower pay rate, or dismissed due to a reduction in force may request a hearing with the Staff Personnel by filing a written notice, accompanied by a specification of the reasons or the grounds upon which the appeal is based and the remedy being sought with the Director of Human Resources/Payroll. Such appeal must be filed with the Director of Human Resources/Payroll within five (5) working days following such action. The Staff Personnel Board shall hear both sides of the appeal and, after weighing all evidence presented to the Board, consider whether adequate cause for the institution's action existed, reporting its decision to the President.

3. The Staff Personnel Board may appoint a qualified, institutionally recognized person as a hearing officer with authority to conduct pre-hearing meetings, supervise discovery, advise the Staff Personnel Board or preside over the hearing.

- 3.1

The Staff Personnel Board may hold joint pre-hearing meetings with the parties in order to (a) simplify issues, (b) effect stipulations of facts, (c) provide for the exchange of documentary or other information, or (d) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective and expeditious. The employee, NDSU and their representatives shall participate in pre-hearing meetings upon request and comply with the directives of the Staff Personnel Board or its representative.

- 3.2

The Staff Personnel Board shall serve written notice of hearing on the employee, the department head and the President, or their representatives, at least twenty calendar days prior to the hearing.

- 3.3

The employee and NDSU may stipulate to a decision on the basis of the written statements, in which case the Staff Personnel Board shall make its decision on that basis.

- 3.4

During the proceedings, NDSU is entitled to have counsel or a representative and the employee is entitled to have counsel or a representative of their choice at their own expense. Proceedings concerning the appointment or removal of an employee shall be closed, unless the employee requests that the proceedings be open. Either party of the Staff Personnel Board may invite up to two observers each to attend the proceedings.

- 3.5

A record of the hearing or hearings shall be made at NDSU's expense and shall be accessible to both parties. The record shall be made by a reporter or a stenographer, or by the use of an electronic recording device. The Office of Human Resources/Payroll shall maintain the official hearing record and the hearing file. A party shall be provided a copy of the record, or part of the record, at the requesting party's expense.

- 3.6

The findings of fact, conclusions and the decision shall be based solely on the evidence received by the Staff Personnel Board. The burden of proof that grounds for NDSU's actions

exist shall rest with NDSU and be satisfied by a preponderance of the evidence in the record considered as a whole.

3.7

The Staff Personnel Board may admit any evidence which is of probative value in determining the issues or if the interests of justice will best be served by admitting the evidence. Every reasonable effort shall be made to obtain the most reliable evidence available. The Staff Personnel Board shall grant adjournments to enable either party to investigate evidence as to which valid claim of surprise is made.

3.8

The employee shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The institution shall cooperate with the Staff Personnel Board in securing witnesses and making available documentary and other evidence. The employee and the institution shall have the right to confront and cross-examine all witnesses. Testimony may be taken by deposition, including deposition by telephone or witnesses may testify by telephone, facsimile, video or other electronic means, as long as such use does not substantially prejudice the rights of any party. Affidavits may be received into evidence upon stipulation of the parties.

3.9

The Staff Personnel Board's findings of fact, conclusions, and recommendations with supporting reasons, shall be reported, in writing, to the President, the department head, the employee or their representative. The Office of Human Resources/Payroll shall transmit the official hearing record and file to the President. If the institution's action was a notice of dismissal and if the Staff Personnel Board concludes that adequate cause for dismissal has been established, but that a lesser penalty would be more appropriate, it may be recommended with supporting reasons. The President shall make a final decision and provide written notice of the decision to the Staff Personnel Board, the department head and the employee within fifteen calendar days of receiving the report.

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HISTORY: April 1992; Amended September 1994; August 1997; February 1998; October 1999; May 2005.

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Gina Haugen <<mailto:NDSU.Policy.Manual@ndsu.edu>>
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POLICY CHANGE COVER SHEET

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

Section 304 - Academic Staff and Executive/Administrative Positions - Procedures for Filling

The changes are exclusively housekeeping revisions to reflect changes in office names and adaptations to the procedures that have evolved with other changes such as the use of Recruit Workforce in this process.

