



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: MAY 12, 2004 MINUTES

Approved by the Executive Committee on May 26, 2004

Approved by the Staff Senate on June 9, 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:

June 9, 2004	9:30-10:30 a.m.	Reimers Room, NDSU Alumni Center
July 14, 2004	9:30-10:30 a.m.	COMMITTEE MEETINGS , Prairie Rose, Memorial Union
August 11, 2004	9:30-10:30 a.m.	COMMITTEE MEETINGS Prairie Rose, Memorial Union
September 8, 2004	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

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
July 28, 2004:	9:30-11:00 a.m.	Badlands Room, Memorial Union

All broadbanded staff are encouraged to attend.

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

Announcements: The photo album and scrapbook from this past year were passed around for senators to look at. Pam thanked Janelle Quam for doing a great job in putting these together, also with helping update our website. The suggestion slips are on the tables, please deposit them in the box on the back table. Notes for writing to the troops in Iraq are also on the table. Please look at the committee descriptions (green paper) on the tables. New senators please fill out your choices for committees and whether or not you're interested in co-chairing a committee.

Membership: (Cindy Kozojed) Everyone was reminded to check in on the sheets at the back table. Cindy thanked the outgoing senators for their service to Staff Senate. There are copies of the new bylaws (in the new senator binders) and there are extra copies for the continuing senators. These will also be emailed later. Let Cindy know if you have an email change.

Everyone stood up and introduced themselves and told where they worked on campus.

For today's meeting – May 12, 2004, there is a quorum. We have 100% of new senator attendance today.

Present – 56

Absent - 21

Substitutions – Lori Olson substituting for Darlene Rian.

2. **Review and approval of the April 14, 2004 Staff Senate minutes:** Susan Bornsen made a motion to approve the April Staff Senate meeting minutes. Jennifer Krueger 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 (1-6339, susan.bornsen@ndsu.nodak.edu).

Fund 1725:\$4171.40

Fund 3746:\$1684.34

4. **Program:** (Election Committee) Nancy Mueller proceeded with the election process.

Cindy Kozojed made a motion to ratifying the newly elected senators, Jane Lessard seconded the motion. Motion carried with a voice vote.

Cindy Kozojed made a motion to destroy the ballots from the April election. Susan Council seconded the motion. Motion carried with a voice vote.

As nominations for the offices were made, the nominees introduced themselves and told a little about why they would like the office.

Nominations were taken for 2004-2005 President-elect. **Susan Bornsen made a motion to cease nominations. Bob Peterson seconded the motion.** Motion carried on a voice aye vote. Ballots were cast, **President-Elect - Janine Trowbridge**

Nominations were taken for 2004-2005 Secretary. **Sharon Morgan moved nominations cease. Jane Lessard seconded the motion.** Motion carried on a voice aye vote. One nomination, voice vote carried. **Secretary – Barb Geeslin**

Nominations were taken for 2004-2005 Treasurer. **Jennifer Krueger moved that nominations cease, Janine Trowbridge seconded the motion.** Motion carried with a voice aye vote. Ballots were cast, **Treasurer – Gina Haugen.**

Nominations were taken for 2004-2005 Membership Officer. **Janine Trowbridge moved that nominations cease. Sue Geising seconded the motion.** One nomination, voice vote carried. **Membership Officer – Cindy Kozojed.**

Nominations were taken for 2004-2005 Members-at-Large (3). **Jennifer Krueger moved that nominations cease, Paul McIntosh seconded the motion.** Motion carried with a voice aye vote. Ballots were cast. **Member-at-large (3) – Roxann Williams, Linda Krogen-Brandt, Gretchen Bromley.**

Nominations were taken for the 2004-2005 University Senate Representatives(3). **Gretchen Bromley made a motion that nominations cease, Paul Froeschle seconded the motion.** Ballots were cast. Motion carried with a voice aye vote. **University Senate (3) – Kristi Fiest, Jennifer Krueger, Barbara Welk.**

