



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: MAY 8, 2002

APPROVED MINUTES

Reviewed and approved by the Executive Committee on May 22, 2002.

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:

May 8, 2002:	9:30 – 10:30 a.m.	Prairie Rose Room, Memorial Union
June 13, 2002:	9:30 – 10:30 a.m.	Prairie Rose Room, Memorial Union
July 10, 2002	9:30 – 10:30 a.m.	Not Scheduled Yet

Upcoming Executive Committee Meetings:

May 22, 2002:	9:30–10:30 a.m.	Badlands (365), Memorial Union
June 26, 2002:	9:30–10:30 a.m.	FLC 220 (Changed from Atrium Conference)
July 24, 2002:	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:** The meeting was called to order by Jane Lessard.
Substitutions: (Bill Deissler) Heather Solheim for Mary Bergstrom
2. **Program:** No program
3. **Review and approval of the Staff Senate Minutes from April 10, 2002:**
No minutes to approve.
4. **Treasurer's Report:** (Mike Schanzenbach) Funds must be approved before using, check with Mike or Jane for approval.
Fund 1725: \$4,894.80
Fund 3746: \$2,133.24
5. **Committee Reports:**
By Laws: (Linda Krogen-Brandt) Language and terms are being changed and updated.
Election: (Allyn Kostecki) Twenty seven nominations for vacant positions were accepted. The election was held on line May 15th through the 19th. There were 203 ballots cast electronically and 4 paper ballots submitted. The results were 9 senators re-elected and 15 new senators elected. There are still 3 vacancies in the 7000 broad band, which is services.
The 2002 - 2003 Staff Senate of North Dakota State University is proud to announce and congratulate these newly elected Staff Senate officers and representatives.

Staff Senate Officers

Nancy Mueller - President
Brad Lasser - President Elect
Jane Lessard - Past President
Barbara Welk - Secretary
Gina Haugen - Treasurer
Cindy Kozojed - Membership
Susan Bornsen - Member-at-large
Char Kuss - Member-at-large
Audrey Olson - Member-at-large

University Senate Representatives

Nancy Mueller
Sharon Morgan
Candy Skauge
Janine Trowbridge



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Campus Space and Facilities Committee Representative

Mike Tracy

Computing and Information Technologies Planning and Goals Committee Representatives

James Kapaun

Steve Kapaun

University Athletics Committee Representative

Carolyn Beckerleg

Library Committee Representative

Lisa Zolondek

Legislative: (Jana Mausolf Stoskopf) No report

Program: (Kim Lammers) No report

Public Relations: (Peg Cossette & Sharon Fangsrud) No report

Scholarship: (Valerie Larson) Children of Staff Scholarship winners are: Matthew Tintus, Cody Montgomery and Matt Bartelson. Broadbanded Staff Scholarship winners are: Amy Vansurksun, ? Welk and Brittnee Steckler

Staff Development/Small Grant: (Barbara Welk)

Executive: (Jane Lessard) Work is continuing on the by-laws.

End User Computing: (Steve Kapaun): See attachment

Ad Hoc: Internal Hiring Process (Janine Trowbridge) Janine presented what the committee has been working on and asked for the Senate's input. There was some discussion and members voted on what they would like done for an internal search (see attachment for details brought before the Senate).

Recommendation #1: supervisors are encouraged to interview all internal candidates who meet the minimum qualifications and have completed their probationary period, passed.

Recommendation #2: Internal applicants would receive 5 preference points if minimum qualifications were already met, passed.

Recommendation #3: Creating and implementing an internal application, did not pass.

Campus Space & Facilities: (Randy Hitman) No report

CITPG (Computing & Information Technologies Planning & Goals):
(Steve Kapaun) See attachment



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University Athletics: (Brad Lasser) Athletics made a request to have a permanent representative instead of changing every year. Jane was going to talk to Dick Rayl about this.

Library: (Kathy Enger) No report

Executive: (Jane Lessard) There are many programs being added with an emphasis on engineering, math and business.

