



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: OCTOBER 9, 2002

APPROVED

Reviewed and approved by the 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.



NDSU STAFF SENATE

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1. **Meeting called to order:** The meeting was called to order by Nancy Mueller. There was one substitute, Mary Wanner for Lisa Zolondek.

2. **Program:**

Ron Robson, Campaign Chair for the United Way talked about the United Way. We watched a video about people who have received help through the United Way and what the United Way does for the community.

President Chapman talked about the NDSU transition, from what it was to what it has become. The enrollment goal of 12,000 students by 2005 could be reached sooner. There were 11,000 students enrolled this fall, 20% were grad students. Fifty new employees have been added, twenty-three are faculty on a tenure track.

NDSU has continued to do compression wages for staff and faculty. Research has contributed to the salary base. Everyone gets to share this money, not just those who generate the money.

Thirteen new classrooms have been added to the campus. The new addition to Minard will have six classrooms. The student/faculty ratio has gone down. The work on the living and learning center is progressing and work on the Minard and Reineke construction is well under way. The downtown campus is going forward and will be ready in two years from now instead of next year. The addition and remodeling at Sudro will be dedicated at homecoming.

President Chapman wanted to dispel rumors that NDSU is going to be involved in horse racing. NDSU is involved only with the equine center.

One hundred and seventy four people took advantage of the 50% tuition waiver. Seven hundred and fifty employees took advantage of the staff development grants.

President Chapman said he feels good about the budget presentations and doesn't expect any surprises. The university is in good shape and has been getting some positive feedback about how the campus looks good.

Dick Rayl talked about the proposed payroll distribution plan in the newly purchased software system. Both the state and university systems are expected to unify under just one software system. The new software allows for two pay periods a month instead of one. The payroll has a two-week lag time, so the first pay period would be for half a month. Employees would receive the missing two weeks when they terminate employment with NDSU. July 2004 is when the new payroll system could go into affect. There would be an interest free, repayable loan available to NDSU employees if the system is approved.

There was some discussion. President Chapman said he does not support this.



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2. **Review and approval of the Staff Senate Minutes from September 12, 2002:** There were not enough representatives present for a quorum. Minutes were not approved.

3. **Treasurer's Report** (Gina Haugen): Funds must be approved by the Executive Committee before using, contact Nancy Mueller or Gina Haugen.

Fund 1725:.....\$4,619.13

Fund 3746:.....\$3,268.79

4. **Staff Senate Committee Reports:**

By Laws: (Linda Krogen-Brandt) No report

Election: (Jane Lessard) No report

Legislative: (Janna Mausolf-Stoskopf) No report

Program: (Susan Bornsen) Final agenda will be coming

Public Relations: (Rhonda Kitch) The popcorn sale raised \$121.67 for the United Way on September 17th. The sale was held as part of State Employee Recognition Week. There may also be a popcorn sale in November and December. Pam Hommen will step down as co-chair due to her recent election as President elect. Janelle Ensrud will now be co-chair.

Scholarship: (Valerie Larson) No report

Staff Development/Small Grant: (Carolyn Beckerleg) They are finalizing a speaker and there will be a meditation class in November.

Executive: (Nancy Mueller) Nancy proposed a lay out change for staff senate meetings, the committee accepted the changes & today (October 9, 2002) is our first meeting with the new layout & added refreshments. This layout will continue for future staff senate meetings.

Staff Senate Directory was revised & approved for campus distribution.

On behalf of staff at NDSU, Nancy wrote a letter to the chair of the executive steering committee for ERP. She voiced our concerns over the new proposed payroll changes. Nancy is trying to be proactive about this issue, "I'm concerned about the questions you have so please don't hesitate to call me & let's keep communicating about this issue. There is a Q & A fact sheet being written to answer some of our questions. When I get that, I will be sure to distribute it to all senators. Senators should refer



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to the website <http://www.nodak.edu/connectnd/> for updated information on Connect ND. "

5. University Senate Committees:

Campus Space & Facilities: (Mike Tracy) The committee will meet at end of month

Computing and Information Technologies Planning & Goals:
(James Kapaun)

University Athletics: (Carolyn Beckerleg) No report

Library: (Lisa Zolondek) No report

Executive Committee: (Nancy Mueller)

Wellness Committee: (Carolyn Beckerleg/Tracy Ekeren) The center is looking at expanding.

6. **Council of State Employees (COSE)** (Sharon Morgan) State employee week went well. About 340 people attended the picnic. Don Carrey had his weird science display which had a good turnout. They held their first annual ice cream give away during Employee Recognition Week.
7. **Policy Coordination Committees:** (Pam Hommen) See attached
8. **Advisor Comments** (Broc Leitz): No comments
9. **Old Business:** None
10. **New Business:** Staff Senate received a thank you card from Sharon Morgan for our support for ice cream hand out.
11. **Other:** No further announcements or new business were announced. Meeting was adjourned.

Respectfully Submitted:

Candy Skauge for Barb Welk



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The Policy Coordination Committee has requested feedback/input on any of the following policies:

Section 151: Conflict of Interest

Adds section on all employee's obligation (not just those who are on a contract) to complete and sign the NDSU Conflict of Interest Disclosure Statement and submitting to supervisor.

Section 154: Distribution of Literature

The Code of Student Behavior was updated this August. This section was changed to be consistent with the Code.

Section 157: Grievance Procedures

Clarifies the grievance procedure option for regular employees who have completed their probation.

Section 190: Employee Responsibility and Activities: Intellectual Property

This new NDSU policy incorporates newly created SBHE Policy 611.2. NDSU policies on copyrights [Policy 340], patents [Policy 341] and ownership of work products of teaching assistants [Policy 342] are combined into one policy and will no longer be listed separately.

Section 202: Procedure for Filling Broadbanded Positions

Adds requirement for completing Criminal Record Disclosure form.

Policy 326: Academic Misconduct

Defines plagiarism which was not previously defined in the University policy.

Section 343: Confidential Proprietary Information

Changes made to be consistent with SBHE Policy 611.6, and keeping certain restrictions on student projects involving confidential information.

Section 400: Purchasing - General Policies

Increases open purchases from \$750 to \$1000; gives NDSU employees purchasing authority for items from \$1001 through \$5000 with training from Director of Purchasing; and adds specific items to the list that do not require competitive bidding.



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