



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING: JANUARY 14, 2004

MINUTES

Approved by the Staff Senate on February 11 2004

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 9:30-11:00 a.m.

Upcoming Staff Senate Meetings:

February 11, 2004:	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
March 10, 2004:	9:30-10:30 a.m.	Peace Garden Room, Memorial Union
April 14, 2004:	9:30-10:30 a.m.	Peace Garden Room, Memorial Union
May 12, 2004:	9:30-10:30 a.m.	Peace Garden Room, Memorial Union

Upcoming Executive Committee Meetings:

January 28, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union
February 25, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union
March 31, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union
April 28, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union
May 26, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union

All broadbanded staff are encouraged to attend.



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1. **Meeting called to order:** President Pam Hommen called the meeting to order, and welcomed everyone in attendance.

Pam spoke about the excellent turnout for the care packages sent to our troops in Iraq. She read a thank you note received from Dave Anderson, Lieutenant Colonel, 142nd Engineer Battalion, Anaconda, Iraq, and showed a picture that was sent to us of some of the troops who received our packages. The thank you letter and the picture will be displayed on the Staff Senate website. Consideration will be given to doing another mailing to the 141st (out of Valley City) after they arrive in Iraq.

Weight Watcher is starting another series. It meets on Thursdays, with weigh-in from 2:30-3:00pm and the half hour meeting starting at 3:00pm.

Membership: (Cindy Kozojed) Everyone was reminded to check in on the sheets at the back table.

For today's meeting – January 14, 2004:

Senators present – 46

Senators absent – 16

Substitutions – Patti Smith for Barb Welk, Jill Blazek for Roxann Williams, and Richard Beauchesne for Karen Brown

At this time an “ice-breaker” (led by Gretchen Bromley) was conducted at each table with the purpose of senators meeting others for the first time.

2. **Review and approval of the December 10, 2003 Staff Senate minutes:** Susan Bornsen made a motion to approve the November Staff Senate meeting minutes. Paul Froschle seconded the motion. **The minutes were approved with an aye vote.**

3. **Treasurer's Report:** (Gina Haugen) Before committing funds, please consult with the Treasurer (1-6177, gina.a.haugen@ndsu.nodak.edu) or the President (1-7701, pamela.hommen@ndsu.nodak.edu).

Fund 1725:.....\$7386.63

Fund 3746:.....\$401.47

These totals do not reflect the expenses from the recent seminar.



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4. Old Business:

B-Parking Lot: Finding a solution for the problems with the B parking lot is still in the process. A meeting on these issues will be held next week.

Computer Access: Ways are being worked on to distribute information to staff who do not have computer access, or the time while at work, to retrieve minutes, announcements, etc. pertaining to Staff Senate.

5. **New Business:** Sharon Morgan's term as COSE board member has expired 12/31/03. Sharon agreed to hold another term. Nominations were called for **Jennifer Krueger** moved that **Sharon Morgan be nominated**. **Janine Trowbridge** seconded it. **All approved aye vote**. An election of an alternate was also needed. **A motion was made by Cindy Kozojed that Barb Geeslin serves as alternate**. **Susan Bornsen seconded the motion. Passed with aye vote.**

6. **Program: Training Our Campuses Against Racism (TOCAR-)** – Larry Peterson, History Department, Brandon Richardson, NDSU student, and Paul Boswell, Office of Multicultural Services, spoke to the senate (see attached). Brandon spoke about the background of TOCAR on campus, which was initiated in 2001. Paul read the mission statement and goal of TOCAR, and spoke in layman's terms as to why it was created and that the main goal is to "make things better at NDSU" by being welcoming, inclusive and friendly to all students, from all walks of life, who become part of the NDSU campus. Comments and questions were taken from the audience.

Parliamentary Procedures: Dean Aakre, University Senate Parliamentarian, spoke briefly about *Robert's Rules of Order*, and how strictly, or not strictly, they are followed depending on the tone of particular meetings. Dean mentioned that most meetings use a "combination of consensus and *Robert's Rules of Order*". Dean encouraged us to read over the booklets that were distributed to all members today, and to use them to our advantage. The whole idea of *RRO* is to "give everyone a fair shot on input and the decision process".

7. **Staff Senate Committee Reports:** The following committees had reports:

Election: (Nancy Mueller) A meeting time will be set soon.

Scholarship: (Brian Miller) The committee will meet after today's meeting.

Staff Development: (Presented by Carolyn Beckerleg for Mary Glessner)

The BCBS Health Plan Overview and Walking Works Program in December went over extremely well. We had over 100 people in attendance and have scheduled another session with them for February.

The 2004 Changes and More Seminar last week at the Ramada Plaza Suites had about 194 people in attendance and was well received. I would like to give recognition to the Staff Development Team for all their work on this event and special recognition



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to the two individuals that played a significant role in organizing and MC'ing this event – Paula Larson and Teresa Sonsthagen. Thank you for your time and dedication!!

Upcoming Events:

The BCBS Health Plan Overview and Walking Works Program is scheduled for Monday, February 2nd from 2:00- 3:00 in the Memorial Union, Peace Garden Room. A reminder—everyone that attends will receive a free pedometer, which we will be using for our 10K-A-Day Exercise Program starting in February. **You must attend event in order to receive the FREE pedometer!!**

Canceling Event:

Due to lack of interest from several Staff Senate committees assisting the Staff Development committee on Family Fun Night scheduled for March we have decided to cancel this event and schedule a seminar in its place. More details coming...

A reminder to the Staff Development committee--we will be meeting right after Staff Senate.

Legislative: (Bruce Steele) This committee will be meeting today at 11:30 in the Atrium – bring your lunch if you'd like.

