



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: MAY 10, 2000

APPROVED MINUTES

Reviewed and approved by the Staff Senate on July 12, 2000.

Visit the Staff Senate Web Site at:

www.ndsu.nodak.edu/ndsu/staff_senate/index.htm

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30 a.m.

The Executive Committee meets on the fourth Wednesday of each month from 9:30-10:30 a.m.

Upcoming Staff Senate Meetings:

August 9, 2000:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
September 13, 2000:	9:30–10:30 a.m.	Peace Garden Room, Memorial Union
October 11, 2000:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

July 26, 2000:	9:30–10:30 a.m.	Badlands Conference Room, Memorial Union
August 23, 2000:	9:30–10:30 a.m.	Atrium Conference Room, Memorial Union
September 27, 2000:	9:30–10:30 a.m.	Atrium Conference Room, Memorial Union

All classified staff are encouraged to attend.



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1. CALL TO ORDER

President, Dan Chihos called the meeting to order.

2. ANNOUNCEMENTS

Attending Senators were reminded to check in using the sheet provided at the entrance to the meeting room. Senators unable to attend a meeting should notify Bill Deissler at 231-8495 or deissler@badlands.nodak.edu prior to the scheduled meeting. If you are unable to attend, a substitute should be sent in your place who will sign-in representing you. This substitute shall have full voting privileges.

3. PROGRAM

Election of Staff Senate Officers:

President Elect: Jane Lessard was nominated.

Norma Ackerson made a motion to cease nominations and a unanimous ballot be cast. Bob Peterson seconded the motion. Motion approved.

Secretary: Tammie Reger was nominated.

Paul Johnson made a motion to cease nominations and a unanimous ballot be cast. Val Larson seconded the motion. Motion approved.

Treasurer: Cherie Moen was nominated.

Killian Ottman made a motion to cease nominations and a unanimous ballot be cast. Diane Iverson seconded the motion. Motion approved.

Attendance/Membership: Bill Deissler was nominated.

Steve Kapaun made a motion to cease nominations and a unanimous ballot be cast. Bob Peterson seconded the motion. Motion approved.

Members at Large: Steve Kapaun, Nem Schlecht, and Janine Trowbridge were nominated. John Underwood made a motion to cease nominations and a unanimous ballot is cast. Bob Peterson seconded the motion. Motion approved.

4. APPROVAL OF MINUTES

Steve Kapaun made a motion to approve the Minutes from the April 12, 2000, meeting. Bob Peterson seconded the motion. Motion approved.



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5. TREASURER'S REPORT

Treasurer, Norma Ackerson, reported the following fund balances as of April 30, 2000:

Trust Fund (#1725):\$2,557.96
Appropriated Funds (#3746)\$2,321.43

Note: Before committing funds, please consult with Treasurer Cherie Moen (1-7657) or President Allyn Kostecki (1-8919). Please submit all bills promptly.

6. STAFF SENATE COMMITTEE REPORTS

6.1 By-Laws: (Cherie Moen) No Report

6.2 Election: (Nancy Olson) The following is a summary of the most recent election:

Admin/Managerial/Professional (1000/3000)

Dan Chihos
Bill Deissler*
Kathy Enger*
Jeanette Hoffman-Johnson
Jim Hughes*
Steve Kapaun
Allyn Kostecki
Cindy Kozojed*
Jobey Lichtblau
Nancy Olson**
Kris Ottem*
Nem Schlecht*
Elizabeth Smith*
Bradley Steen
Janet Stringer

Technical/Paraprofessional (4000)

Susan Bornsen*
Kimberly Lammer*
Jane Lessard*
Kimberly Miller*
Cherie Moen*
Tammie Reger*
Michael Schanzenbach*

Office (5000)

Peggy Cossette*
Sandy Erickson
Dawn Holm
Jean Kelly
Char Kuss
Valerie Larson
Jeannie Lopez*
Nancy Mueller
Marlys Novotny
Lori Olson
Mary Sivertson
Janine Trowbridge*
Barbara Welk*

Crafts/Trades (6000)

David Dynes*
Bob Peterson*

Services (7000)

Darrel Essig*
Darlene Kirchoffner
Kevin Johnson*
Paul Johnson
Marliese Wallat
Charlene Wiener

* Denotes newly elected/re-elected Senators

** Denotes a replacement for an unexpired term

6.3 Legislative: (___) No report.

6.4 Program: (Darlene Kirchoffner) See Attachment 1.



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- 6.5 Public Relations:** (Nancy Mueller) Recommendations for *Campus Kudos* were requested:

Dana Thompson nominated Bud McMullen from ITS. Reason for nomination: "Any time they call, he is there."

Charlene Wiener nominated Lynn Dorn from Athletics. Reason for nomination: "She does a great job for athletics and is always willing to help out."

Allyn Kostecki made a motion to accept these nominations for the Staff Senate Campus Kudos Award. Killian Ottman seconded the motion. Motion approved.

