



## NDSU STAFF SENATE

# NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: JANUARY 11, 2006 MINUTES

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:

<b>February 8, 2006</b>	9:30-10:30 a.m.	Peace Garden, Memorial Union
<b>March 8, 2006</b>	9:30-10:30 a.m.	Peace Garden, Memorial Union
<b>April 12, 2006</b>	9:30-10:30 a.m.	Peace Garden, Memorial Union

### Upcoming Executive Committee Meetings:

January 25, 2006	9:30-11:00 a.m.	Badlands, Memorial Union
February 22, 2006	9:30-11:00 a.m.	Badlands, Memorial Union
March 22, 2006	9:30-11:00 a.m.	Badlands, Memorial Union
April 26, 2006	9:30-11:00 a.m.	Crest, 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 46 senators present, 16 senators absent.

Substitutions:

*Kay Beckermann for Luther Fragodt*

*Elizabeth Torguson for Dolly Wadholm*

*Jeri Vaudrin for Barb Welk*

Guests: *Jana Seaborn and Jennifer Erickson*

- III. Approval of Agenda:** Items added/deleted on the agenda are as follows: add PCC to Committee Reports, remove Campus Space and Facilities report and COSE report. Add Weight Watchers information to Announcements. Agenda with changes were approved by unanimous consent.

**IV. Program:** Jana Seaborn – Self Defense

Deb Hegdahl introduced Jana Seaborn to talk about self defense. Jana is a Research Specialist at NDSU. She teaches Beginning Judo at MSUM. Jana has a second degree black belt in jujitsu, and a fourth degree black belt in judo.

Prepare yourself before an attack could happen. Know your surroundings and recognize your right to defend yourself. Never get into a car with an attacker. Avoid illegal activities and dangerous environments. Don't become impaired – stay sober. Always carry yourself with confidence. Keep active - drink in moderation - eat right - be aware of the situation you are in. Attacks are about dominance – don't show fear.

- V. Approval of the December 14, 2005, meeting minutes:** Minutes, as published, were approved by unanimous consent. Staff Senate meeting minutes are available at:  
[http://www.ndsu.nodak.edu/staff\\_senate/meetings.shtml](http://www.ndsu.nodak.edu/staff_senate/meetings.shtml)

- VI. Treasurer's Report:** Vicki Miller. There are fund balances of \$4,767.33 - appropriated funds; and \$5,836.67 - local funds. Staff Senate has received funding from all the Vice Presidents.

**VII. Committee Reports:**

- **Policy Coordination Committee** - Steve Bergeson. See **ATTACHMENT 1.**

For information:

Policy 123 – Payroll Proof Lists - eliminated because of PeopleSoft;

Policy 133 – Education Policy - Language change “regular” employee to “benefited” employee;

Policy 181 – Resignation - Clarifies last day of work;

Policy 701 – Telecommunications - Basic update and limits use of over the counter long distance calling cards.

Most changes were housekeeping changes. Please send Steve Bergeson any questions or comments.

Pending Policies:

Policy 151: Conflict of Interest – tabled;

Policy 407: Auxiliary Functions Services – currently in University Senate - to be re-worked; and

Policy 134.1: Children in the Workplace – tabled per request from General Counsel

- By-Laws – no report
- Election – Heather Heger welcomed three new senators: Sarah Adams, Laura Dallmann, and Cindy Reppen
- Legislative – Kim Koch ATTACHMENT 2.
- Program - no report
- Public Relations - no report
- Scholarship - no report
- Staff Development Lorna Olsen & Janet Krom ATTACHMENT 3.
- Maternity Leave AdHoc Vicki Miller – The committee is drafting a survey with four proposed options and several other informational questions to be reviewed by the Executive Committee. The committee will be meeting with the Executive Committee at the end of the month.
- Ombudsman AdHoc no report - haven't met yet
- Smoking AdHoc no report
- Logo/Banner AdHoc Jeff Schwartz ATTACHMENT 4.
- Staff Satisfaction Survey - Heather Heger and Janine Trowbridge met regarding the 2004 Staff Survey. There were areas where we can improve. Some staff may not be aware of Staff Senate and how it can provide a voice. Some staff felt that concerns are not being heard/listened to by the University. There is a need for supervisor/departments head training. Heather and Janine will be meeting with the Group Decision Center to develop a follow-up survey to the 2004 survey.
- CITPG – Brian Miller – ATTACHMENT 5.
- University Athletics Council – Bill Frazier. ATTACHMENT 6.
- Library - no report
- University Senate - no report
- Arboretum - no report
- Employee Award Recognition - no report
- Health and Wellness Advisory Board – no report
- Other