Nominations were taken for Campus Space & Facilities Committee. **Jennifer Krueger moved that nominations cease, Susan Bornsen seconded the motion.** Motion carried with a voice aye vote. Ballots were cast. **Campus Space & Facilities Committee – Bob Peterson.**

Nominations were taken for Computing & Information Technologies Planning & Goals Representative (one and an alternate). Jennifer Krueger moved that nominations cease. **Sharon Morgan moved that nominations cease, and it was seconded.** Motion carried with a voice aye vote. Ballots were cast. **Computing & Information Technologies Planning & Goals Representative)- Teresa Sonsthagen, Brian Miller, Alternate.**

Nominations were taken for the Library Committee Representative. **Diana Wangler moved that nominations cease, Jane Lessard seconded the motion.** Motion carried with a voice aye vote. Ballots were cast. **Library Committee Representative –Irene Askelsen.**

Nominations were taken for the University Athletics Committee. **Jennifer Krueger moved that nominations cease, Josh Boschee seconded the motion.** Motion carried with a voice aye vote. Ballots were cast. **University Athletics Committee – Teresa McMullen**

Due to time restraints, we will wait until the June meeting to elect members to the Employee Recognition Committee.

Janine Trowbridge made a motion to destroy the ballots from today's voting. Paul Froeschle seconded the motion. Motion carried with a voice vote.

5. Old Business:

B-Parking Lot: There will be a meeting on this issue May 13, 2004 at 2:30 in the Peace Garden Room of the Memorial Union. Everyone is invited to attend.

Dining Services during breaks and in the summer: A process to deal with the concerns is still being addressed. A committee will be formed, let Pam know if you're interested in working on it.

Lapel Pins: Pam will order the Staff Senate lapel pins – the outgoing senators will be given one also.

6. New Business:

Brian Miller announced the 2004-2005 Staff Senate scholarship recipients (see attached report),

- 7.** •Gretchen Bromley gave a wrap-up of the strategic planning committee results (see attached report), which included the presentation of the suggested new Staff Senate Mission statement **“In support of our NDSU Mission, Staff Senate advocates for a positive engaging campus community, characterized by communication, respect, growth and recognition.”** This new mission statement will be voted on at the June 9, 2004 meeting.

•Sharon Morgan reported on COSE (see attached report), and showed the new tee shirt that is available. Colors are on the website. Sale is on now - \$2 off until August 16. Please consider nominating someone from NDSU for the FISH award. We were unable to get enough commitment for participation in this year's "Relay for Life".

•Pam Hommen reported on the NDUS State-Wide Staff group. Another meeting is scheduled for next week. They are going to try to get together this summer and meet in person.

•Pam thanked Broc Leitz for all of the time he gives to Staff Senate and all staff on campus. She also thanked all the committees, chairs, and co-chairs for their hard work this year, and reminded everyone to please fill out the committee request sheet on the tables.

Discussion of Suggestion Items:

•ATM Machines (*Suggestion #1: "I've been told there is only one ATM on campus and it doesn't work half the time. Could one of the banks or credit unions be persuaded to put in one or two more somewhere besides the Memorial Union?"*) – Pam spoke with Janna Stoskopf, Director of the Union. It was emphasized that if anyone ever notices that it's ever broken, please let someone at the information desk know. They are aware that it becomes a problem when it is out of order. They may work on getting additional ATM machines on campus. Janna will come to our June meeting and discuss this issue.

• (*Suggestion #2: "Get rid of the round tables, it is hard to see around everyone. Go back to the "U" shape format. There is not enough room on round tables for all our materials."*) We have too many people (64 senators) to put table configuration back to u-shape.

The suggestions are appreciated and please feel free to fill out the yellow suggestion sheets on the tables, and put in box on table by door.

