



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: NOVEMBER 8, 2000

APPROVED MINUTES

Reviewed and approved by the Staff Senate on December 13, 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:

January 10, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
February 14, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
March 14, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

December 27, 2000:	9:30–10:30 a.m.	Atrium Conference Room, Memorial Union
January 24, 2001:	9:30–10:30 a.m.	Atrium Conference Room, Memorial Union
February 28, 2001:	9:30–10:30 a.m.	Atrium Conference Room, Memorial Union

All broadbanded staff are encouraged to attend.



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1. MEETING CALLED TO ORDER BY ALLYN KOSTECKI, PRESIDENT.

SUBSTITUTIONS: BILL DEISSLER

Caroline Beckerleg substituted for Jeannette Hoffman-Johnson and Hedi Sather for Michael Schanzenbach.

2. REVIEW AND APPROVAL OF THE STAFF SENATE MINUTES FROM OCTOBER 11, 2000:

Bill Deissler's email address should now be William_Deissler@ndsu.nodak.edu. No further additions or corrections noted. Nem Schlecht moved to accept the minutes with the correction noted. Motion seconded by Susan Bornsen. The motion passed by unanimous vote.

3. TREASURER'S REPORT: Tammie Reger reported for Cherié Moen.

Fund 1725 (Trust Fund):\$2453.14

Fund 3746 (Appropriated Funds):\$1292.90

STAFF DEVELOPMENT TRAINING FUNDS	
FUNDS FROM:	AMOUNT PLEDGED:
President Joseph Chapman	\$350
Dick Rayle, Vice President Business & Finance	\$1,610
Dr. Craig Schnell, Vice President Academic Affairs	\$1,610
Dr. George Wallman, Vice President Student Affairs	\$1,190
Dr. Patricia Jensen, Vice President Agricultural Affairs	\$2,240
TOTAL	\$7,000

4. COMMITTEE REPORTS:

4.1 AD HOC:

PARKING: Nancy Olson-no formal committee report. Allyn Kostecki announced on behalf of Teri Thorsen that the City of Fargo asked NDSU to participate in a survey relating to employees that commute.



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ADMINISTRATIVE COMPUTING: Steve Kapaun-the Staff Senate Executive Committee requested that this committee compile a list of individuals to be involved with a Group Decision Making Center activity. This project would focus on identifying recommendations for academic computing issues. See also ATTACHMENT A-1.

TUITION WAIVERS: Language for the proposed tuition waiver policy has been sent forward to Teri Thorsen and to President Chapman. Teri Thorsen is in the process of determining what UND's policy is. We may look at combining plans to send forward for approval.

4.2 **STANDING COMMITTEES:**

LEGISLATIVE: Janine Trowbridge-a bill is in committee in regard to PERS Retirement. President Chapman is interested in our input and asked that we send our comments to committee via email.

Allyn Kostecki noted that President Chapman is looking at using this committee in a different manner than before. He may look to make this an active partner in the legislative process in Bismarck.

PROGRAM: Speakers for upcoming Staff Senate meetings are as follows:

December 13, 2000: Christmas Party; January 10, 2001: George Mahr-Winter Survival; February 14, 2001: Teri Thorsen-Salary Increases; March 14, 2001: Dr. Will Bleier-Bats; April 11, 2001: Dr. Gary Narum-Health and Wellness Center; May 9 and June 13, 2001: no speaker secured at this time.

PUBLIC RELATIONS: Nancy Mueller-a Campus Kudos award was distributed to Dr. Chapman for presenting at a previous Staff Senate meeting. Nancy Mueller nominated Bruce Frantz for a Campus Kudos award for presenting at a previous meeting. Susan Bornsen seconded. Motion carried. Nancy also nominated Barb Carew for a Campus Kudos award for writing the calligraphy on the certificates. Barb Welk seconded the motion. Motion carried. No further nominations were made.

The blood drive is set for November 15-16, 2000, in the Ballroom of the Memorial Union. There are 20 slots open on the 15th and 18 on the 16th. Last year we had 54 volunteers and at this time we have 46 signed up to donate. Nancy has posters available if anyone is interested in distributing them.

SCHOLARSHIP: Jobey Lichtblau asked that the committee meet immediately following the Staff Senate meeting. No report available at this time.



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STAFF DEVELOPMENT: Dawn Holm reported that they are planning a stress-relieving event for December using Sister Rosalind Gefre's School of Massage.

4.3 UNIVERSITY SENATE COMMITTEES:

CAMPUS SPACE & FACILITIES: There will be a presentation on November 13, 2000, at 9:30 a.m. at the Architectural Quonset/Art Building.

CPG: Steve Kapaun-Agenda items for this committee's meetings include: the campus network upgrade and the order in which that task will be accomplished; campus clusters and the cost of equipment to be purchased (need to consider support for equipment purchased); technology standards for classrooms; and timely purchase of software products to be used in classrooms to ensure adequate preparation time for instructors.

