



## NDSU STAFF SENATE

# NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING MINUTES MAY 10, 2006

Visit the Staff Senate website 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:**

|                |               |                                                             |
|----------------|---------------|-------------------------------------------------------------|
| June 14, 2006  | 9:30-10:30 am | Prairie Rose, Memorial Union                                |
| July 12, 2006  | 9:30-10:30 am | Committee Meetings – locations arranged by Committee Chairs |
| August 9, 2006 | 9:30-10:30 am | Committee Meetings – locations arranged by Committee Chairs |

### **Upcoming Executive Committee Meetings:**

|                 |               |                        |
|-----------------|---------------|------------------------|
| May 24, 2006    | 9:30-11:00 am | Crest, Memorial Union  |
| June 28, 2006   | 9:30-11:00 am | Atrium, Memorial Union |
| July 26, 2006   | 9:30-11:00 am | Crest, Memorial Union  |
| August 23, 2006 | 9:30-11:00 am | Crest, Memorial Union  |

***All broadbanded staff are encouraged to attend.***

**I. Meeting was called to order by Janine Trowbridge at 9:34 am.**

**II. Substitutions.**

Heather Heger. For today's meeting, there was a quorum with 73 senators present, 16 absent. Attendance record includes all senators past, present, and new.

Substitutions:

|                                       |
|---------------------------------------|
| Diana Kowalski in for Janet Krom; and |
| Marilyn Koehlmoos in for Bill Vandal. |
|                                       |
|                                       |

Guests:

|       |
|-------|
| None. |
|       |
|       |
|       |

**III. Approval of Agenda.**

Items added/deleted on the agenda are as follows: 1) Add Staff Senate Banner under Old Business; and 2) Add COSE report under committee reports. Cindy Kozojed made a MOTION to accept the agenda as amended. Vicki Miller SECONDED the MOTION. The MOTION CARRIED.

**IV. Approval of the April 10, 2006, meeting minutes.**

Minutes, as published, were approved by unanimous consent. Staff Senate meetings are available at: [http://www.ndsu.nodak.edu/staff\\_senate/meetings.shtml](http://www.ndsu.nodak.edu/staff_senate/meetings.shtml)

**V. Treasurer's Report.**

Vicki Miller. Attachment 1. There are fund balances of \$2,588.29 in appropriated funds and \$2,534.64 in local funds.

**VI. Old Business.**

By-laws: Attachment 2. Rian Nostrum made a MOTION to accept the changes to the By-laws as attached. Vicki Miller SECONDED the MOTION. MOTION CARRIED. Brian Miller requested CITPG be removed and representation on ITAGS (Information Technology Advisory Groups) be added. The MOTION CARRIED as amended.

Staff Senate Banner: Gretchen Bromley made a MOTION to charge the Staff Senate Executive Committee with the task of working with the Logo/Banner Committee to purchase two banners before June 30, 2006. One banner should be vertical in nature on a stand with pouches for brochures and/or other communications. The other banner should be a horizontal one with grommets to be use for activities such as a blood drive. Cindy Kozojed SECONDED the MOTION. The MOTION carried.

**VII. Final Committee Reports.**

Smoking AdHoc: Marilyn Koehlmoos. Attachment 3. This Ad Hoc Committee has disbanded. Information is being sent back to the senates to carry forward with any future plans.

\*\*\*The agenda was temporarily suspended to recognize two NDSU employees with Campus Kudos. Bruce Frantz, Director of Facility Management, and Lyn Pletta, Employee Benefits Specialist from Human Resources were each recognized for their efforts and contributions to NDSU. \*\*\*

Policy 345: Attachment 4. Steve Bergeson made a MOTION in support of the Policy 345 changes. Melanie Milam SECONDED the MOTION. MOTION CARRIED.

Maternity Ad Hoc: Vicki Miller reported a survey was launched approximately three weeks ago. The committee has received 629 responses. If you haven't already done so, please complete the survey. The committee will stay together for the time being in order to put together recommendations.

Program: Attachment 5.

Public Relations: Attachment 6.

Election: Susan Bornsen – Dale Summers and Carol Tschakert were very helpful in getting the election process up and running on the web. As our campus population grows so does Staff Senate. We are increasing from 65 senators to 68. Staff Senate membership is based on approximately 5% of the staff population.

There was a new senator orientation meeting on May 3<sup>rd</sup>. Each new senator received a binder and Staff Senate pin.

Staff Development: Attached 7.

COSE Report – Cindy Kozojed COSE met in Grand Forks on April 20<sup>th</sup>. The committee discussed adding more items to the COSE promotion selection beyond clothing, such as organizers and checkbook covers. Sharon Morgan was a nominee for a FISH Award this past April. The Governor's Award for Excellence in Public Service nominations are due by August 11<sup>th</sup>. Please check out the COSE website at <http://www.state.nd.us/cose/> for information about COSE. The next COSE meeting will be July 22<sup>nd</sup> in Dickinson. The state employee appreciation week will be in September. The fall picnic will be at El Zagal.

#### **VIII. Excuse Departing Senators.**

Janine Trowbridge thanked all the out-going senators for their hard work and dedication.

#### **IX. New Business.**

Election: Susan Bornsen proceeded with the election process.

Candy Skauge made a MOTION to ratify the election results of the newly elected senators. Deb Hegdahl SECONDED the MOTION. MOTION CARRIED with a voice vote.

Laura Dallman made a MOTION to destroy ballots from the April 2006 election. Melanie Milam SECONDED the MOTION. MOTION CARRIED with a voice vote.

As nominations for the offices were made, the nominees introduced themselves.