Sharon Morgan announced there is a COSE meeting in Bismarck on January 19<sup>th</sup>. Please forward your FISH award nominations to Cindy Kozojed or Sharon Morgan by noon on the 18<sup>th</sup>.

Janine Trowbridge asked for the key to the Campus Kudos case in the Memorial Union. Peg Furshong had it at one time.

## **VIII. Old Business**

## **IX. New Business/Discussion**

- **Logo**

Discussion on logo – numerous suggestions were given such as:

- \* reverse bolding, so “STAFF senate”;
- \* reduce NDSU and increase size of staff senate;
- \* spacing on senate and NDSU;
- \* make all logo green; and
- \* staff senate in small capital letters.

These suggestions will be forwarded to the ad hoc committee and design team.

## **X. Advisor Comments, Broc Lietz: None.**

## **XI. Announcements**

All committee chairs should have turned in a binder to the President for the committee. If you could not find your binder, please send an e-mail to [Janine.Trowbridge@ndsu.edu](mailto:Janine.Trowbridge@ndsu.edu) with this information.

**Weight Watchers** – There is a registration meeting for Weight Watchers on Thursday, January 19<sup>th</sup> at 3:00pm in Loftsgard Hall, Room 380. If you have any questions e-mail Darla Verbitsky at [darla.verpitsky@ndsu.edu](mailto:darla.verpitsky@ndsu.edu) or call 1-8866.

The offices of **Residence Life** are now located in West Bison Court. **Dining Services** will be moving to West Bison Court shortly.

## **XII. Adjourn:** Vicki Miller made a **MOTION** to adjourn. Cindy Kozojed **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](mailto:heather.heger@ndsu.edu)

Respectfully submitted,

Lois Christianson  
Secretary

## **POLICY CHANGE COVER SHEET**

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

**Section: 123: PAYROLL PROOF LISTS**

Policy is being deleted, as this is no longer done because of the conversion to PeopleSoft and reports being automated through the system.

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

Policy Coordination Committee – 12/15/05

University Senate – 12/16/05

Staff Senate – 12/16/05

President's Council – 12/16/05

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

Office of HR/Payroll

## SECTION 123: PAYROLL PROOF LISTS

SOURCE: NDSU Policies and Procedures Manual

- ~~1. The Payroll Office circulates a listing of the employees and their gross monthly salary to the respective departments prior to each pay date. Each department is required to proof the monthly payroll and report any discrepancies to the Payroll Office immediately. Any erroneous paychecks will be corrected prior to the delivery to the employee.~~

HISTORY: July 1990; Amended June 1996

NDSU Policy Manual

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 133 – Education Policy**

**Change made in Section 1 in accordance with change to SBHE policy 820. Replaces the word “regular” with “benefited” employee.**

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

Policy Coordination Committee – 8/18/05; 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 Resources/Payroll [8/12/05]

## SECTION 133: EDUCATIONAL POLICY

### SOURCE:

**SBHE Staff Human Resources Policy Manual**

**SBHE Policy Manual, Section 820.4**

The North Dakota State Board of Higher Education encourages its employees to pursue a program of continuing education.

1. An institution shall waive tuition, the student government activity fee and the university/college fee for regular “benefited employees” employed on at least a half-time basis of the North Dakota University System.