Acceptable use of Electronic Communication Devices –(Dean Alan White, College of Science & Mathematics): Dean White spoke to the senate concerning the charge of a recently completed task force on misuse of electronic communication devices (cell phones, computers, telephones, various hardware on computers, software, computer media, etc.) on campus. The policies were reviewed, and procedures developed for investigating misuse, and how to respond when the misuse is discovered. Incidental use of computers is allowed and will not trigger an investigation. Additional information on these policies may be found at the following web site:
<http://it.ndsu.nodak.edu/policy/aup.html> Dean White answered questions from the senators.

8. **Year End Staff Senate Committee Reports:** (See attached)

9. **Advisor Comments:** (Broc Lietz) Preparation for ConnectND is ongoing. He reminded staff that the payroll advance request has to be in to the Payroll Office by June 15th. Broc answered questions concerning the payroll advance.
Broc announced that he is a member of state Human Resource Council which is comprised of HR Directors from all the universities, and also at-large members. A replacement representative was needed, with little time to elect one, so Ray Boyer, from NDSU was appointed to fill the vacated roll. Broc asked that NDSU Staff Senate accept this appointment to the council. **Kristi Fiest made a motion to accept Ray Boyer's appointment and Mary Glessner seconded the motion.** Motion carried with a voice vote.

Announcements:

Pam introduced Susan Bornsen as the 2004-2005 Staff Senate President. Susan thanked Pam for all her hard work during her year as president. Susan reminded everyone of the next meetings (posted on the first page of these minutes).

Jane Lessard made a motion to adjourn. Kristi Fiest seconded the motion. Motion carried with a voice vote.

Respectively Submitted:

Barbara Geeslin

**2003-2004 NDSU Staff Senate
STRATEGIC PLANNING**

Presentation of the proposed Staff Senate Mission Statement
5/10/04

The Staff Senate Executive Committee embarked on a major time and effort investment this year into the process of **Strategic Planning**. Our decision was based on a desire to develop our organization's strengths and qualities to ensure our organization does its "best" to serve our constituents. It was also timely given the university's recent development of a new mission statement.

Through this process, we set out to determine

- ❖ **where** our organization is going over the next few years,
- ❖ **how** it's going to get there and
- ❖ **how** we'll know if we got there or not.

The model we followed was **Goals-based planning**, which is probably the most common and involves

- ❖ focusing on the organization's **mission** (and vision and/or values)
- ❖ articulating **goals** to work toward the mission
- ❖ developing **strategies** to achieve those goals
- ❖ setting forth an **action plan** identifying (who will do what and by when)

At this point in time I am honored to present the first accomplishment of this endeavor for your review: a new Staff Senate Mission Statement, a statement of our organization's vision and values.

<p>"In support of our NDSU Mission, Staff Senate advocates for a positive, engaging campus community characterized by communication, respect, growth and recognition."</p>

Our full senate will be voting on this mission at our June meeting. Until then, your thoughts, comments and recommendations are encouraged and we invite you to share them with any member of the Executive Committee. As you mull-over this new statement during the next few weeks, keep in mind that a good mission statement provides **strategic vision and direction** for the organization, is recommended to be **under 25 words**, and should not have to be revised every few years.

It is the hope of the outgoing Executive Committee Members, that the work of Strategic Planning continue, and that it be the instrument used to move our organization into the future with collective vision, enthusiasm and continued dedication.

Staff Senate Scholarship report for 2003-2004 (Brian Miller, Chair)

The 2004-2005 Staff Senate Scholarship recipients are:

Staff for \$300.00 each:

Deann Wagenman
Martin R. Hochhalter
Letha Cattanach

Children of Staff for \$200.00 each:

Cody L. Montgomery
Eric Lee
Russell Cumber

COSE Meeting notes

April 15, 2004 – Devils Lake School for the Deaf

Governor's Award for Excellence – There will be a new form that will be developed to make the nomination process easier. This form can be found on the COSE website.

COSE Discounts – Check the website for a complete list.

Grand Forks has about 30 businesses that will offer discounts.

Dickinson is working on lists now for letters that will go out to businesses soon.

Bismarck has a few changes on their list.

