

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

January 7, 2009
Memorial Union, Plains Room

Staff Senate meeting minutes are archived on our Web site at:
http://www.ndsu.edu/staff_senate/meeting_information/meeting_minutes/

Upcoming Staff Senate Meetings:

February 4, 2009	9:30 – 11:00 a.m.	Memorial Union, Plains Room
March 4, 2009	9:30 – 11:00 a.m.	Memorial Union, Plains Room
April 1, 2009	9:30 – 11:00 a.m.	Memorial Union, Prairie Rose Room

Upcoming Executive Committee Meetings:

January 21, 2009	9:30 – 11:00 a.m.	Memorial Union, Gunkelman Room
February 18, 2009	9:30 – 11:00 a.m.	Memorial Union, Gunkelman Room
March 18, 2009	9:30 – 11:00 a.m.	Memorial Union, Gunkelman Room

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).

All broadbanded staff members are encouraged to attend.

The meeting was called to order by President Vance Olson at 9:35 a.m.

I. Quorum, Substitutions and Guests – Heather Heger.

For today's meeting, there was a quorum with 48 present and 18 absent.

Substitutions:

Norma Ackerson for Pam Hommen
Randy Wald for Lorna Olsen
Jean Trautmann for Rita Prunty

Senators absent without substitutions: Steve Bergeson, Tanie Boeddeker, Jody Bohn, Janalee Brandt, Bonnie Cooper, Robin Davis, Jeanne Flood, Ronda Klubben, Scott Minot, Robert Peterson, Luke Prather, Karen Roesch, Margaret Schmidt, Annette Sprague, Melanie Torgerson, Michael Tracy, Chris Winjum

II. Consent Agenda. The Consent Agenda was approved by general consent. Items were as follows:

For Information Only, from Policy Coordination Committee -

A. Policy 122 - Payroll Check Distribution

B. Policy 133 - Educational Policy

III. Adoption of Meeting Agenda.

MOTION (Geeslin/Gimbel): to approve the meeting agenda with the addition of the FISH awards topic under New Business. MOTION PASSED.

IV. Student Government Report. No Report.

V. Program: (See **Attachment 1**)

Liz Torguson introduced **Kevin Schindlbeck, Associate Director of Operations - Facilities Management**, as Speaker. Schindlbeck talked about the topic of recycling on campus. He gets many questions and comments about this topic on campus. Recycling is already being done but there is much room for improvement in this effort. Much of the paper on campus is not currently being recycled. Custodial staff do not have time to focus on recycling along with their other duties. Voluntary recycling is encouraged, and accommodations (outside dumpsters) are available around campus. Recycling is not self-supporting; there is not enough demand for the recyclable items to recover the costs. The Sustainability Task Force (STF) has taken on this cause and is now a University Senate committee. With student, faculty, and staff representation, the STF has built additional momentum.

VI. Approval of the December 3, 2008, meeting minutes.

MOTION (Dallmann/Hagen): to approve the minutes. MOTION PASSED.

VII. Treasurer's Report – Laura Dallmann

Local funds: \$14,008.70; Appropriated funds: \$82.78; Charity Fund: \$3,040.

VIII. Reports of the Committees

A. Executive Committee – Vance Olson

No report.

B. Standing Committees.

a. Election - Barb Geeslin

Election for Executive Committee Member-at-Large

Nominations: Lori Sholts.

MOTION (Doan/Sundeen) that nominations cease and that a unanimous ballot be cast for Sholts. Lori Sholts was elected.

b. Bylaws. No report.

c. Program. VP Evie Myers will be speaker at the February meeting.

d. Public Relations. No report.

e. **Scholarship** – No report

f. **Staff Development.** The Discover U workshop planning is in progress and several mini workshops are planned for spring semester.

C. Other Committees.

a. **Policy Coordination Committee.**

For Staff Senate Input (These draft policies were made available on the Staff Senate website with the meeting material):

Policy 112 – Pre-employment and Current Employee Criminal Record Disclosure. MOTION (Sholts/Mickelson): to approve the policy. MOTION CARRIED.

Policy 156 – Equal Opportunity and Grievance Procedures. MOTION (Thompson/Geeslin): to approve the policy. MOTION CARRIED.

Policy 721 – Campus Emergency Notification Systems (CENS). MOTION (Gimbel/Baker): to approve the policy. MOTION CARRIED.