Nominations were taken for 2006-2007 Vice President/President-Elect. Steve Bergeson nominated Barb Geeslin. Pam Hommen made a MOTION to cease nominations. Deb Hegdahl SECONDED the MOTION. MOTION CARRIED with a voice vote. Paul Froeschle made a MOTION that a unanimous ballot be cast for Barb Geeslin for Vice President/President-Elect. Deb Hegdahl SECONDED the MOTION. The MOTION CARRIED with a voice vote. Vice President/President-Elect – Barb Geeslin.

Nominations were taken for 2005-2006 Secretary. Barb Geeslin nominated Lois Christianson. Melanie Milam made a MOTION that nominations cease. Barb Geeslin SECONDED the MOTION. The MOTION CARRIED with a voice vote. Bonnie Cooper made a MOTION that a unanimous ballot be cast for Lois Christianson for Secretary. Ellen Puffe SECONDED the MOTION. MOTION CARRIED with a voice vote. Secretary – Lois Christianson.

Nominations for 2006-2007 Treasurer were taken. Ellen Puffe nominated Laura Dallman. Melanie Milam made a MOTION nominations cease. Kim Groszhans SECONDED the MOTION. The MOTION CARRIED with a voice vote. Paul Froeschle made a MOTION that a unanimous vote be cast for Laura Dallman for Treasurer. Sarah Adams SECONDED the MOTION. The MOTION CARRIED with a voice vote. Treasurer – Laura Dallman.

Nominations were taken for 2006-2007 Membership Officer. Theresa McMullen nominated Heather Heger. Gretchen Bromley made a MOTION that nominations cease. Melanie Milam SECONDED the MOTION. The MOTION CARRIED with a voice vote. Sue Geising made a MOTION that a unanimous ballot be cast for Heather Heger for Membership Officer. Brad Mohs SECONDED the MOTION. The MOTION CARRIED with a voice vote. Membership Officer – Heather Heger.

Nominations were taken for 2005-2006 Members-At-Large. Ellen Puffe, Viet Doan and Bonnie Cooper were nominated. Paul Froeschle made a MOTION that nominations cease. Deb Hegdahl SECONDED the MOTION. The MOTION CARRIED with a voice vote. Laura Dallman made a MOTION that a unanimous ballot be cast for Ellen Puffe, Viet Doan, and Bonnie Cooper for Members-At-Large. Deb Hegdahl SECONDED the MOTION. The MOTION CARRIED with a voice vote. Members- At-Large: (3) Ellen Puffe, Viet Doan, and Bonnie Cooper.

Nominations were taken for University Senate Members-At-Large. Candace Skauge, Kim Koch, and Shelly St. Aubin were nominated. Melanie Milam made a MOTION that nominations cease. Brad Mohs SECONDED the MOTION. The MOTION CARRIED with a voice vote. Laura Dallman made a MOTION that a unanimous ballot be cast for Candace Skauge, Kim Koch, and Shelly St. Aubin for University Senate Members-At-Large. The MOTION CARRIED with a voice vote. University Senate Members-At-Large: (3) Candace Skauge, Kim Koch, and Shelly St. Aubin,

Nominations were taken for the Campus Space & Facilities Committee. Bill Vandal, and Tim Singlemann were nominated. Heather Heger made a MOTION that nominations cease. Melanin Milan SECONDED the MOTION. MOTION CARRIED with a voice vote. Ballots were cast. Campus Space & Facilities Committee – Tim Singlemann.

Nominations were taken for the Library Committee. Brenda Jacobson and Paula Larsen were nominated. Bruce Steele MOVED nominations close. Brad Mohs SECONDED

the MOTION. MOTION CARRIED with a voice vote. Ballots were cast. Library Committee – Paula Larsen.

Nominations were taken for the University Athletics Committee. Bill Fraizier and Deb Hegdahl, were nominated. Melanie Milam made a MOTION that nominations cease. Holly Erdman SECONDED the MOTION. MOTION CARRIED. Ballots were cast. University Athletics Committee - Bill Frazier.

Nominations were taken for University Senate Faculty Personnel Committee. Pierre Freeman and Sarah Adams were nominated. Melanie Milam made a MOTION that nominations cease. Janet Krum SECONDED the MOTION. MOTION CARRIED with a voice vote. Ballots were cast. University Senate Faculty Personnel Committee - Pierre Freeman.

Theresa McMullen made a MOTION to ratify results. Brad Mohs SECONDED the MOTION. The MOTION CARRIED with a voice vote.

Pierre Freeman made a MOTION to destroy today's ballots. Gretchen Bromley SECONDED the MOTION. The MOTION CARRIED with a voice vote.

**X. Advisor Comments.**

None.

**XI. Announcements.**

Prairie Rose is reserved 9:30 – 11: 30 am for the June 14 and August 9 meetings. Due to orientation and construction in the Union, committee chairs will need to make individual committee room arrangements in July.

**XII. Turn Meeting Over to 2006-07 Staff Senate President Steve Bergeson**

Janine Trowbridge thanked everyone for working hard and having a voice on campus. Steve will do a great job with Barb Geeslin backing him up as Vice President/President Elect. Please get involved. You get back what you put into it.

Steve Bergeson thanked Janine for her hard work and stated he hopes to lead as skillfully and competently as Janine has done.

A gift of appreciation was given to Janine for her service as Staff Senate President 2005-06.

**XIII. Adjourn.**

Deb Hegdahl made a MOTION to adjourn the meeting. Ellen Puffe SECONDED the MOTION. The MOTION CARRIED. The meeting adjourned was meeting at 10:57am.

**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. (231-8293 or [heather.heger@ndsu.edu](mailto:heather.heger@ndsu.edu)).