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

Policy Committee - 11/17/05

University Senate-

Staff Senate –

Rick & President -

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

Equity and Diversity Director

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

SECTION 304: ACADEMIC STAFF AND EXECUTIVE POSITIONS - PROCEDURES
FOR FILLING

SOURCE: NDSU President

1. All academic staff (instructors, assistant, associate or full professors and lecturers) and other positions with 2000 job codes and executive/administrative positions (job family 0000) that qualify for fringe benefits must be filled according to the following procedures. Recruitment areas/methods are found in Section 103.1. [hot link]

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Deleted: categories

Deleted:)

Deleted: which

1.1

Complete a Request to Recruit form [hot link] and circulate with necessary attachments for approval signatures. A notice of approval will be sent from the Provost and Vice President for Academic Affairs' Office to the search committee chair and the department chair/head or other appropriate unit administrator.

Deleted: DO WE NEED TWO URL ADDRESSES BELOW & THROUGHOUT THE DOCUMENT?¶

http://www.ndsu.nodak.edu/equal_opportunity/forms/index.shtml

<http://www.ndsu.edu/equal_opportunity/forms/index.shtml>

For equal opportunity/affirmative action purposes, particular attention will be given to:

- * completeness of the position description
- * specificity of qualifications
- * consistency of qualifications on Request to Recruit with those in flyers and/or advertisements
- * details of the recruitment plan which should include:
 - both formal and informal recruitment methods
 - specific efforts to reach those in traditionally underrepresented groups (see Section 103.1 [hot link] on recruitment areas and methods)

Deleted: Each person signing the form should retain the appropriate copy after signing.

Deleted: , department support staff,

Inserted: , department support staff,

Deleted: dean

Deleted: /selection criteria

1.2

After receiving the notice of approval for the Request to Recruit, the department initiates the recruitment efforts described on the Request to Recruit by placing both hard copy and electronic advertisements, distributing position announcements, etc., and retaining documentation for the transaction file (see this section, No.

1.10.4). An electronic copy of the position announcement should be sent to the Equity and Diversity Office for posting on standard web sites: NDSU employment page, Higher Ed Jobs, and Career Fargo. If changes occur in the recruitment plan, please notify the Equity & Diversity Office.

Deleted: d

Inserted: d to the Equity and Diversity Office for posting

Deleted: Equal Opportunity Office

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1.3

Once the Request to Recruit has been completely approved, the Equity & Diversity Office will create a Job Requisition in Recruit Workforce and send the following items to the search committee chair:

* a copy of the approved Request to Recruit that includes the Job Requisition number;

NOTE: The department is responsible for entering and updating applicant information in Recruit Workforce; at least one support staff member in each department has Recruit Workforce access to do this task.

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Deleted: * a Recruit Workforce Training Manual (no training manual is included if one was sent out for an earlier search);

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Inserted: included if one was sent out for an earlier search);

* a supply of applicant flow cards and envelopes (See Section 105 [\[hot link\]](#));

a copy of the NDSU recruitment brochure (additional copies are available from the Equity and Diversity Office for recruitment activities);

* a list of women and minority doctoral candidates, when available and appropriate;

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The following information for use in the recruitment and hiring process is available on-line:

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Deleted: http://www.ndsu.nodak.edu/equal_opportunity/forms/index.shtml

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Deleted: <http://www.ndsu.edu/equal_opportunity/forms/index.shtml>

* NDSU Procedures for Recruitment/Selection of Nonbroadbanded Positions Subject to the ND Veteran's Preference Law [\[hot link\]](#)

Deleted: * Procedures for Filling Academic Staff and¶ Executive/Administrative Positions (NDSU Policy 304) ¶

-A form for applicants to use in claiming the ND veteran's preference [\[hot link\]](#)

- "Legal Watch" on the ND veteran's preference law [\[hot link\]](#)

[link\]](#)

link] * Employment Inquiry Guide (guidelines for appropriate questioning during reference checking and interviewing) [hot

| * Interviewing Guidelines for ADA Compliance [hot link]

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| The following institutional forms may be downloaded and/or completed on-line:

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http://www.ndsu.nodak.edu/equal_opportunity/forms/index.shtml

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* Recruitment Employment Checklist [hot link]

* Interview Report [hot link]

* Request to Offer [hot link]

| * Criminal Record Disclosure Form [hot link]

| * NDSU Hiring Form 100/102: Job Data [hot link]

Deleted: Personnel Appointment

| * NDSU Change Form: 101 [hot link]

Deleted: Personnel Change Authorization (101)

1.4

| Conduct the screening process using the qualifications given on the Request to Recruit form. (Keeping notes about this process will be helpful in completing the transaction file.) Those who do not meet minimum qualifications should be notified promptly that they are no longer being considered and their lack of qualifications noted on the recruitment/Employment Checklist.