Policy 806 – Allowable Cost Policies–Summer Salary for Faculty and Staff. MOTION (Dallmann/C. Kozojed): to approve the policy. MOTION CARRIED.

b. **Cookbook Committee - Laura Dallmann.** Staff Senate cookbook sales have gone very well and more printings have been needed. Current revenue is at \$3,040. The cookbooks will continue to be sold at the Discover U workshop and other venues.

c. **Parking Committee - Lori Sholts.** (See **Attachment 2**) The committee met with Rob Lynch, Parking and Transportation Manager. The Committee will be kept intact to continue to education staff on new developments in parking. Sholts asked members to email her their questions and concerns.

d. **University Athletics Committee – Tim Singelmann.** (See **Attachment 3**).

e. **Staff Recognition – Laura Dallmann.** Staff Recognition has proposed changing to a standing committee and also changing the name of the committee. The Committee will implement Staff Recognition Awards and Campus Kudos. The HR/Payroll Office will continue to hold the annual recognition luncheon and determine eligibility for staff awards, but much of the other related work will now be handled by this Committee of Staff Senate.

IX. Unfinished Business

Valentine Ball. The planning committee now consists of students, faculty, staff, and alumni. They have much work ahead.

X. New Business

A. Spring Health Fair – Sarah Adams.

Adams asked whether there was interest in having a booth at the Health Fair again this year. Viet Doan, as chair of PR committee, will look into this further.

B. Sustainability Task Force (STF) – Sarah Adams.

The STF will have a new website soon. The Task Force meets bi-weekly and is open to all input.

C. Senator Absences – Vance Olson.

Olson asked senators to spread the word that we will have a report from the Attendance Officer soon. There have been many absences at recent meetings. Senator representation is important.

D. FISH Awards – Cindy Kozojed.

Kozojed encouraged nominations for these state level awards. It is important that NDSU is represented. The nomination form is available from the Staff Senate website.

XI. Advisor Comments – Broc Lietz

The state legislature is now in session. There will be many issues relevant to NDSU employees that will be discussed and will be in the news. Lietz encouraged staff to follow this.

XII. Announcements.

A. T-shirts still for sale – Staff Senate t-shirts are still available for \$5 each. Contact Laura Dallmann.

B. Storage Area for Staff Senate – A storage area is needed for various Staff Senate items. Let Vance Olson know if you are aware of a spot available for storage.

C. State Staff Senate – Janine Trowbridge.

A written message about the University System budget request is available. See the link on the NDUS site. She also has brochures available.

XIII. Adjournment.

Olson adjourned the meeting at approximately 10:55 a.m.

Respectfully submitted,
Kay Sizer, Staff Senate Secretary

“Recycling On Campus- Frequently Asked Questions”

by Kevin Schindlbeck Associate Director –Operations, Facilities Management

Presented to the NDSU Staff Senate, January 7, 2009

What benefits does a recycling program bring to the University?

- President Chapman has a global vision for NDSU. Recycling helps us in being part of that global community as we gain recognition from around the world.
- Recycling on campus allows us to be leaders in the community in the global effort to be more responsible with the resources we use as well as to leave more of those resources in their natural state and for future generations.
- Recycling on campus also introduces some of the students that have not experienced recycling in their homes, and the places they come from, to develop a habit and understanding that they can make a difference. They can take that with them when they graduate from NDSU and pass it along to their children, other people and the cities and town they settle in.

How much can the recycling bins decrease the amount of waste that is disposed of, what are the recyclable materials most commonly thrown out as trash?

- Over the last five years, NDSU Facilities Management custodians have assisted in diverting 933,080 pounds of recyclable items/materials from the waste stream and thus the city landfill. This is an average of 186,616 pounds per year. This does not include the recycling that is done by Residence Life as they run their own recycling program in the residence halls.
- Most commonly thrown out materials:
 - A lot of paper is thrown into the trash rather than the recycle bins
 - Plastic bottles are another recyclable commonly thrown out as trash on campus.
 - It is hoped that the new trash/recycling containers that are being placed outside around campus will capture a higher percentage of those bottles.
 - Current adequate custodial staffing to support removing recyclables other than the paper and cardboard from buildings is not available.
 - We do recycle bottles and cans but it is up to the individual faculty or staff members to handle and transport the items to the appropriate collection sites on a volunteer basis.

Recently, what efforts have been taken to incorporate recycling onto the university that haven't been in the past. Why have they improved?

- The biggest push in incorporating recycling onto the university has come from the awareness that is being generated by the Sustainability Task Force that was started in the Staff Senate.
 - The Sustainability Task Force, from its inception, has had representatives from not just the staff but also students and faculty.
 - Recently more momentum was gained by becoming an ad hoc committee of the University Senate.

- The last three Student Senate Presidents have also been active in bring it to the student bodies attention.
- The awareness that is being generated across campus has created an energy that allows the university to overcome some of the obstacles that a lack of interest in the past created.

The new trash/recycling containers that are replacing the old trash receptacles outside are a good example of how awareness is creating change.

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Have there been any recent attempts to install recycling bins into any of the classroom buildings?