- 6.6 Scholarship:** (Randy Hittman) The applicants have been reviewed and three scholarships were given to children of staff members and three scholarships were given to staff members.

- 6.7 Staff Development/Small Grant:** (Kim Lammers) "Keyboard Quest" information has been sent out and there will be a few more computer classes in May and June.

- 6.8 Executive Committee:** (Dan Chihos) An ad hoc committee to study parking will be meeting early next week. Approximately four meetings are planned.

7. UNIVERSITY SENATE COMMITTEES

- 7.1 Campus Space and Facilities:** (Randy Hittman) No report.

- 7.2 Computer Planning and Goals:** (Steve Kapaun) See Attachment 2.

- 7.3 University Athletics:** (Sharon Morgan) No report.

- 7.4 Library:** (Char Myhre) Pam Drayson has been selected to be the new Director of the Libraries. She begins her new position June 15, 2000. She comes to NDSU from Kansas City.

- 7.5 Scheduling and Registration:** (Gene Blumhardt) The Scheduling and Registration subcommittee was disbanded at the April 2000 meeting of the University Senate.

- 7.6 Student Affairs:** (Allyn Kostecki) The Student Affairs subcommittee was disbanded at the April 2000 meeting of the University Senate.

- 7.7 Executive:** (Dan Chihos) The inauguration of President Chapman went well.



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8. **COUNCIL OF STATE EMPLOYEES–COSE: (Sharon Morgan)** The last meeting was held at NDSU.
 - 8.1 Applications for the Governor's Award for Excellence in Public Service were distributed. In the past, NDSU has always been a big support, with the most nominations. All nominations are due back to the Governor's Office by Friday, July 28, 2000.
 - 8.2 Council of State Employees clothing are still available. This includes: denim shirts in light-denim or natural (\$22); golf shirts in natural, forest green, ash green, and navy (\$18); pocket, short-sleeve t-shirts in orange, white, navy, forest green, black, red, royal, maroon, ash-gray, and heather-gray (\$9.95); 3-button long-sleeve Lee Henley in navy (\$19); sweatshirt in white, natural, black, maroon, ash-gray, heather-gray, royal, navy, and hunter green (\$17); v-neck wind shirt in black, forest-green, kelly-green, navy, maroon, purple, orange, scarlet, royal, and vegas-gold (\$40); and LA Loving Tahoe Polar fleece-lined bomber jacket in navy/heather-gray, royal/navy, forest/plum/navy, khaki/navy, black/heather-gray, red/navy, and yellow/navy (\$40).
 - 8.3 If the Staff Senate wishes, Sharon is willing to be the COSE representative for another year.
 - 8.4 They are working hard on the State Employee Recognition Week picnic that will be held in September 2000.
 - 8.5 The puzzle and book drive went well. Not as well as the past year. Reminder: if you have anything to donate, please let Sharon know.
9. **POLICY COORDINATION COMMITTEE–PCC: (Allyn Kostecki)** No report.
10. **ADVISOR COMMENTS**
 - 10.1 Dining Services and the Varsity Mart have been moved under Dr. George Wallman, Vice President of Student Affairs. The move is not unusual, many other universities have a similar structure and it frees up time for Dick Rayl, Vice President for Business and Finance, to work on special projects like the Technology Park."
 - 10.2 Tuition Wavers: If the tuition waver is just for Higher Education, it does not have to go before the Legislature. The final approval can come from the Board of Higher Education.
11. **OLD BUSINESS:** None



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12. NEW BUSINESS

- 12.1 Tuition Wavers:** Jobey Lichtblau made a motion for the Staff Senate to set up an ad hoc committee to look into tuition wavers, in particular, if a university employee is not using their tuition waver for the current semester, can an immediate family member use it. Susan Bornsen seconded the motion. Motion approved.

No further new business was introduced.

Meeting adjourned.

Respectfully Submitted:

Tammie S. Reger
Secretary



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Attachment to the Minutes from the May 10, 2000 Meeting

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NDSU Staff Senate Program Subcommittee Year End Report

Committee Members:

Lori Bakken--Chair 1-8392
lbakken@badlands.nodak.edu

Darlene Kirchoffner--Co-Chair 1-9947

Sheri Anderson 1-8114
sheande@badlands.nodak.edu

Sharon Morgan 1-7739
smorgan@ndsuext.nodak.edu

Killian Ottman 1-9529
ottman@badlands.nodak.edu

Report covers July of 1999 through May of 2000

Several meetings were held fifteen minutes before the start of the monthly senate meeting and also contact by phone. Following is a list of each month and the people who presented each program.

July 1999: Liz Christenson, Sherri Smith and Teresa Helfter-Glover from the new "Alumni Center" gave a very informative and interesting presentation on the center. Information on the rooms available and who can use them. Information was handed out to each senate member and they were encouraged to tell people about the center.

August 1999: Tim Lee campus Police Chief from the Physical Plant handed out traffic rules and talked about the proposed parking lots and the raise in the parking fees. Several questions were asked but most felt the fee was not too high.

