



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: JUNE 11, 2003 MINUTES

Approved by Staff Senate on September 10, 2003.

Visit the Staff Senate Web Site at:
www.ndsu.nodak.edu/ndsu/staff_senate/

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:

July 9, 2003:	9:30-10:30 a.m.	Prairie Rose Room, Committee Meetings
August 13, 2003:	9:30-10:30 a.m.	Prairie Rose Room, Committee Meetings
September 10, 2003:	9:30-10:30 a.m.	Peace Garden Room, Memorial Union
October 8, 2003:	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
November 12, 2003:	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

June 18, 2003:	11:00am-12:00pm.	Crest Room, Memorial Union
July 23, 2003:	9:30-10:30 a.m.	Badlands (365), Memorial Union
August 27, 2003:	9:30-10:30 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

1. **Meeting called to order:** The meeting was called to order by President Pam Hommen. She reminded everyone to please sign in on the sheets on the table in the back of the room.

Substitutions: Cindy Kozojed reported substitutions for today: Lori Peterson for Tracey Ekren. Cindy distributed a copy of the staff directory and asked that everyone check their information and make changes right on that copy.

2. **Review and approval of the Staff Senate Minutes from May 11, 2003:**

Susan Bornsen moved the minutes from the May 11, 2003 Staff Senate meeting be approved, **Gretchen Bromley seconded** the motion. All in favor, motion carried.

As the directory list was being distributed, so was the committee list. Please let Pam know of any changes. The committees will meet at the end of this meeting to elect co-chairs, who will serve as the next years' chair.

Everyone has received the year-end summary by Nancy Mueller (attached to these minutes). Janelle Ensrud, on behalf of the Staff Senate and the Public Relations Committee, presented a Campus Kudos Award to Nancy and thanked her for all her work as President during the 2002-2003 term.

3. **Treasurer's Report:** In Gina Haugen's absence, Pam Hommen reported. Expenditure of funds must be approved by the Executive Committee, contact Pam Hommen or Gina Haugen.

Fund 1725:\$5096.27

Fund 3746:\$4442.84

4. **Staff Senate Committee Reports:**

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

Election: (Nancy Mueller) No report

Legislative: (Kim Miller, for Tracy Ekeren) No report.

Program: (Susan Bornsen) No Report.

Public Relations: (Janelle Ensrud) NDSU's Campus Kudos awards recently went to Deborah Hegdahl, Information Technology Services help desk consultant; Jeff Schwartz, Women's Sports Information Director; and Harry Vanderschoot, application developer in Information Technology Services.

Campus Kudos is a certificate of appreciation for anyone on campus including students, staff, and faculty. Nominations may be sent to the chair of the Public Relations committee and the committee will review nominations.

Scholarship: (Brian Miller) No report. The committee will meet after meeting.

Staff Development/Small Grant: (Mary Glessner) No report.



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

University Senate Committees:

Campus Space and Facilities: (Bob Peterson) No Report.

Computing and Information Technologies Planning & Goals: (James Kapaun/Sheree Kornkven) No Report.

Library: (Irene Askelson) No Report.

Policy Coordination Committee: (Susan Bornsen) Pam Hommen reported that the Policy Coordination Committee has requested feedback/input on any of the following policies. Policy #605-Student Publications; Policy#133.1-Tuition Discount-Spouse and Dependents; and Policy#346-Animal Welfare (all three policies are attached at the end of these minutes). The purpose of the policy change is noted on each cover sheet. Please contact Susan Bornsen with any questions and input at 231-6339 or Susan.Bornsen@ndsu.nodak.edu. It will be announced in the *It's Happening at State* when these policies are available on the Internet, www.ndsu.edu/policy/.

University Athletics: (Susan Council) No report.

Wellness Committee: (Carolyn Beckerleg/Barb Geeslin) No report.

Executive Committee: (Pamela Hommen) An effort will be made this year to establish a state-wide staff senate organization with the intention of having a presence on the State Board of Higher Education.

Election: (Nancy Mueller) No report.

5. Council of State Employees – COSE: (Sharon Morgan/Cindy Kozojed)

Sharon mentioned that the COSE clothes and price list are on the table in the back room (a new tee shirt design is being worked on). The *Relay For Life* was held last Friday, June 6, 2003. The Fargo area raised \$95,600 and there were 70 teams that participated. The COSE meeting in July will be held in Bismarck. She would like to have some FISH awards to take with her. Anyone is allowed to nominate any state employee – please get your nominations to Sharon and Cindy Kozojed. Cindy mentioned that it's great to send as many NDSU awards as possible.

