



NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES
DECEMBER 13, 2006

Visit the Staff Senate website at
www.ndsu.nodak.edu/staff_senate

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30 a.m.
The Executive Committee meets on the fourth Wednesday of each month from 9:30-11:00 a.m.

Upcoming Staff Senate Meetings:

January 10, 2007	9:30-10:30 am	New Ballroom, Memorial Union
February 14, 2007	9:30-10:30 am	New Ballroom, Memorial Union
March 14, 2007	9:30-10:30 am	New Ballroom, Memorial Union

Upcoming Executive Committee Meetings:

December 20, 2006	9:30-11:00 am	Crest, Memorial Union
January 24, 2007	9:30-11:00 am	
February 28, 2007	9:30-11:00 am	
March 28, 2007	9:30-11:00 am	

All broadbanded staff are encouraged to attend.

I. Meeting was called to order by Steve Bergeson at 9:31 am.

II. Substitutions.

Heather Heger. For today's meeting, there was a quorum with 51 senators present and 11 absent.

Substitutions:

Peter Gregoire in for Janet Davidson-Harrington
Joy Anderson in for Dolly Wadholm

Guests:

III. Approval of Agenda.

Items added/deleted on the agenda are as follows: 1) Remove VP John Adams as a speaker under Program and 2) add Blood Drive and Salvation Army Bell Ringing reports under Announcements. Agenda, as amended, was approved by unanimous consent.

IV. Program.

Entertainment was provided by a student brass quintet.

V. Approval of the November 8, 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

VI. Treasurer's Report.

Laura Dallmann. There are fund balances of \$1,180.99 in appropriated funds and \$9,199.94 in local funds.

VII. Committee Reports

Campus Space and Facilities - Tim Singelmann reported the bid opening for the 17th Avenue North project is scheduled for December 28th. Construction will begin after spring commencement and run through the summer with a completion date sometime in August 2007.

Library – Paula Larsen – Attachment 1

Scholarship - Melanie Milam – Attachment 2

Wellness Advisory - Barb Geeslin – Attachment 3

VIII. Old Business.

Election for 1000/3000 band & 4000 band – Janine Trowbridge reported there are three Staff Senator vacancies in the 1000/3000 band and 1 vacancy in the 4000 band. Bruce Steele nominated Jeri Vaudrin for a position in the 1000/3000 band. There were no other nominations for the 1000/3000 band. Vance Olson made a MOTION that a unanimous ballot be cast for Jeri Vaudrin. Laura Dallmann SECONDED the MOTION. MOTION CARRIED. Jeri Vaudrin is voted in as a Staff Senator from the 1000/3000 band. Janine encourages senators to get the word out and recruit staff to fill the remaining two positions from the 1000/3000 band. Staff Senate has one vacancy in the 4000 band. Kimberly Groszhans nominated Joy Anderson for the position in the 4000 band. Paul Froeschle made a MOTION that a unanimous ballot be cast for Joy Anderson. Carolyn Flink SECONDED the MOTION. MOTION CARRIED. Joy Anderson is voted in as a Staff Senator from the 4000 band.

Election - COSE Representative – Janine Trowbridge reported the COSE By-laws have changed with regards to the number of representatives. There should now be two representatives. One representative reports for NDSU and one reports for State Agencies. Steve Bergeson nominated Barb Geeslin for COSE representative. Barb has been attending COSE board meeting as an alternate. Laura Dallmann made a MOTION that a unanimous ballot be cast for Barb Geeslin. Sue Geising SECONDED the MOTION. MOTION CARRIED. Barb Geeslin is voted in as a COSE representative. Heather Heger accepted the nomination of COSE Alternate. Bonnie Cooper made a MOTION that a unanimous ballot be cast for Heather Heger as COSE alternate. Pam Hommen SECONDED the MOTION. MOTION CARRIED. Heather Heger is voted in as COSE Alternate.

Smoking Update – Janine Trowbridge reported she will be visiting with the President of the University Senate because the Smoking Ad Hoc committee had two faculty representatives who have since declined their appointment to the committee. The plan is to move forward in January on this.

IX. New Business. None.

X. Advisor Comments. Broc Lietz was not present as he was attending President's Council.

XI. Announcements.

- The schedule for upcoming Staff Senate meeting, dates, times, locations, and guest speakers is posted at http://www.ndsu.nodak.edu/staff_senate/meetings.shtml
- Bill Vandal reported the Holiday Blood drive was a success. There were 54 volunteers. Thirty-eight individuals were able to give. There were also 12 first time donors.
- Lauren Unger reported the Red Kettle Campaign for the Salvation Army was a success. We raised over \$350 on December 5th. Lauren thanked all the volunteer bell ringers.
- Janine Trowbridge asked that members of the Election Committee remain after Staff Senate adjourns for a short committee meeting.

XII. Adjourn.

Barb Geeslin, made a MOTION to adjourn the meeting. Laura Dallmann SECONDED the MOTION. The MOTION CARRIED. The meeting adjourned at 10:14 am.

