



NDSU Staff Senate Minutes

NORTH DAKOTA STATE UNIVERSITY FARGO, N.D.

Minutes for May 13, 1998

1. CALL TO ORDER
President Roger Grimm called the meeting to order.

2. ANNOUNCEMENTS

2.1 Senators were reminded to check off their name on the sheet provided. Senators unable to attend a meeting should notify Lyn Pletta, 231-8965, pletta@badlands.nodak.edu. If unable to attend, a substitute should be sent in their place who will sign in representing them and have full voting privileges.

Substitutions -

Peggy Cossette for Kim Bold
Sue Skedsvold for Mary Beth Mathre

2.2 Roger Grimm asked that the Staff Senate members introduce themselves. Grimm reported that elections will take place at the June meeting. There will be no program at the May meeting.

3. TREASURER'S REPORT: President Roger Grimm presented the Treasurer's Report. The balance in our funds is as follows: Trust Fund #1725 = \$3898.83; Appropriated Funds #3746 = \$614.00.

6. STAFF SENATE COMMITTEE REPORTS

Bylaws: No Report

Election: Elections will take place at the June 10, 1998, meeting.

Legislative: No Report

Program: No Report

Public Relations: No Report

Scholarship: The Scholarship Committee awarded three scholarships.

Two scholarships for employees' children and one scholarship for an employee. A total of \$1600 was awarded.

Staff Development/Small Grant: No Report

Executive Committee: President Grimm reported that the Executive Committee met on April 29, 1998. A run off election needs to take place for the Crafts & Trades which will take place next month. The Executive Committee also discussed the 95% budget. .

7. UNIVERSITY SENATE COMMITTEE REPORTS
Campus Space and Facilities: No Report.

Computer Planning and Goals: No Report.

University Athletics: No Report

Student Affairs: No Report.

Library: No Report

Scheduling and Registration: No Report

University Senate Executive Committee: Nancy Olson also attended the University Executive Committee meeting. Reviewed policies for Vice Presidents on campus. They will continue to meet on a regular basis.

8. COUNCIL OF STATE EMPLOYEES (COSE): - Sam Rudolf reported that the book and puzzle drive was a success. They will be selling shirts. Sharon Morgan reminded the senators that the highway cleanup will take place on Wednesday, May 20, 1998. If interested you are to be at the T-lot at 6:00 pm. It takes approximately 2 hours. Bring your own gloves and bug spray. The area to be cleaned is from 19th Avenue North, Fargo to 3 miles North on the West side of the highway.

9. POLICY COORDINATION COMMITTEE: No Report.

10. NEW BUSINESS

1. Roger Grimm explained the purpose of each subcommittee of Staff Senate. He distributed sign up sheets for the members to indicate what area they are most interested in.

2. Teri Thorsen, Human Resources, spoke to the members regarding the Human Resource Council. The Human Resource Council was established in 1992 by the State Board of Higher Education in order to perform its responsibilities for the management of personnel policies within the University System. The purpose of the HRC is to establish policies, subject to the approval of the Board, which promote consistent application of human resources practices including areas such as recruitment, retention, compensation, employee development, evaluation or other various human resource issues as they may arise or be assigned by the Board. There are fourteen members on the Council (11 Presidential appointees and 3 elected classified staff members). This Council usually meets 2-3 times per year, most often in Bismarck. Meetings are usually a little over a half-day, requiring travel one afternoon, an overnight stay, the meeting the next day and driving time home.

There is the possibility of assignment to various subcommittees (policy, compensation, classification, etc.) of the Council, which would require a greater time commitment.

There is a high likelihood that this representative would be appointed by the HRC to the HRC Classification Committee. The purpose of this committee is to establish policies, subject to the approval of the HRC and the Board, which provide for the development, implementation and management of a position classification and class evaluation system for the classified workforce of the University System. This Committee usually meets an additional 3-4 times per year at campuses around the state. Meetings usually requiring driving one morning, meeting that afternoon, an overnight stay, meeting the next morning and driving home in the

afternoon.

This HRC position, representing the classified staff of NDSU and UND, is for a three-year term. Costs of travel and any possible overtime pay (for non-exempt staff) would be the responsibility of the department of the elected staff member. The next meeting of the HRC has not yet been set.

They may act to fill a vacancy on the HRC Classification Committee by conference call. The next meeting of the HRCCC is June 4 and 5 in Bismarck. A ballot was passed to the members. Renee Essig was elected to serve on the HRC.

3. President Grimm explained to the members that two staff members are needed for the Staff Recognition Awards Selection Committee.

Nominees need not be Staff Senate members, but need to meet the staff senate eligibility criteria AND must have been employed at NDSU for a minimum of five years. Selected candidates would serve a three-year term. There is a need of one employee from the 5000 jobcat (office) and one from the 6000 jobcat (crafts/trades). Nominations should be submitted to Nancy Olson or Roger Grimm, with the final selection from the group of nominees being made by the Staff Senate Executive Board.

The next recognition event is April 19, 1999.

4. Roger Grimm reported that the State Board of Higher Education has asked Staff Senate to forward four names of people who would be interested in serving on the search committee for the next NDSU President. There will be one staff member selected from the four to actually serve on the committee. If anyone is interested, contact Nancy Olson.

5. Roger Grimm informed the members that the University of North Dakota's Staff Senate Bylaws are in place.

6. Sharon Morgan asked the members if Sam Rudolph would be able to continue to serve as the staff representative for the Council of Student Employees. However, Sam Rudolph is no longer a member of Staff Senate. There is nothing in the Bylaws that indicates that Sam is not eligible to continue being the COSE representative to the Staff Senate.

7. The Elections for new officers will take place at the June 10, 1998, Staff Senate Meeting. Roger Grimm briefly explained portions of their duties as an officer.

Vice President/President Elect: Serve as presiding officer the year following. Has a seat on the Policy Coordination Committee. Filling in for the President as necessary.

Secretary: Keeps the minutes and makes sure the minutes are available to the members.

Treasurer: Keeps tracks of the accounting. Would be benefit the individual if the person is familiar with the University Accounting System.

Membership/Attendance Officer: Oversees the membership

lists, attendance and placards for the meetings.

3 Members at Large: Assist Executive Committee as liaisons and also assists as liaisons with the various committees.

If you are interested in serving on the Executive Committee, please contact Nancy Olson or Roger Grimm.

8. A motion was made by Sharon Morgan to destroy the HRC ballots. Jane Lessard seconded the motion. Motion carried.

Adjournment

Respectfully Submitted

Jodi Arzt-Buresh
Secretary

Questions and Comments

Questions and comments related to this page can be sent to the Staff Senate Executive Committee at NDSUSSEN@listserv.nodak.edu.

Published by NDSU Staff Senate

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This page was last modified on : 02/11/2008 12:12:08

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