



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: NOVEMBER 14, 2001

APPROVED MINUTES

Reviewed and approved by the Executive Committee on November 28, 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:

November 14, 2001:	9:30 - 10:30 a.m.	Prairie Rose Room, Memorial Union
December 12, 2001:	9:30 – 10:30 a.m.	Prairie Rose Room, Memorial Union
January 9, 2002:	9:30 – 10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

November 28, 2001:	9:30–10:30 a.m.	Badlands (365), Memorial Union
December 26, 2001:	9:30–10:30 a.m.	Badlands (365), Memorial Union
January 23, 2002:	9:30–10:30 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.



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1. **Meeting called to order:** The meeting was called to order by Jane Lessard.
Substitutions: (Bill Deissler) Roger Erber for Leonard Cook and Shelly Swandal for Linette Knoll.
2. **Program:** Kara Stack, Assistant Director Campus Relations talked to us about MU Breaks, formerly known as Skills Warehouse.

The traditional courses that were being offered have changed. Kara had handouts showing this fall semester's schedule and possible classes scheduled for spring semester.

Student activity fees and registration fees fund MU Breaks; through their support students and their spouses get a discount when taking classes. Some of the classes are available to staff, faculty, and their spouses like water aerobics.

MU Breaks offer trips: day trips, ski trips, trips to the Mall of America, etc. Some samples of classes have gotten favorable responses are: water aerobics, rifle and pistol marksmanship, and Tuesday night bowling league.

A tentative sample of classes offered next semester are: water aerobics, fly fishing, skiing, karate, massage, juggling, rock climbing, Move Over Miss Manners and many more. Registration for spring classes will be January 23rd & 24th in the Alumni Lounge from 10:00 AM to 2:00 PM.

Anyone interested in teaching a class, or if they have a skill they would like to share, contact MU Breaks.

3. **Review and approval of the Staff Senate Minutes from October 10, 2001:** No additions or corrections were noted. Minutes were approved.
4. **Treasurer's Report:** Before committing funds, please consult with Treasurer Mike Schanzenbach (1-7545, mschanze@gwmail.nodak.edu) or President Jane Lessard (1-7828, jlessard@gwmail.nodak.edu).

Mike handed out printouts showing the funds we've received, where the money comes from and how we are funded.

Staff Development solicits money from the Vice Presidents. The money we receive is based on the number of employees in their departments. The money received from the Vice Presidents goes into the Appropriated fund (3746).

The Projects fund (1725) is used for such things as hiring someone to update and maintain the web page. The President and Vice President for Agricultural Affairs contribute to this fund.

Expenses totaling \$658.03 were deducted from the Appropriated fund leaving the following balances:



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Fund 1725:.....\$5,263.69

Fund 3746:.....\$5,231.97

5. Staff Senate Committee Reports:

By-laws (Nem Schlecht): No report

Election (Allyn Kostecki): The 7000 category has 4 empty places.

Legislative (Jana Mausolf-Stoskopf): The committee met for the first time on October 30th. They had a follow up on the round table report.

There was discussion on last year's proposal regarding the transfer credits of the tuition waiver. An idea was raised with Dr. Chapman and discussed on allowing employees to use release time, which is currently offered to take a class, for the health center instead of classes.

There were discussions on long-term goals for NDUS and on funding for capital improvements. There was discussion regarding economic incentive programs. Corporate entities will work with public entities and collaborate to get growth in ND.

The Higher Education Committee toured several facilities on campus including Sudro, Minard, Ceres, Memorial Union, Library, Animal Research, the Research Park, and what use to be Northern School Supply's building.

Program (Kim Lammers): President Chapman will be our guest speaker and the NDSU Jazz Combo will be performing.

Public relations (Peg Cossette): Janine Trowbridge located a work study student to work on the Staff Senate website. He will maintain and design a new web page – we want our web site to mirror NDSU's site.

Sharon is working on changes to the Staff Senate web page for Campus Kudos nominations. Sharon will meet with Janine and Chris to set something up.

Scholarship (Valerie Larson): No report.

Staff Development/Small Grant (Caroline Beckerleg) The blood drive is scheduled for December 10th. Massage therapy is scheduled for December 19th, there will be an exercise plan in January and debt management in February.

Executive Committee (Jane Lessard): No report

6. University Senate Committees



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Ad Hoc: Review of Internal Hiring Process (Janine Trowbridge): A series of questions were presented to UND, Meritcare, Noridian (BC/BS), MiSU, MSUM and NDSCS. These organizations have been successful implementing internal hiring procedures.

We have drawn the following conclusions:

NDSU Staff Senate should recommend NDSU adopt formal internal hiring procedures.

Input from NDSU Staff Senate and the Staff Senate Executive Committee is necessary while the AdHoc committee is drafting a proposal.

The draft will be forwarded to Sandra Holbrook for review.

The final proposal will be forwarded to President Chapman.