Wellness Committee: (Rod Cody) No report

Policy Coordination Committee: (Nancy Mueller) See attachment

COSE: (Valerie Larson) Sharon Morgan let the Senators know about the Relay for Life, an organization that represents people who have been affected by cancer. COSE agreed to get the word out to all of the state employees that if they wanted to make a contribution, COSE would collect the money and the bags. What they plan on doing is lighting bags that night so if you or someone you know has been affected by cancer, you can make a donation and their name goes on the bag. The bags have candles that will be lit during the night while they are walking. May 31st and June 1st are the dates for the walk.

COSE representatives will take the donations and put the names on the bags. Donations can be any amount you would like to make. The donations go for cancer research and stay in our area.

6. Ex-Officio Comments: (Dick Rayl)

The following is an announcement from Dick Rayl, Vice President for Business and Finance, concerning the current changes in the Office of Human Resources:

Teri Thorsen, Director of Human Resources and Lyn Pletta, Benefits and Recruitment Specialist, have accepted temporary assignments to the University System ERP project, "*Connect North Dakota*." These assignments are anticipated to be in effect for a two- to three-year period, effective immediately.

Thorsen has been named as the module lead for Human Resources and will be reassigned full-time. She will be released from her regular campus duties, and an Acting Director will be named. In the interim, I will serve as Director of Human Resources.

Pletta has been named as the module co-lead for Benefits and will be reassigned 60% of the time. During times of her absence, recruitment services for non-exempt staff positions will be provided by Jill Langston (1-8525). Benefit services will be provided by Brittnee Steckler (1-8961).

A successful ERP implementation requires support and commitment from the



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campuses. I am pleased that Teri and Lyn have taken on this responsibility and thank you for your patience during this transition.

- 7. **Old Business:** none
- 8. **New Business:** none
- 9. **Other:** None

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

Respectfully Submitted by:

Candy Skauge



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CITPG Staff Senate Year End Report for 2001-2002.
(Excerpts and additions to the CITPG Annual Report)
Steve Kapaun, CITPG Representative

CPG met weekly throughout the academic year. Minutes can be at:
<http://www.ndsu.nodak.edu/ndsu/cpg/>.

The committee recommended by-laws changes for CPG that were approved by the University Senate. With these changes the Computer Planning and Goals Committee became known as the Computing and Information Technologies Planning and Goals Committee (CITPG). NOTE: In addition to the name change, CITPG's mission now includes issues relating to staff computing. This is the culmination of an effort that began a year ago at the direction of the Staff Senate Executive committee. At that time, addressing staff computing issues were not included in the CPG bylaws.

CITPG was involved in the Enterprise Resource Planning (ERP) decision process. At the request of Grant Crawford, the NDUS CIO, CITPG surveyed faculty and staff from the entire NDUS system regarding problems they were having with the current administrative computing system and capabilities that they would like to have with the new ERP system. CITPG worked with ITS, the Page Center committee and with other campus groups to see that survey results were incorporated into the ERP selection process. CITPG also formed an ERP task force to develop scenarios that could be utilized to test the new ERP system. A CITPG representative took part in the Sandbox demonstration conducted in January to select the new system.

The committee accepted a report from the Clusters and Classroom Technology Subcommittee. The report describes plans and goals for future implementation of IT. The report can be found at:
<http://www.ndsu.nodak.edu/ndsu/cpg/reports/subreports/cluster02.htm>

CITPG consulted with the Assistant Vice President for Federal Government Relations & Director of Internet Research regarding the effects of the Patriot Act on computer and information technology facilities at NDSU.

CITPG consulted with the Assistant Vice President for Federal Government Relations & Director of Internet Research regarding the Internet2 Intellectual Property Framework Document.

CITPG recommended that the Academic Affairs Committee change the Academic Affairs Course Proposal and Change Form. Section D of the form asks about the effects the course change will have on university resources, we requested that this section also include "Information Technology" as an example of an institution resource.

