

Minutes of the August 11, 1999 Meeting

NDSU STAFF SENATE

NEXT MEETING

Wednesday, September 8, 1999

9:30 a.m. - 10:30 a.m.

Prairie Rose, Memorial Union

Full Staff Senate mtgs will be held the second Wednesday of each month at 9:30 a.m.

Executive Committee will meet on the last Wednesday of the month. The next two

Executive meetings will be August 25, 1999, and September 22, 1999

at 9:30 a.m. in the Atrium Conference Room, Memorial Union.

All classified staff are encouraged to attend

1. CALL TO ORDER

President Dan Chihos called the meeting to order.

2. ANNOUNCEMENTS

Senators were reminded to check off their name on the sheet provided. Senators unable to attend a meeting should notify Lori Bakken, 231-8392, lbakken@badlands.nodak.edu. If you are unable to attend, a substitute should be sent in their place who will sign in representing them and have full voting privileges.

3. PROGRAM

Tim Lee, Chief of Campus Police, NDSU – He is talking about parking on campus and the fees for the parking permits.

The state gives NDSU no money for parking lots on campus.

This summer, CF, F and RF lots are totally being redone. WE lot, on the west side of campus, is currently gravel, they were hoping to get it paved this summer. Due to the cost, it was not paved this year, a storm sewer is being put in, so the lot can be expanded. PP, CIE, NCI and T1 lots are scheduled to be redone next year. T lot will be done in three stages over the next three summers. The cost for this is projected at more than \$2,400,000 over three years.

Funds for the parking lots come from parking permits, pay parking operations (both metered and visitors pay lot), and half of the money from parking tickets issued on campus (the city does all of the administrative work, provides the tickets and other things, so they keep the other half). By fiscal year 2001, the parking lot fund would be in the negative. And will be slightly in the positive for the two years after that.

\$60 for a parking permit is considered low when compared with other campuses in the Upper Midwest area.

There are 1,530 paved parking stalls on campus for faculty and staff. It is almost a 1-1 ratio. There are about 2,100 parking stalls on campus and about 1,400 parking stalls off campus for about 9,500 students.

They have worked with Human Resources to get the parking permit deducted through Payroll Deductions over three months.

Q Does NDSU "oversell" a lot?

A Lets use CF lot as an example, we do allow overflow to go into W lot and the Visitors Pay lot. Everyone does get parked. For AD lot T1 is an overflow.

Q Do you anticipate the rate staying at \$60 for a number of years?

A They expect the fee to stay where it is at for three to four years.

Q What about overflow for PP lot, during the winter you see people parking on the ends of the isles?

A PP lot is larger than most people realize, it goes back to State Seed and south to Sugar Beet Research. Right now there is not an overflow.

Q In PP lots, state fleet vehicles are sometime parked there for several days.

A There are two different sets of state vehicles that have parked there. One is rental vehicles for the state, we have worked with them to park in a different lot. The other are Ag vehicles, but these are usually out during the day.

Q Any plans on improving the pedestrian access to T lot on the east side, especially during the winter?

A The ally belongs to the city, they have looked at paving it, which would require a special assessment for the neighbors. NDSU has agreed to pay it part, but some of the other neighbors do not want any additional special assessments. A stop light will be installed at the intersection of the ally, 12th Ave N and Albrecht Boulevard. This will either be done this fall or spring, it is being done by ND DOT (12th Ave is considered to be a ND Highway).

Q What about a lighted cross walk near AD lot for those people that have to cross University?

A A warrant study was done to see if 1) the traffic vehicle flow and 2) the pedestrian flow is high enough in an one hour or a four hour period for a lighted cross walk. The vehicle flow was high enough and the pedestrian flow was close, it did not quite meet the required levels. A pedestrian activated light costs over \$100,000. NDSU is talking to the city about it.

Q When walking through the area by the Physical Plant from PP lot, it is a little intimidating with all of the big vehicles, trucks and other equipment.

A This summer, when that area was redone, a protected walk, with barriers, way was put in on the south side to protect people as they walk through.

Q What about going up, with a parking ramp, instead of going out?

A It cost between \$800 and \$1,000 for pave a level stall, which the current parking permit barely covers. The cost will increase by a factor of 10. And this cost is up front.

4. APPROVAL OF MINUTES

Jeff Walter made a motion to approve the amended Minutes from the July 14, 1999, meeting. Cherie Moen seconded the motion. Motion approved.

5. TREASURER'S REPORT

Secretary John Underwood (Treasurer Norma Ackerson was not present) reported that the balance in our funds as of July 31, 1999 are as follows: Trust Fund #1725 = \$2,156.96; Appropriated Funds #3746 = \$1,344.96. Before committing funds, please consult with Treasurer Norma Ackerson (1-9495) or President Dan Chihos (1-8627). Please submit all bills promptly.

