



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: MAY 9, 2001

APPROVED MINUTES

PLEASE CIRCULATE

Reviewed and approval by the Staff Senate Executive Committee on May 23, 2001.

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:

June 13, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
July 11, 2001:	9:30–10:30 a.m.	Loftsgard 380
August 8, 2001:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

May 23, 2001:	9:30–10:30 a.m.	Badlands (365), Memorial Union
June 27, 2001:	9:30–10:30 a.m.	Badlands (365), Memorial Union
July 25, 2001:	9:30–10:30 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.



NDSU STAFF SENATE

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1. **Meeting called to order:** Allyn Kostecki called the meeting to order and introduced himself to the new senators. He welcomed all in attendance and offered a special thank you to all retiring senators for their hard work and dedication.

Substitutions: Sandy Scott substituted for Dawn Holm and Carolyn Flink represented Darlene Jenson.

2. **Review and approval of the Staff Senate Minutes from April 11, 2001:** No additions or corrections were noted. Susan Bornsen moved that the minutes be approved as written. Dan Chihos seconded the motion. Motion carried by unanimous vote.

3. **Treasurer's Report** (Nancy Mueller):

Fund 1725:.....\$2,743.69

Fund 3746:.....\$204.74

4. **Program:** Election of Officers and Representatives

Certification of new senators: Note in the records that Paul Johnson needs to be added to the list for the 7000 band. Char Kuss moved to ratify the election. Janine Trowbridge seconded the motion. The motion passed by unanimous vote.

Char Kuss moved to destroy the ballots. Linette Knoll seconded the motion. No further discussion ensued and the motion passed by unanimous vote.

Note: There are still four vacancies in the 7000 band that need to be filled during the course of the upcoming year.

Staff Senate Election Committee 2001 – Final Report: See Attachment A.

Election of Officers and Representatives:

President Elect: A nomination was received prior to the meeting for Nancy Mueller. Allyn asked for any other nominations. Susan Bornsen was nominated. No further nominations were presented. Mary Bergstrom moved to close nominations. Janine Trowbridge seconded the motion. The motion carried by unanimous vote. A short review for each candidate was given and Allyn Kostecki called for the vote.

Ballots were distributed, collected, and tallied. Nancy Mueller was elected the new President Elect for 2001-2002.



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Election of Officers and Representatives continued:

Secretary: Allyn Kostecki called for nominations from the floor for the position of Secretary. Tammie Reger was nominated for this position but respectfully declined in order to pursue educational goals. Candy Skauge was nominated and accepted. No further nominations were presented. Dan Chihos moved to cast a unanimous ballot to accept Candy Skauge to hold position of secretary. Cherié Moen seconded the motion. Motion carried by unanimous vote. Candy Skauge will serve as the new Secretary for 2001-2002.

Treasurer: No nominations were received prior to the meeting. Sandy Erickson volunteered to serve as Treasurer. Michael Schanzenbach and Barb Welk were nominated from the floor and both accepted the nominations. Paul Johnson moved to cease further nominations. Susan Bornsen seconded the motion. Motion carried by unanimous vote.

A short review for each candidate was given and Allyn Kostecki called for the vote. Ballots were distributed, collected, and tallied. Michael Schanzenbach was elected the new Treasurer for 2001-2002.

Membership Officer: A nomination was received prior to the meeting for Bill Deissler to continue in this position. Allyn asked for any other nominations. Linette Knoll was nominated. No further nominations were presented. Barb Binde moved to close nominations. Dan Chihos seconded the motion. The motion carried by unanimous vote. A short review for each candidate was given and Allyn Kostecki called for the vote.

A short review for each candidate was given and Allyn Kostecki called for the vote. Ballots were distributed, collected, and tallied. Bill Deissler was reelected to the position of Membership Officer for 2001-2002.

Member(s) at Large (3): A nomination was received prior to the meeting for Janine Trowbridge to continue in this position. Allyn asked for any other nominations. Char Kuss and Linette Knoll were also nominated. No further nominations were presented. Barb Binde moved to close nominations and cast a unanimous ballot for all three candidates nominated. Paul Johnson seconded the motion. The motion carried by unanimous vote. Janine Trowbridge, Char Kuss, and Linette Knoll will serve as the three new Members at Large for 2001-2002.

Member(s) at Large (3) for University Senate: These additional positions need to be filled. These individuals are voting member on the University Senate. A brief description of duties was provided. An additional note was made that these three elected people do not serve on University Senate committees.