Fargo area - Paul from the DOT office will be checking with all the businesses on Main Ave between 25th St and 45th St during the construction and would be willing to ask for a discount for state employees to encourage business. The local SERW committee will also be doing some checking with area business about discounts.

COSE Newsletter – Dave will submit a budget to the Governor's Office for the next biennium for \$8000 for COSE newsletter printing costs.

FISH Award – Didn't have any nominations from NDSU this time. We encourage you to submit nominations.

COSE clothing – There is a special on the new shirt that is offered now, \$2.00 off on orders received by Aug. 16. Check the website for ordering information.

Wednesday, July 8 is State Employee day at the State Fair in Minot, there are coupons available for \$1.00 off gate admission and \$5.00 off the car show tickets and rodeo tickets. Need to a contact Paul Braun at NDDOT Communications Office 701-328-1420 or email pbraun@state.nd.us for the coupons.

Next meeting will be Thursday, July 22 at the Dickinson Research Center.

On Saturday, May 1 the SERW Committee partnered with kids from the Modern Woodmen Junior Service Club 1580-1 to host a May Day party for special needs children in the area. We served a picnic lunch, handed out May baskets, and played games with the children. About 15 children, along with parents and siblings, attended this event. This was a community project for this year representing all state employees. Everyone attending had a good time.

Plans have begun for the State Employee Recognition Week Picnic at Playmakers. All senators will be notified in August for ticket sales and we will be asking for help with these sales.

Report submitted by Cindy Kozojed and Sharon Morgan

Staff Senate Development Committee Report

2003-2004

September 30th - "Is There Just Too Much" seminar. Presented by Heidi Frie & Trish Tallakson – Counselors from the NDSU Counseling and Disability Services Office. (35 attendees)

This seminar provided an interactive environment that helped people identify values and set priorities in order to balance and take care of themselves in today's busy world.

November 17th – "Power of a Positive Attitude" seminar. Presented by Teresa Sonsthagen – Veterinary Tech in the Animal & Range Science Dept. (51 attendees)

Teresa shared ideas on taking control and keeping the power to decide what your attitude is going to be.

December 15th & February 2nd – "BCBS Health Plan Overview and Walking Works Program". Presented by Rhonda Peterson and Judy Swanson from Blue Cross & Blue Shield. (We setup for 100 people and had an overflow both times.)

Rhonda and Judy gave us an overview of BCBS PPO/Basic and EPO Self-Referral health care plan and explained some of the reasons for the rising healthcare costs and encouraged us to make healthier choices. They also educated us on the Walking Works program, which we incorporated into our exercise program in February. Everyone that attends the sessions received a free pedometer for the 10K-A-Day program.

January 6th – 2004 – Changes and More seminar was held at the Ramada Plaza Suites. The event was from 8:00am – 3:30pm. (180 participants)

President Chapman gave opening Remarks. "Managing Transitions" was presented by Jodee Bock from One Degree Marketing and ConnectND: Who, What, When, Where, Why and How was presented by Jean Ostrom – Blonigen and James Kennedy of NDSU and President Ellen Chaffee from Valley City State University.

Lunch was served from 12:00 – 1:00 and then Brent Palmer from the NDSU Wellness Center presented. "Ways to Stay Fit" and he showed us some proper exercises to do on a daily basis.

The last presentation was done by Drs. Tim and Deanna Sellnow on "Staying Centered in a Chaotic World."

Overall the feedback from the evaluations was positive. Some constructive criticism was given in regards to the food and the sessions, which we will definitely take into consideration for future seminars.

February 2nd – "BCBS Health Plan Overview and Walking Works Program"
(See the notes for December 15th)

March 11th was the wrap-up for the 10K-A-Day Exercise Program, which started in February. The exercise program was another successful event this year with record-breaking participation. A total of 278 people sign-up for the four week event. At the wrap-up session each participant received a "free" t-shirt and enjoyed refreshments and ice cream.