Respectfully submitted, Lois Christianson, Secretary

## STAFF SENATE TREASURER'S REPORT

Attachment 1

Month: Apr-06  
Dept.# 1040

| <u>Income:</u>                                        | <u>Appropriated<br/>Fund #30746</u> | <u>Local Funds<br/>Fund # 18725</u> |
|-------------------------------------------------------|-------------------------------------|-------------------------------------|
| 4/1/2006 Beginning Balance/Balance Forward            | \$ 3,614.25                         | \$ 2,946.20                         |
|                                                       |                                     |                                     |
| Subtotal                                              | <u>\$ 3,614.25</u>                  | <u>\$ 2,946.20</u>                  |
|                                                       |                                     |                                     |
| <u>Expenses:</u>                                      |                                     |                                     |
| Salary - Hamid                                        | \$ 140.00                           |                                     |
| Postage                                               | \$ 227.58                           |                                     |
| Document Publishing - Workshop, Card, Nomination Form | \$ 638.39                           |                                     |
| Deb Williams - Workshop                               | \$ 50.00                            |                                     |
| Promotional Supplies                                  | \$ (30.01)                          | \$ 30.01                            |
| Dining Services - Meeting                             |                                     | \$ 61.70                            |
| Dining Services - Wellness Program                    |                                     | \$ 319.85                           |
|                                                       |                                     |                                     |
|                                                       | <u>\$ -</u>                         | <u>\$ -</u>                         |
| Total Expenses                                        | \$ 1,025.96                         | \$ 411.56                           |
|                                                       |                                     |                                     |
| Ending Balance                                        | <u><u>\$ 2,588.29</u></u>           | <u><u>\$ 2,534.64</u></u>           |

Reported to:

Access to General Ledger: (July, 2005)

Senate Exec \_\_\_\_\_

Yes \_\_\_\_\_

Staff Senate \_\_\_\_\_

No \_\_\_\_\_

|                                                      |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
|------------------------------------------------------|---------|-----|-------------|-------------|-------------|-----------|-------------|-------------|-------------|-------------|-------------|--------|--------|-------------|
| FUND #30746-1040(#3746-6504) EXPENSES - Appropriated |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
| STAFF SENATE                                         |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
| FY 05                                                |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
|                                                      |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
| EXPENSES                                             | ACCOUNT | TCC | Aug-05      | Sep-05      | Oct-05      | Nov-05    | Dec-05      | Jan-06      | Feb-06      | Mar-06      | Apr-06      | May-06 | Jun-06 | TOTAL       |
| SALARIES                                             | 512005  | 312 |             |             | \$ 280.00   | \$ 70.00  | \$ 70.00    |             | \$ 70.00    | \$ 140.00   | \$ 140.00   |        |        | \$ 770.00   |
| CONF & EDUCATION                                     | 521005  | 408 |             |             |             |           |             |             |             |             |             |        |        | \$ -        |
| POSTAGE                                              | 541030  | 421 |             |             |             |           |             |             |             |             | \$ 227.58   |        |        | \$ 227.58   |
| OFFICE SUPPLIES                                      | 536015  | 461 |             |             |             |           | \$ 4.51     | \$ 38.88    | \$ 37.19    |             |             |        |        | \$ 80.58    |
| ADVERTISING                                          | 621020  | 463 |             |             |             |           |             |             |             |             |             |        |        | \$ -        |
| PRINTING                                             | 542025  | 464 |             |             |             |           |             |             |             |             |             |        |        | \$ -        |
| DUPLICATING SERVICES                                 | 542030  | 465 |             |             |             | \$ 303.76 |             |             | \$ 71.20    |             | \$ 638.39   |        |        | \$ 1,013.35 |
| SOFTWARE LICENSES                                    | 531020  | 448 |             |             |             |           |             |             |             |             |             |        |        | \$ -        |
| CONFERENCE SPEAKERS                                  | 623185  | 506 |             |             |             |           |             |             | \$ 1,000.00 |             | \$ 50.00    |        |        | \$ 1,050.00 |
| Faculty Overload                                     | 515010  | 508 |             |             |             |           |             |             | \$ 300.00   |             |             |        |        | \$ 300.00   |
| INSTRUCTIONAL SUPPLIES                               | 532050  | 516 |             |             |             | \$ 249.50 |             |             |             |             |             |        |        | \$ 249.50   |
| MISC. EXPENSES                                       | 621325  | 538 | \$ 45.90    |             |             |           |             |             |             | \$ 30.01    | \$ (30.01)  |        |        | \$ 45.90    |
| BANQUETS & MEETINGS                                  | 533005  | 545 | \$ 15.00    |             |             |           |             |             | \$ 745.00   |             |             |        |        | \$ 760.00   |
| PROMOTIONAL ITEMS                                    | 535060  | 548 |             |             |             |           | \$ 144.00   |             | \$ 5.00     | \$ 1,167.50 |             |        |        | \$ 1,316.50 |
| F/BENEFITS (W.Comp)                                  | 223026  |     |             |             |             |           |             |             |             | \$ 82.82    |             |        |        | \$ 82.82    |
| Freight & Express                                    | 621150  |     |             |             |             |           |             |             |             | \$ 260.51   |             |        |        | \$ 260.51   |
| AWARDS                                               | 535055  |     |             |             |             |           |             |             |             |             |             |        |        | \$ -        |
| Staff Overload                                       | 511005  |     |             |             |             |           |             |             | \$ 600.00   |             |             |        |        | \$ 600.00   |
| TOTAL EXPENSES                                       |         |     | \$ 60.90    | \$ -        | \$ 280.00   | \$ 623.26 | \$ 218.51   | \$ 38.85    | \$ 2,828.39 | \$ 1,680.84 | \$ 1,025.96 |        |        | \$ 6,756.74 |
|                                                      |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
|                                                      |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
|                                                      |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
| INCOME                                               |         |     | Aug-05      | Sep-05      | Oct-05      | Nov-05    | Dec-05      | Jan-06      | Feb-06      | Mar-06      | Apr-06      | May-06 | Jun-06 | TOTAL       |
| VP/UNIV RELATIONS                                    |         |     |             |             |             |           | \$ 70.00    |             |             |             |             |        |        |             |
| VP/BUSINESS & FINANCE                                |         |     |             |             |             |           | \$ 1,190.00 |             |             |             |             |        |        |             |
| VP/STUDENT AFFAIRS                                   |         |     |             |             |             |           | \$ 1,680.00 |             |             |             |             |        |        |             |
| VP/ACADEMIC AFFAIRS                                  |         |     |             |             |             |           | \$ 1,600.00 |             |             |             |             |        |        |             |
| GENERAL BUDGET                                       |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
| Conference Registrations                             |         |     |             |             |             |           |             |             | \$ 3,395.00 |             |             |        |        |             |
| TOTAL INCOME                                         |         |     |             |             |             |           | \$ 4,540.00 | \$ -        | \$ 3,395.00 |             |             |        |        |             |
|                                                      |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
| BEG BAL 7/1/05                                       |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
|                                                      |         |     |             |             |             |           |             |             |             |             |             |        |        |             |
| CURRENT BALANCE                                      |         |     | \$ 1,349.10 | \$ 1,349.10 | \$ 1,069.10 | \$ 445.84 | \$ 4,767.33 | \$ 4,728.48 | \$ 5,295.09 | \$ 3,614.25 | \$ 2,588.29 |        |        |             |