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1.5

| Conduct interviews and determine the best qualified applicant. For non-teaching positions, see the packet of information on compliance with the veteran's preference law.

| Please note that the Provost and Vice President for Academic Affairs should be included in the interview schedule for those interviewed for academic department chair positions and, when possible, those interviewed for faculty positions.

1.6

Complete the Interview Report forms and Recruitment/Employment

Checklists [\[hot link\]](#)

noting reasons for selection or non-selection of each applicant based on the minimum and preferred qualifications.

1.7

Complete the Request to Offer a Position form [\[hot link\]](#) in its entirety, and route for required signatures with the following attachments:

- * Complete application files for all interviewed applicants or for all applicants included in the final pool (in cases where only one applicant is interviewed on campus). Be sure to include the following:
 - * Interview Reports,
 - * A list of the questions used in the formal interview,
 - * The Recruitment/Employment Checklists,
 - * A completed and signed Criminal Record Disclosure form [\[hot link\]](#)

Faxed copies are acceptable.

While Criminal Record Disclosure form is required only for the individual hired, the department may want to ask all those interviewed for the position to submit this form in case the first choice applicant does not accept an offer.

* The list of applicants with updated dispositions printed from Requisition Activity in Recruit Workforce.

* For faculty and lecturer appointments, a draft of the proposed letter of offer based on the format provided by the Provost and Vice President for Academic Affairs [\[hot link\]](#)

- * A completed Degree Verification form [\[hot link\]](#)

for the applicant to whom the department wishes to make the offer if the required degree has been completed. If the applicant's file includes a complete transcript, the Degree Verification is not needed.

1.8

Upon approval, contact the person selected and send two originals

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http://www.ndsu.nodak.edu/equal_opportunity/forms/index.shtml

http://www.ndsu.edu/equal_opportunity/forms/index.shtml

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http://www.ndsu.edu/equal_opportunity/forms/index.shtml

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of the letter of offer (one to be signed and returned indicating acceptance). If the person rejects the offer, return to 1.7 above and follow the same procedure for the second ranking applicant. To save time, as many as three (3) finalists may be rank ordered and a Request to Offer a Position for each circulated altogether.

Note: When an individual accepts the offer, the Criminal Record Disclosure form should be sent to the appropriate dean's office to be filed in the individual's official personnel file. The Criminal Record Disclosure form for any other applicant who completes it should remain with that applicant's file and be submitted to the Equity & Diversity Office as part of the transaction file.

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1.9

Once the position has been accepted, promptly notify all remaining applicants of the action.

1.10

As soon as possible after the offer is accepted, complete and submit the employing department's portion of the transaction file to the Equity & Diversity Office. If a position is not filled and a new or extended search is planned, contact the Equity & Diversity Office to determine how to handle the new recruitment.

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NOTE: No Hiring form 100/102: Job Data or Change Form 101 will be processed until transaction file has been completed and submitted to the Equity & Diversity Office.

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A complete transaction file will include the following:

ITEM - RESPONSIBLE OFFICE

1.10.1 Request to Recruit form - Equity & Diversity Office

1.10.2 Memo appointing search committee - Equity & Diversity Office

1.10.3 Applicant flow summary - Equity & Diversity Office

1.10.4 Copies of all recruitment efforts including:

-Actual advertisement(s) used to recruit with publication

names and dates - Employing Dept.

-Samples of position flyer(s) and/or letters with a list of those to whom such mailings were sent - Employing Dept.

