



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: MARCH 10, 2004 MINUTES

Approved by the Staff Senate on April 14, 2004

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

May 12, 2004:	9:30-10:30 a.m.	Peace Garden Room, Memorial Union
August 11, 2004	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
September 8, 2004	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

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
June 30, 2004:	9:30-11:00 a.m.	Atrium Conference 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.

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

For today's meeting – March 10, 2004:

Senators present - 43

Senators absent – 16

Substitutions – 3

Mike Schanzenbach (for Darlene Rian), Gail Schmidt (for Susan Council), and Diana Kowalski (for Irene Askelson).

The following guests were welcomed to today's meeting:

Kari Fischer, Business Office

Ruth Danielson, Political Science

Kim Groszhans, Varsity Mart

Brenda Jacobson, Library

Updated staff senate directories were distributed.

As the icebreaker for today's meeting, Gretchen Bromley described the process that the Executive Committee has been following to reach the draft of the revision of the senate's mission and goals (emailed prior to meeting and copies on tables). A survey was also distributed. Members were asked to review the mission/goals draft with each other and to please fill out the survey. The yellow suggestions sheets were also available to be filled out and placed in the suggestion box on the table at the back of the room.

2. **Review and approval of the February 11, 2004 Staff Senate minutes:** Kim Miller made a motion to approve the February Staff Senate meeting minutes. Bob Peterson seconded the motion. The minutes were approved by 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:.....\$5872.13
Fund 3746:.....\$651.10
4. **Program: Dr. Tom Moberg**, Vice Provost and Chief Information Officer, Information Technology at NDSU gave a presentation to the staff senate, speaking of the direction of information technology at NDSU for 2004 and the importance of IT in our daily work. ITS is in the process of reorganizing their structure, which will result in more cross-functional groups and project teams. He remarked on the source of IT funding including the student technology fee, and monies from the State, including HECN funding. Dr. Moberg spoke about modifying and/or eliminating costly, outmoded service programs. His basic strategy is to build on the existing NDSU exemplary IT program and develop ITS as a campus leader. Dr. Moberg took questions from the audience.

Pam reminded the senators about ConnectND's web site and mentioned that there are several tutorial programs available at that site to use (<http://www.nodak.edu/connectnd>) prior to further training through NDSU's ITS. The ConnectND's web site is frequently updated.
5. **Old Business:**

B-Parking Lot: Work is continuing on a resolution to the problem.



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Computer Access: A flyer was mailed to all staff; we are waiting for replies and will then compile and report on the results.

6. New Business:

Please look over the Staff Senate Bylaws that were emailed to you. If you have suggestions or comments please forward them to Pam Hommen.

7. Staff Senate Committee Reports: (See attached)

Nancy Mueller reminded everyone to vote in the upcoming Staff Senate elections.

Mary Glessner reminded senators that tomorrow (3/11) is the wrap-up of the "10K a Day" program.

Janell Quam announced that accompanying the Kampus Kudos certificate there will now also be a \$2.00 coffee cart gift certificate.

8. Advisor Comments: (Broc Lietz)

Please refer any questions you might have about the upcoming changes in payroll to the HR office.

The employee recognition luncheon is scheduled for April 12th. Friday (3/12/04) is the nomination deadline for these staff recognition awards. Please take the time to nominate your fellow employees who you believe deserve recognition.

Announcements:

Staff Senate will be sharing a booth with the NDSU police in the upcoming health fair, "Highway to Health" on April 13th from 10:00-3:30 p.m. in the Memorial Union Ballroom. A sign up sheet for volunteers to work the booth was passed around. We will, along with the NDSU police, be handing out whistles with emergency information on them.

The annual "Expanding Your Horizons" conference will be held April 17. Expanding Your Horizons offers hands-on workshops to encourage junior high school girl's interests in math and science. They are in need of volunteers for various activities. If interested please contact Karen Murie at 231-8638.

The State Wide Staff Senate group is meeting monthly via IVN. The next meeting is Wednesday, March 17th 2:00-2:50pm in EML 270. The group is in the beginning stages of establishing relationships with the staff senates from the other state universities.

Terri Nelson won the leftover refreshments.

The next meeting is April 14th, 2004, 9:30-10:30 a.m., Prairie Rose Room, Memorial Union.

The meeting was adjourned.

Respectively Submitted:

Barbara Geeslin



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Staff Senate Committee Reports:

Policy Coordination Committee: (Barb Geeslin for Susan Bornsen)

The PCC has requested your review or feedback on the following policies. Please note that the purpose of the policy change is noted on the cover.