| FUND #18725-1040(#1725-6504) EXPENSES |         |     |             |             |             |             |             |             |             |             |             |             |        |        |             |
|---------------------------------------|---------|-----|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------|--------|-------------|
| STAFF SENATE                          |         |     |             |             |             |             |             |             |             |             |             |             |        |        |             |
| FY 05                                 |         |     |             |             |             |             |             |             |             |             |             |             |        |        |             |
| EXPENSES                              | ACCOUNT | TCC | 5-Jul       | Aug-05      | Sep-05      | Oct-05      | Nov-05      | Dec-05      | Jan-06      | Feb-06      | Mar-06      | Apr-06      | May-06 | Jun-06 | TOTAL       |
| RENT                                  | 581015  | 453 |             |             |             |             |             |             |             |             |             |             |        |        | \$ -        |
| CONF & EDUCATION                      | 521005  | 408 |             |             |             |             |             |             |             |             |             |             |        |        | \$ -        |
| FEES                                  | 621325  | 508 |             |             |             |             |             |             |             |             |             |             |        |        | \$ -        |
| MISCELLANEOUS                         | 621325  | 538 |             | \$ 1,727.58 |             |             |             |             |             |             |             |             |        |        | \$ 1,727.58 |
| POSTAGE                               | 541030  | 421 |             |             |             |             |             |             |             |             |             |             |        |        | \$ -        |
| BANQUETS & MEETINGS                   | 533005  | 545 |             |             |             | \$ 186.95   | \$ 59.85    | \$ 86.40    |             | \$ 2,383.72 | \$ 62.75    | \$ 381.55   |        |        | \$ 3,161.22 |
| PLAQUES & TROPHIES                    | 535055  | 547 |             |             |             |             |             |             |             |             |             |             |        |        | \$ -        |
| OFFICE SUPPLIES                       | 536015  | 461 |             |             |             |             |             |             |             |             |             |             |        |        | \$ -        |
| SCHOLARSHIPS                          |         |     |             |             |             |             |             |             |             | \$ 444.00   |             |             |        |        | \$ 444.00   |
| Promotional Supply                    | 535060  |     |             |             |             |             |             |             |             |             |             | \$ 30.01    |        |        | \$ 30.01    |
|                                       |         |     |             |             |             |             |             |             |             |             |             |             |        |        | \$ -        |
|                                       |         |     |             |             |             |             |             |             |             |             |             |             |        |        | \$ -        |
| TOTAL EXPENSES                        |         |     |             | \$ 1,727.58 | \$ -        | \$ 186.95   | \$ 59.85    | \$ 86.40    | \$ -        | \$ 2,827.72 | \$ 62.75    | \$ 411.56   |        |        | \$ 5,362.81 |
|                                       |         |     |             |             |             |             |             |             |             |             |             |             |        |        |             |
| INCOME                                |         |     | 5-Jul       | Aug-05      | Sep-05      | Oct-05      | Nov-05      | Dec-05      | Jan-06      | Feb-06      | Mar-06      | Apr-06      | May-06 | Jun-06 | TOTAL       |
| PRESIDENT'S OFFICE                    |         |     |             |             |             |             |             | \$ 280.00   |             |             |             |             |        |        |             |
| VP - Agriculture                      |         |     |             |             |             |             |             | \$ 1,960.00 |             |             |             |             |        |        |             |
| VPRCATT                               |         |     |             |             |             |             |             | \$ 210.00   |             |             |             |             |        |        |             |
| Miscellaneous                         | 462110  |     |             |             |             |             |             |             |             |             |             |             |        |        |             |
| TOTAL INCOME                          |         |     |             |             |             |             |             | \$ 2,450.00 |             |             |             |             |        |        |             |
| BEG BAL 7/1/05                        |         |     | \$ 5,447.45 |             |             |             |             |             |             |             |             |             |        |        |             |
| CURRENT BALANCE                       |         |     | \$ 5,447.45 | \$ 3,719.87 | \$ 3,719.87 | \$ 3,532.92 | \$ 3,473.07 | \$ 5,836.67 | \$ 5,836.67 | \$ 3,008.95 | \$ 2,946.20 | \$ 2,534.64 |        |        |             |



Recommended Changes and Action Items from By-Laws May 2006. To be submitted and discussed at the Wednesday, May 10' 2006 Meeting of Staff Senate.