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).

Respectfully submitted,

Lois Christianson, Secretary

NDSU STAFF SENATE MEETING AGENDA

December 13, 2006, 9:30 – 10:30 am

Dakota, Memorial Union

I. Call meeting to order

II. Substitutions – Heather Heger

Attendance sheets are on the back table; please sign in.

III. Approval of the agenda

IV. Program

- Brass Quintet
- Speaker: VP John Adams introduced by Pam Hommen

V. Approval of the November 8th, 2006, meeting minutes

(Available at http://www.ndsu.nodak.edu/staff_senate/)

VI. Treasurer's Report – Laura Dallmann

VII. Committee Reports

- Campus Space and Facilities - Tim Singelmann
- Library – Paula Larsen – Attachment 1
- Scholarship - Melanie Milam – Attachment 2
- Wellness Advisory - Barb Geeslin – Attachment 3

VIII. Old Business

- Election for 1000/3000 band & 4000 band – Janine Trowbridge
- Election - COSE Representative – Janine Trowbridge
- Smoking update – Janine Trowbridge

IX. New Business/Discussion

X. Advisor Comments

XI. Announcements

- The schedule for upcoming Staff Senate meeting, dates, times, locations, and guest speakers are posted at: http://www.ndsu.nodak.edu/staff_senate/meetings.shtml

XII. Adjourn

Next Meeting: January 10, 2007, in the New Ballroom, Memorial Union.

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University Senate Library Committee Minutes
November 1, 2006

Members: Paul Ode, Kevin Brooks, Joseph Szmerekovsky, Magdy Abdelrahman, Ken Trodgers, Lynette Winters, Sandy Sprafka, Norma Kiser-Larson, Anne Denton, Paula Larsen, Valerie Johnson, Naila Amundson,

Members Present: Magdy Abdelrahman, Najla Amundson, Kevin Brooks, James Council, Anne Denton, Joseph Szmerekovsky

Ex Officio Member: Kathy Enger

Staff member present: John Schulz, Web development and design

Dean Council opened the meeting with introductions. Monthly meetings will be held on the first Wednesday of each month from 1-2 p.m. in the Library Multi-Purpose Room.

New Business

The Library Reorganization

A copy of the organizational chart was distributed to members and the library reorganization was discussed. In the old design, there were a few managers with too many responsibilities. The new organizational chart was designed to provide better services, to increase accountability, and to establish clear performance expectations. Outside forces, such as rapid technological advancements have created a need to change the organizational structure of the NDSU Libraries.

Four new directorships were formed: Director of Public Services; Director of Information Services; Director of Information Technology; Director of Technical Services. Public services encompass the overall delivery of library services, including interlibrary loan, circulation, branch libraries, Annex, and educational services; while Information Resources encompass the content of library service, including subject librarians, reference services, collection development, and federal and state documents. Information Technology addresses electronic library access and involves central organization of all library computer systems. Technical Services involves behind the scenes care of moving materials to the public as soon as possible. The library reorganization will expedite automation processes in technical services, getting materials into the library faster.

The budgeting process was reorganized to account for expenditures in operating expenses and materials budgets. Under this reorganization, the Accounting and Budget Specialist will report directly to the Library Dean. In addition, an advisor position was created to report directly to the Library Dean on policy and strategic planning.

Group Decision Center

Dean Council discussed the results of the meetings at the Group Decision Center. Overall, the results centered on the need for better communication within the library. For more complete information on the library reorganization and group decision center meeting, please see the attached outline.

Plans for Library Building

The proposal for visioning and planning for architectural services for the North Dakota State University library were reviewed in the letter written to Dr. Council by Meyer, Sherer & Rockcastle, Ltd. The bid for the proposal includes possible renovation and expansion of the existing facility, or construction of a new library facility. The letter outlining the proposal is attached.

Website Development

John Schulz reviewed the proposed changes to the NDSU Libraries homepage. The focus of the changes is on students, faculty, and staff who use the webpage. A webpage to solicit feedback has been established: www.ndsu.edu/library/redesign. John asked the library senate committee members to bring the URL back to their constituents to solicit feedback on change. Usability groups will be formed during each phase of the transformation to get feedback.

Three New Sub-Committees

Three new sub-committees of the University Senate Library Committee were formed: 1. Planning for a New Library Committee. 2. Library Website Redesign Committee. 3. Constituency Committee. The constituency committee has been formed to determine how the library can serve the campus community better and to explore ways to bring the library to the campus and bring the campus into the library. The sub-committees will meet to from their objectives before the next University Senate Library Committee meeting in December and will report to the Senate Library Committee at each meeting.

The meeting was adjourned at 3 p.m.

Respectfully submitted,

Dr. Kathy B. Enger

University Senate Library Committee
Webpage Design Working Group
Meeting November 27, 2006, 3 p.m.
Notes

Committee Members: Magdy Abdelrahman, Kevin Brooks, Jeremy Brown, James Council, Anne Denton, Kathy Enger, Char Myhre, John Schulz, Paula Larsen

This was the first meeting of the University Senate Library Committee working group on library web design.