6. STAFF SENATE COMMITTEE REPORTS

- 6.1 By-Laws (Cherie' Moen) We are proposing the following changes to the Staff Senate By-Laws due to broadbanding. (The addition are in bold, the deletions are struck out and in parentheses).
3. Composition of the Senate
- a) The Senate will be comprised of elected members representing the various ~~(classified) staff (employee classifications)~~ **bands** as follows: **1000/3000 Administrative/Managerial and Professional** ~~(Executive/Administrative/Management and 3000 Professional (combined))~~; 4000 Technical **and Paraprofessional**; 5000 Office **Support**; 6000 Crafts/Trade; 7000 Service. Membership is based on approximately 5% of each ~~(job category)~~ **band**, to be reviewed annually prior to **the** general election.
8. Transfer of **Band** ~~(Job Category)~~.
Senate members who transfer from one **band** ~~(job category)~~ to another within the University will continue to represent their original **band** ~~(category)~~ for the balance of their term or until the next scheduled general election, whichever occurs first.
- 6.2 Election (Nancy Olson) Nancy was not present, Sharon Morgan spoke on her behalf. Doris Christianson (Office Support) has left NDSU, Dana Thompson will be replacing her. Daryl Erdman's position still has not been filled.
- 6.3 Legislative (Arlen Kurtti) No Report
- 6.4 Program (Lori Bakken) They have a few people working on speakers. President Chapman will be at the next meeting.
- 6.5 Public Relations (Nancy Mueller) They are looking at having a "Brat" sale the third or fourth week of September. They will have a volunteer sign up sheet at the next meeting. They will also be having a blood drive this fall.
- 6.6 Scholarship (Randy Hittman) No Report
- 6.7 Staff Development/Small Grant (Kim Lammers) They meet last week and are still looking for ideas.
- 6.8 Executive Committee (Dan Chihos) No Report

7. UNIVERSITY SENATE COMMITTEES

- 7.1 Campus Space & Facilities (Randy Hittman) No Report
- 7.2 Computer Planning & Goals (Steve Kapaun) No Report
- 7.3 University Athletics (Sharon Morgan) No Report
- 7.4 Library (Char Myhre) The Directors position has been re-opened.
- 7.5 Scheduling & Registration (Gene Blumhardt) No Report
- 7.6 Student Affairs (Allyn Kostecki) No Report
- 7.7 Executive (Dan Chihos) No Report

8. COUNCIL OF STATE EMPLOYEES – COSE (Sharon Morgan)

They did meet on July 21, 1999 at the North Dakota State Penitentiary, they were give a tour by the Assistant Warden and found it very interesting.

COSE Newsletter should be coming out this fall, if you have any articles or ideas for articles please let Sharon know.

They are also going to try to broaden COSE out to the rest of the state. They are looking at going to Dickinson and Minot. And hopefully get they to start their own groups.

State Employee Week is Sept 19th - 25th.

Sunday, Sept 19th is the Golf Scramble, 1:00 pm at Prairiewood for \$10. Thirty people played last year.

Tuesday, Sept 21st is the picnic at Playmakers. Tickets will be \$5 for family and \$3 for an individual. They will be having hotdogs instead of brats, there will be pictures with local mascots, music, face painting and more.

A flyer will be sent out with a list of all the events for the week, which will include some discounts for state employees at Drivers, Bison Turf, Lauerman's II and other places.

Tickets will be available at the September meeting.

9. POLICY COORDINATION COMMITTEE – PCC (Allyn Kostecki)

The committee met twice over the summer and has forwarded several proposed policy revisions to the Staff Senate for our information. In order to conserve paper the revision are summarized below. Allyn Kostecki (1-8919) has copies of the proposed revision available for review.

Remember that these are proposed changes, they should not be implemented until they have been posed on the NDSU website or until directed by responsible official.

Section 100 – Equal Opportunity Policy

Revision updates NDSU EO Policy statement to include three categories protected by the ND Human Rights Act but not found in federal civil rights statutes. Adds the language "without regard to ... status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer."

Section 121 – Hourly Rate Calculation

Add section to describe partial month's pay calculation and provide more descriptive explanation for use of hourly rate calculation.

Section 124 – Payroll Status

Changes to this policy are based on changes in board policy due to broadbanding.

Section 126 – Salary – Regular Employee

Housekeeping change – Delete paragraph 13.1, it's no longer applicable because 9, 10, 11 month appointments are paid from single positions, not pools.

Section 129 – Salary Administration Policy

Changes to this policy are based on changes in board policy due to broadbanding.

Section 130 – Annual Leave

Changes to this policy are based on changes in board policy due to broadbanding.

Section 133 – Education Policy

This addition to the educational policy is to clarify that the use of a graduate student tuition waiver may not generally be substituted for the tuition waiver provided to regular employees.

Section 141.1 – Temporary Change of Work Location

Provides proper Worker's Compensation coverage and liability coverage when employees work outside of North Dakota for extended periods of time.

Section 155 – Alcohol & Other Drugs – Unlawful Use by Students, Faculty and Staff

Updates the policy for the EAP change, Student Affairs office name change, and the 1998 Higher Education Act Amendments.

Section 162 – Sexual Harassment

The change in the first paragraph of this policy reflects the recent US Supreme Court ruling that under Title IX sexual harassment includes student-to-student sexual harassment. This policy revision is intended to make that clear. Other revision are housekeeping in nature.

Section 172 – Travel

Deletes requirement to contact Business Office to buy insurance for groups. Updates out-of-state meal rates to \$46/day and in-state lodging to \$42/day.

Section 220 – Classified Staff Job Discipline/Dismissal

Changes to this policy are based on changes in board policy due to broadbanding.

Section 231 – Classified Staff Job Discipline/Dismissal

Changes to this policy are based on changes in board policy due to broadbanding.

Section 240 – Classified Staff Promotions and Transfers

Changes to this policy are based on changes in board policy due to broadbanding.

Section 241 – Position Classifications

Changes to this policy are based on changes in board policy due to broadbanding.

10. ADVISOR COMMENTS (Teri Thorsen)

Teri was not present, Colette Erickson filled in. Your assigned band letters by the end of this month.

Human Resources is also looking for a representative from Staff Senate, preferably from the Division of Business and Finance, to work with Human Resources to review functional job title guidelines for the University. If you are interested, please contact Teri or Dan.

11. OLD BUSINESS

None

12. NEW BUSINESS

First reading of the changes to the By-Laws.

The Business Office is looking for volunteers to help out for Orientation. If you are interested, please call Mike at 1-7545.

Adjournment

Respectfully Submitted

John A. Underwood
Secretary

PLEASE CIRCULATE