#### 1.1

Employees who are eligible for this educational benefit are not eligible for the graduate assistant tuition waiver absent exceptional circumstances.

2. The waiver is limited to no more than three academic classes per calendar year.
3. Employees may be released from work for regular class sessions for one academic class per semester with approval of the employee's supervisor or department head. Approval shall be granted so long as it does not interfere with the essential work of the institution.
4. Under no circumstances will the waiver apply to self-supporting or Continuing Education programs.
5. Release time may be granted only for the amount of time required to attend the regular class session. Field trips and outside class activities are not included.
6. The waiver is applicable to all University system institutions of higher education and the Tri-College University Course Exchange.
7. Regular employees, who are not North Dakota residents, may receive a waiver from the non-resident portion of tuition requirements for courses beyond the three classes per calendar year.

#### 8. **Procedure:**

##### 8.1

The employee must obtain initial approval from his/her supervisor or department head and final approval from the Human Resources Office.

##### 8.1.1



To obtain a tuition waiver, employees must complete a "Faculty/Staff Tuition Waiver Request" form which is available in the Human Resources Office.

8.1.2

The request for a tuition waiver must be submitted and approved prior to the beginning of the class for which the waiver is requested.

8.1.3

No employee who has an overdue accounts receivable balance with the University may receive a tuition waiver.

8.2

Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.

## **POLICY CHANGE COVER SHEET**

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

**Section: 181: Resignation**

Add language regarding working the last day of employment.

Add language regarding use of Sick Leave time.

Add language regarding about absence on last day of work.

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

Policy Coordination Committee – 9/15/05; 11/17/05; 12/15/05

University Senate – 12/19/05

Staff Senate – 12/19/05

President's Council – 12/19/05

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

Human Resources/Payroll

General Counsel

## SECTION 181: RESIGNATION

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

## SECTION 181: RESIGNATION

SOURCE: SBHE Human Resource Policy Manual

1. In case of resignation, a regular employee is requested to give two weeks written notice to the department head. A copy of the notice shall be sent to the Office of Human Resources/Payroll ~~Human Resources Office~~. An Employee Separation Checklist is available for use by supervisors to assist with the process. Vacation and or Sick Leave time may not be used as notice of separation of employment ~~termination~~, an employee is required to be present at work on their final day of employment unless the absence is approved by the department head, after consultation with the Director of Human Resources/Payroll. One week's notice is requested for temporary and probationary employees (see Section 222). The period of notice may be reduced or waived upon recommendation of the department head. Individuals resigning should report to the Office of Human Resources/Payroll ~~Human Resources Office~~ for final processing.

HISTORY: July 1990; Amended April 1992; July 1997

NDSU Policy Manual

Last Updated: Tuesday, January 22, 2002, 2:31 PM

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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**

701: Telecommunications

Language added in paragraph number 2 establishing policy governing the use of over the counter long distant calling cards.

Language updates reflecting current procedures and/or terminology and a reference to State Risk Management's recommendations on cell phone usage were added.

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

Policy Coordination Committee - 12/15/05

Staff Senate -

University Senate –

President's Council -

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

General Counsel

**Vice President Business and Finance**

## SECTION 701: TELECOMMUNICATIONS

SOURCE: NDSU Policies and Procedures Manual

1. NDSU owns and operates its own Private Branch Exchange (PBX), and is managed by University Telecommunications in the Facilities Management Department. University Telecommunications is responsible for the oversight, planning, procurement, coordination and management of the University's transport facilities, telecommunications switching systems, voice processing systems, CATV systems, and related software systems, as well as the installation, expansion and 24-hour maintenance of these systems. Telecommunications responsibilities also include the administration, marketing, customer service, and billing of resale systems for departmental and student telephone lines, long distance, and other service provided by Telecommunications.

University Telecommunications currently contracts to Network Services Division of Information Technology Services on a time and materials basis to engineer, design and maintain the above equipment and systems.

