



## **NORTH DAKOTA STATE UNIVERSITY**

# **STAFF SENATE MEETING: NOVEMBER 13, 2002 MINUTES**

Approved by the Executive Committee on November 27, 2002.

Visit the Staff Senate Web Site at:  
[www.ndsu.nodak.edu/ndsu/staff\\_senate/index.htm](http://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 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
January 8, 2003:	9:30 – 10:30 a.m.	Prairie Rose Room, Memorial Union

### Upcoming Executive Committee Meetings:

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
January 22, 2003:	9:30–10:30 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.



## NDSU STAFF SENATE

---

Minutes from the September November 13, 2002 Staff Senate Meeting

*Approved by the Executive Committee on November 27, 2002*

1. **Meeting called to order:** The meeting was called to order by Nancy Mueller.

### **Program:**

Program: Duane Emil from Consumer Credit Counseling Service of The Village Family Service Center spoke on money sense, holiday stress, and holiday planning-spending.

Duane stated that it is very important to determine our needs and ask ourselves what can we do differently while spending money during the holidays. He stated it takes hours to plan a budget, and we need to start now. He said due to the pressures that society puts on us, we are basically told what we are going to do. Culture tells us we can buy, buy, buy. Duane said we have to determine what we are going to do and how we are going to spend our money.

1. Have to determine what our needs are? Establish our behavior. If we think we have to have certain clothes, car or whatever we will overspend and run into difficulty.
2. Credit card debt is over 7 billion dollars and in 5 years it will be in the trillions. The average family has over \$8,000.00 worth of debt, Christmas costs are approximately \$1200.00 to \$1500.00. Two thirds of Americans put purchases on credit cards, where minimum payments will take 10 to 13 years to pay off.
3. Duane said we have to develop a strategy or plan. Evaluate where you are. The best plan for next year is to start right now.
4. Duane said it is harder to spend cash then it is to use a credit card. We want to be successful let's be successful. The desire we have is to build memories. Spending time with your children will be remembered forever...what you bought for them 2 years ago will not be remembered. Keep things in prospective.

When we are tired we make poor decisions, and when we are stressed out we don't make good decisions. Be creative, we don't have to buy at retail stores. If you are going to enjoy what is ahead, stick to a budget. If we want the rest of the year to be successful we need to plan ahead.



## NDSU STAFF SENATE

---

Minutes from the November 13, 2002 Staff Senate Meeting

*Approved by the Executive Committee on November 27, 2002*

Duane stated that the Consumer Credit Counseling Service is not just a crisis financial center, that is not the purpose of the department. He recommended to buy the book "Money Sense" and said that it is a very good book to read and wished everyone a stress free holiday.

2. **Review and approval of the Staff Senate Minutes from September 12, 2002:** Susan Bornsen moved to approve the minutes from the October 9<sup>th</sup> meeting, Jane Lessard seconded the motion. Motion carried by unanimous vote. Cindy Kozojed moved to approve the September 12<sup>th</sup> minutes, Kara Stack seconded the motion. Motion carried by unanimous vote.

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

Fund 1725: .....\$4,586.23

Fund 3746: .....\$3,113.65

4. **Staff Senate Committee Reports:**

**By Laws:** (Linda Krogen-Brandt) No report.

**Election:** (Jane Lessard) No report.

**Legislative:** (Tracy Ekeren) No report.

**Program:** (Susan Bornsen) Final agenda will be coming.

**Public Relations:** (Rhonda Kitch).

The Staff Senate Blood Drive will be held on Wednesday, December 4<sup>th</sup> and Thursday, December 5<sup>th</sup> from 10:00 AM – 3:00 PM. The Mobile Unit will be parked west of the Memorial Union. Appointments are encouraged and can be made through Rhonda Kitch at 231-9421. ID is required.

**Scholarship:** (Valerie Larson) No report.

**Staff Development/Small Grant:** (Carolyn Beckerleg) See attachment.

5. **University Senate Committees:**

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



## NDSU STAFF SENATE

---

Minutes from the November 13, 2002 Staff Senate Meeting

*Approved by the Executive Committee on November 27, 2002*

### **Computing and Information Technologies Planning & Goals:**

(Steve Kapaun)

CITPG Report for 021113

James Kapaun was absent and a short report was given by CITPG alternate rep. Steve Kapaun ITS is working on creating desktop standards and NDSU staff may want to stay current with the progress of this because it will affect everyone on campus.

ITS is considering implementing virus filtering software. The software checks for a virus and if one is detected the message is bounced back to the sender, without notifying the intended recipient. CITPG voted to approve this plan and the issue will be taken to the Executive Committee of the University Senate. A copy of the report can be found at:

<http://www.ndsu.nodak.edu/ndsu/cpg/reports/subreports/virusstatement.htm>

On Friday October 11 the bandwidth quota in the residence halls was reduced from 600 to 480 megabytes per day. This was in consultation with Residence Life and was necessary because NDSU has been exceeding its campus wide bandwidth quota. This reduction was not sufficient and the residence halls personal bandwidth quota was further reduced to 400 megabytes per day. Resident hall's personal bandwidth is now at 200 megabytes a day.

Wireless access points have been showing up on campus and have caused some disruption of network services. There are also concerns about security on some wireless networks. ITS will hold a campus forum to discuss the use of wireless on campus and CITPG will be a cosponsor. This issue will also be addressed in the Networking Subcommittee.

**University Athletics:** (Carolyn Beckerleg) See attachment.

**Library:** (Lisa Zolondek) Facilities are completed on lower level and first floor. Health Science Library in Sudro Hall is very nice. The new Library is located in the Skill Center on 19<sup>th</sup> Avenue. Lisa said if you are responsible for writing grants to remember the library as far as resources.