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Election of Officers and Representatives continued:

Steve Kapaun received a prior nomination for this position. He is out of state today but indicated that he would accept the nomination. Other nominations for this position included: Audrey Olson, Jana Mausolf-Stoskopf, and Susan Bornsen. No further nominations were made. Mary Bergstrom moved to close nominations. Barb Binde seconded the motion. Motion carried by unanimous vote.

Ballots were distributed, collected, and tallied. The senate membership was instructed to vote for three individuals. Audrey Olson, Susan Bornsen, and Steve Kapaun were elected to serve as Member(s) at Large for the University Senate for 2001-2002.

Campus Space and Facilities (University Senate): A nomination was received prior to the meeting for Randy Hittmann. Allyn asked for any other nominations. Jana Mausolf-Stoskopf was also nominated. No further nominations were presented. Susan Bornsen moved to close nominations. Linette Knoll seconded the motion. The motion carried by unanimous vote.

Ballots were distributed, collected, and tallied. Randy Hittman was elected to serve as the Staff Senate's representative for Campus Space and Facilities for 2001-2002.

Computer Planning and Goals (1 representative and 1 alternate):

Nominations received prior to the meeting for Steve Kapaun and Dan Chihos were noted. No further nominations were submitted. Randy Hittman moved to close nominations. Sue Geising seconded the motion.

Dan Chihos noted that Steve Kapaun served as the representative last year and that he was the alternate. He supported that the same positions carry forward into the coming year. Paul Johnson moved that a unanimous ballot be cast for Steve Kapaun and Dan Chihos and that the position of representative and alternate continue in the same manner as last year. The motion passed by unanimous vote. No ballots were required. Steve Kapaun will serve as the representative for CPG and Dan Chihos will serve as the alternate for 2001-2002.

University Athletics (1 representative): Tammie Reger volunteered to continue serving on the committee and Barb Binde was also nominated. Allyn called for any additional nominations. No further nominations were placed. Dan Chihos moved to close nominations and Mary Bergstrom seconded the motion.

Ballots were distributed, collected, and tallied. Barb Binde was elected to serve as the Staff Senate's representative for University Athletics for 2001-2002.



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Election of Officers and Representatives continued:

Library: No nominations were received prior to the meeting. A nomination was received for Kathy Enger. No further nominations were brought forward. Michael Schanzenbach moved that a unanimous ballot be cast for Kathy Enger. Dan Chihos seconded the motion. The motion carried by unanimous vote. Kathy Enger will continue to serve as the Library representative for 2001-2002.

Employee Recognition Award Committee (need 1 member from 4000 band and 1 from the 6000 band): A nomination was made for Michael Schanzenbach for the 4000 band. Michael respectfully declined the nomination. Allyn requested further nominations. The following individuals were nominated in the 4000 band: Kim Lammers, Jill Langston, and Letha Catanach.

Randy Hittman moved that nominations cease for the 4000 band. Mary Bergstrom seconded the motion. The motion carried by unanimous vote.

Ballots were distributed, collected, and tallied. Jill Langston was elected to serve as the Staff Senate's representative for 4000 band of the Employee Recognition Award Committee for 2001-2002.

Mike Tracy was nominated as a representative of the 6000 band. No further nominations were made. Dan Chihos moved that a unanimous ballot be cast for Mike Tracy in the 6000 category. Susan Bornsen seconded the motion. The motion carried by unanimous vote. Mike Tracy will serve as the Staff Senate's representative for 6000 band of the Employee Recognition Award Committee for 2001-2002.

5. Committee Reports:

5.1 Ad Hoc:

Parking (Dan Chihos for Nancy Olson): The committee has seen reports from both staff and student surveys. Nancy Olson has a full report of those results. Parking has been an issue for almost everyone on campus. The price has increased and NDSU's cost is not considered high in relation to others in the Fargo area or in the region. The committee continues to visit with Tim Lee about general parking issues and the idea of a parking ramp on the east side of campus. Studies will continue in relation to parking issues for both students and staff. See Nancy Olson if you would like further information.

5.2 Standing:

Election (Char Kuss): See Attachment A.

Legislative (Janine Trowbridge): See Attachment B.



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Program (Darlene Kirchoffner): A welcome was extended to all new members and congratulations to all new officers. A review was provided for all programs presented this past year and a special thank you noted for all who presented information to the Staff Senate. Darlene thanked the organization for the opportunity to serve on the committee.

Public Relations (Nancy Mueller): A total of ten Kampus Kudos were handed out throughout the past eight months. A blood drive was held in May and a dunk tank in November with the proceeds going to the United Way. Most correspondence for those activities transpired using email.

