



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: FEBRUARY 12, 2003

APPROVED MINUTES

For review and approval by Executive Committee on February 26, 2003.

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:

February 12, 2003:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
March 12, 2003:	9:30–10:30 a.m.	Prairie Rose Room, Memorial Union
April 9, 2003:	9:30–10:30 a.m.	Peace Garden, Memorial Union

Upcoming Executive Committee Meetings:

February 26, 2003:	9:30–10:30 a.m.	Badlands (365), Memorial Union
March 26, 2003:	9:30–10:30 a.m.	Badlands (365), Memorial Union
April 23, 2002:	9:30–10:30 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.



NDSU STAFF SENATE

Minutes from the February 12, 2003 Staff Senate Meeting

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

Substitutions:

Substitutions for today's meeting are Jill Walkinshaw for Rhonda Kitch, Gail Schmidt for Mary Bergstrom, and Dex Tuttle for Kara Stack.

New senators

Bill Kozojed is finishing Paul Johnson's term which ends in May 2003.

Paul Froeschle is finishing Craig Westin's term which ends in May 2003.

Program:

Tracey Ekeren and Janna Mausolf Stoskopf gave the following Legislative report on some of the bills that have been looked at concerning NDSU:

- HB 1003, the overall University System funding bill, is still in the Appropriations Sub-Committee. We expect a positive outcome with committee members looking for ways to reward our efforts and success.
- HB 1021, the overall NDSU Agriculture funding bill, has been forwarded to the full Appropriations Committee and could be heard on the floor of the House this week. They basically accepted the Governor's Budget.
- HB 1241, relating to contracts for the preparation and provision of meals, was gutted by the Education Committee. They will attach parts of the bill to something else. There is a real concern about unfair, tax-supported competition with the private sector.
- HB 1356, relating to the use of General Fund Dollars and Student Fees by NDSU for Division 1, was soundly defeated by both the Education Committee and the General Assembly.
- SB 2042, relating to exceptions from the definition of telecommunications service. Defeated by the Senate.
- SB 2304, relating to damages for cross-pollination with transgenic wheat. Defeated by the Senate.
- HCR 3-31, a concurrent resolution urging NDSU to host the Center of Genetic Research and become a national and international leader in biotechnology research. Warmly received by the House Agriculture Committee with action pending.

All testimony offered by NDSU and our entities will be posted on the Legislative web site: www.ndsu.edu/legislators. NDSU will start in the Senate the first week of March.

Additional Information:

- No changes to the Retirement plan.
- No General Funding for New Buildings or remodeling.
- Salaries: The Governors plan includes a 1% increase for the first year of the biennium and 2% for the second year. President Chapman is working towards 3% for each year.
- There will be a Capitol Campaign through the Alumni Foundation that may involve various buildings, remodeling, scholarships and fellowships across campus.



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Tracey stated that Keith Bjerke had said it has been a pretty quiet session and that he is very happy with the session and NDSU is doing very well. Jana stated that the Legislative webpage includes President Chapman's testimony.

2. **Review and approval of the Staff Senate Minutes from January 12, 2003:** No additions or corrections were noted. Susan Bornsen moved that the minutes be approved as written. Linda Krogen-Brandt 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:.....\$5615.38

Fund 3746:.....\$8087.32

4. **Staff Senate Committee Reports:**

By-Laws: (Linda Krogen-Brandt) See Attachment A.

Election: (Jane Lessard) See Attachment B.

Legislative: (Tracey Ekeren): See Program.

Program: (Susan Bornsen) No Report.

Public Relations: (Rhonda Kitch) A Kampus Kudo was presented to Document Publishing.

Scholarship: (Valerie Larson) No Report.

Staff Development/Small Grant: (Carolyn Beckerleg)

The Exercise America program is in full swing, and will be ending in mid March.

The FISH Seminar will be next Wednesday, February 19th at the Ramada Plaza Suites. It will start at 10:00 am with Ann Dolence as the key note speaker for the FISH philosophy.

