



NDSU Staff Senate Minutes

NORTH DAKOTA STATE UNIVERSITY FARGO, N.D.

Minutes for March 8, 2000

Minutes of the March 8, 2000 Meeting

NDSU STAFF SENATE

NEXT MEETING

Wednesday, April 12, 2000

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

Prairie Rose, Memorial Union

Full Staff Senate meetings 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 March 22, 2000 and April 26, 2000 at 9:30 a.m. in the Atrium Conference Room, Memorial Union.

All broad banded 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 Diana Iverson, 231-8861, Diana_Iverson@ndsu.nodak.edu. If you are unable to attend, a substitute should be sent in your place who will sign in representing you and have full voting privileges. Lori Bakken has resigned; Diana Iverson will be filling in as Membership/Attendance Officer for the remainder of the Staff Senate session.

3. PROGRAM

Steve Dixon, Workers Compensation/Safety and Risk Management Several years ago, NDSU started a Workers Compensation/Safety and Risk Management program. In 1991, NDSU had over 4,800 lost workdays. Last year, NDSU had about 150 lost work day. NDSU employees are working safer and having fewer injuries. The Safety and Risk Management (SRM) program is about the employees of NDSU, but also encompasses the students and other people at NDSU. If we have a safe environment for the employees, we will also have a safe environment for everyone else.

Last year NDSU was one of eighteen companies selected by the North Dakota Workers Compensation Board for their "Outstanding Achievement Award." Tools for the SRM program (there are approximately 100 SRM trainers on campus, who help facilitate this program)

Available on a CD-ROM:

*Three different PowerPoint presentations

1) Baseline Safety Training 2000

2) "You make the Call"- Safety hazard identifications

3) Ergonomics

*All documentation, reports and forms

*Safe operating procedures

*Safety and Risk Management manual

*Training Resources (Hints on giving presentations, ideas and quizzes)

4. APPROVAL OF MINUTES

Dana Thompson made a motion to approve the Minutes from the February 9, 2000, meeting. Norma Ackerson seconded the motion. Motion approved.

5. TREASURER'S REPORT

Treasurer Norma Ackerson reported that the balance in our funds as of January 31, 2000 are as follows: Trust Fund #1725 = \$2,533.96; Appropriated Funds #3746 = \$1,169.78. 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) Flyers for the Electronic Nomination and Election process have been sent out. Please check the lists of candidates to make sure that they are accurate. If you are in the middle of your term (terms are for two years), you should not be in the list. If you see any discrepancies, please let Nancy Olson know.

6.3 Legislative () No Report

6.4 Program () No Report

6.5 Public Relations (Nancy Mueller) The Executive Committee passed along a recommendation from some type of recognition or certificate. This would be on a lower scale than the "Employee Recognition Awards."

The intent of the "Certificate" is to be a "Thank You" for a good job that an employee is doing. This could be an "Agenda" item for the Staff Senate each month.

6.6 Scholarship (Randy Hittman) No Report

6.7 Staff Development/Small Grant (Kim Lammers) No Report

6.8 Executive Committee (Dan Chihos) The two new business items were discussed.

7. UNIVERSITY SENATE COMMITTEES

7.1 Campus Space & Facilities (Randy Hittman) They will be meeting this month.

7.2 Computer Planning & Goals (Steve Kapaun)

1. GroupWise

Staff Senate concerns regarding changes planned for GroupWise, was discussed. In addition to offering to commiserate over uninformed changes made to campus software, Phil McClean offered to do what he could. Because CPG's charge is for "academic computing", this concern falls outside of their area of responsibility. After further discussing the issue, CPG agreed to advocate for our concerns. The staff at NDSU doesn't have representatives, like CPG, to advocate and plan for computing technology. Dr McClean will bring this issue to the Vice President to determine if the CPG's charge should be expanded.

2. Distance Access

Subcommittee The Distant Access Subcommittee has submitted its initial draft of its recommendations. Among

other proposals, the support continuing and upgrading the modem pool and developing a strong authentication service for security reasons. They are revising their final draft.

3. Page Center

The goal is to reduce paper waste and associated costs, not to shift the cost to the departmental level. A cost analysis will be done to determine if budget adjustments are appropriate for those departments who experience increased costs due to the changes.

4. Napster

Because of the disproportionate amount of bandwidth used, Napster has been banned for use on the University's system. At one time, two computers were using two thirds of NDSU's Internet traffic. ITS will continue to monitor the situation and make appropriate adjustments to this plan.

