

## Minutes of the October 13, 1999 Meeting

# NDSU STAFF SENATE

NEXT MEETING

**Wednesday, November 10, 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 October 27, 1999 and November 24, 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

Sandy Holbrook, Director of the Equal Opportunity Office spoke on "Sexual Harassment"

Recently you should have received the annual notice on the policy, and there have been articles in the Spectrum and It's Happening at State. We work very hard to make sure that people are aware of the policy and that there are reminders in case people have forgotten about it.

This is not just a Womens' issue, it can happen to anyone on campus.

Sexual harassment is defined as:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement,
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment."

Key words: unwelcome; sexual; verbal or physical conduct

When administrators or supervisors become aware of occurrences of sexual harassment in their areas, they are responsible for stopping the behavior or reporting it to the Directors of Equal Opportunity.

The Sexual Harassment policy now also includes students and peer to peer harassment.

**4. APPROVAL OF MINUTES**

Correction: The name in Staff Senate Committee Scholarship Reports (6.6) should read Debbie Wichmann.

*Allen Kostecki made a motion to approve the amended Minutes from the September 8, 1999, meeting. Cherie Moen seconded the motion. Motion approved.*

**5. TREASURER'S REPORT**

Treasurer Norma Ackerson reported that the balance in our funds as of September 30, 1999 are as follows: Trust Fund #1725 = \$2,170.96; Appropriated Funds #3746 = \$1,266.16. 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) No Report
- 6.2 Election (Nancy Olson) We have a new senator Char Kuss (Cereal Science). They are also investigating the option of electronic ballots for the next election.
- 6.3 Legislative (Arlen Kurtti) No Report
- 6.4 Program (Lori Bakken) No Report
- 6.5 Public Relations (Nancy Mueller) The Blood Drive is scheduled for Wednesday, Nov 3<sup>rd</sup> and Thursday, Nov 4<sup>th</sup>, 1999. They are looking for volunteer to help staff the check-in table. Dining Service will be donating juice and cookies. They will be meeting on Friday, Oct 15<sup>th</sup> to work on the posters and flyers. On Wednesday, Oct 20<sup>th</sup>, Staff Senate will be sponsoring a United Way Dunk Tank. It will be from 10:00 am until 1:00 pm on the South side of the Union.
- 6.6 Scholarship (Randy Hittman) No Report
- 6.7 Staff Development/Small Grant (Kim Lammers) No Report - there will be a short meeting after today's meeting
- 6.8 Executive Committee (Dan Chihos) We do have a one Member at Large position open.

*Allyn Kostecki made a motion to open nomination for this position and nominated Steve Kaupan.*

*Jeanette Hoffman-Johnson made a motion to cease nomination and a unanimous ballot be cast. Motion approved.*

**7. UNIVERSITY SENATE COMMITTEES**

- 7.1 Campus Space & Facilities (Randy Hittman) No Report
- 7.2 Computer Planning & Goals (Steve Kapaun) They meet on Mondays at 2pm in Loftsgaard 360, everyone is welcome. They are in the process of setting up the subcommittees for each of the special issues. You do not need to be in CPG to be on a subcommittee, if you are interested in any of these committees, let Steve Kapaun know.
- 7.3 University Athletics (Sharon Morgan) They meet on Sept 15. Topics included: Division I-AA is still undecided; Division I Hockey; Junior Bison Club (for \$20 per year, your child can get in to all activities, get a t-shirt, membership card and newsletter); Student Athletes Academic Report(11 athletes have a GPA of 4.0; 10 with 3.75). Next meeting is Thursday, Dec 2, 1999.

7.4 Library (Char Myhre) The University Library Advisory Committee met on Oct 7, 1999 at the Library. The purpose for this meeting was to: 1) approve the Library's 1996 budget (the expenditure of Library income from various internal sources such as photocopiers); 2) review the tasks for this year's Committee; 3) get input on selecting a new chairperson. The main task again this year is to work with our journal/serials collection to formulate some sort of plan to grapple with spiraling costs, whether it be added funding or collection cuts. The Committee will meet on October 20<sup>th</sup> to elect a new chairperson and begin discussing the issues.

7.5 Scheduling & Registration (Gene Blumhardt) No Report

7.6 Student Affairs (Allyn Kostecki) No Report

7.7 Executive (Dan Chihos)

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

The Picnic was a great success, over 400 people were fed. They are thinking about changing the menu for next year. The golf outing had over 20 participants.

The next meeting will be in Dickinson on Wednesday, Oct 13<sup>th</sup>.

#### **9. POLICY COORDINATION COMMITTEE – PCC (Allyn Kostecki)**

Several changes have been proposed, all dealing with the changes to "Broadbanding" and other changes to clarify some of the policies. For a complete list, please talk to Allyn Kostecki.

#### **10. ADVISOR COMMENTS (Teri Thorsen)**

Working with the Job Title Advisory Committee developing guidelines for Functional Job Titles. These will be presented to the University System Human Resource Council after being reviewed by NDSU's Presidents' Cabinet.

President Chapman would like to remind everyone that Professional Development Growth Grant money of up to \$1,000 is available for the purchase of software or training. If you would like to apply, write a brief request and send it to your Director or Department Chair. From here it will be forwarded to the appropriate Dean or Vice President and then to the President.

#### **11. OLD BUSINESS**

Human Resource Council (HRC) – Cathy Hanson, ITS, has volunteered to fill this vacant position.

#### **12. NEW BUSINESS**

None

#### **Adjournment**

Respectfully Submitted

John A. Underwood  
Secretary

**PLEASE CIRCULATE**