Scholarship (Jobey Lichtblau): Jobey welcomed all new Staff Senators and encouraged everyone to not be afraid to get involved! The committee made scholarship applications available on-line. The forms were easy for people to complete and the process went smoothly. If the Scholarship Committee for 2001-2002 is interested, it may be activated again for the application process. The Scholarship Committee congratulates the following individuals who received awards for 2001:

Staff \$100 Scholarships: Merideth Sherlin, Office of Admissions and Jaclyn L. Davis Walette, Native American Pharmacy Program, and Aaron Bergstrom, Plant Sciences.

Children of Staff \$500 Scholarships: Karla Radke, daughter of Lucy and Rudy Radke of the Ag Experiment Research Station; Melissa Montgomery, daughter of Betty Montgomery of the Carrington Research Extension; and Stephanie Kelly, daughter of Jean Kelly, Apparel, Textiles & Interior Design.

A thank you note from Merideth Sherlin, scholarship recipient, was read at the meeting. Jobey offered a special thank you to all committee members for their hard work. He felt this was a great committee to be involved in.

Staff Development and Small Grant (Sandy Scott for Dawn Holm): The committee reported that \$5,390.00 was received from the following individuals/departments for the 2000-2001 year: President Joseph Chapman, Vice President Dick Rayl, Vice President George Wallman, Vice President Patricia Jensen, and Vice President Craig Schnell. The following programs and classes were implemented during the year: 2001 Health Odyssey (\$1309.88); Sister Rosalind Gefre School of Professional Massage (\$900.00); and Access classes and manuals (\$750.00).



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5.3 University Senate

University Athletics (Tammie Reger): See Attachment C.

Library (Candy Skauge for Kathy Enger): Last week the area contractors and architect did a walk through in the basement. The bids are supposed to be in by the end of this week. Hopefully the work on the basement will be started by the end of May.

5.4 Other:

Council of State Employees – COSE (Valerie Larson): They met in Grafton on April 19, 2001, and received a great tour of the Development Center. The COSE newsletter is out. If you know of anyone who didn't receive one, please notify Valerie Larson to add the name(s) to the list. Valerie Larson is scheduled to serve on COSE until December 2003 and Sharon Morgan until December 2002.

6. **Advisor Comments** (Teri Thorsen): Teri noted that salary guidelines have been sent out to all department heads. The \$35 across-the-board raise was approved with additional 2% and 3% pools also approved. They have asked for the authority to put salary information and guidelines on the web page so that individuals may have access to the information. No permission has been granted yet. Due to the legislature running so late, salary/employment letters may not be available as of July 1.

7. Other Old Business:

Tuition waiver: Allyn Kostecki noted that the tuition waiver for staff and faculty that was not passed by legislation was not the one that the Staff Senate had proposed. Our proposal is at the State Board of Higher Education for review. The Chancellor's Office asked that it not be legislative business. The tuition waiver proposal sent forward by the Staff Senate asks that we take our current tuition waiver (each employee may have tuition waived for up to 3 classes per year) and extends that benefit to the employee's spouse and/or dependent children. The President is supportive of the proposal. If approved, the proposal will transfer to all participants within the NDUS system. Currently, self-supporting classes are not covered under that plan.

8. Other New Business and announcements:

Allyn provided a view of the committees for Staff Senate on the overhead projector. Each senator serves on a committee. Returning senators may continue on the same committees as last year. New senators may review the committees and choose which one they wish to serve on. Allyn will be sending an email that will address the process of committee selection. New senators are asked to provide a first, second, and third choice in the email response.



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8. Other New Business and announcements continued:

Any senators present who need to be added to the Staff Senate listserv, please see Bill Deissler to have your name added.

Bill Deissler moved to have all remaining ballots destroyed from the elections. Dan Chihos seconded that motion. The motion carried by unanimous vote.

Allyn Kostecki again offered his congratulations to all new and returning senators and a special thank you to the retiring senators. He shared that President Chapman values the contribution provided by the Staff Senate.

Jane Lessard was not in attendance at this meeting. She is the President for the 2001-2002 year. In her absence, Allyn turned the meeting over to President Elect, Nancy Mueller.

Dan Chihos offered his thank-you and appreciation of the efforts made by Allyn Kostecki serving in the role as president of the Staff Senate during the 2000-2001 year.

President Elect, Nancy Mueller, called for any new business.

Teri Thorsen noted that department heads have been directed to submit salary recommendations by May 21, 2001. These recommendations need to be approved by the board. It may be after July 1 before the notification letters go out.

No further business was introduced. Dan Chihos moved to adjourn the meeting. Sandy Erickson seconded the motion. The motion carried by unanimous vote and the meeting was adjourned.