A new form is being developed (for the web) that will provide a consistent evaluation method for campus technology. The chair of CPG will make an announcement when this form is available. In addition, ITS is creating a method of documentation for equipment software purchases. See also ATTACHMENT A-1.

Nem Schlecht noted that Bonnie Neas is resigning as the ITS Director. Her last day is November 17th. She will be working with Dr. Phil Boudjouk as the Assistant Vice President for Federal Resources. Rosie Klobberdanz will be taking over as Interim Director of ITS.

ATHLETICS: No report available at this time. Allyn Kostecki noted that Bob Entzion spoke at the President's Round Table meeting about hockey issues.

LIBRARY: Report submitted by Candy Shange for Kathy Enger. The Institute for Regional Studies and NDSU Archives are still closed, but they hope to be open on Monday. A campus-wide email will go out letting everyone know when the Institute will be open. The next meeting of the University Senate Library Committee will be held on November 17, 2000, from 9:45-10:45 a.m. in the library.

Open House was held in the basement of the Library. Architecture and Interior Design students had displays for the campus and public to see. The students presented work that displayed ideas for what they thought the library should look like. There was a good turn out.



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4.4 OTHER:

COSE: Valerie Larson-see Attachment A-2.

POLICY COORDINATION: Jane Lessard-see Attachment A-3.

5. **PROGRAM:** Dr. Phil Boudjouk, Vice President for Research, Creative Activities and Technology Transfer, presented an informational overview of the NDSU Research and Technology Park.

The NDSU Research and Technology Park involves a three-year plan to build research-based facilities and according to Dr. Craig Schnell, it will “give us a new dimension and strategy to interact with industry.” The Technology Park is located between NDSU and the Fargo industrial park.

Building #1: Phoenix International will be located in a 72,000 square foot facility that is two stories high. They will be an anchor tenant and are buying the building outright.

Building #2: This building is 40,000 square feet and has two floors. It will be a non-profit facility that will house Research Administration offices and actual research labs. The building is unique in that between the first and second floors is a utility mezzanine (approximately 4’ high) that will allow major changes in working space without disruption to the primary workspace. No tax dollars will be used for construction of this building; it will be funded through research grants that enable the construction of the building to take place as soon as the money becomes available.

Building #3: This 25,000 square foot (minimum) facility will be a “Business Incubator”. It will be located close to 19th Avenue and will lease space to entrepreneurs trying to get a business off the ground. The facility will have first-rate lab space and will charge a fee for use of that space and clerical support. This facility may help us to promote many new businesses in the Fargo/Moorhead area.

Requirements for businesses located in the Technology Park are that they are high technology based and that they interact with NDSU staff, faculty and students. This Technology Park is expected to greatly promote the economic development in the Fargo/Moorhead area.

NDSU has a good history of working with companies and also has a strong record of applying academic knowledge to technology. The College of Engineering at NDSU is the largest of it’s kind between Minneapolis, Minnesota and Seattle, Washington.



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6. **ADVISOR COMMENTS:** The president has asked the Vice presidents to work with departments in their respective divisions to identify ways in which they can contribute to meeting long-term goals. These goals have been outlined in three separate documents:

NDSU's Major Themes

- It's About People
- Students are Paramount
- Leveraging Support
- Programs
- Status

The North Dakota University System's Six-Year Plan

- Education Excellence
- Access
- Relevant Programs
- Leadership in Research
- Learning Environment
- Public Confidence
- Cooperation

Roundtable Report for the North Dakota Legislative Council

- Economic Development Connection
- Education Excellence
- Flexible and Responsive System
- Accessible System
- Funding and Rewards
- Sustaining the Vision

The integration of these three documents will outline goals and strategies for the future. Two of these documents are on the Web at:

NDSU's Themes:

<http://www.ndsu.nodak.edu/ndsu/administration/president/chapman/address/>

Roundtable:

<http://www.ndus.nodak.edu/reports/details.asp?id=332>

Hard copies of any of the three documents can be viewed at the Office of Human Resources.



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7. **OLD BUSINESS:** None

8. **NEW BUSINESS:** None

Tammie Reger motioned to adjourn the meeting. Janine Trowbridge seconded the motion. Motion carried.

Respectfully Submitted:

A handwritten signature in black ink that reads 'Tammie S. Reger'.

Tammie S. Reger, Secretary

PLEASE CIRCULATE



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STAFF SENATE – ADMINISTRATIVE COMPUTING AND CPG REPORTS

NOVEMBER 8, 2000

SUBMITTED BY: STEVE KAPAUN

Ad Hoc Administrative Computing Committee Report

I have made initial inquiries regarding the use of the GDC (Group Decision Center) for the purpose of identifying the criteria for a committee dealing with business computing issues. Also, Allyn Kostecki has extended an invitation to the CPG (Computer Planning and Goals Committee) chairperson to discuss the issue with the Staff Senate Executive Committee.