6. Old Business:

7. New Business:

Other: Pam reminded the Committee Chairs to please e-mail their reports to Barb Geeslin (Barb.Geeslin@ndsu.nodak.edu). The next full Staff Senate meeting will be held September 10, 2003. As stated on the cover sheet of these minutes, rooms are reserved in the Memorial Union for July 9 and August 13 at 9:30 a.m. These are available for the



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

committees that desire to meet. The room will be open and set up for a meeting. Pam will be on hand to answer any questions or offer help.

The meeting was adjourned and individual committees met to assign Co-Chairs.

Respectively Submitted:

Barbara Geeslin



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

May 20, 2003

To: Pam Hommen, President, Staff Senate

From: Nancy Mueller, Past President, Staff Senate

Re: Summary of Staff Senate Activities 2002-2003

The Staff Senate had a full and productive year. Below is a non-prioritized list of accomplishments. I have also included a summary of projects that should be followed for further discussion and implementation during the next Staff Senate year.

- The Peer Mentoring/Orientation program was started in April 2003. The program was brought to life by the interest of the Executive Committee of Staff Senate. The Election Committee was charged with the project of organizing a mini orientation session for all new senators. Newly elected senators don't know what is happening at Staff Senate, they don't know process or procedure. Some type of orientation and possibly a peer mentoring process needs to be developed to help new senators be more informed as they enter the first Staff Senate meeting. The Executive Committee agreed, the election committee put a program together for new senators before the May Senate meeting. The Membership Officer (Cindy Kozojed) coordinated the Peer Mentoring program. The program was first implemented in the spring of 2003. The Peer Mentoring Program really helped with the transition of new senators.
- Weight Watchers at Work started at NDSU on March 6, 2003. The program was brought to life by the interest of Staff Senate. Nancy Mueller and Letha Cattanaich did background work to get the program started. The first meeting was held Thursday, March 6, 2003 at 2:30 pm in the University Chambers Room at the Union. The series will last 13 weeks, from that point the program will be re-evaluated to see if there is a demand for the program to continue on campus.

There were 28 people at the first meeting and several others who are interested.

Kristi Wald is the Weight Watchers leader who is on campus for the program. The group will continue to meet in the Union on Thursday afternoons. Weight Watchers has agreed to pay for the rental of the room.

- Nancy implemented a floor layout format change at the full senate meetings. Tables were changed from rectangle open square to round tables with eight senators per table. This layout created a friendlier, warmer & more welcoming atmosphere for senators. Continental breakfast was added to each full senate meeting. The dollar amount of food averaged \$60.00 per meeting. The left over food was given away at random after each meeting.
- Nancy created a year-end annual report written by the Staff Senate President. This report should help in the continuum of information being passed along to the leadership of Staff Senate. This addition of duties should be added to the by laws for future reference.



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

Recommendations and Follow-up

- The by laws committee should be charged with making some revisions. Revisions include but are not limited to the following:

Adding to the President Duties – year-end report/summary of Staff Senate activities. This report should be given to the President Elect at the May Executive Committee meeting. This report should also be shared with the new Executive Committee.

Adding to the President Duties – giving presentations and promoting Staff Senate at New Employee Orientation hosted by Human Resources Office.

Adding to the President Duties – Reading staff awards and recipients at the annual Staff Recognition Banquet. The President is sent the selection and nomination letters, from this documentation a script is to be created. Pull bits and pieces from each nomination to read at the banquet.

- The Scholarship Committee should write a brief history about monies available for scholarships. This history should be put in a binder so all Scholarship Committee members as well as Executive Committee members will be familiar with this information.
- The Executive Committee should do some research on getting a staff member to sit on the Board of Higher Education Meetings. Discussion about this topic was started at the March Executive Committee meeting, further follow up should be done the fall of 2003.
- Continue the discussions and research on the MAT Bus with emphasis on Staff and Faculty riding for free. Some research and conversation about this topic has been done but further follow up is suggested.
- Appoint a member of the Executive Committee to be in charge of taking items up to the Archives. History & reports of staff senate are being shuffled around from person to person and committee to committee. These documents should be gathered once a year and archived for future reference.
- At the May meeting announce all the retiring senators names, have all retiring senators stand and give them a round of applause. Some type of recognition before they leave the meeting.