5. CPG Alternate Representative

The CPG Alternate Representative position is open and represents a NEW OPPORTUNITY for someone to get involved. As the Alternate Representative, you would be able to give and receive feedback on all kinds of technology issues facing NDSU and Higher Education in North Dakota, as well as providing valuable support to the Staff Senate. While not mandatory, the standard commitment consists of attending weekly CPG Committee meetings, Mondays at 2:30 and bimonthly meetings on a subcommittee of your choice. The minimum commitment would be to be available to attend CPG meetings as a substitute for the regular Representative. I am asking for volunteers or nominations to fill that position.

Dan Chihos volunteered to be the alternate.

Allyn Kostecki made a motion to cease nomination and a unanimous ballot be cast. Lisa Nordick seconded the motion. Motion approved.

7.3 University Athletics (Sharon Morgan)

No Report

7.4 Library (Char Myhre)

The Directors' search continues. Two candidates have interviewed on campus. One more is scheduled for next week.

7.5 Scheduling & Registration (Gene Blumhardt)

No Report

7.6 Student Affairs (Allyn Kostecki)

No Report

7.7 Executive (Dan Chihos)

University Senate and Staff Senate has had a meeting with the candidates for the Dean of the College of Science and Mathematics.

8. COUNCIL OF STATE EMPLOYEES COSE (Sharon Morgan)

No Report

9. POLICY COORDINATION COMMITTEE PCC (Allyn Kostecki)

The policy coordination committee met 02/18/2000 and has forwarded several proposed policy revisions to the Staff Senate for our information. In order to conserve paper the revisions 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 posted on the NDSU website or until directed by the responsible official.

Section 700.1 - Use of University Name Changes set out restrictions on the use of NDSU's name for student and employee organizations. In addition to the name being trademarked, control over the use is important for liability purposes so that third parties are not led to believe that the organization acts officially on behalf of NDSU. Student organizations have a separate recognition process subject to Student Senate approval. Employee organizations have never had a recognition process as such. This policy would only require an approval process where the NDSU name is being used.

Section 805 - Allowable Cost Policies - Compensation for Personal Services Change requested by academic chair to address an inequity. Faculty members are eligible for overloads, non-exempt staff are eligible for overtime, but exempt staff are not currently eligible for any overload pay for those "exception cases where work on a sponsored agreement is more appropriately performed on an overload basis " Also changed language to reflect that not all grants are in the Division of Academic Affairs.

10. ADVISOR COMMENTS (Teri Thorsen)

Outstanding Employee/Team Awards nominations are due on March 17th.

Gunkelman Recognition Award forms are out. The award is for an employee or student who has made the most significant and unselfish contribution to creating a happy environment for the enjoyment of NDSU students

Governors Address

Bad news no extra money

Good news no 95% budget like last year

This year, the Governor is proposing a "Hold Even" budget.

The NDSU salary process will be starting in the next week. All the paper work needs to be in the Presidents' Office by March 31st.

One of the most exciting thing on campus is the Technology Park. This park is viewed as the University's future.

11. OLD BUSINESS

None

12. NEW BUSINESS

12.1 Ad-Hoc Parking Issues Committee

Nancy Olson made a motion that the Staff Senate President creates an Ad-Hoc committee to gather information and make a recommendation on the Parking Issue at NDSU. Allyn Kostecki seconded the motion. Allyn Kostecki made a motion to amend the previous motion to read, the Staff Senate President appoints concerned individuals to an Ad-Hoc committee to gather information and make a recommendation on the Parking Issue at NDSU. Steve Kapaun seconded the motion. Motion passed. Amended motion passed.

12.2 Staff Senate participation in the interview process for the upper level positions at NDSU.

Allyn Kostecki made the following motion: "The Staff Senate directs the Staff Senate President to share the following with the President of NDSU 'The Staff Senate recognizes the leadership role and effect key positions have on the future and current working environment for staff. Therefore the Staff Senate, representing the single largest group of NDSU employees, request to be involved in the interview process for Vice President, Dean, and major director searches.'" Jean Kelly seconded the motion. Motion passed.

Adjournment
Respectfully Submitted

John A. Underwood
Secretary

PLEASE CIRCULATE

Questions and Comments

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

Contact Staff Senate President, Dan Chihos, at chihos@prairie.nodak.edu

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