Lunch will be served from 12 to 1:00 p.m. There will be a session at 1:00 p.m. with Colette Erickson, and another break out session will begin at 2:00 p.m. with Patty Corwin.

People will be able to browse the marketplace (an array of crafts, foods and other inspiring booths) from noon to 3:30 p.m.

There are 151 people registered as of today!

5. **University Senate Committees:**

Campus Space and Facilities: (Mike Tracey) No Report.

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

Library: (Lisa Zolondek) The library has been able to salvage 95% of its books, 90% of Periodicals, and 5% of the maps in their flood recovery. Tri-College film library has been made more accessible to students. Lisa said that you can access the electronic reserve through the library website, and there will be a serials review where the libraries will be going out to the departments in the next few weeks to inform faculty about the following topics:



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- Seeking input for tile changes of certain periodicals.
- Update faculty on current changes, such as pricing and packaging.

There is a continued need for grant money to improve resource support for the library. Lisa said to please include everything that is needed for grant support in your request for resource library materials. Grant writers can specify what materials they want.

Policy Coordination Committee: (Pam Hommen) No Report.

University Athletics: (Carolyn Beckerleg) No Report.

Wellness Committee: (Carolyn Beckerleg)

Students will vote on the expansion of the wellness center on April 8th. If approved, they plan to have the expansion done and open by Fall of 2007. Fitness classes are full and they have expanded their hours and the number of classes. They will continue to try to add more activities for the students and the staff. The Childcare program is doing very well.

Other:

6. Council of State Employees – COSE: (Sharon Morgan)

The January COSE meeting was held in Bismarck. The first quarter FISH award was given to Mary Glessner of the Varsity Mart. There were 12 names submitted. Each nomination received a certificate and Mary will be able to pick out a T-shirt.

Sharon stated that the COSE committee is working on a plaque with the names of the recipients of the Governors Award. The COSE committee has requested that the plaque be displayed somewhere in the capitol. The next COSE meeting, April 10 will be held at NDSU which will include a tour of NDSU on the shuttle bus.

7. Advisor Comments (Broc Lietz):

The Employee Recognition Committee is still looking for someone to work on that committee and hope to fill the position soon, as it is getting closer to the deadline.

Broc Lietz and Nancy Mueller met with Tim Lee to discuss parking issues. Signs have been added on University Avenue between the Alumni Center and Ceres Hall. They have increased the time on the light on 13th to enable people to cross over and are not looking into anything else right now.

The biggest area of concern is PP Lot. Tim says there may be a possibility of removing some curb to add more slots. When Nancy met with President Chapman they discussed satellite parking. President Chapman was concerned about the overselling of lots.

8. Old Business:

Leatha Cattanach and Nancy Mueller have been working at getting a Weight Watcher's program started on campus. They are waiting to hear from a Weight Watcher's representative. The start date is the first Tuesday of the month. Conflicts and questions have been discussed with Rick Johnson and Tom Akers.



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Nancy Mueller said she received a letter from Jean Ostrom-Blonigan pertaining to the ERP payroll. It is a letter that was sent out to the banks informing them of the Connect ND payroll change over. The letter was distributed.

9. New Business:

Nancy said there is always extra food left over after the Staff meetings and she will start taping a card to the bottom of a chair at every meeting and give the food to a staff member. Tracey Ekeren was this month's lucky winner.

Delinda Larson resigned as senator and a special election was held today with Larry Doll elected. He will finish Delinda's term which ends in May 2004.

Sharon Morgan asked Broc Lietz if it would be possible for staff forfeiting their leave at the end of a year to sign a paper stating they are giving their leave they did not use to someone who is in need of leave? Broc said it would require a policy change in order to make that happen. We would have to run it through the system to see if it can be done and if they are willing to make the change. Broc said he will check with Dick Rayl and will bring it up at the next President's Council meeting.

Linda Krogen-Brandt made a motion to adjourn the meeting and Tracey Ekeren seconded the motion. All in favor, motion carried.