Public Relations: (Janelle Quam) The Public Relations Committee is working on ideas to promote the awareness of recycling on campus. We may collaborate with other groups on campus and look at tying in a promotion with Earth Day, April 24, 2004. If anyone has ideas or thoughts, please let us know. The committee is also working on an idea brought up by the Staff Senate Executive Committee to attempt to reach staff who do not have access to computers so they can remain informed about Staff Senate meeting minutes, updates, etc. A form would possibly be mailed out to all staff, with a detachable bottom half offering printed mailings or email updates to those who want them. A Campus Kudos certificate was recently presented to Jane Devaney, Motor Pool reservationist with Facilities Management. She was nominated by Cathy Powers. To find out more about Campus Kudos or to nominate someone, please go to the following website:

http://www.ndsu.nodak.edu/staff_senate/campus_kudos.shtml

Campus Kudos certificates were also given to program presenters, Larry Peterson, Brandon Richardson, and Dean Aakre.

Other Committees:

COSE: (Sharon Morgan) The COSE Board meets tomorrow in Jamestown. Please get your FISH awards to Sharon today.

8. **Advisor Comments:** (Broc Lietz) The Office of Human Resources is working on the Employee Recognition luncheon for this year, and will be asking for volunteers. April



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12th is currently the date for that luncheon. Announcements concerning the luncheon will be sent. Broc mentioned that there is some thought about changing the procedures and spreading out the recognition, possibly recognizing each nominee.

The upcoming change in payroll with ConnectND was discussed. We will be moving to a bi-monthly payroll. Higher Ed employees will get paid on the 15th of the month and last working day of month. On June 30th, 2004 we will receive 100% of our monthly paycheck, the next paycheck would be on July 30th (for hours worked from 7/1-7/15) and consisting of ½ of our months pay. On August 15th, another ½ month paycheck and so on. A ½ month paycheck advance will be made available to be paid back over the next 11 months. The State Board of Higher Ed will vote on this 15-day lag period at their meeting tomorrow (01/15/04). The logistics on the specific changes will be made available after the final decision from the state board. Broc spoke of the article that appeared in last Thursday's *Fargo Forum* where Governor Hoeven mandated a "no-lag" period for state agencies. Higher Education does not fall under the edict of the Governor. He briefly explained the North Dakota governing structure pertaining to the state agencies and higher education. When the governor gives an edict on something concerning state agencies it applies to all EXCEPT higher ed. Because we have state agencies on the NDSU payroll that are not part of higher ed, the campus may have employees on two different payroll schedules.

Pam mentioned that we do all have voice in this issue, and suggested going to the NDUS web page, find the board members and their email addresses, and express any concerns you have in this matter. Email could also be copied to the Governor. Brock mentioned that the reason the Governor issued his edict was because of the amount of comments he received from state employees on this issue.

Broc took questions and comments for the senators.

Pam will send out an email with the address for emailing. She mentioned that it has to be sent out by tomorrow (01/15/04) when the State Board of Higher Education meets to make the decision.

Announcements:

The next meeting is February 11, 2004, 9:30-10:30 a.m., Prairie Rose Room, Memorial Union.

Kim Miller won the leftover refreshments.

The meeting was adjourned.

Respectively Submitted:

Barbara Geeslin



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Anti-Racism Team - Training Our Campuses Against Racism (TOCAR)

Background: [TOCAR](#) evolved out of the community-wide study circle process that took place in the Spring of 2001 in response to the U.S. Commission on Civil Rights Report, "The Status of Equal Opportunity for Minorities in Moorhead, Minnesota." From the study circle process emerged Citizen Action Teams, one of which focused on Higher Education. This Higher Education Team decided that its focus would be the development of a multi-campus anti-racism initiative and one of its student members named this initiative TOCAR. The team, now the TOCAR Collaborative, consists of faculty, student, and staff representatives from Minnesota State University Moorhead, Concordia College, North Dakota State University and Northwest Technical College.

Mission Statement: TOCAR seeks to enhance campus climate and promote equal opportunity by 1) advancing multicultural understanding and competence and 2) confronting ethnic/racial prejudice and discrimination and institutional racism.

Goal: To dismantle institutional racism and make our colleges and universities multicultural/ anti-racist organizations through an intentional process of personal and institutional reflection and actions.

The TOCAR effort at NDSU is associated with the Diversity Council and several members of the NDSU anti-racism team are also members of the Council (*). The team members are:

Eugene Berry, Associate Professor, Veterinary & Microbiological Sciences

Josh Boschee, Admission Counselor

*Paul Boswell, Director of Multicultural Student Services

Tom Carlson, Assistant Professor, Child Development and Family Science

Katie Eichele, Graduate Student

Jennifer Erickson, Senior Program Coordinator, Career Center

Tegan Henke, Graduate Student

*Sandra Holbrook, Director of Equal Opportunity

Norma Kiser-Larson, Assistant Professor, Nursing

Rhonda Kitch, Assistant Director, Admission Office

Allyn Kostecki, Director of TRIO Programs

Jennifer Krueger, Assistant Director, Residence Life

Josh Malnourie, Student

William Nganje, Assistant Professor, Agribusiness and Applied Economics

*Charles Okigbo, Professor, Communication

Laura Oster-Aaland, Director of Student Orientation and Success

Larry Peterson, Professor and Chair, History

Brandon Richardson, student

Prairie Rose, student

*Kara Stack, Assistant Director for Campus Programs

Bernadette Tiapo, Graduate Student

*Jaclynn Davis Walette, Coordinator of Native Americans in Pharmacy Program