September 1999: Dr. Chapman, the new president of NDSU gave a talk about his move from Montana and how his family had worked their summer vacation into the move. Dr. Chapman said how glad he and his family were to be in Fargo and how they were looking forward to being at NDSU.

October 1999: Sandy Holbrook, Director of the Office of Equal Opportunity at NDSU spoke to the staff senate on sexual harassment and how it can affect people.

November 1999: United Blood Services Community Relations Rep., Pat Cossettee, and J.B. Gaskens, Executive Director, gave a very interesting and informative presentation on the upcoming blood drive and also the different types of blood.



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December 1999: Handouts were given out from Donette Peterson from the office of "Risk Management" at the Physical Plant. Santa paid the Staff Senate a visit with his rendition of the "Night Before Christmas". Treats were handed out to all.

January 2000: Lyn Dorn, Women's Athletics Director at NDSU gave a very detailed and informative presentation on the proposed new multi-use facility that would be built by the Fargo Dome and used for hockey.

February 2000: John Bye, University Archivist at NDSU Library gave a presentation on "Family History and Genealogy." Dr. Bye talked about how to get started on doing a family history and the many places one could go to find out information.

March 2000: Steve Dixon, Workers Compensation/Safety and Risk Management for NDSU, spoke on how the university as a whole has decreased the number of work days lost due to injury on campus. NDSU was presented the "Outstanding Achievement Award" from N. D. Workers Compensation Board.

April 2000: Don Cary, "The Bug Man" from the NDSU Entomologist Department spoke to the staff senate on bugs and how they affect our lives.

May 2000: Elections: The Program Committee wishes to thank all who gave of their time and talent to make this past year a success.

Co-Chair, Darlene Kirchoffner



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Computer Planning and Goals Report

1. The chairperson read a letter regarding the upgrading of the modem pool. The upgrade to 216 modems will begin at the earliest in September 2000. The vendor will be chosen based on their ability to provide the best technical solution at the lowest cost. To achieve the lowest cost, ITS and Telecommunications will ask for bids from those vendors that can meet both of their needs. ITS will require 9 T1 digital circuits to support the 216 modems. Current estimates suggest the new installation will exceed the current ITS modem pool budget. Additional funds will be requested from the budget submitted in response the IT Strategic Plan required by SB 2043.
2. Phillip McClean, Department of Plant Sciences, was elected chairman for the 2000-2001 CPG term.
3. The following list of CPG accomplishments for the 1999-2000 term was created.
 - a. The committee accepted reports from the following subcommittees: Networking, Distance Access, and Clusters and Classroom Technologies. Each of these reports developed plans that highlighted key areas of computing technology that need to be addressed in immediate (one year) and near (two to three year) future.
 - b. The committee requested to the Web Advisory Board on (through the VPAA) that domain naming of NDSU WWW sites be managed in a way that protects the NDSU name and ensures the name accurately represents the activities of a WWW site.
 - c. CPG reviewed a number of surveys. These included the survey of computing activities (developed by Rich Rathge and Tim Sellnow), the Peterson Survey of campus computing facilities, and the Teaching Enhanced Learning Committee (of the NDSU University Senate) survey of classroom technology usage and needs.
 - d. The committee sent letters of appreciation to those responsible for the implementation of Web Radio netcasts of NDSU sporting events.
 - e. CPG along with TEL will lead the campus Environmental Scan and Visioning planning for the Information Technology Roundtable. The goal of the ITR planning process is to provide the campus with a vision and implementation plan for information technology at NDSU.



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- f. The committee worked with ITS on a number of policy and implementation issues. Many of these issues were identified by ITS to be of importance/interest to the NDSU computing community and brought by that organization to CPG for consideration.
- g. CPG fully endorsed the implementation of new authentication system. The committee reviewed all of the fields in the LDAP directory to consider which information is needed by the public. A recommendation was forwarded to ITS and the university attorney for consideration.
- h. CPG recommended that ITS investigate the potential use of the authentication features of Windows 2000 to control access to cluster computers. These authentication features will build on the authentication that is currently being developed by the ITS UNIX server group. No implementation would occur until Fall 2001 at the earliest.
- i. A new software upgrade policy was approved and implemented for the first time this year.
- j. A form to support requests for new class technologies was developed. This form will serve as a resource when decisions are made regarding new classroom technology purchases.
- k. CPG interacted in a number of ways with the ITS group charged with the migration of e-mail users to the new e-mail system. The committee reviewed draft release notices, identified advocates and help set schedules for public forums, and recommended means of communicating with the NDSU community.
- l. CPG reviewed a request from ITS to the Technology Fee Committee requesting funds for a new cluster in the West Dining Center and wrote a letter supporting the funding of the cluster.
- m. Based on a recommendation by the CPG Distance Access subcommittee that was endorsed by the Student Senate, President Chapman requested that ITS develop a plan to improve the quantity and quality of the NDSU modem pool. As currently designed, 216 modem lines at a speed of 56 kb/s would be installed sometime during the Fall of 2000.

Submitted by: Steve Kapaun