Respectfully Submitted:

A handwritten signature in black ink, reading 'Tammie S. Reger'.

Tammie S. Reger, Secretary



NDSU STAFF SENATE

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STAFF SENATE – ELECTION COMMITTEE REPORT

May 9, 2001

SUBMITTED BY: CHAR KUSS

March 26 marked the beginning of electronic balloting for the purpose of electing staff senators. Nominees were accepted through April 13 with the actual voting taking place the week of April 16. The results of the election are as follows:

STAFF SENATE MEMBERSHIP FOR 2001-2002 (as of May 2, 2001)

57 Senators total

(21 in 1000/3000, 10 in 4000, 14 in 5000, 2 in 6000, and 10 in 7000 bands)

Administrative, Managerial, Professional: 1000/3000

Carolyn Beckerleg	2001-2002
Mary Bergstrom	2001-2002
Dan Chihos	1999, 2000, 2001, 2002
Leonard Cook	2001-2002
Bill Deissler	2000, 2001
William Diamanti	2001-2002
Tracy Ekeren	2001-2002
Kathy Enger	2000, 2001
Gina Haugen	2001, 2002
Steve Kapaun	1999, 2000, 2001, 2002
Rhonda Kitch	2001, 2002
Allyn Kostecki	1996, 1997, 1998, 1999, 2000, 2001
Cindy Kozojed	2000, 2001
Linda Krogen-Brandt	2001, 2002
Brad Lasser	2001, 2002
Janna Mausolf-Stoskopf	2001, 2002
Kris Ottem	2000, 2001
Nem Schlecht	2000, 2001
Elizabeth Smith	2000, 2001
Kara Stack	2001, 2002
Janet Stringer	2000, 2001

Technical and Paraprofessional: 4000

Barb Bind	2001, 2002
Susan Bornsen	2000, 2001
Letha Cattanach	2001, 2002
Kimberly Lammers	2000, 2001
Jill Langston	2001, 2002
Jane Lessard	2000, 2001
Kimberly Miller	2000, 2001
Cherié Moen	2000, 2001
Tammie Reger	2000, 2001
Michael Schanzenbach	2000, 2001

Office Support: 5000

Peggy Cossette	2000, 2001
Sandy Erickson	1999, 2000, 2001, 2002
Sharon Fangsrud	2001, 2002
Linette Knoll	2001, 2002
Char Kuss	1999, 2000, 2001, 2002
Valerie Larson	1999, 2000, 2001, 2002
Lori Lee	2001, 2002
Jeannie Lopez	2000, 2001
Nancy Mueller	1999, 2000, 2001, 2002
Audrey Olson	2001, 2002
Candy Skauge	2001, 2002
Janine Trowbridge	2000, 2001
Diana Wangler	2001, 2002
Barbara Welk	2000, 2001

Crafts/Trades: 6000

Bob Peterson	2000, 2001
Mike Tracy	2001, 2002

Services: 7000

Sue Geising	2001, 2002
Randy Hittman	2001, 2002
Darlene Jensen	2001, 2002
Teresa Nelson	2001, 2002
Craig Westin	2001, 2002
Paul R. Johnson	2001, 2002
Vacant	
Vacant	
Vacant	
Vacant	

**STAFF SENATE – LEGISLATIVE COMMITTEE YEAR-END REPORT****MAY 9, 2001****SUBMITTED BY: JANINE TROWBRIDGE**

It has been a very productive year for NDSU during this years' legislative session. NDSU was fortunate to receive appropriated funds and has been granted permission to raise additional funding for necessary renovation projects on campus. You will see work at Minard Hall, Robinson Hall, F Court and Sudro Hall. \$7.6M has been appropriated for a new state-wide computer system.

For state employees the 3%/2% increase is in place for the next biennium. Excess funds from the Life Insurance fund will be distributed to pay down the cost of state employee health insurance and the Benefit Multiplier increased from 1.89% to 2%.

As first time committee members, we found this to be an exciting and educating experience. It was especially rewarding to have had the opportunity to work with Keith Bjerke. Our weekly meetings with Keith kept our senate informed of the latest events in Bismarck and provided Keith an opportunity to receive feedback and reactions from staff on legislative issues. We certainly hope that this relationship with the President's office will continue in the future.