2. Calling Procedures: On-campus calls are dialed by using the last five digits of the telephone number; local off-campus calls are dialed after first dialing "9". Long distance calls, including international calls, made from a University telephone can be made most cost effectively by dialing direct, with the use of an authorization code. Other calls may be made by personal credit card, calling collect, or through "BISON LINES", NDSU's long distance billing service. The University also provides corporate long distance calling cards for placing calls when traveling on official University business. The use of over the counter long distance calling cards for University business is unauthorized unless approved by the appropriate Vice President. (The reasons for this restriction include lack of accountability in auditing of phone calls and the negative effect such cards have on pricing of telecommunications within the University.)

3. Voice Mail: Most administrative telephones on campus are equipped to receive and record voice mail messages. Voice mail is also available to students residing in the residence halls on a subscription basis. Follow the directions you hear when you place the call.

4. ~~Special Hearing Devices: TDD/TTY phones (Telecommunication Device for the Deaf) are available in several departments on the campus, equipped to handle incoming and outgoing TDD/TTY calls. A loaner TDD/TTY telephone may also be reserved in the Telecommunications department. Requests for hearing devices attached to standard telephones may be made to the Telecommunications department.~~ TDD/TTY Phones (Telecommunication Device for the Deaf): The department of Student Financial Services has TDD/TTY equipment to handle incoming and outgoing TDD/TTY calls. To contact other offices at NDSU, dial RELAY NORTH DAKOTA at 1-800-366-

6888 (TTY). Requests for ~~hearing~~ devices attached to standard telephones may be made to Telecommunications department.

5. Telephone ~~Counselor~~ Administrator Program: Designated departmental representatives have been trained to design how the telephone system functions within individual departments, tailoring efficiency potential. It is the counselor's responsibility to represent their respective department and subsequently coordinate its requirements with the Telecommunications department. All communications regarding telecommunications services will be coordinated through these departmental representatives. A listing of these representatives is maintained in the Telecommunications department.

6. Services and Equipment: Basic telephone service is available to all University departments, which includes a campus telephone line equipped with standard features, a standard analog telephone set, and upon request a standard voice mail box. Monthly line charges are assessed to the respective departments based on actual cost, capital expenditures, and recovery of University costs associated with acquisition, provision and maintenance. In addition, each department is charged for directory assistance, inter and intrastate long distance, and specialized equipment; e.g., multi-line digital telephones, speaker phones, paging systems, etc.

7. Telephone Adds/Moves/Changes: A department requiring a change or addition in telephone service must request such service through the designated departmental telephone ~~counselor~~ administrator, who will complete and forward the necessary paperwork to the Telecommunications department. A "Request for Telephone Service" form may be obtained ~~from University Telecommunications at~~ <http://facilities-mgmt.ndsu.nodak.edu/telecommunications/teladmin>.

8. Trouble: Problems or malfunctions in campus telephone service or equipment should be reported to the respective departmental telephone ~~counselor~~ administrator, who will forward the information to the Telecommunications department. In emergency situations after University normal business hours, trouble should be reported to the campus operator (DIAL 0).

9. Long Distance Resale: "BISON LINES", an in-house long distance resale program, offers competitive direct dial long distance calling to residence hall students, faculty and staff. An authorization code allows users to bill calls made from any campus telephone to their University account. Each user receives an individualized billing, summarized on the University accounts receivable system.

10. Conference Calls: Standard analog telephones on campus have the capability to conference up to three parties (up to six parties if all calls are to campus telephones), while multi-line digital

telephones have the capability of conferencing up to six parties. Departments desiring to make conference calls involving more than six parties should ~~schedule an appointment with Information Services Division, State Capitol, Bismarek, at least 24 hours prior to the time of the call at #701-328-2000~~ contact the North Dakota Interactive Video Network at <http://www.ndivn.nodak.edu>.