- 1) Section 4.b: “*Staff Employee*” as defined by NDUS HR Manual stating: “A person employed primarily for work other than teaching, research, or holding a position the institution's president has excluded from the broadbanding system by designation.”  
<http://www.ndus.nodak.edu/policies/human-resources/policy.asp?id=2>
  - a. ACTION ITEM: all staff including probationary employee may vote in the staff senate election
- 2) Section 4.e: “*regular*” broadbanded employees defined (regular) as per the NDSU Policy 101: Personnel Definitions
  - a. ACTION ITEM: Update the bylaws to state an employee may run for staff senate after completing his/her probationary period
- 3) Section 4.f: Tie in electronic vote, with primary consideration for those that are “write-in” candidates in the general election shall be determined by seniority of length of service to NDSU
  - a. ACTION ITEM: in an electronic vote - state how to you determine tie breakers
- 4) Section 6.a.14
  - a. ACTION ITEM: Move the responsibility of the final report from past president to president
- 5) Section 6.a.15
  - a. ACTION ITEM: establish that the President only votes in executive committee sessions to break ties if quorum is met
- 6) Section 6.b.6
  - a. ACTION ITEM: Under Past President's responsibilities: add to review and update committees' binders
- 7) Section 6.g.13
  - a. ACTION ITEM: add appointing a pool of nine candidates for potential service on the Staff Personal Board according to NDSU Policy 231
- 8) Section 11.b
  - a. ACTION ITEM: Staff Senate Agenda to be placed on the website like the minutes are at [http://www.ndsu.nodak.edu/staff\\_senate/](http://www.ndsu.nodak.edu/staff_senate/)
- 9) Section 12.a-b: Language regarding 2<sup>nd</sup> reading was added, but the 51% is listed in the constitution. A proposed change from 51% to possibly a 2/3 majority would need to be submitted as per the constitution (Article VI, Section A). The second reading for a constitutional change will be required at the time the proposal for a constitutional change is submitted
  - a. ACTION ITEM: Adding a 2nd Reading requirement to constitutional changes and more than a 51% majority
- 10) Recommendation for an Ad Hoc Committee: Due to the broad topic of elections it is recommended by By-Laws to have an Ad Hoc Committee formed with potential collaboration from By-Laws and Election Committees to work on this over the summer
  - a. ACTION ITEM: Defining how certain elections are conducted (re: notice given, etc.)
- 11) Recommendation from By-Laws: Have the By-Laws document re-typed and formatted to allow for easier changes to be made in the future. This would be a task for the By-Laws Committee over the Summer.

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

**1. Objectives and Purposes.**

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

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

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

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

**3. Composition of the Senate.**

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

- d) The Director of Human Resources or the director's designated representative shall serve in an ex-officio capacity on the Staff Senate and Executive Committee.

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

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

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

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

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

## 6. Duties of the Officers.

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

- 5) in the absence of the President and Vice President/President Elect, may approve email notices sent to NDSU Staff listserv as well as the Staff Senate listserv members.
  - 6) ~~writes year end report/summary of Staff Senate activities, accomplishments and recommendations for the next year, and presents to the Executive Board at the May meeting.~~ shall be responsible to review and update the committee binders including collection of binders from the past chairs
- c) The Vice President/President Elect:
- 1) presides in the absence of the President;
  - 2) assumes the duties of the President for the unexpired term in the event the President is unable to complete the term of office;
  - 3) serves on the Policy Coordination Committee on the University Senate;
  - 4) carries out additional duties as assigned by the President; and
  - 5) in the absence of the President, may approve email notices sent to NDSU Staff listserv as well as the Staff Senate listserv members.
- d) The Secretary:
- 1) takes and maintains the minutes of each meeting of the Staff Senate;
  - 2) publishes and distributes the minutes of each Staff Senate meeting to all Staff Senate members prior to the next meeting;
  - 3) distributes the agenda to all Staff Senate members prior to each Staff Senate meeting;
  - 4) maintains an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions;
  - 5) receives and keeps all communications and reports to and from the Staff Senate; and
  - 6) files copies of the Staff Senate minutes and special reports with the President's Office of the University and shall pass on all files to the succeeding secretary.
- e) The Treasurer:
- 1) is primarily responsible for the Staff Senate's fiscal affairs;
  - 2) prepares a financial statement monthly and reports to the Staff Senate at each of the regular meetings;
  - 3) assists the President in preparing the budget and submitting it to the Staff Senate and the President of the University for approval;
  - 4) disburses monies from the Operating Expense Fund; and
  - 5) disburses monies from the Development Fund with approval from the Executive Committee.
- f) The Membership/Attendance Officer:
- 1) schedules meeting locations for the Staff Senate and the Executive Committee for the following year; notifies the Staff Senate President and the Secretary;
  - 2) maintains a roll of current members and their attendance at meetings;
  - 3) maintains permanent records of Senators and terms served;
  - 4) serves on the Election Committee; and
  - 5) maintains Staff Senate listserv.
  - 6) serves as chair on the Orientation/Mentor committee.
- g) Executive Committee (which includes the three Members-at-Large):

The Executive Committee of the Staff Senate shall consist of its officers and three Members-At-Large, who collectively shall:

- 1) serve as the governing board or steering committee of the Staff Senate;
- 2) set the yearly calendar of Staff Senate meetings and activities;
- 3) prepare the agenda for each meeting of the Staff Senate;
- 4) insure that the Constitution and Bylaws are followed;
- 5) receive proposals from Senators, broadbanded members, or the President of the University for consideration at Staff Senate meetings;
- 6) maintain records of Staff Senate activities and decisions;
- 7) provide information regarding Staff Senate activities to the President of the University, Director of Human Resources, and broadbanded staff;
- 8) approve disbursement of funds when required;
- 9) serve as the committee that staff may bring issues and concerns to for consideration/action by Staff Senate. The issues could range from campus concerns to state wide or legislative concerns. The committee may determine if gathering more information is appropriate and whether a proposal for action should be forwarded to the full Staff Senate for consideration.
- 10) make provisions to collect and compile Staff Senate documents for archiving and make arrangements to have these documents stored in the archives.
- 11) administer the Orientation/Mentor Program.
- 12) select Staff employees to serve on temporary University committees, task forces and advisory boards, as requested.
- 13) [appoint a pool of nine candidates for potential service on the Staff personnel Board according to NDSU Policy 231.](#)