1.10.5 Any correspondence related to the recruitment and selection process - Employing Dept.

1.10.6 Notation of telephone or face-to-face contacts - Employing Dept.

1.10.7 Applications and related materials received for the Position - Employing Dept.

1.10.8 Complete Recruitment/Employment Checklists for all applicants - Employing Dept.

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1.10.9 A list of the questions used for the phone and/or

personal interview - Employing Dept.
1.10.10 Completed Interview Reports for those interviewed by phone or in person - Employing Dept.

1.10.11 A copy of the interview questions used by the search committee

1.10.12 A completely signed copy of Request to Offer form - Employing Dept.

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1.11

Complete the HIRING Form 100/102: Job Data, attach the following items, and circulate it for signatures:

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* A fully signed copy of the Request to Offer

* For faculty, lecturers and graduate teaching/research fellows, a copy of the letter of offer or appointment agreement.

* A completed Degree Verification form if the applicant's file did not include a complete transcript because the degree was not completed at the time the Request to Offer was approved.

1.12

To change the status for a current employee, complete the Change Form: 101 instead of the Hiring Form 100/102. The Change Form 101 should be accompanied by either a fully signed Request to Offer form or a memo documenting the means by which the change has been authorized. The Change Form 101 is routed for signatures in the same way as the Hiring Form 100/102.

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6. Transaction files will be reviewed for completeness in the Equity & Diversity Office and stored for three years.

HISTORY: July 1990; Amended April 1992; May 1996; July 1997; November 1999, August 2002.

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Aubrey Ketterling <<mailto:NDSU.Policy.Manual@ndsu.edu>>

Last Updated: PM

Published by North Dakota State University

Deleted: Tuesday, January 22, 2002, 2:31

POLICY CHANGE COVER SHEET

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

Policy 323: Selection of Textbooks and Other Curricular Materials

To implement NDUS Policy 611.9 and incorporate previous NDSU Policy 323 into it. NDSU Policy would prevent the author from personally receiving royalties from their texts/course materials used in a class they teach.

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

Policy Coordination Committee: 7/21/04; 8/22/04 (tabled); 2/24/05; 11/17/05

Staff Senate:

University Senate: 3/8/05

President's Council:

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

Craig Schnell, Provost/Vice President Academic Affairs (8/22/04)

Rick Johnson, General Counsel (7/21/04)

Policy 323: Selection of Textbooks and Other Curricular Materials

Source: NDUS Policy 611.9: Selection of Textbooks and Other Curricular Materials; [President](#)

The following rules govern selection of textbooks and other curricular materials:

1. An instructor may not receive financial compensation or any other form of remuneration, excluding supporting educational materials for teaching, from a publisher or an agent of the publisher for the purpose of selecting or assigning textbooks or other curricular materials.
2. An instructor or other employee who is paid or receives other remuneration in connection with the sale or assignment of textbooks or other curricular materials may, as provided under institution procedures implementing this policy:
 - 2.1 Assign all royalty payments or other remuneration resulting from assignment of the materials at the employing institution; or
 - 2.2 Retain royalty payments or other remuneration, in which case the final decision to assign the materials shall be made as provided under each institution's procedures. *(See, however, 3.1 below.)*
3. With the input of faculty, student and administration, each institution shall adopt procedures implementing this policy, including a process for review or appeal.

NDSU Interpretation:

- 3.1 *Instructors who have published a textbook or other curricular materials and use them in their courses; must avoid a personal profit from sales to their students. Royalties or other income received by the instructor for those texts or materials used in the instructor's course must be placed into department accounts for use by the department or assigned to a charitable organization.*
- 3.2 *Departments which prepare laboratory manuals or coursepacks for sale to their students should arrange for them to be printed and sold through the Varsity Mart (The University bookstore).*
- 3.3 *An employee who feels this policy has been unfairly applied to him/her can use the normal University grievance process.*

POLICY CHANGE COVER SHEET

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

Section 350.4: Board Regulations on Hearings and Appeals

Updates are as a result of changes made to SBHE policy 605.4 relating to the collection of pre-hearing information and testimony by deposition.