CPG Report

A list has been established that identifies the priority buildings to receive network upgrades. Rosi Kloberdanz reviewed the CPG Cluster and Classroom Technology Subcommittee report. This included: a. Procedures should be implemented to ensure that as equipment is purchased long-term hardware and software support of that equipment is also considered; b. Where appropriate CPG should work with ITS to develop standards for classroom technology; c. Software licenses should be secured early enough for new versions of software so that instructors can learn that software before using it in the classroom; and d. Along with ITS, the CPG Cluster and Classroom Technology Subcommittee will review the ordered list of rooms from which ITS will solicit funds for a technology upgrade.

The WWW User Needs subcommittee approved the following goals: Values The WWW facilitates NDSU community building and growth. Goal NDSU should empower ALL NDSU constituents to develop, provide and retrieve web content. Support and access mechanisms should be available from anywhere, anytime.

Rationale.

Over the next three years, computing will move from desktops to the web. Applications and data will reside on the web, and desktops will become display devices (thin clients). Communities will exist on the web. NDSU should provide user level support to help all constituents (student, staff, faculty and others) to become contributing members of these communities, not just passive receptors of information.



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STAFF SENATE - COSE COMMITTEE REPORT

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SUBMITTED BY: VALERIE LARSON

COSE met in Bismarck on October 19, 2000.

COSE is getting closer to having a web site, they are hoping to have it up and running the next few months.

We are waiting until Governor Elect Hoeven takes office to update the COSE Executive order.

A reminder that clothing items are available all year round. Contact Sharon Morgan (1-7739) or Valerie Larson (1-8882) if you have any questions.

We were informed that UND Staff Senate entered a float in their Homecoming parade and received first place!

COSE members will be selling "COSE for Parker" buttons to help raise some money for Parker Sebens, the little 3-year old boy who lost his arms in a farming accident in September. Parker's mom is a state employee working at the Veteran's Home in Lisbon. Other State Employees have given leave time so she can stay out with him until February 2001, so it was decided, as a board, to help in this manner. The proceeds will go toward Parker's treatment and future rehabilitation needs. Contact Sharon or Valerie for further information. The cost for each button is \$1.00 or whatever contribution you would like to make.

Our next meeting will be in Bismarck at the old Governor's mansion on January 17, 2001. We are hoping to have Governor Hoeven meet with us.



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STAFF SENATE - POLICY COORDINATION COMMITTEE REPORT

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SUBMITTED BY: JANE LESSARD

REVIEW OF STAFF EMPLOYEE DEFINITIONS PROVIDED BY JANE LESSARD:

SECTION 101: PERSONNEL DEFINITIONS

SOURCE: SBHE Policy Manual, Sections 605.1 and 606.1
NDUS Human Resource Policy Manual
NDSU President

1. CLASSIFICATION STATUS

1.1 Staff Employee

A person in a position covered by the North Dakota University System Broadbanding System.

1.2 Non-Banded Employee

1.2.1 Academic Staff

Faculty (instructor, assistant, associate or full professor), lecturers, graduate teaching assistants and coaches.

1.2.2 Other Non-Banded

Staff excluded from broadbanding by Board rule: president, executive deans, vice presidents and officers of the institution or those holding positions the institution president has excluded by designation.

2. EMPLOYMENT STATUS

2.1 Regular Employee

A *staff employee*, who satisfactorily completes a probationary period, *or a non-banded employee*, who is employed at least seventeen and one-half hours per week and at least five months each year.

2.1.1 Full-Time Employee

A person employed on a regular basis for a minimum of 40 hours per week.

2.1.2 Part-time Employee

A person employed on a regular basis for less than 40 hours per week.

2.2 Temporary Employee

A person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than 17.5 hours per week *or less than five months per year. (This includes graduate assistants and student employees whose employment is incidental to their student status).*

2.2.1 A seasonal position is one in which a person works less than eight months per year during an institutionally designated "season", such as the agricultural growing season. A seasonal employee must be terminated at the end of the institutionally recognized season, but may be re-hired for a future season although there is no guarantee of re-employment.

2.2.2 When a temporary employee (excluding graduate assistants and student employees) is changed to regular status, credit will be given for the employee's prior length of service for the purpose of determining annual leave accrual rates.



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3. OVERTIME ELIGIBILITY STATUS

3.1 **Nonexempt Employee**

Those employees serving in positions covered by the Fair Labor Standards Act who are eligible for overtime pay or compensatory time off. Generally those employees in bands 4000 through 7999 are included in this group.

3.2 **Exempt Employee**

Those employees serving in positions exempt from the overtime pay and compensatory time off provisions of the Fair Labor Standards Act because their administrative, professional or managerial responsibilities meet the exemption requirements of the Act. Generally this includes employees in bands 1000 through 3999.

HISTORY: July 1990; Amended April 1996; August 1997; August 1998; July 1999; December 1999