Final Report of the Staff Senate Election Committee for 2004

Committee members include Cindy Kozojed, Sharon Morgan, Irene Askelson, Dale Summers, Karen Brown and Nancy Mueller (Chair). Nominations for 29 vacant staff senate positions were accepted online February 16 – March 12, 2004, as well as paper ballots, which were mailed to Jane Lessard at Varsity Mart. Elections were held online April 1 – April 15, 2004, as well as paper ballots being cast at four locations, Telecommunications in Thorson Maintenance, room 211 Ceres, 114 Ehly Hall, and Varsity Mart. 217 ballots were cast electronically and 5 paper ballots were submitted. The Election Committee tallied the ballots and verified the elections results presented below. A special thanks to Carol Tschakert and Harry Vandershoot from ITS for their help with the online voting system. The Orientation/Mentor Meeting is scheduled for May 5, 2004. New senators were assigned an experienced senator to guide them along through their first meeting in May as well as be a supportive senator throughout their first year in Staff Senate. Each new senator was presented a binder containing the Staff Senate bylaws, committee descriptions, minutes of the last meeting and an agenda for the May meeting.

Submitted by Nancy Mueller

1000/3000 - Administrative, Managerial, and Professional

10 Vacancies

Glessner, Mary (1-9672)*
Kozojed, Cynthia (1-8431)*
Schluchter, Jackie (1-9610)
Nostrum, Rian (1-7890)
Boschee, Joshua (1-6541)
Hegdahl, Deb (1-7037)
Semmens, Theresa (1-5870)
Koehlmoos, Marilyn (1-6740)
Miller, Brian (1-6332)*
Feist, Kristi (1-8698)*

Alternates:

Twitchell, Mary (1-6108)
Filpus, Jodie, (1-3240)
Schwartz, William (1-8332)
Sellner, Jim (1-6231)
Kangas, Michael (1-5936)
Mathew, Damien (1-8017)

4000 - Technical and Paraprofessional

8 Vacancies

Trowbridge, Janine (1-7315)*
Morgan, Sharon (1-7739)*
McMullen, Theresa (1-9549)
Askelson, Irene (1-8616)*
Groszhans, Kimberly (1-8381)
Flink, Carolyn (1-8888)
Kapaun, James (1-8784)*
Heger, Heather (1-8293)

Alternates:

Bartels, Sharon (1-4323)

5000 - Office Support

4 Vacancies

Spacek, Jill (1-8525)
Cossette, Peggy (1-8211)
Krom, Janet (1-7661)*
Welk, Barbara (1-8028)*

Alternates:

Cuypers, Tara (1-1029)
Schmidt, Gail (1-7733)
Hartsch, Patricia (1-8974)
Bjellum, Karen (1-5938)

6000 - Crafts and Trades

2 Vacancies

Peterson, Robert (1-7302)*
Goosen, Brent (1-7183)*

Alternates:

McDougall, Jim (1-8202)
Dirk, Mike (1-8794)

7000 - Services

5 Vacancies

Jacobson, Brenda (1-9951)
McIntosh, Paul (1-9913)
Wilson, Dennis (1-9934)*
Slyter, David (1-9946)
Gunderson, Richard (1-9983)*

Alternates:

Beam, Mary (1-9886)

Italics indicate a write-in candidate

** indicates a returning senator*

Program Committee
Year End Report
2003 -2004

The original schedule was the following:

September	President Chapman
October	International Students
November	UND Staff Senate
December	Holiday Cards
January	TOCAR
February	Residence Life Michael Harwood
March	Facilities Management Bruce Frantz
April	Tom Moberg
May	Elections

There were a few unexpected changes.

October Multi-cultural Student Services

December The Holiday Cards idea started with Susan Bornsen and was expanded to care packages and cards for the troops by Pam Hommen and was a great success.

February The Campus Diversity Study was presented. Residence Life couldn't come in February and have been asked to do their presentation this fall.

March Tom Moberg needed to move from April to March, but the Program Committee wasn't made aware of this change until the last minute which caused some confusion for the Chair.

April Bruce Frantz, Facilities Management and Pamela Drayson, Dean of Libraries. Pamela wanted to make a brief statement about upcoming software changes that the Library will be implementing this summer.