1. Policy 122: Payroll Checks - Distribution
2. Policy 223: Reduction in Force

(See attached policies)

Public Relations Committee: (Janelle Quam)

1. Campus Kudos certificates presented in February include the following:

a. Seven ITS Network Services individuals: Carla Johnson, Valerie Nordsletten, Cheryl Swanson, Chad Foster, Diane Clark, Bruce Curtis, and David Dahl.

b. Rhonda Kitch-Office of Admission, Kara Stack-Campus Programs, and Allyn Kostecki-Office of TRIO Programs, for presenting highlights of the Campus Climate Survey results at the February Staff Senate meeting.

Campus Kudos is a certificate of appreciation for contributions to the campus and the people on campus. Anyone on campus including faculty, staff and students, is eligible. More information and an online nomination form are available at http://www.ndsu.edu/staff_senate/campus_kudos.shtml

2. The NDSU Staff Senate informational flyer was distributed campus-wide on February 25. It is an attempt to reach out to those individuals who may not be receiving Staff Senate information by e-mail or web. Pdf link:

http://www.ndsu.edu/ndsu/staff_senate/files/keepingintouch.pdf

3. Dan Hodgson continues to update the Staff Senate web page. All senators are encouraged to e-mail upcoming events to Dan at dan.hodgson@ndsu.nodak.edu. He may also be reached at 231-7770.

http://www.ndsu.edu/ndsu/staff_senate/.

Program Committee: (Candy Skauge) No report.

Election Committee: (Nancy Mueller)

Nominations have been extended until March 12, 2004.

New voting dates: April 1 - April 15, 2004.

People are encouraged to vote on-line, if that is not an option we'll have paper ballots in four locations:

Thorson Maintenance
Architecture Library
Ceres Hall 211
Varsity Mart

We have a full ballot for voting. Still seeking nominations to fill alternate lists for all bands. The Committee will convene on April 22 to tally voting results. The mentor meeting has been re-scheduled to May 5, 2004.

Staff Development: (Mary Glessner) Will report on the "10K a Day" exercise program at the April meeting.

Legislative Committee: (Bruce Steele) No report.

Scholarship Committee: (Brian Miller)



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We met on Wednesday 3-3-04. It was decided to change the award amounts from \$400 for child of staff and \$100 for staff to \$300 (three scholarships) for child and \$200 (three scholarships) for staff, in light of the 50% tuition waiver.

Dan Hodgson will update the staff senate scholarship information on the web page. When the applications are ready, a listserve message and a mailing to all staff will be sent out. There will also be two ads (3/16 and 4/2) in the *Spectrum* announcing the scholarships and the application process. The deadline for returning the applications will be April 8th, scoring will be done on Monday April 19th, and the winners announced at the staff senate meeting May 12th.

Other Committees:

COSE: (Sharon Morgan) The council will meet April 15th in Devils Lake.

A reminder to senators to please nominate employees for the FISH award (nominations may be given to Sharon or Cindy Kozoged).

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

Health and Wellness Advisory Board: (Carolyn Beckerleg and Barb Geeslin)

The board met on March 8th. Progress continues on the expansion. Meetings with architects and the different stakeholders were recently held. The childcare center continues to be very popular and has had to cut the allowed number of children at any given time from 20 to 18. This is due to physical space and licensing. When the expansion is finished their hope is to increase that number to 32 (with most of that being "drop-in"). Brochures will be mailed out to faculty and staff after spring break announcing the upcoming health fair on April 13th.

University Athletics Committee: (Susan Council) No report.



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POLICY CHANGE COVER SHEET

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

Section 122: Payroll Checks - Distribution

Changes based on Board policy changes. The amendments to section 1 reflect the payroll process that will occur July 1, 2004 with the conversion to PeopleSoft. Both benefited and non-benefited employees will be paid in the same method and on the same time schedule.