CITPG worked with ITS on a number of policy and implementation issues. These issues included:

1. Development of the list of software that would be available in campus computer clusters for the 2002-03 academic year.
2. The ITS Policies for Clusters, Classroom Technology & Service Center.
(<http://www.ndsu.nodak.edu/its/depts/clusters/newpolicies.shtml>)

ATTACHMENT



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3. Wide Area Network (WAN) Funding. CITPG has been asked by ITS to monitor WAN usage and to help in prioritizing needs. NDUS campuses will be charged for WAN usage if they exceed their quota. To date, NDSU has not exceeded its quota, but usage continues to increase.
4. ITS asked CITPG for approval to make the library computer cluster a PC only cluster. It was decided that there was not enough data available at the time to support this recommendation.
5. It was recommended that ITS institute a policy that communication to service users would be sent to the official university e-mail address (firstname.lastname@etc). ITS has instituted this policy for the 2002-03 academic year.
6. CITPG consulted with ITS regarding the development of a campus IT security plan. The development of this plan is ongoing.
7. CITPG has worked with ITS and other campus groups to develop the IT Plan to be submitted as part of the University's budget.
8. Discussed policy and a prioritization system for Video/Digital Conferencing. This issue will continue to be addressed next year.
9. Began discussion of the formation of standards for office computers for staff and faculty.
10. CITPG worked with ITS to implement an authorization/authentication system for cluster computers that will begin with the 2002-03 academic year.

Also, Rosi Kloberdanz has promised to provide information, email or "Its Happening", responding to my question about what the upgrade to Windows XP means to staff computing. The idea is to help staff members make decisions on software and hardware upgrades.

ITS Changes

1) No longer forwarding from old email addresses.

Forwarding of e-mail message from the retired Badlands, Plains and Prairie e-mail accounts will end May 13, 2002. This will affect anyone who still gets email addressed to them at Badlands, Plains or Prairie. The servers Badlands, Plains and Prairie were retired at the end of 2000. Since then, any e-mail messages sent to an address at one of these servers were forwarded but the volume has steadily declined while there's been an increase in SPAM being forwarded from these old addresses. Because of this, ITS will be discontinuing the forwards at the end of the Spring 2002 semester. Contact the ITS Help Desk at 231-8685 if you have any questions.

2) News Services Discontinued

Based on the consensus agreement of the members of the ND Higher Education Computer Network, USENET news services (news.nodak.edu) will be discontinued on May 13, 2002. This will affect the news group server (news.nodak.edu) maintained by the North Dakota University System. If you depend on the news services, there are a large number of free news group servers on the Internet. For more information see:

<http://groups.google.com/googlegroups/help.html>

http://groups.google.com/googlegroups/posting_faq.html.

Please contact the ITS Help Desk at 231-8685 if you have any questions.

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3) What you can expect from the Facilities Group in ITS concerning installation and support of software in clusters, on multimedia carts, and in multimedia classrooms.

Several key points that your constituents need to know to prepare for the next academic year.

1. The deadline for requesting Cluster Class Folders and Cluster Class software for Fall 2002 is July 1.
2. We are organizing the installation and support of software into cycles, like software architects do. The beginning of the fall and spring semesters will be preceded by a major installation (like a major release if we were software vendors). Several weeks later minor upgrades (patches) will be made. ITS hopes to do monthly updates but no promises.
3. Chat software will be allowed, for the first time, if the client software is browser-based.
4. Multimedia carts will have computers on them.

ITS notes that these changes are contingent on funding.

Internal Hiring Policy
Janine Trowbridge

The committee has spent the last several months researching NDSU's internal hiring policy and searching for ways to streamline/improve our current process.