Some concerns we have identified:

What resistance will we experience from supervisors who prefer to open positions externally without regard to any internal process? Could be supervisors are rejecting an internal search because they wait too long to start looking.

How can we sell our proposal to these supervisors? Could become mandatory for supervisors to do ten working days external searches or could use the first five days internally and then five days outside.

How do we announce these positions internally and reach the maximum number of internal employees? Which is better, the Human Resources website or Staff listserv or a combination of both?

We would like for all of Staff Senate to consider NDSU's hiring process and forward any input, questions or concerns to our committee. We will consider you concerns as we are drafting the proposal.

(janine.trowbridge@ndsu.nodak.edu)

Campus Space and Facilities (Randy Hittman): The engineering civil/ engineering building will be getting a sculpture. The sculpture consists of beams constructed in different ways for students to study. There won't be a walkway leading to it; hopefully the limited access will result in no graffiti and people climbing on it.

The Nelson Health Center has been remodeled and now contains two classrooms.

The Research Park is close to completion and will be occupied by Polymers and Coatings and other tenants.



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A major steam tunnel excavation is currently in progress on the south end of campus.

Architects have been hired to begin the Minard addition. F Court is scheduled to be done in June.

The old Northern School Supply building is being considered for use by Architecture.

NDSU continues to look at becoming a Division I University. The national Volleyball Tournament is scheduled for November 15th – 17th.

The Wellness Center currently has 4000 students using it and 100 staff.

Computer Planning and Goals (Steve Kapaun): ERP (Enterprise Resource Planning or Package)

The NDUS CIO announced the steering committee will get back to evaluating the RFP without MGP (Microsoft Great Plains) being considered as an applications vendor for the ERP project, although MGP is still involved with the underlying platform decision.

Meetings are being held this week to define selection and implementation criteria. Grant Crawford, NDUS Chief Information Officer, believes it's unlikely a vendor will be selected before Christmas and implementation before April is unlikely.

The ERP project is to be designed to create an integrated information (computer) system for the state. This system will serve State Government, K-12 schools and Higher Ed.

MGP did not already have the existing software suitable for the ERP but was interested in creating one and needed a little time to put one together. The process was paused to allow MGP to submit a bid for the project.

CPG has created an ERP taskforce to develop scenarios to test the proposed ERP applications.

Standards and Policies: Information Technology Dept. (State Government's ITS) has been drafting and approving technology standards for several years. Higher Education (because of its research and teaching missions) has been exempt from most of this. Now, Marty Hoag has been asked to sit in on ITD's regular discussions and to represent NDUS.



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Bylaws: Chair, Dave Wittrock, has met with Vice Presidents Rayl, Wallman, and Schnell to discuss the bylaws revision. CPG has approved the changes, which are now being forwarded to the University Senate Bylaws Committee.

University Athletics (Tammie Reger): No report

Library (Kathy Enger): The basement is done and looks much better than the rest of the building. The Library held an open house during homecoming so the campus and alumni could see what has been done.

At the south end of the building, a retaining wall is being built and backflow valves have been installed to prevent at repeat of water collecting by windows downstairs. A generator system will kick in during power outage to keep valves running.

The Mac Computer lab is downstairs now, and the IBM lab is moving down between semesters.

The Annex now has a two years lease. The research collection can't move back to the main library. The collection will remain off campus until the Library can either be fortified to handle the extra weight or a new library is built. The collection has been about 60 percent replaced with microfiche and microfilm. There is a pull service available for that part of the collection not on microforms.

The current journals, 2000 to present, are moving from the lobby to the south side of the building by Reference.

Executive (Jane Lessard): No report.

Wellness Committee (Rod Cody): The child care facility is licensed now.

The Wellness Center is considering a towel service. The committee wants to know if it's something we want to provide? Any ideas let Rod or Tracy know.

Food such as: soups sandwiches, salads, etc. are available at the center.

Council of State Employees (Cose) (Valerie Larson): No report

Policy Coordination Committee (PCC) (Nancy Mueller): No report.

University Senate: No report.

7. **Ex-Officio Comments** (Teri Thorsen): No report.



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8. **Old Business:** Chancellor Isaac will be on campus November 20th and would like to meet with members of Staff Senate. President Lessard encouraged everyone to go and she would like to see 40 to 60 people at the meeting.
9. **New Business:** Staff Senate has been approached about making a donation to fund the Sakakawea Statue Campaign in Washington, DC. The statue would be the same as one on the Capitol grounds in Bismarck. The question put to Staff Senate was how much to donate? Proposal was tabled for today and we will vote on it next month.

We have been asked to talk to people about a Smoke Free Zone by changing the ash tray placements by the buildings. Senators were asked to talk to the smokers about what they would like. We would want a compromise on how the situation can be dealt with. There may be an ad hoc committee established.

Cookbook and mugs are available for all members. Take a mug or a cookbook.

No further announcements or new business were announced. Meeting was adjourned.

Respectfully Submitted:

Candy Skauge, Secretary



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