Additional external audio conferencing service vendor names are available from the Telecommunications department. ~~Give the operator a list of the conferees, their telephone numbers, and the time you wish to conduct the conference. Contact all conferees prior to the conference so they will be available to take the call. At the requested time, the operator will set up the conference and notify you after all the conferees are on line. Respective departments will be billed accordingly.~~

11. Cellular Telephones: All University related cellular phone purchases and usage agreements must be requested and coordinated through University Telecommunications. See North Dakota Risk Management recommended guidelines for cell phone use at: <http://www.nd.gov/risk/forms/docs/guidelines-for-cell-phone-use.pdf>

HISTORY: July 1990; Amended December 1995, October 2003.

NDSU Staff Senate  
Legislative Committee  
Kim Koch, chair

1. The Legislative Committee encourages all NDSU Staff Senators to be familiar with the NDSU Mission Statement
  - a) "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".
    - i) Familiarity with the mission statement will aid Staff Senators in conversations with other staff and faculty, state legislators and the visiting accreditation team.
2. The Legislative Committee, with liaison to the Staff Senate Equity Focus Group will be monitoring the developments in the Equity equalization program.
  - a) This is very important because of funding issues
3. 2006 is an off-year in the Biennium
  - a) Legislative committee will meet when necessary to discuss and review issues brought to our attention by VP for University Relations, Keith Bjerke, who is our legislative advisor.
4. The Legislative Committee is trying to be more proactive in its approach to the ND legislature.



**ATTACHMENT 3**

Staff Development Report:

Staff Development will be having its annual motivational seminar, January 31, 2006 @ the fargodome. Flyers have been sent out to all staff on campus. This year's theme is "Make it F.U.N." –Find Your Purpose-Uncover Your Potential- (Gain A ) New Outlook

We have had 1 1 hour mini session, with Colette Erickson, from the HR/Payroll. We will be having 3 to 4 more mini sessions throughout the year.

Our exercise program started in November and will continue through the rest of the year. We are planning a ½ party in February and the other ½ in May. Please look for upcoming information to be sent out.

Janet Krom-Co-Chair  
Lorna Olsen Co-Chair

#### ATTACHMENT 4

In meeting with Laura McDaniel, NDSU's Director of Marketing Communication, the Staff Senate's criteria for a logo that uniquely identifies our organization was outlined including the potential use of the logo for printed materials, the web site and banners. While NDSU doesn't have a written policy, Laura stated the University is looking to keep a consistent look with design for University departments and organizations. She provided an example of the design work done for NDSU Career Services, which can be seen at their web site. The University design team provided an example of the NDSU Staff Senate logo, which is available today. Feedback is welcome, email comments to [Jeff.Schwartz@ndsu.edu](mailto:Jeff.Schwartz@ndsu.edu).

The logo for the NDSU Staff Senate. It features the letters "NDSU" in a large, bold, green serif font. Below "NDSU", the words "staff senate" are written in a smaller, black, sans-serif font. The word "staff" is in a lighter weight, and "senate" is in a bolder weight.

**CITPG report for January 11, 2006**

There have been no CITPG meetings since the last Staff Senate meeting.

**IT Governance committee report**

The report was approved. You may look at a copy of the report at:

<http://its.ndsu.nodak.edu/documents/ITGovernanceReviewTeamReport.pdf>

In brief, the plan recommends creating a high-level executive committee called the IT Council (ITC), which would

- 1) “serve as the primary coordinating body for strategic planning, policy development and program review”
- 2) “serve in an advisory capacity to the President, Cabinet and NDSU CIO”

There would be five subcommittees (IT Advisory groups)

- 1) Teaching and Learning
- 2) Research
- 3) Information system (Peoplesoft and ancillary systems)
- 4) Standards and Infrastructure
- 5) Student issues

The plan is to have CITPG rolled into the various IT advisory groups.

Staff Senate members would have one seat on the ITC (most likely the President), and possibly, other positions on the Advisory groups if there are interested members.