Research includes the following resources:

- Teri Thorsen, Director of HR, NDSU.
- Colette Erickson, Assistant Director of HR, NDSU.
- Consultation with Sandra Holbrook, Director of Equal Opportunity, NDSU.
- Telephone questionnaire to organizations with an existing internal hiring policy.*
- Examination of NDSU's current policy.
- Questionnaire sent to a cross section of supervisors on campus who frequently conduct a formal search.*

**Anyone wishing to see the results of these surveys should call Janine at 231-7315.*

The committee has reached the following conclusions:

- Statistics have shown that the current NDSU policy has generated similar results to other campuses in the NDUS system that have a mandatory internal search process.

UND-Out of a random sampling of 75 searches, 32% resulted in an internal hire

VCSU-Out of 61 positions, 33% resulted in an internal hire

MiSU-Out of 25, 25% resulted in an internal hire

NDSCS-This is not their practice as previously reported

NDSU-In 2000, out of 224 openings, 29% resulted in an internal hire

- Due to Equal Opportunity issues we are unable to extend the transfer and promotion policy to include transfers between departments.

Results from the Supervisor Survey indicate:

- A need for increased counseling/communication with hiring supervisors is necessary to inform supervisors of the advantages of an internal search. Human Resources would address this.
- Revising the current policy with more clarity and some recommendations from the Staff Senate is appropriate action at this time.
- Supervisors are supportive of giving an edge to internal candidates as long as it does not jeopardize a qualified pool of external candidates.

Internal Hiring Policy
Janine Trowbridge

With Staff Senate support, the committee would like to pursue the following three additions to NDSU policy:

1. There was discussion in the committee as to the wording of a statement that would ensure interviews for internal candidates who meet the minimum qualifications. We came up with two options:
 - a. Supervisors are encouraged to interview all internal applicants who meet the minimum qualifications.
 - b. Supervisors will interview all internal applicants who meet the minimum qualifications.
2. Internal applicants would receive 5 or 10 preference points if minimum qualifications were already met. (Overhead Screening Sheet)

The committee feels that 10 points would be a hard sell but 5 would be acceptable. FYI: UND offers 5 additional points to all internal applicants who apply during the external search.

3. Creation and implementation of an internal application. These would still go through HR for the ranking process. (Overhead Application)

Recommendations received today from the Staff Senate will be pursued through the AdHoc committee and Policy Coordination.

The following ballot outlines the AdHoc committee's recommendations to the Staff Senate.

Recommendations have been modified to include input received from the staff senate on 04-10-02. Please vote **Yes** to accept or **No** to reject the following recommendations:

Recommendation #1 Description:	Vote	Vote
There was discussion in the committee as to the wording of a statement that would ensure interviews for internal candidates who meet the minimum qualifications. We recommend...	Yes	No
Supervisors are encouraged to interview all internal candidates who meet the minimum qualifications and have completed their probationary period.	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation #2 Description:	Vote	Vote
Internal applicants would receive 5 preference points if minimum qualifications were already met.	Yes	No
We recommend 5 preference points.	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation #3 Description:	Vote	Vote
Creation and implementation of the internal application created by the AdHoc committee. These applications would still go through HR for the ranking process.	Yes	No
We recommend creating & implementing the internal application.	<input type="checkbox"/>	<input type="checkbox"/>

Over the course of the summer the AdHoc committee will work with Policy Coordination to modify existing NDSU policy to include recommendations approved today. Anyone interested in participating in this process should request the AdHoc committee reviewing the internal hiring process as a committee choice.

Comments:

Attach additional page if necessary. Address each minimum and preferred qualification

Position Applying for:

Date:

Name:

Current Position & Department:

Supervisor Name:

I can be reached by: Phone: _____

Email: _____

Address: _____

I prefer that my supervisor be contacted:

☐ anytime

☐ only after becoming a finalist

Describe why you are interested in this position.

Reason for leaving your current position?

Minimum Qualifications: Refer to the job posting and address your education, experience, and skills for each minimum qualification. (Remember if you do not meet the minimum qualifications, you will not be considered for this position.)

Preferred Qualifications: Refer to the job posting and address your education, experience, and skills for each preferred qualification.

Indicate any additional
qualities/characteristics you possess that make you the best candidate for this position.

ATTACHMENT