Respectively Submitted:

Barbara Welk



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Staff Senate Bylaws report

February 12, 2003

Submitted by Linda Krogen-Brandt

Discussed the proposed changes to the *Constitution* and the *Bylaws* to the Staff Senate members. A few changes were suggested by the members and taken under consideration to be changed. The decision to approve the changes to the *Constitution* and the *Bylaws* was tabled until the next meeting in order to incorporate all changes to be voted on.

The majority of changes to the Bylaws will be inserting *broadbanded* for *classified staff*.

Other proposed changes:

Changes to the Constitution (see attached copy of Constitution):

Article VI Amendments to the Constitution

A. **Proposals**, #4 – change *classified staff* to *broadbanded*

Changes to the Bylaws (see copy of attached Bylaws):

#4. Terms of Office and Election of Senate Members

a) *each year*

#6. Duties of the Officers

a) **The President**

Add: 11) Approves e-mail notices sent to Staff Senate and NDSU Staff listserv members.

b) **The Past President**

Add: 5) In the absence of the Vice President/President Elect, may approve e-mail notices sent to Staff Senate listserv members and NDSU Staff.

c) **The Vice President/President Elect**

change 3) to read: serves on the Policy Coordination Committee on the University Senate.

Add: 5) In the absence of the President, may approve e-mail notices sent to Staff Senate and NDSU Staff listserv members.

f) **The Membership/Attendance Office**

Leave as notifies

Add: 4) serves on the Membership Committee.

Add: 5) serves on the Election Committee. (needs to be added – not part of presentation to the Staff Senate)

g) **Executive Committee**

Change 5): *classified staff* to *broadbanded*

Change 7): *classified staff* to *broadbanded*

#7. Committees and Task Forces

a) **Staff Senate Committees**

...Each committee chair shall give an oral report of committee activities at the monthly Staff Senate meetings and also submit a written or electronic report to the Staff Senate secretary. A written or electronic year-end report in April shall be submitted to the Secretary by each committee and task force recapping the year's activity.

#10. Interim Vacancies – change to *Vacancies*

Unfilled Vacancies – added paragraph

5th line down – change *broadbanded* to *band*

Delete at end of Bylaws the line regarding contacting the *Staff Senate President by email*....

Delete the very last entry regarding *Published by NDSU Staff Senate*....

C:\staff senate\By-laws report to secretary.doc

ATTACHMENT A



NDSU STAFF SENATE

DRAFT

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Wednesday, February 05, 2003

Election Committee met with Harry Vandershoot and Carol Tschakert to discuss electronic election procedures.

Carol pulls the information from main frame looking for longevity and downloads this into the database for election. All staff are eligible to vote but only those off probation are able to be nominated.

Staff will be able to **only** use their @NDSU email account to login to nominate and vote for senators. Staff using gwmil or ndsuext mail cannot use these accounts to access the site. If they have not got their @NDSU email account activated this would need to be done prior to nominating or voting. Instructions for activating email are included on website.

Nominations go to Past President then verified by the Membership Officer before posting to the ballot. Staff are not eligible to run if they have served three consecutive terms.

Paper ballots were verified prior to giving one to someone by accessing the site to check if they had voted electronically. After checking the paper ballot was given and the person completed it there and left the ballot in a ballot box. The system was then flagged that they have voted.

It was suggested there should be more sites available for paper ballots to be accessed, maybe some of the committee members offices. The committee member would then check the electronic site and flag it after the paper ballot is completed.

When asking for nominations it was suggested people should try to access the site so if there are problems they have time to contact someone for help. We should list the committee members phone numbers and locations on all correspondence.

We should circulate information regarding election information in It's Happening, Department newsletters, letters to departments to circulate among those who may need a paper ballot.

The candidates picture and biography was put on the web site by the Staff Senate Web person. Publication Services can do pictures and electronically transfer them to the Staff Senate Web person.

After the election closes the electronic ballots are tallied and sent to the Past President and the paper ballots are added to them.

It was suggested that we add a link to the NDSU home page for Staff Senate elections. We would need to coordinate this with Ludvig the Webmaster.

We would like to arrange time with Harry and Carol for a demonstration of the Election site.

We will be meeting following the Staff Senate meeting on Wednesday, February 12