In summary, this year's Staff Senate carried engagement and optimism from all senators. Attendance by senators was good & senate agendas were full.



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

Annual Report 2002-03 Staff Senate Scholarship Committee

The Scholarship Committee this year consisted of 10 members.

At the first meeting we covered the past history of the scholarships and reviewed the application form. Attached with this report is a guideline for this committee.

We advertised in the "It's Happening", the "Spectrum", and also sent out a department flyer. We also sent postcards to each staff and a list-serve email. We awarded three children of staff each a \$400 scholarship and three staff members \$100 each. Notifications were sent to all applicants. Due to the decrease in funds available through the Alumni Center we turned to the Staff Senate to compensate the difference.

I would like to thank the committee members for their involvement this year and hope they will consider volunteering again next year for this committee. Also, a very special thank you to Audrey and Jill for all the help they have given me, I couldn't have done it without them!

Valerie Larson-Chair
Brian Miller-Co-chair
Audrey Olson
Jill Spacek
Carolyn Flink
Lori Lee
Kara Stack
Diana Wangler
Mary Bergstrom
James Kapaun

The Staff Senate awarded three student and three employee scholarships in April as follows:

Students Scholarships (\$400 each):

Gregory Prunty
Heather Nesemeier
Carla Radke

Staff Scholarships (\$100 each):

Bruce Steele - TRIO Programs
Susan Bornsen - TRIO Programs
Derek Jorgenson - Library



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

Guidelines for Scholarship Committee

- ❖ Appoint a secretary and have minutes sent after each meeting to the Staff Senate secretary.
- ❖ Contact Ron Peterson @ Alumni to confirm the amount we can use for the scholarships.
- ❖ Review the application forms.
- ❖ Be sure to give Associate Director, Merideth Sherlin in Admissions any changes. She has been keeping up the web information. Her phone is: 1-9653 and her fax is: 1-8802.



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

POLICY CHANGE COVER SHEET

Policy 133.1- Spouse and dependent tuition waiver

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Correcting tax information. Spouse & dependent tuition waiver is non-taxable, except for grad level courses.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 5/15/03
Staff Senate -
University Senate -
President's Council -

3. This policy revision was originated by (individual, office or committee/organization):

Gary Wawers

SECTION 133.1: Tuition Discount - Spouse and Dependents

SOURCE:

NDSU President
SBHE Policy Manual, Section 820.1

The North Dakota State Board of Higher Education allows campuses to adopt tuition waivers which are consistent with an institution's mission. The spouse and dependent tuition discount is intended to help recruit and retain faculty and staff who can best perform or support the teaching, research and public service mission of the University.

1. The spouse and dependents of regular (broadbanded staff must be off probation), benefited NDSU employees are eligible for the discount effective Fall 2002.

1.1 Dependents are defined as those unmarried children qualifying as dependents under the NDPERS health insurance plan (25 years of age or under if they are a full-time student, otherwise age 22 and under), who rely on the parent(s) for significant financial support.

1.1.1 A spouse or dependent who is also a regular, benefited employee is only eligible for the employee tuition waiver outlined in Section 133 (Educational Policy).

1.2 The spouse and/or dependents must meet admission standards and register for classes through regular registration procedures.



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

1.3 The employee must be actively employed on the first day of each semester to be eligible for the discount.

2. The tuition discount is 50% of the tuition for NDSU classes (excluding self-supporting or Continuing Education courses) per spouse and/or dependent.

2.1 The discount applies regardless of whether paying resident or out-of-state tuition.

2.2 The maximum discount for the dependent of more than one eligible employee is 50%.

2.3 Fees are not discounted or waived.

2.4 The discount applies to both undergraduate and graduate level classes.

2.5 Early Entry students will be eligible according to the terms of this policy.

3. Procedure

3.1 A Spouse/Dependent Tuition Discount application needs to be submitted to the Office of Human Resources along with a copy of the admission acceptance letter (for new students only) 30 days prior to the beginning of the semester for which the waiver is requested. Given that conditions in this policy may change, it will be necessary to review the conditions of eligibility each term.

3.2 Proof of marriage/dependency may be required.

3.3 In accordance with federal regulations, the tuition discount will be used as a financial resource and become part of the student's financial aid package. The Financial Aid Office may need to adjust aid if the amount of the tuition discount, along with other financial aid, exceeds the total cost of attendance.

3.4 No employee who has an overdue accounts receivable balance with the University may receive a spouse/dependent tuition discount.