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

Policy Coordination Committee - 11/17/05

Staff Senate -

University Senate –

Student Senate -

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

General Counsel

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

SECTION 350.4: BOARD REGULATIONS ON HEARINGS AND APPEALS

SOURCE: SBHE Policy Manual, Section 605.1, 605.2, 605.3, 605.4

1. A faculty member may request a hearing with the Standing Committee on Faculty Rights by filing a written notice, accompanied by a specification of the reasons or the grounds upon which the appeal is based, with the Committee chair or senior member of the Committee and the institution's president. The institution shall have ten business days from receipt by its president of the notice and specifications to file a response with the Committee Chair or senior member of the Committee and the faculty member.
2. The Committee shall appoint, at the expense of the institution according to institution procedures, a hearing officer with authority to conduct pre-hearing meetings, supervise ~~discovery,~~ exchange or collection of information, advise the Committee or preside over the hearing. The faculty member, the institution and their representatives shall comply with all reasonable directives and requests of the hearing officer appointed by the Committee. The institution shall provide necessary clerical support for the Committee, and upon request, for the hearing officer.
3. The Committee or the hearing officer shall hold a pre-hearing meeting or meetings in order to (a) simplify the issues, (b) effect stipulations of facts, (c) provide for the exchange of documentary or other information, or (d) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious. The faculty member, the institution and their representatives shall participate in pre-hearing meetings upon request and comply with the directives of the Committee or the hearing officer. ("Discovery" is defined as the exchange or collection of information.) Discovery shall be informal and formal depositions or interrogatories for the purposes of discovery are not permitted, except with agreement of the parties.
4. The Committee or the hearing officer shall serve written notice of hearing on the faculty member and the president or their representatives at least twenty calendar days prior to the hearing.
5. The faculty member and the institution may stipulate to a decision on the basis of the written statements, in which case the Committee shall make its decision on that basis.
6. During the proceedings the institution and the faculty member are

entitled to have an administrative or academic advisor and counsel of their choice and at their own expense. Proceedings concerning the appointment or removal of a faculty member may, pursuant to N.D.C.C. Section 15-10-17, be closed, unless the faculty member requests that the proceedings be open, in which case the proceedings shall be open. Proceedings not concerning the appointment or removal of a faculty member, including proceedings concerning discipline not involving dismissal, shall be open.

7. A verbatim transcript of the hearing or hearings shall be made at the institution's expense and shall be accessible to both parties. A party shall be provided a copy of the record, or part of the record, upon request, at the institution's expense.
8. The findings of fact, conclusions and the decision shall be based solely on the evidence received by the Committee. In cases brought under section 605.3(4), the faculty member has the burden of persuasion to prove, by a preponderance of the evidence, that the action violated the faculty member's rights; in cases appealed pursuant to section 605.3(8) or (9), the burden of proof that grounds for the institution's action exist shall rest with the institution and be satisfied only by clear and convincing evidence in the record considered as a whole.
9. The Committee may admit any evidence which is of probative value in determining the issues or if the interests of justice will best be served by admitting the evidence. Every reasonable effort shall be made to obtain the most reliable evidence available. The Committee shall grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
10. The faculty member shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The institution shall cooperate with the Committee in securing witnesses and making available documentary and other evidence. The faculty member and the institution shall have the right to confront and cross-examine all witnesses. Testimony may be taken by deposition, including deposition by telephone, or witnesses may testify by telephone, facsimile, video or other electronic means, ~~as long as~~ upon agreement of the parties or, absent an agreement, upon request of a party and determination by the Committee or hearing officer that such use does not substantially prejudice the rights of any party. Affidavits may be received into evidence upon stipulation of the parties.
11. The Committee's findings of fact, conclusions and recommendations, with supporting reasons, shall be reported, in writing, to the institution's president and the faculty member or the faculty member's representative. If the institution's action was a notice of dismissal and if the Committee concludes that adequate cause for dismissal has been established, but that a lesser penalty would be more appropriate, it may so recommend with supporting reasons. The president shall make a decision and provide written

notice of the decision, including findings of fact and reasons or conclusions based on the hearing record, to the Committee and the faculty member within twenty calendar days of receiving the report. The faculty member or Committee may, within ten calendar days of the decision, submit a written response to the decision, to which the president may reply. ~~Submission of a written response by a faculty staff member or Committee shall not extend the time for filing an appeal if there is a right to an appeal.~~

12. The decision of the president is final.

HISTORY: Replaces portions of Policy 605, SBHE Minutes April 25,1995, pg 6554. Amended April 25, 1995; March 1998; February 2001, August 2003.