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

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

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

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

- 1) Bylaws Committee – reviews, suggests, and makes amendments to the Bylaws and maintains current committee descriptions on the Staff Senate web site.
- 2) Election Committee – rules on questions relating to qualifications of electors and members, nominates and receives nominations, presents a slate of nominees, and conducts the elections.
- 3) Legislative Committee – provides Staff Senate with information regarding legislative activity placing particular emphasis on issues affecting higher education and NDSU staff. The committee depends on feedback from the Staff

Senate to propose and initiate a coordinated effort as a result of the given information.

- 4) Program Committee – investigates topics and speakers for Staff Senate meetings and forwards their recommendations to the Executive Committee for consideration.
- 5) Public Relations Committee – 1) publicizes the activities of the Staff Senate, internally and externally, 2) assists the Staff Senate in opening up channels of communication among broadbanded staff, and between broadbanded staff and administration, 3) develops ways to help broadbanded staff become more public relations minded by presenting a more positive and professional image to the University's various constituencies, and, conversely to develop guidelines on how the administration can assist in that effort, and 4) raises public awareness about the vital role performed by broadbanded staff in the success of the University.
- 6) Scholarship Committee - designs, updates, and disseminates application forms for the Broadbanded Staff Scholarship, and selects recipients on an annual basis.
- 7) Staff Development Committee – identifies programs and activities that will provide personal and professional growth opportunities for University staff. In identifying programs, the committee will assess the needs and wants of staff through questionnaires and surveys.

b) University Senate Committees

1) University Senate Representatives

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

2) University Senate Committees

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

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

regarding athletic guidelines. Stimulates interest in athletic events by the entire University community.

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

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

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

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

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

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

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

5) Task Forces and Temporary University Committees

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

**8. Transfer of Job Band.**

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

**9. Attendance/Absenteeism.**

Senators are expected to attend all Staff Senate meetings. A Senator shall contact the Membership/Attendance Officer to record their absence from any Staff Senate meeting. A Senator who has three (3) unrecorded absences in any twelve (12) month period, or fraction



thereof, will be contacted by the Membership/Attendance Officer. A Senator's position may be vacated by a vote of the Executive Committee. Attendance will be taken at each Staff Senate meeting. For extended approved absences (e.g., military leave), the position will be temporarily filled following the procedures under Interim Vacancies.

Senators who must be absent from a Staff Senate meeting are encouraged to send a substitute. Any regular broadbanded employee who is a non senator can be designated as the substitute, and will have all the rights and privileges of a staff Senator at that meeting. The substitute will sign in on the attendance sheet listing his/her name and for whom he/she is substituting.

## **10. Vacancies.**

### **a) Interim Vacancies**

Interim vacancies will be filled using the following procedures.

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

### **b) Unfilled Vacancies**

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

## 11. Meeting and Actions.

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

- a) Meetings of the Senate shall be open. The Senate, at its option, may move into a closed executive session by a two-thirds vote of the members present and voting.
- b) A record of proceedings at meetings shall be kept to include agenda and minutes shall be posted at [www.ndsu.edu/staff\\_senate](http://www.ndsu.edu/staff_senate). ~~which, upon request and under reasonable conditions, shall be made available by the Secretary of the Senate.~~
- c) The Senate shall establish and maintain reasonable procedures whereby any individual may propose items to be included on the agenda for the next Senate meeting.
- d) The Senate shall invite the President of North Dakota State University to attend a Senate meeting at least once a year. The Senate shall consider any recommendations made at any time by the President of NDSU.

## 12. Amendments ~~to the Bylaws.~~

- a) Bylaws
  1. Amendments to these Bylaws may be proposed by motion at any regular meeting of the Senate. If approved by a majority vote of the Senate, a proposed amendment shall be submitted to the President of the University for Final Approval.
- b) Constitution
  1. Proposed amendments must have a minimum of 2 readings prior to voting on changes.

## 13. Dissolution.

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

HISTORY: Adopted April 14, 1990; Amended April 12, 1995 Amended March 12, 2003, Amended April 14, 2004, Amended May 10, 2006

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

### Faculty Staff Ad-hoc Smoking Committee Summary

A survey was administered by the Group Decision Center in February and March that was taken by 2558 people from the campus community, including 1898 students, 473 staff, and 187 faculty. Only about 13.5 percent of the respondents actually smoke, but 47.5 percent of the respondents believe that smoking is a problem on campus. Of the 2368 responses to the question about where is smoking a problem on campus, 70.3 percent indicated that there needs to be more than a 10 foot minimum from smokers to the doors of our buildings!

Suggestions from the Ad hoc Committee include:

- remove ashtrays from near doors to the buildings and near air intakes and replace them with heavy ash trays that cannot be moved by smokers
- suggest that facilities and grounds administration investigate designed spaces that can be esthetically pleasing, i.e., benches, landscaping and that would provide some shelter from wind for the smokers. Some areas like the small park by Walster and Loftsgard Halls might be modified to facilitate smokers. There are other niches on campus that might offer similar potential.
- Send out an email to all students, staff, and faculty requesting that smokers be especially aware that many people do not want to breathe secondhand smoke.
- 

Keep in mind that we have been using the value of 10 feet but that in Minnesota, 20 and 25 feet is the minimum distance from doorways for MSU-Crookston and MSUM. We may need to increase our minimum.

## POLICY CHANGE COVER SHEET

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

### Section : 345: RESEARCH ON HUMAN SUBJECTS

The change will have no effect on current policies or procedures for the review or conduct of NDSU research involving human participants. Revision updates the references to administrative offices that have changed since the last revision.