Respectfully submitted

Brian Miller

**University Athletic Council Update  
January 6, 2006**

**Practice and Scheduling Policy**

As a Division I program, the NCAA will be conducting a compliance review and various policies and procedures will be examined. Policies and procedures from other institutions may be used to develop those to be used at NDSU. The target date for completion is spring 2006 for implementation in the fall of 2006.

**Internal Review of Title IX**

The NCAA will review 13 standard areas to determine if there are any gender equity issues. Although the Office of Civil Rights determined we were in compliance after conducting a review a number of years ago, our current situation will need to be reviewed to ensure we are still compliant. It was noted Dr. Holbrook should be included as an ex-officio member of the UAC sub-committee to review this item.

**Minority Issues**

Eight program areas are identified by the NCAA to review. The university's Strategic Plan for Diversity, Equity and Community will be used to assist in developing the plan for athletics.

**Exit Interviews and Annual Student-Athlete Program Survey**

The NCAA requires periodic review regarding the welfare of student-athletes. Current evaluation tools will be reviewed.

**Student-Athlete Appeals**

Institutions must have established grievance or appeal procedures available to student-athletes. The current policy will also be reviewed by a UAC sub-committee.

**SAAC Report**

Sheila Parrish (VB rep and SAAC President) reported that some of the athletes visited MeritCare Children's Hospital and the Ronald McDonald House and provided gifts for the children. Some members of the wrestling team also moved donated furniture from the Holiday Inn to the Ronald McDonald House. Coat check for basketball and wrestling has also started as a fundraising opportunity.

Julie Garden-Robinson distributed an "Eat Smart. Play Hard" poster to each UAC member and noted 10,000 posters have already been distributed in ND schools. 80,000 bookmarks, with pictures of ND athletes, will also be printed and a video is also being created.

**Diversity Council Update**

The University's Strategic Plan for Diversity, Equity and Community has been completed and sent to department heads. Diversity Council members will give presentations to departments across campus. Another survey will be conducted in 2009 to determine the progress made. The website for more information is:  
<http://www.ndsu.nodak.edu/diversity/index.php>

**Conference/Facilities Update**

Construction for the football offices at the Fargodome started mid-November with completion projected for March. Construction of locker rooms, meeting rooms, training and equipment areas should be completed by July. The projected cost is \$3.1 million which includes furniture and fixtures. The project will be bonded through the Development Foundation and fundraising materials are being created. Fundraising has also begun for the renovation of the BSA.

The Commissioner of the Mid-Continent Conference is very interested in conference expansion. We have also requested affiliate membership in the Mid-Con for baseball and softball and possibly track and golf.

The door is not completely closed in Big Sky membership.

Soccer has been accepted into the United Soccer Conference for the 2006 season and will be eligible for conference championship opportunities.

Discussions for a new wrestling conference are moving forward.

#### Other Business

UAC members were listed as individuals responsible for the implementation of various program areas in the athletic department's strategic plan. The following subcommittees were established to assist with implementation of the steps to achieve the goals.

Jim Deal, Chair Dave Berryhill Paul Nelson Sheila Parrish Sandy Holbrook, ex-officio	<ul style="list-style-type: none"><li>• Practice &amp; Scheduling Policy</li><li>• Absence Policy</li><li>• Internal Review of Title IX</li></ul>
Charlie McIntyre, Chair Bill Frazier Julie Garden-Robinson	<ul style="list-style-type: none"><li>• Exit Interviews</li><li>• Annual Student-Athlete Program Survey</li></ul>
Rodney Traub, Chair Dante Miller Tim Sellnow Dennis Tallman	<ul style="list-style-type: none"><li>• Student-Athlete Appeals</li><li>• Minority Issues</li></ul>

It was recommended that a Student-Athlete Advisory Council representative serve on each subcommittee. Mike Kelsch will assist the three committees as needed. Binders for each UAC member will be provided for materials relating to the above areas.

It was determined that meetings should be held monthly during spring semester and that a blackboard site be established for posting committee information and files.