HB 1099 Reallocation of Excess Funds From Life Insurance

Relating to state retirement board authority over excess uniform group insurance program funds; relating to the definition of eligible employee, retiree eligibility for the group health insurance program and retiree health benefits, and excess funds and confidentiality of records under the uniform group insurance program; and to provide a transfer. **Signed by Governor, filed with Secretary of State.**

HB 1015 Employee Compensation Adjustments

Relating to state employee compensation adjustments. **Signed by Governor, filed with Secretary of State.**

HB 1216 Wald Grande

Relating to participation in the defined contribution retirement plan. **Signed by the Governor.**

HB 1217 Wald Grande

Relating to eligibility to participate in the defined contribution retirement plan. **Failed to pass the Senate.**

HB 1435 Anti-Affirmative Action

A BILL for an Act to provide for a prohibition on discrimination and preferential treatment by the state.
Conference committee dissolved, no further action.

SB 2003 NDUS Appropriations/Salary Bill

(At the request of the Governor) A BILL for an Act to provide an appropriation for defraying the expenses of the North Dakota university system; and to declare an emergency. This bill was amended to include provisions from SB2037 (tuition income) and 2038(block grants). **Sent to Governor.**

SB 2023 Appropriation for Capital Projects



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STAFF SENATE – LEGISLATIVE COMMITTEE YEAR-END REPORT CONTINUED:

(At the request of the Governor) A BILL for an Act to provide an appropriation for capital projects of various state departments and institutions; to provide an appropriation for state facility energy improvement capital projects of various state departments and institutions; to authorize the industrial commission to issue and sell bonds for capital projects; to provide an appropriation; and to declare an emergency. **Signed by Governor, filed with Secretary of State.**

SB 2039 SBHE to Approve Construction

Relating to legislative approval of capital improvement projects financed by donations, gifts, grants, and bequests. **Signed by Governor, filed with Secretary of State.**

SB 2040 Removes NDUS from reports by OMB on Bonuses

Relating to reports to the budget section of the legislative council of irregularities noted in fiscal practices of state agencies and institutions. **Failed to pass the House.**

SB 2041 Higher Ed Roundtable Strategic Planning

Relating to the North Dakota university system; relating to the higher education system strategic plan. **Signed by Governor, filed with Secretary of State.**

SB 2042 Relating to the powers and duties of the state board of higher education and several other state agencies. **Signed by Governor, filed with Secretary of State.**

SB 2082 Increases Benefit Multiplier From 1.89 to 2.00 %

Relating to purchase of service credit under the public employees retirement system; relating to funding of administrative expenses of the deferred compensation plan, computation of benefits, determination of normal retirement date, beneficiary designations, cost of credit purchases, postretirement adjustments, prior service retiree adjustments, confidentiality of records, and deferred compensation under the public employees retirement system; relating to prior service retiree adjustments under the public employees retirement system; and to provide an effective date. **Amended bill signed by the President of the Senate.**

**STAFF SENATE – UNIVERSITY ATHLETICS****MAY 9, 2001****SUBMITTED BY: TAMMIE REGER**

The University Athletics Committee met on April 23, 2001. Welcomed guest, Mr. Troy Goergen, Assistant Athletic Director for Marketing, Promotions and Licensing.

Constitution & Bylaw Revision

The changes previously distributed were reviewed. An additional change to Bylaw V, Section 2 was discussed. All revisions were approved.

Athletic Director Search

Two candidates, Joel Erdmann and Gene Taylor, have already interviewed. Al Molde will interview this week. Strengths and weaknesses of each candidate will be presented to President Chapman on April 30. All candidates were impressed with the NDSU's search process.

Men's Basketball Staff Changes

Tim Miles accepted head coach position. Todd Koering and Craig Smith accepted assistant coach positions.

Student-Athlete Council Action

Student-athletes helped with flood and other community projects. A Sports Commission is being formed to interface with Student Government in fostering school spirit. A representative for the UAC will be elected in the fall.

Schedules for 2001-02

Al Fischer & Tim Riley will prepare report of classes missed, by sport, due to travel and competition and a report will be presented to UAC.

Marketing Plan for Athletics

Troy Goergen reviewed the purpose and strategic analysis of the athletic marketing and promotions department. Discussed the need to increase exposure of national championships and honors. (e.g. Wrestling National Champs visit White House). The new athletic director's focus will include customer feedback and surveys.

Student Finance Commission

Additional funding was awarded to athletics for 2001-02.

Student Seating

Student Government requested Section 17 at the Fargo Dome for student seating for football. Section 17 is comprised of Team Maker and season ticket holder seating and the financial impact of moving these groups would not have been off-set by the increase in funding from the Finance Commission. Currently students have all of sections 13-16; will add bottom half of sections 10, 11 and 12 amounting to an additional 1200 seats. In sell-out situations, students will receive all of sections 10 and 11. Thunder Alley is proposed for student section to promote school spirit.

Future Meetings

To be set for September, December, February and April.