Institutional Review Board (IRB)

The web redesign staff in the library, along with a library working group, are preparing material for IRB approval for conducting usability studies and focus groups as the library team redesigns the webpage. Since the IRB form requires a faculty member as a principle investigator, Jim Council will serve as the P.I. Work on the library page redesign has stalled over the last month because staff are waiting on the IRB process to proceed with testing.

Usability Testing

John Schulz, the NDSU library web developer, described how the usability studies will be conducted using 3 x 5 cards to determine user preferences on categorizing the main areas of the webpage. The design is waiting of further leadership in this area to complete the usability studies and create a new format for the webpage.

The committee asked John and Jeremy to bring information from the webpage log to the next meeting to determine the links people are using on the current webpage.

The committee members noted that they have access to many students that the library team could use for usability testing.

The committee also asked that a space be created on the current webpage for feedback from faculty, staff and students, querying what the page does well, and how it could improve.

John and Kathy Enger will begin to work on a library policy for web design.

This committee will meet the last Monday of every month at 3 p.m in the library.

Constituency Working Group
University Senate Library Committee Meeting
November 28, 2006, 9 a.m
Notes

.Members: Magdy Abdelrahman, Thomas Bremer, James Council, Kathy Enger, Norma Kizer-Larson, Paul Ode, Kathie Richardson, Joseph Szmerekowsky

This was the first meeting of the University Senate Library Committee Constituency Working Group. The group decided to meet every month on the last Tuesday of the month at 9 a.m. The charge of the committee is to create working relationships between the library and the academic community at North Dakota State University and to enhance the visibility and services of the library within the academic community. This committee may enhance faculty channels of communication with the library.

Library Data

The committee asked the librarians and library director to compile all the data available on the library, including, but not exclusively, the following: Circulation of books, interlibrary loan requests, size of the book and serial collection, size and use of electronic materials. The use of the data will include comparison statistics with sister universities to determine where needs exist in the library. Tom Bremer will collect the data and bring it to the next meeting.

Survey

The committee would like to begin to collect information on library surveys in order to conduct a university wide survey of faculty, staff, and students in regard to the services the library offers. Kathy Enger will collect surveys and information on surveys and bring them to the next committee meeting.

Listservs

Subject librarians need to be added to listservs in the colleges and departments they serve. The committee discussed how librarians may also participate in college and departmental meetings.

Librarians Meetings

At the librarians meeting in January, the librarians will be meeting with Deans of the Colleges on campus to determine how the library might serve them better.

University Senate Library Committee
New Library Working Group Meeting
Wednesday, November 29, 2006, 1 p.m.
Notes

Committee Members: Najla Amundsen, Kathy Enger, Mark England, Tom Isern, Dante Miller, Nick Rogers, David Sperl, Sandy Sprafka, Kathy Thomas, Lynnette Winters

This was the first meeting of the University Senate Library Committee New Library Working Group.

Tom Isern was chosen as the chair of the committee. The committee will meet every two weeks on Wednesdays at 1 p.m. The charge of the committee is to plan for a new library building on the campus of North Dakota State University.

Discussion centered on the philosophy supporting the construction of a new building. Three primary components were identified: Research → Students → Community/Special Collections. All areas include a focus on library access. Each area should be considered when the new library is constructed.

Of particular concern is disaster preparedness. It is strongly viewed among committee members that the new library building should be “disaster proof”.

A meeting with the architects, Meyer, Sherer & Rockcastle, Ltd. is scheduled for 1 p.m., December 19, 2006 in the Reimer’s Room of the Alumni Center. This meeting is scheduled during the regular monthly meetings of librarians.

A listserv of committee members has been established by Sandy Sprafka. The next meeting is Wednesday, December 13, 2006 at 1 p.m.

Progress report for the Scholarship Committee

December 5, 2006

The applications have been updated and forwarded to Laura Dallmann to be uploaded to the web page on January 2nd. The Scholarship availability notice was sent to It's Happening to appear in the January issue. There will be hard copies of the applications available in the Office of Student Financial Services, Ceres 202, on January 2nd.

The Scholarship Committee

Brandt, Janalee
Briggs, Linda
Doan, Viet – Co-Chair
Frazier, Bill
Harris, Steve
Kozojed, Bill
Milam, Melanie - Chair
Prunty, Rita
Singelmann, Tim
Sjostrom, Kathy
Slyter, David
Steele, Bruce

Sincerely,
Melanie Milam

Committee report:

Wellness Center Advisory Board – Barb Geeslin

The Board met Friday, December 1. The construction of the new addition is ahead of schedule with a move-in date scheduled for July 1, 2007. A Pandemic Planning Committee has been formed and has started to meet. Staff Senator, Bill Vandal is a member of the committee. At the flu shot clinic held in November there were 637 shots administered, 284 were to faculty and staff. The Wellness Center now has a total membership of 6200. The membership fee for faculty/staff may be raised to \$25/month when the new addition opens.