



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: SEPTEMBER 12, 2002

APPROVED

Reviewed and approved by Staff Senate on November 13, 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:

October 9, 2002:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
November 13, 2002:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
December 11, 2002:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

October 23, 2002:	9:30–10:30 a.m.	Badlands (365), Memorial Union
November 27, 2002:	9:30–10:30 a.m.	Badlands (365), Memorial Union
December 18, 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:** Nancy Mueller called the meeting to order welcoming everyone back after summer break. Nancy asked everyone to please try and keep the committee reports to a minimum so we can adjourn in an hour, and to be sure and sign in when attending the meeting.

Substitutions: (Cindy Kozojed) Gene Blumhardt substituted for Janine Trowbridge, and Heather Soleim represented Kimberly Miller. Nancy asked all Senators and subs to be sure to sign in when attending the meeting.

2. **Review and approval of the Staff Senate Minutes from June 13, 2002:** We reviewed minutes from the June 12th meeting. Nancy asked everyone to electronically submit their committee reports to Staff Senate secretary Barbara Welk. Susan Bornsen moved to accept the minutes and Jane Lessard seconded the motion. Motion carried by unanimous vote.

3. **Treasurer's Report:** (Gina Haugen):

Fund 1725\$4,872.95

Fund 3746:\$3,268.78

4. **Program: Special Guests**

Special guests Rhonda Kitch & Kara Stack from the Diversity Council gave a short presentation on the goals of the council. They stated that NDSU promotes diversity on campus. Rhonda stated that the council meets monthly. On September 1, 2002 they hired a consultant. Susan Rankin will meet with a variety of people and began a focus group on campus who will conduct a campus climate assessment. Rhonda requested that Staff Senate members share information with departments.

5. **Standing Committees**

By Laws: (Linda Krogen-Brandt) Linda stated that the By Laws committee will meet and there will be changes presented to the Executive and Staff Senate Committee.

Election: (Jane Lessard): A special election was held for the vacancy of President Elect. The current President Elect, Brad Lasser, has resigned from NDSU and therefore, has resigned from Staff Senate. There were two nominees to vote on: Pam Hommen and Steve Kapaun. Pam Hommen was present, she briefed SS on her background. Steve Kapaun was not present, Susan Bornsen briefed the senate on his background. Pam was voted in as President-elect for the 2002-2003 year. Cindy Kozojed made a motion to destroy the ballots and Randy Hittman seconded the motion. Motion carried by unanimous vote.

Legislative: (Janna Mausolf-Stoskopf):

The legislative committee met on July 30, 2002. Fall enrollment appears as though it will exceed 11,000, students. As of today, final figures are not yet in. The student/faculty ratio has been maintained at 19 to 1, even with our increased enrollment, by adding faculty and extra sessions of certain courses. There will be a classroom use analysis conducted to see if we can better utilize existing facilities. The University has entered



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into a contract with the Fargo Dome for 500 additional parking spaces to be utilized by NDSU students.

On September 16, 2002 there will be a ceremony to dedicate Research 1 and break ground on Research 2 at the Technology Park.

Phase II of the Minard Hall construction project made the State Board list of projects, however, we are unsure what the legislature will do with that project.

It is anticipated that a decision about what projects will be included in the upcoming Capital Campaign will be made mid semester.

The State of the University address is scheduled for October 17, 2002.

Kathy Enger will be taking on the role of chair on the Legislative Committee during my leave this fall.

Program: (Susan Bornsen): We sent out a survey to all staff senate members via email. The results are as follows:

Senators like having a program and most think it should be at the beginning of the meeting. The speakers should not be limited to on campus, and the length of the program suggested is 15-20 minutes. Most senators said they could stay longer than an hour but many said they would rather not have the meeting go over the hour limit. We received many great ideas and it would take about three years to use them all! Thank you for replying, and for the great program ideas.

Public Relations: (Rhonda Kitch):

- Popcorn Sale on September 17th to coincide with State Employees Appreciation Week—popcorn will be sold in the Union by the Information Desk area for 50 cents/bag. Proceeds will go to the United Way of Cass-Clay.
- We are working to publicize the Campus Kudos program. There will be announcements in It's Happening and via the listserv.
- We plan to list Campus Kudos recipients in It's Happening and on the Staff Senate website.
- Pam Hommen to serve as co-chair for Public Relations Committee.

Scholarship: (Valerie Larson): No Report

Staff Development and Small Grant: (Carolyn Beckerleg)

The letter to the President and VP's will be sent out late September or early October. The Employee Perks (flyer with details of activities on campus, perks that are available for NDSU employees, etc) and other information will be sent out via flyers or posted to the web. The following are ideas that are not yet finalized:

November:

Wellness speaker?

December:



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Holiday idea – or massage therapy?

January:

Stress management exercise program.

February:

We will be setting up a ½ day conference for all staff – details will come out later.

March:

End of Stress management exercise program – hand out t-shirts and have cookies and punch.

April:

Stress management speaker?

May:

Staff picnic/carnival - details will come out later.

Put survey/evaluation for NDSU staff up on Staff Senate website.

Campus Space & Facilities: No Report

CITPG (Computing & Information Technologies Planning & Goals): (James Kapaun) No Report

Executive: (Nancy Mueller) No Report

Library: (Lisa Zolondek): No Report

Wellness Committee: (Tracy Ekeren) No Report

University Senate: (Nancy Mueller) No Report

University Athletics: (Carolyn Beckerleg): No Report

Library: (Lisa Zolondek): No Report

Council of State Employee-COSE: (Sharon Morgan)

Sharon stated that Employee Recognition Week is September 15 – 20, 2002 and spoke about the following events:

The 9 hole Golf Scramble will be Sunday, September 15th, 2002 at Prairiewood and everyone is welcome. Sharon said if anyone is interested to call Valarie Larson and let her know as they still had spots that needed to be filled.

Sharon said that the Governor is suppose to be in Fargo on Monday, September 16th. She said they were going to try and organize a luncheon but were told they couldn't be guaranteed the Governor would show as he would only be in town for about 5 minutes. The annual Employee Picnic will be Tuesday, September 17, 2002 at Playmakers. Sharon stated there are still tickets available and can be picked up in Morrill Hall 307.



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She said there will be a pre-drawing that afternoon and when you come in for the picnic you will see names on the board.

On Wednesday, September 18, 2002 there will be a popcorn sale in the Memorial Union.

She said that Staff Senate was gracious to sponsor ice cream for all State employees on campus (for as long as ice cream held out) on Friday, September 20, 2002.

Vision Net has authored a little discount card for glasses, where a state employee would get 25% off of different things. The idea is to help employees, and there would be no commitment.

Policy Coordination Committee: (Pam Hommen) No Report

6. **Advisor Comments:** (Brock Leitz) Brock stated he is acting as Human Resource Director. He invited all SS members to stop by the office to visit with him. He is very encouraged to see the numbers that are involved in Staff Senate.
7. **Other Old Business:** No report
8. **Other New Business:** Randy Hittman said he has a concern about the delayed campus mail. He has recently moved to another building and has not received campus mail. Nancy said to contact Jane Busko in Purchasing she would be able to tell us why it takes as long as it does.

Respectfully Submitted by:

Barbara Welk