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Aubrey Ketterling <<mailto:NDSU.Policy.Manual@ndsu.edu>>
Last Updated: Tuesday, January 22, 2002, 2:31 PM
Published by North Dakota State University

POLICY CHANGE COVER SHEET

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

Section 407: Auxiliary Exclusive Services

New policy establishing auxiliary functions' exclusive rights on campus as sole providers of their service on campus. Auxiliary services has become a significant source of revenue for University operations and it is in the University's interest to support these services.

Thus, the policy advances a policy of requiring use of those services by University Departments. It is not intended to interfere with NDSU employees spending their personal funds for personal purchases or services.

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

Policy Coordination Committee - 7/21/05; 8/18/05; 9/15/05; 11/17/05
Staff Senate - 11/22/05
University Senate – 11/22/05
President's Council – 9/05; 11/22/05

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

VP for Student Affairs

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

SECTION 407: Auxiliary Exclusive Services

SOURCE: NDSU President

- 1.0. Purpose: NDSU auxiliary functions (Dining Services, Wellness Center, Day Care, Student Health Center, Residence Life, Telecom and the Varsity Mart) have all invested heavily in infrastructure in order to serve NDSU. These entities also provide important local dollars to help support the University overall. It is in NDSU's interest to support their functions.
- 2.0. Therefore, this policy establishes "exclusive rights to operate" for those identified auxiliary functions to be the sole providers of their services on campus. NDSU departments and NDSU related entities receiving services on NDSU property must follow this policy.
 - 2.1. The Technology Park and Alumni Association/Development Foundation are entities which are exempt when receiving services on their property as they are separate from the University. However, the functions of the Vice President for Research, Creative Activities, and Technology Transfer are not exempt at the Research & Technology Park.
 - 2.2. This policy does not apply to individual's purchasing products or services for personal use or to services which are a part of an academic class.
 - 2.3. Departments are encouraged, rather than required, to order their office supplies and equipment from the Varsity Mart.
 - 2.4. This policy doesn't apply to services at the Alumni Center, but departments are encouraged to use NDSU Auxiliary Services at the Center.
- 3.0. Exceptions to this policy may be made with the approval of the affected auxiliary unit. Exceptions may also be required due to governing law or regulation or due to contractual commitments by the University.

POLICY CHANGE COVER SHEET

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

Section 600: Family Education Rights and Privacy Act of 1974 (FERPA)

Adds language to policy stating that a terminated/separated employee should not be accessing any confidential records. If one leaves the University and computer access isn't terminated at the same point for some reason, the University still does not want any FERPA or other confidential information accessed.

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

Policy Coordination Committee: 9/15/05

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

Forwarded to General Counsel and President:

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

General Counsel

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

SECTION 600: FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
SOURCE: NDSU President

1. Annual Notice

The University policy on FERPA is the annual notice as published in the semester class schedules and available at numerous web sites. The annual notice is also available at the office of the Vice President for Student Affairs.

2. Amendment of Education Records

2.1

Any student attending the University who believes that information contained in the student's education records is inaccurate or misleading or violates the student's privacy or other rights may file a written request with the custodian that the University amend the records.

2.2

The University shall decide whether to amend the education records as requested by the student within a reasonable period of time of receipt of the request. If the University decides to refuse to amend the education records of the student as requested, it shall so inform the student.

2.3

In the event of such a refusal, the University shall also inform the student of the student's right to a hearing in order to challenge the content of the education records to insure that information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.

2.4

If the student requests a hearing, it shall be conducted according to procedures which shall include at least the following elements:

a.

The hearing shall be held within a reasonable period of time after the University has received the request and the student shall be given notice of the date, place, and time reasonable in advance of the hearing.

b.

The hearing shall be conducted, and the decision rendered, by a University official who does not have a direct interest in the outcome of the hearing.