**Executive Committee:** (Nancy Mueller) Nancy Mueller reported that parking fees will go up to \$80 next year, \$90 following



## NDSU STAFF SENATE

---

Minutes from the November 13, 2002 Staff Senate Meeting

*Approved by the Executive Committee on November 27, 2002*

Years 2006, and 2008 will go up to \$110. Open forums will be held to discuss this issue. Money will be used for re-paving of the current lots not for any new lots.

Dr. Craig Schnell expressed concerns about receiving pornography emails & wants to know how that can be eliminated totally. Spam filter can be used & that is available now but also there is a technical solution that can be implemented so all pornography email can be blocked or logged. K12 uses this software now called XSTOP, there is a subscription fee for hardware & software. ITS will look into this software/hardware.

**Wellness Committee:** (Carolyn Beckerleg/Tracy Ekeren)  
See attachment.

**6. Council of State Employees (COSE)** (Sharon Morgan)

COSE will be sponsoring a "Catch the Spirit Award". This will be kept very simple. You will need to fill out a nomination sheet of 50 words or less and send it to any COSE representative or to Sharon Morgan. Everyone that is nominated will receive a certificate plus a t-shirt. All State employees are eligible. If there are any questions, you can contact Sharon Morgan at 1-7739 or stop by Morrill 307.

Valerie's term is up as a COSE representative and they are in need of a replacement. Cindy Kozojed stated she is interested. Steve Kapaun made a motion to elect Cindy Kozojed and Susan Bornsen seconded the motion. The motion carried and Cindy was elected by a unanimous vote.

**7. Policy Coordination Committees:** (Pam Hommen)

Pam Hommen announced the following policy changes for information purposes and review. It will be announced in the It's Happening when these policies are available on the internet, [www.ndsu.edu/policy/](http://www.ndsu.edu/policy/).

170      Payment of Meals for Staff and Guests  
506.1      Donations, Promotional, and Work Environment Expenses

**8. Advisor Comments** (Broc Leitz): Broc stated that he would be sitting in on a conference call regarding the bimonthly payroll decision. We discussed some solutions to present to the committee on behalf of the Staff Senate.



## **NDSU STAFF SENATE**

---

Minutes from the November 13, 2002 Staff Senate Meeting

*Approved by the Executive Committee on November 27, 2002*

**9. Old Business:**

Payroll issue

NDSU Faculty Senate will send a letter to Donna Thigpen(chair of steering committee ERP).

Dickinson State Faculty & Senate sent a letter to Donna Thigpen.

Still waiting to hear what the State decides. Please review the updated Q&A about the payroll lag updated 11/5/02.

**10. New Business:**

- 11. Other:** No further announcements or new business. Janine Trowbridge moved to adjourn meeting, and Tracey Ekeren seconded the motion. Meeting adjourned.

Respectfully Submitted:

Barbara Welk



## NDSU STAFF SENATE

---

Minutes from the November 13, 2002 Staff Senate Meeting

*Approved by the Executive Committee on November 27, 2002*

### Staff Development Committee

Wednesday, November 13, 2002

### Meeting Notes

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 staff listserv and posted to the web. (Gina - still working on it - call Gina if you would be willing to help (1-6177)

**Meditation class** offered on November 19<sup>th</sup> at 10:00am in the meadowlark room. (Carolyn)

**Family Fun Night** - Bowling, ping pong, pool, pizza, pop, popcorn, and prizes are some of the ideas we have for this fun night. This night is tentatively scheduled for January 7<sup>th</sup> from 5:30 - 8:30pm. This event is for staff and their families. If you would like to start looking for prizes that would be great! We will offer free pop and popcorn, and maybe have pizza available for the evening at \$1 per slice? We will finalize the plans at our next meeting. **Call me if you have any ideas before then.** (Carolyn 1-8204)

The stress management exercise program that we will be implementing this year will be **"Exercise America - National Parks"**. The details for this program will be coming out in January. (Carolyn & Cherie)

In **February** we will be setting up a **½ day conference** for all staff - The conference is tentatively planned for Wednesday, February 19<sup>th</sup> at the Ramada Plaza Suites. It will start at 10:00am with Ann Dolence as the speaker - **FISH**. We will serve lunch from noon - 1:00 and also have some time to browse through the crafts area. (If you know of a person who does crafts and they would like to have a table at the conference - have them contact Teresa or Barb). We will break out at 1:00 for a session with Colette or a speaker from Extension or Continuing Ed. (Mary and Barb will check with these Ext and Cont Ed to find a speaker). We will have the craft people stay until 2:30 so people can go back and browse after the break out sessions. (Teresa & Barb) We will need to have a few more meetings to get some of the details finalized. Please let me know if you would like to be included in the planning of the conference. (1-8204)

End of "Exercise America - National Parks" program - hand out t-shirts and have cookies and punch sometime in **March**.

April: Wellness or Stress management speaker?

May: **Staff picnic** - We haven't picked a date for this yet - Clean up week will be the week of May 5 - 9 (Tues or Thurs). The next week (May 12 - 16 is finals week) and graduation is **Friday, May 16th**. We are looking into a catering service and looking for different ideas for games/prizes/etc (we have lots of things to plan and discuss at a later mtg). (Mary)

Our next meeting will be **December 4th at 10:00 in the Plains room(#350)** in the memorial union. (Please let me know if this date/time won't work for you!)

**Thanks for all your all your help!**