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

Policy Coordination Committee – 2/27/04

President=s Council -

University Senate -

Staff Senate -

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

Office of Human Resources



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SECTION 122: PAYROLL CHECKS - DISTRIBUTION

SOURCE: NDSU President
NDUS Human Resource Policy Manual, Section 5

1. Payday for ~~regular employees (see Sections 126 and 127) who receive university benefits~~ shall be the last day of the month ~~for the period from the first day of the month to the fifteenth day of the month and the fifteenth day of the following month for the period from the sixteenth day of the month to the end of the month;~~ however, if the last day of the month is a Saturday, Sunday, or holiday, the preceding work day shall be payday.
- ~~2. Payday for non-benefited employees is the 15th and last day of the month; however if the 15th or last day of the month is a Saturday, Sunday, or holiday, the preceding work day shall be payday.~~
32. Payroll checks and statements of earnings and deductions for those individuals paid under the method noted in Section 126, 127, and 128 are distributed to the department via campus messenger on payday. Employees working in off-campus locations will have their paychecks mailed to them at their work address.
- ~~3-2.1~~ Unclaimed payroll checks and statements of earnings and deductions for employees should be returned to Payroll within two months from the date of issue.
- ~~4-3.~~ Individuals in need of having a paycheck mailed to them should submit a written request to their employing department. The request should include name, social security or NAID number, and mailing address.
- ~~5-4.~~ Electronic deposit of payroll checks is available to all NDSU employees. NDSU can electronically transfer funds to an individual's financial institution regardless of location. Individuals interested in electronic deposit of payroll checks must sign an authorizing agreement with the Payroll Office, indicating the financial institution and checking and/or savings account number(s) for the direct deposit of the payroll checks.

HISTORY: July 1990; Amended April 1996; August 1997; May 1998

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POLICY CHANGE COVER SHEET

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

Section 223 – Reduction in Force

Changes based on Board policy changes. Adds the language “not on probation when” to sections 7 & 8 to add clarification.

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

Policy Coordination Committee – 2/27/04

President 's Council -

University Senate -

Staff Senate -

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

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SECTION 223: REDUCTION IN FORCE

SOURCE: NDUS Human Resource Policy Manual, Section 24

1. When necessary to achieve a reduction in force, the University may terminate any staff employee due to an organizational or procedural change, diminished workload, lack of funds, or other exigency. *NDSU shall determine which services will be eliminated, reduced, or achieved in another form.* The employee shall be given at least two weeks written notice of the reduction. At the university's discretion, employees may be given two weeks pay in lieu of the two weeks notice.
 - 1.2 *When appropriate, the University may choose to offer a [severance package](#).*
2. The University shall not subject regular staff employees (see Section 101.3) to a reduction in force while there are temporary or probationary employees engaged in the same work, serving at the same work unit.
3. The University shall conduct reductions in force in a non-discriminatory manner (see Section 100) and shall not use such actions as a substitute for disciplinary measures.
4. Based upon departmental need and work to be performed, the department head shall determine which employees will be subject to a reduction in force. In determining which employees shall be terminated, the department shall consider the following:
 - 4.1 An analysis of the acquired knowledge, demonstrated skills, and versatility of its employees compared to the work to be done and the available funding. Employees lacking the necessary skills and versatility should be considered for reduction.
 - 4.2 An analysis of the level of demonstrated work performance. Employees having a consistently low level of performance should be considered for reduction.
 - 4.3 A review of the length of service of its employees. Employees with the fewest years of service should be considered for reduction.
 - 4.4 An analysis of the extent of required training needed to train a reassigned employee to full productivity in a different position. Employees requiring substantial retraining should be considered for reduction.
5. *Each department shall submit written documentation of the required analysis (see Section 223.4) to the Office of Human Resources for review prior to taking a reduction in force action.*



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6. Rehiring of employees terminated as a result of a reduction in force shall be in the reverse order of layoff when a similar job becomes available in their former department within two years from the date of termination.
7. Employees not on probation when terminated as a result of a reduction in force and rehired within two years shall be credited with:
 - 7.1 Previous service for the purpose of determining annual leave accrual rates.
 - 7.2 Sick leave hours accumulated prior to the reduction, less the amount paid pursuant to Section 143.6 of this manual.
8. Employees not on probation when terminated as a result of a reduction in force shall, for two years following the reductions, be provided the following additional services:
 - 8.1 To the extent possible, the University will assist terminated employees in searching for other employment.
 - 8.2 The North Dakota University System shall maintain a list of employees, including their former qualifications, who were terminated due to a reduction in force. This list shall be made available to all institutions for employment considerations. Individuals from this list shall be treated as internal applicants by the hiring institution.
 - 8.3 To assist in retraining efforts, employees terminated due to a reduction in force may continue to utilize the NDSU employee tuition waiver as defined in Section 133 of this manual.

HISTORY: July 1990; Amended December 1992; July 1997; July 1999, October 2003.

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