- c. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in section 2.1 above, and may be assisted or represented by individuals of the student's choice at the student's own expense, including an attorney;
- d. The hearing officer shall make a decision in writing within a reasonable period of time after the conclusion of the hearing; and
- e. The decision of the hearing officer shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

2.5

If, as a result of the hearing, the University decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the student in writing;

2.6

If, as a result of the hearing, the University decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in the student's education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the University.

2.7

Any explanation placed in the education records of the student under paragraph 2.6 of this section shall be maintained by the University as part of the education records of the student as long as the record or contested portion thereof is maintained by the University. If the education records of the student or the contested portion thereof is disclosed by the University to any party, the explanation shall also be disclosed to that party.

| 3. Protected Information

| Student records protected under FERPA shall not be accessed by employees (staff or faculty) after the date of the employee's termination.

EFFECTIVE DATE: December 11, 2001.

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Summary:
University Senate Meeting
November 14, 2005

The following items should be of interest to NDSU Staff Senate

- 1) University re-accreditation
 - a) Bob Harrold, NDSU accreditation team leader, stressed the importance of all university employees being familiar with the University's mission statement.
 - i) When the accreditation team is on campus they will be asking questions of randomly chosen university employees, seeking input on a variety of issues and topics.
 - (1) A successful university is one where every employee has a clear understanding of their responsibilities and how their performance relates to the overall mission and vision of the university.
- 2) University Ombudsman
 - a) University Senate has been researching the need for an Ombudsman
 - i) Impartial third party, used as a mediation tool to solve conflicts before they escalate to grievance board status
 - (1) Univ. Cal. Irvine was the example cited
 - b) Questions from the floor centered on costs of such a position and where funding would come from should the position be deemed necessary.
 - c) More exploration needed before a decision is made
- 3) Committee on Campus Smoking
 - a) J. Trowbridge

Staff Senate Report from
University Senate
December 12, 2005

Policies coming up for discussion are conflict of interest and grade appeals.

Eugene Berry will chair the Ombudsman committee which is being formed with 2 representatives each from faculty, staff and students.

A Consent Agenda is being proposed. If passed, bylaws will have to be amended. There will be more discussion on this at the January meeting.

Provost Schnell talked about equity funding for the University which will be changed on January 9, 2006.

President Chapman also spoke about the equity issue. He stated that the capital campaign has reached the \$65 million mark already with a goal of \$75 million. This is good news for the new business building.

There are name changes for the business and graduate departments. Five courses were changed and five were deleted.

The physics classes proposed by the General Education Committee for a five-year renewal passed. The policies on Holidays, Appeal Procedures for Disciplinary and Reduction in Force Actions, Academic Staff and Executive/Administrative Positions, and Family Education Rights and Privacy Act of 1974 were passed by group consensus. The policy on Pre and Post-Employment Criminal Record also passed, but the Auxiliary Exclusives Services Policy was referred to Committee for language clarification.

Tom Barnhart announced details about the December graduation process.

A guideline to prevent repeating an NDSU course at another institution for a new grade was also passed.

Respectfully submitted by
Irene Askelson
Staff Senate

CITPG report for December 14, 2005

In order to get an idea of what topics CITPG should focus on, a survey has been set up for faculty at the Group Decision Center. The survey has had about 140 respondents so far and two areas have stood out from the rest.

Wireless access
Faculty software training

The survey should be available until the end of December.

As reported in the December 7th "It's Happening at State", CITPG has recommended guidelines for the reservation of PC Cluster classrooms. At the December 9th meeting it was suggested that scheduling of the media carts follow similar guidelines.

IT Governance committee report

The final draft was sent to the Provost on December 8th. We are awaiting any changes from the Provost.

Respectfully submitted

Brian Miller

(ATTACHMENT 5)

The Wellness Center Advisory Board met on Thursday, December 8, 2005. Gary Narum, the Director of the Wellness Center will be retiring on December 31 of this year. Gary Fisher will take over as the new Director of the Wellness Center and Barbara Lonbaken will be named the Associate Dean for Student Wellness. The flu shot clinic held on December 1st gave 505 flu shots with 273 of them to faculty and staff. Watch for new fitness programs starting second semester, including one to strengthen the back. The Child Care Center is working on becoming an accredited center.

Barb Geeslin