- Changes title to ‘Research Involving Human Participants’
- Changes ‘subject’ to ‘participant’
- Replaces the Dept. of Health and Human Services ‘Office for the Protection from Research Risks’, with ‘Office of Human Research Protections’
- Includes Food and Drug Administration regulations (21 CFR 50) that may apply
- Replaces the ‘Office of Graduate Studies and Research’ with ‘Office of the Vice President for Research, Creative Activities & Technology Transfer’
- Re-wording to improve readability

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

Policy Coordinating Committee:  
 University Senate:  
 Staff Senate:  
 Student Senate/Executive Board:  
 President’s Council:

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

**Institutional Review Board, April 6, 2006**

**SECTION 345: RESEARCH INVOLVING HUMAN PARTICIPANTS**

Deleted: ON

Deleted: SUBJECTS

## SOURCE: NDSU President

North Dakota State University has provided a formal guarantee to the Office of Human Research Protections in the Department of Health and Human Services (DHHS), that it will follow procedures which will assure the protection of all human participants involved in NDSU research projects. This guarantee applies to all such research conducted by faculty, students, staff, or other representatives of the University, whether or not the research is sponsored by agencies of the U.S. Government.

Deleted: for the Protection From Research Risks,

Deleted: subjects

Deleted: by anyone on the premises of NDSU and to all research conducted elsewhere

In order to comply with this assurance, the University has established an organization competent to review research projects that involve human participants. In compliance with federal provisions (Protection of Human Subjects (45 CFR 46, 21 CFR 50), the Institutional Review Board (IRB) has been designated to review these projects by the Office of the Vice President for Research, Creative Activities & Technology Transfer.

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The function of the IRB is to assist investigators in the protection of the rights and welfare of human participants. Investigators will not bear the sole responsibility for determining the standards for ethical conduct of research involving human participants. It is necessary for others, who are independent of this research, to share this responsibility. The University's guidelines for human subject research were approved by the University Senate on October 13, 1986. They have been incorporated into a document called, NORTH DAKOTA STATE UNIVERSITY GUIDELINES FOR THE PROTECTION OF HUMAN PARTICIPANTS IN RESEARCH. ANY proposal that involves the use of human participants is to be conducted under these guidelines. Copies of this document are available from the IRB Office, or NDSU IRB web page.

HISTORY: December 18, 1974; Amended April 1992; April 2006.

2005/2006 Staff Senate Programming

September-Lynn Dorn Bison Athletics/Division 1 – confirmed per Deb Hegdahl  
Introduction by: Deb Hegdahl  
October- Greg McCarthy Research Park– confirmed per Jill Spacek/Deb Hegdahl  
Introduction by: Jackie Schluchter  
November- President Chapman – confirmed per Jill Spacek  
Introduction by: Jill Spacek  
December- Bob Harrold/Deanna Sellnow Accreditation – confirmed per Jackie Schluchter  
Char Maas Quick & Easy Gift Wraps - Char has agreed to do this  
Introduction by: Candy Skauge  
January-Jana Seaborn Self Defense - Jana has agreed to do this  
Introduction by: Gail Schmidt  
February- Diversity Council Strategic Plan - confirmed per Jackie Schluchter  
Introduction by: Jackie Schluchter  
March- Open  
April- OSEH - confirmed per Jill Spacek  
Introduction by: Jill Spacek  
May-Elections - confirmed  
June-Open

NOTE: In the process of planning the upcoming year, we first asked Staff Senate members what topics they would like to hear/learn. Because of limited input from senators, we as a committee brainstormed the remaining months that needed to be filled.

It may be helpful if one month remains purposefully open to allow for some flexibility. After all months had been planned, we received requests by other offices/departments to present information to Staff Senate. Having an open month allowed us to slide those requests in.

TO: Janine Trowbridge  
FROM: Gretchen Bromley and Holly Erdman, Co-Chairs, PR Committee  
DATE: 5-10-06  
RE: End-of-year Report 2005-2006

The **Holiday Blood Drive** was held December 1 & 2 on the west side of the Memorial Union. This year the drive collected 38 donations and 7 were applied but were turned away for various reasons. We had hats, t-shirts, water bottles and bracelets to give to donors and those that applied. This year's drive was down compared to the 50+ we have gotten over the past few years. This was the 3rd year that Tammy Helweg has served as the Holiday Blood Drive Chair. Not only has she enjoyed seeing how Staff Senate can make a difference, but the United Blood Service has appreciated the NDSU community for their commitment to help saving lives. Tammy would like to help with the drive again in 2006-2007. She has the schedule for the Blood Drive and also the Bell Ringing for the committee manual.

Our annual **Bell Ringing** event for the Salvation Army was held December 12. We had 15 volunteers taking ½ hour shifts and raised \$429. Brenda Jacobson headed up this event.

**The Messenger newsletter** was scaled back to three issues per year: one early fall, mid-winter and spring. We successfully produced the mid-winter and spring issues and will pursue the early fall issue during August this year. Senators working on the publications: Holly Erdmann, Gretchen Bromley, Paul Froeschle, Pam Hommen, Lila Carstensen, Brenda Jacobson, Steve Bergeson and Tammy Helweg. The first issue this year was mailed out by Document Publishing without the requested proof and so they did not charge for the publication. The second issue totaled \$208.55. Paul Froeschle was acting editor. The newsletter is posted to the Staff Senate website.