- Attempts to increase the recycling in classroom and administrative buildings have been made.
- The main problem we have...
 - The requirements outlined in the fire code restrict the process. The fire code does not allow recycling bins to be placed in hallways and classrooms. They are felt to create a fire hazard and a hindrance to people exiting the buildings in the case of an emergency.
 - Discussions have been held and are continuing with the local fire marshal's office in an attempt to find a solution to this problem.
 - The fire code appears to allows us to place recycling bins in buildings that have a fire suppression system (sprinklers). We are canvassing the campus to determine which buildings fall into that category. We hope to place fire marshal, approved recycling bins in those buildings as funding and staffing allows.
 - There is a lack of appropriate custodial staffing levels to collect and remove the recyclables while still leaving adequate time to perform their primary responsibility of providing a safe, healthy, clean learning and work environment for people on campus.
 - Our current vendor doesn't allow us to comingle (mix) the recyclable materials, so we have to separate everything out.

- The custodians can't handle the additional workload of separating the recyclable materials. It is felt that if we are allowed to comingle the recyclables, it would reduce the amount of waste/trash being removed from the buildings and the custodians could possibly take the comingled recyclables instead.

Is there a challenge with expenses that has put a hold on improving the efforts of the program?

- Recycling markets go up and down just like the stock market.
 - Market is down, the company that collects NDSU's recyclable materials has a more difficult time and more expense in moving them to where they can be processed.
 - The cost is passed on to us, so we are actually charged for all the recycling we do.
- Recycling is not a self supporting enterprise.
 - It costs us more per pound to recycle than it does to take it to the local landfill.
- The costs associated with the custodians' salaries. Collecting and handling recycling takes them away from other tasks that could have an adverse affect on the quality of life on campus.
- Contaminated, recyclable materials are transported to the landfill by the recycling vendor with an additional fee charged to the university for this service.

What is the most important difference a strong recycling program can have on the University?

- Enhances the University's influence as the students and, in some cases, faculty and staff pursue their careers and life away from the university.
- Creates a reach that goes out from the university around the world. They can touch their world and make a difference. This reflects positively on the university and creates opportunities for the university to tap previously unknown or unavailable resources.
- NDSU has an impact that is global in scope. Sometimes those things not taught in the classroom can have just as significant an impact as those that are taught in the classroom. It is the whole university experience that produces high quality graduates. Having contact with a strong recycling program can have an effect that could last a life time.

RECYCLABLE OFFICE ITEMS

per the MinnKota container

OFFICE PAPER – OP

White or Pastel Colored Letterhead	NCR Paper and Forms
White Paper or Bond Copy Paper	Envelops With or Without Windows
Index Cards	Non-thermal Fax Paper
White or Pastel Color Typing Paper	Pastel Post-it Notes
White Writing Paper	Shredded Paper (White or Pastel)
Computer Paper: Blue or Green Bar	

UNACCEPTABLE ITEMS

Ream Wrappers, Brown Kraft Envelops, Labels, Coated Paper, Unbleached Paper, Carbon Paper, UV Printed Material, Dark Colored Paper, Goldenrod, Groundwood: (Computer Paper that looks like Newspaper), Phonebooks

**- Additional recyclable items can be deposited in collection sites outside the following buildings on campus:*

Cardboard	Newspaper	Plastic (1 & 2)	Clear Glass	Green & Brown Glass	Aluminum & Metal Cans
Askanase	Agricultural and Biosystems Engineering (ABE)	Memorial Union	Thorson	Thorson	Thorson
Bentsen- Bunker Fieldhouse (BBF)	Library	Thorson			
Bison Sports Arena (BSA)					
Dolve					
Industrial Agriculture and Communication Center (IACC)					
Memorial Union					
Research 2					
Thorson					

Parking Committee

Items discussed:

1. Parking permits (hang tag versus other type of permit)
 - current tag lets you move from vehicle to vehicle without being permanently affixed
 - window clings and/or sticky tags don't work well in our climate
 - current hang tag is \$1.00
 - possibility of putting a renewable sticker on your current tag. Stickers cost less than hang tags
2. Ticket officers
 - contracted through Preference Personnel to keep a more objective view; non-employees
3. Contract with City of Fargo
 - follow city rules, regulations, and citations
 - no warning tickets are issued after first two weeks of each semester
 - contract is in place for approximately another five years
4. Appealing a ticket
 - a new appeal process is being developed - If you're issued a ticket, make an appeal, and the appeal is denied, you will have the option of taking it to municipal court
5. Campus/Guest parking
 - Campus – have your department obtain a DSV (department service vehicle) parking permit
 - ✓ good in any lot
 - ✓ no cost to you or the department
 - ✓ can obtain up to two per department
 - ✓ use for meetings at other locations, etc.
 - ✓ not for personal use of parking
 - Guest – obtain a temporary sticker for \$1.00 (or use DSV permit)
 - ✓ good in any lot
 - ✓ lot must be indicated on tag when purchased
 - ✓ you fill in date
6. Parking (tag and metered) revenue
 - distributed back to NDSU through maintenance of lots, striping, signage, etc.
7. After hours (4:30) parking
 - if meetings start prior to 4:30, use DSV permit to avoid ticket
 - if meeting starts after 4:30, use designated lots. Refer to parking regulations for lots
<http://facilities-mgmt.ndsu.nodak.edu/parking/index.htm>
8. Departments located off NDSU
 - Permits may be good downtown and current parking area (being discussed)
 - Use DSV permit when visiting campus