3.5 In accordance with IRS regulations, the value of the tuition waived for graduate level classes will be considered taxable income to the employee. Federal, state and social security taxes will be deducted in a lump sum from the employee's last paycheck of the semester, or, at the employee's written request, deducted on a prorated basis throughout the semester.

EFFECTIVE DATE: April 2002

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

Section 346: ANIMAL WELFARE – This policy is being updated and revised to include newly approved training requirements for protocol submission. The revisions to this policy were approved by the Institutional Animal Care and Use Committee on February 27, 2003.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 5/17/03

University Senate -

Staff Senate -

President's Council -

3. This policy revision was originated by (individual, office or committee/organization):

Melissa Krchnavy
IACUC Director
Office of Sponsored Programs Administration

SECTION 346: ANIMAL WELFARE

SOURCE: NDSU President

The University is committed to complying with the Public Health Service (PHS) Policy of Humane Care & Use of Laboratory Animals, the provisions of the Animal Welfare Act, USDA Animal Welfare regulations, the *Guide for the Care and Use of Laboratory Animals*, the *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching*, and other applicable laws and regulations. North Dakota State University has responsibility for the humane care and use of vertebrate animals utilized for research, teaching, testing, and/or exhibition purposes conducted at NDSU and by NDSU personnel. (Carcasses and tissues used for diagnostic/research purposes are not excluded from this policy.) The University's animal care and use policies are administered by the Vice President for Research, Creative Activities and Technology Transfer.

An Institutional Animal Care and Use Committee (IACUC) of at least five members has been appointed to maintain oversight of the University's animal care program. The members have sufficient education and experience to perform their duties with respect to the types of animals and species used and the kinds of projects to be undertaken.

The IACUC is responsible for (review and approval of protocols concerning) animals housed at the facilities and components of the University. The following activities require IACUC approval:



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

1. The use of live vertebrate animals in any research, teaching, testing or exhibition project conducted at NDSU facilities including off-campus facilities. (1)
2. The use of live vertebrate animals in any research, teaching, testing or exhibition project conducted by faculty, students, staff or other representatives of NDSU, irrespective of the use of university or external funds, regardless of the source of such funding.

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section

605: Student Publications

Updated language in NDSU policy 605 to match current language in the corresponding SBHE policy 507. Also, added NDSU specific language stating BOSP governs all student funded publications.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee -
Staff Senate -
University Senate -
President's Council –

3. This policy revision was originated by (individual, office or committee/organization):

General Counsel

For any questions
please send e-mail to:
NDSU.Policy.Manual@ndsu.nodak.edu <mailto:NDSU.Policy.Manual@ndsu.nodak.edu>



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

SECTION 605: STUDENT PUBLICATIONS

SOURCE: SBHE Policy Manual, Section 507

1. Each institution shall adopt a policy governing publication and management of student newspaper and other student media published or operated in the name of the institution or funded, in whole or in part, by student fees or other institutional funds.

The Board of Student Publications at NDSU shall govern all student funded publications.

- ~~2. Institution policy shall establish a student publications board or committee to manage and publish student media. The board or committee may be incorporated as a nonprofit corporation. Members of the governing board or committee shall include students and faculty, journalists or other persons with relevant experience or expertise.~~
- ~~3~~ 2. The student publications board or committee Institution policy shall include shall establish and enforce guidelines applicable to student publications and other student media. The guidelines shall:
 - a. Foster and preserve the conditions necessary for a free student press;
 - b. Protect the rights of student journalists;
 - c. Require compliance with all applicable laws, regulations and policies, including those prohibiting discrimination in hiring or employment;
 - d. To the extent permitted by law, prohibit publication or dissemination of libelous or obscene materials or materials meant to incite imminent lawless action;
 - e. To the extent permitted by law, restrict advertising that is false, misleading or that promotes illegal activities; and
 - f. Require appropriate disclaimers stating that the institution is not responsible for the content of student publications or broadcasts.
- ~~4~~ 3. Institution officials or employees and student government officers, except those acting as members of the student publications board or committee consistent with applicable laws, regulations or policies, may not attempt to censure or exercise control, directly or indirectly, over the content of student publications and other student media.

HISTORY: October 1997; Amended March 1998



NDSU STAFF SENATE

Minutes from the June 11, 2003 Staff Senate Meeting

Approved by the Staff Senate on September 10, 2003

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Last Updated: Tuesday, January 22, 2002, 2:31 PM

Published by North Dakota State University