After the spring issue, the committee submitted a **questionnaire** to all senators inquiring about the effectiveness of the newsletter. The overall response was very favorable. A few areas we will want to address for next year include doing a better job of keeping NDSU informed about "How to get involved in Staff Senate" and "NDSU staff accomplishments." Some written comments included: Save printing costs and do the newsletter on email; Include an overview of Staff Senate in each issue; Needs to go to all Administration; Are there ways to include more new not just related to staff senate?; I look forward to it and read it right away; I think it's a great addition and hope we can keep it going; Keep the President's Notes in each issue; Maybe add a little more color; Publish more often? Or on a more regular schedule; Sometimes they aren't timely; Maybe expand to have more NDSU related activities in the document; Nice layout and nice selection of fonts and articles.

**Campus Kudos** were awarded this year to: Steve Walker (student); Donald Lebakken (Facilities Mgmt); Brian Kennedy (ITS); Peggy Cossette (received two awards, HD&E); Dana Davis (Admissions); Bruce Franz (Facilities Mgmt); Lynn Pletta (HR); George Norton (ITS); Aquina Beck (Food Services); Lincoln Bathie (ITS). There pictures are on display in the Union and in the Messenger.

The PR Committee organized a booth again for the annual **Health Fair** held in the Memorial Union on April 11. We had over 100 visit our booth, which was set up in collaboration with the Food & Nutrition

Dept. Thirteen volunteers took ½ hour shifts to monitor the booth, hand out information about Staff Senate and the Food Pyramid, and assist with the “spin the wheel” activity which focused on healthy food choices. We also gave away a door prize—an Italian Dinner for Two basket. The winner’s picture is posted on the Staff Senate website.

Our goal this summer is to put together a **PR Committee Manual** to assist future members in knowing the basic who, what, where, when, how, and why of our activities. Several committee members are returning for the 2006-2007 year.

**Comments from the committee:**

- It took too long and too many meetings to put together only two newsletter issues.  
**Recommendation: The PR Committee needs to be bigger and then split into two subcommittees: newsletter and projects.**
- We need better turnover of information from outgoing to incoming members. A 3-ring binder needs to be easily accessible and easy to use.
- The Health Fair booth planning went well, but we need those planning to be in attendance (our goof up).



## **Staff Development Committee Final Report for School Year 2006 Fall 2005 – Spring 2006**

Janet Krom and Lorna Olsen served as co-chairman for the committee.

The Staff Development Committee met in early September to discuss an overall theme for the year's events. In response to comments and feedback received via evaluations after the previous year's motivational seminar, we decided to develop a series of events throughout the year which focused on making NDSU a fun place to work again.

### **MOTIVATIONAL SEMINAR**

This year's workshop was held once again at the Fargodome due to positive feedback about this location from the previous year workshop attendees. This year's theme was "Make It F. U. N." (Find Your Purpose – Uncover Your Potential – gain a New Outlook!)

The workshop was very well attended with a final count for the workshop of 172 people. Evaluations and feedback received from workshop participants have been overwhelmingly positive. Many comments regarding the food choices and quality were particularly positive this year.

During registration, attendees hurried around the second floor of the Dome to complete the "Bison Bingo" sheets. The "Bingo" activity was a well-received ice-breaker that had people talking to each other and got the day off to a great start (our thanks to committee member Theresa McMullen for this great idea)!

President Chapman welcomed everyone at the beginning of the workshop. F.U.N. was enhanced throughout the day by four speakers – Jodee Bock from Bock's Office Transformational Consulting gave an excellent presentation titled "You Mean I Can Do That At Work?", Brent Parmer and Tara Roberts from the NDSU Wellness Center got our blood flowing after lunch with "IT can be FUN!", Patty Corwin from the NDSU Department of Sociology spoke on "The Sociology of Food and Fun", and Teresa Sonsthagen from the NDSU Department of Veterinary Technology wrapped up the day with a presentation on "Making Conflict Work for You".

### **STAFF DEVELOPMENT "MINI" WORKSHOPS**

To continue with this year's "make it fun" theme, the committee decided to sponsor three "mini" workshops focusing on different personal and professional development topics throughout the year.

Our first event was the "Toolbox Workshop" presented by Colette Erickson, Associate Director of HR/Payroll on November 1. Colette spoke on "Building Better Relationships with Others",

“Developing More Confidence”, and “Being the Best You Can Be”. Approximately 75 people attended this workshop.

Our next event was “Organizing Your Workspace”, presented by Deb Williams of Ducks In A Row Organizing on March 7. Deb gave us several excellent tips for organizing our workspaces on campus as well as in our personal lives. Approximately 60 people attended this entertaining and helpful presentation.

Our third and final event was “The Art of Working Together” on May 3. Michael Harwood, Director of Residence Life spoke about how a person’s birth order in the family continues to influence how we all work together throughout our lives. Understanding how you and your co-workers are influenced this way is a key to the art of working together well.

## **WELLNESS PROGRAM**

Our wellness program this year was themed “T.A.C.K.L.E – Take an Active Challenge to Keep Life Exciting”. Committee member Brent Parmer developed this program to run throughout the full academic year. Registration forms were mailed to all staff. Approximately 150 staff participated. For staff to earn points in the T.A.C.K.L.E. program, they needed to complete tasks that fall under the seven dimensions of Wellness – Physical, Emotional, Intellectual, Spiritual, Social, Occupational, and Environmental Wellness.

Our committee decided to hold two T.A.C.K.L.E. events during the year. The first event was the “Half-Time Entertainment” party on March 8. Participants could stop by any time during this event to eat some “goodies” and pick up their first reward. The attendance was low due to many other events scheduled that week as well.

As a wrap-up for the T.A.C.K.L.E. program, we are sponsoring a “Year End Celebration” gathering May 24<sup>th</sup> in the Memorial Union. Participants can stop by for breakfast goodies and collect their final reward.

We plan to conduct a brief survey of all staff prior to the start of the next academic year regarding staff development needs and wishes, as well as an evaluation of the wellness program via mailing to all who participated so people can give us feedback on this program particularly.

Respectfully submitted,

Janet Krom and Lorna Olsen  
Staff Development Committee Co-Chairs