9. Remove metered parking

- committee was directed to Vice President John Adams and Administration

10. Bus transportation

- shuttle routes 31, 32, and 33 are free for students, faculty, and staff, and are open to the public
- parking is working with MAT to put something together for faculty and staff bus riding

Future concerns:

1. Motorcycle parking

- with increased gas prices, motorcycle and scooter parking increased
- cycles must be parked on concrete; not asphalt (kickstand and cycle weight damages the asphalt)

2. Parking ramp

- ramps are expensive to build
- maintenance costs are high
- share a facility with downtown businesses, airport, etc. to increase revenues
 - ✓ parking prices don't increase dramatically
 - ✓ (UND went from 60.00 to over 300.00 for parking)

3. Gated lots

- lots will have gates and barcode will scan allowing you access to assigned lot
- possibility of putting parking on the proxy card
- won't have cost of both permit and ID card
- gates become a problem for maintenance

If Staff Senate has any other questions or concerns, Rob Lynch has expressed an interest in addressing our group.

For notes, please e-mail me: Lori.Sholts@ndsu.edu

Attachment 3

University Athletics Committee Report

Missed Class Policy

- Pramita reported on her follow-up with Student Government and subsequent discussions with Provost Schell regarding a formal missed class policy. It was noted that there was not a lot of support for such a policy although including a 'dead week policy' in all class syllabi has already been passed by the University Senate. Provost Schnell proposed the

purchase of two or three computers for use by student-athletes while travelling but that will not be necessary as most student-athletes have their own computers.

- Lynn noted that most professors are cooperative when student-athletes miss class due to travel and she will provide Provost Schnell the names of those who are not.
- A suggestion was made to provide Provost Schnell with examples of other school's missed class policies. Deland will take the lead to pursue further, possibly with others (e.g. Fine Arts) that may have conflicts.
- It was noted that athletics could encounter more conflicts in the future, and had FB made the playoffs they would have had to leave Wednesday of finals week for championship play.

SAAC Report (Gabe Mooney, SAAC representative from wrestling)

- NDSU athletics participated in the "Summit League Food Fight" which is a food drive donation challenge between Summit League institutions.
- In conjunction with the F-M Builders Exchange and the Salvation Army, student-athletes also participated in the "Stocking Stuffer" program where they assist underprivileged children in shopping at Wal-Mart with gift cards provided by local companies.
- A presentation by Drug Free Sport is scheduled for February 11, 2009.
- Sportsmanship and additional charges for luggage when traveling was also discussed.

FAR Report (Deland Myers)

- Kristin Hille (VB) and James Schanandore (MTF) were identified as fall sport nominees for NCAA post-graduate scholarships.
- 2008 Missouri Valley Football Conference All-Academic Team awards included Nick Compton, Kole Heckendorf and Tyler Roehl as first-team selections. Nick Mertens was named to the second-team.
- The summer internship program developed by Deland and Evie Myers is being expanded to include Hispanic and Native American students from the University of Northern Arizona. African American students from Mississippi Valley State will continue to participate.

Athletics Update

- Volleyball is the first team to qualify for D-I playoffs and will compete against the University of Minnesota in the first round. ThundarRadio (KNDS) will broadcast the game.
- The presentation on February 11, 2009 by Drug Free Sport is a requirement of the NDSU Student-Athlete Drug Education & Drug Testing Policy.
- At the end of their season of competition, all student-athletes will complete an evaluation at the Group Decision Center on a broad menu of topics relating to their sport. In addition, Casey Peterson and Deland Myers will conduct exit interviews with seniors.
- Colleen Heimstead, Associate Athletic Director for Compliance, reviewed proposed NCAA legislation relating to summer workouts, summer school and student managers for baseball. Secondary violations were also reviewed and how penalties are determined.
- Revenue from football and volleyball was reviewed.
- \$2.1 million has been raised by Team Makers, exceeding their goal of \$1.9 million.
- A presentation was made to a potential donor for the FargoDome addition although concerns with the economy may delay their involvement at this time.
- Interviews for the BSA feasibility study are being conducted. Results of the study should be available in February.