I did hear from a few people that they thought Tom Moberg's presentation should have been in the Century Theatre for all staff, not just Staff Senate. Also, several people thought he was too detailed about the internal positions.

Over all I feel the Program Committee did a good job getting speakers who were informative and pertinent to NDSU.

Respectfully Submitted by,
Candace Skauge, Chair

Staff Senate Public Relations Committee Summary for 2003-2004

- ♦ A Popcorn Sale was held from 12-4 p.m. on September 18, 2003 during State Employee Recognition Week. The event was held primarily to publicize State Employee Recognition Week and the NDSU Staff Senate. The sale was held on the West Patio of the Memorial Union. All revenue was returned to the Staff Senate to cover cost of supplies and off-campus machine rental (Dining Services no longer has a popcorn machine). We were unable to donate revenue to United Way (as in past years) due to changes in NDSU department procedures.
- ♦ The Staff Senate Holiday Blood Drive was held December 9-10, 2003. United Blood Services had 57 donors out of 77 individuals who were interviewed. There were 24 first-time donors and 22 walk-ins. Janelle Quam coordinated the sign-up process and worked with the United Way representative. The Blood Drive was publicized through the NDSU Staff Senate website, press releases to Its Happening at State and The Spectrum, posters, flyers, table tents and e-mail press releases. Mel Stone, KVLV television, covered the first day on "The Stone Report."
- ♦ A campus-wide "Computer Access/Staff Senate Awareness" flyer was distributed at the end of February 2004. This informational flyer publicized methods for accessing Staff Senate information. The main goal was to find out if staff have computer access and therefore access to web and e-mail updates. Staff were asked to complete and return a form at the bottom of the flyer if they did not have computer access. Three forms were received and those individuals are now receiving information by campus mail. Supervisors have also been advised to hand out information to employees without computer access.
- ♦ The Campus Kudos program recognized a total of 25 people. They include 14 individual recipients and 2 group recipients. Thirteen Staff Senate program presenters were also recognized with a certificate of appreciation. The NDSU President's Office also recognized the 25 individuals with \$2 coffee cart certificates, redeemable at either the Memorial Union or Minard Hall Coffee Carts.
- ♦ Staff Senate displayed an interactive booth at the NDSU Health Fair booth on April 13, 2004. The Public Relations Committee developed a half-sheet double-sided flyer for distribution at the interactive booth. The "Whistle for Help" personal safety campaign included a four-question quiz with a whistle prize sponsored by the NDSU President's Office, Campus Police, and Staff Senate. The second side of the sheet included frequently asked questions about Staff Senate.
- ♦ The Staff Senate website was refurbished by Dan Hodgson who was hired as the webmaster. Updated information was relayed to Dan throughout the year. An attempt was made to take more digital photos of Staff Senate events and activities for inclusion on the website. The website is professional and the content is hopefully of value to all who enter it.

Goals for next year:

- ♦ Hold another event during State Employee Recognition Week. Ideas other than popcorn sales include cotton candy, brat, and dippin dots sales. If Staff Senate wants to donate proceeds to United Way, look at processing it through the Development Association.
- ♦ Find a way to recognize staff that have attained higher degrees (continued their education at NDSU). e.g. "We would like to recognize those staff who have received higher degrees...." It would be a strictly voluntary yearly listing perhaps in the fall accompanied with a couple of lines of background on each individual.

- ◆ Publicize the recycling program on campus. e.g. “NDSU Staff Senate supports recycling on campus....Did you know you can recycle particular items at the following locations...” This could be tied in with Earth Day in April. Discuss the collaboration between the City of Fargo and NDSU. “Lets get environmentally conscious!”
 - Work with NDSU Facilities Management, Jennifer Krueger (Assistant Director for Leadership and Community Development), City of Fargo, and the Student Environmental Advisory Council (see e-mail response from the student president).
- ◆ One senator suggested that the Public Relations Committee hold a Halloween Party the Friday before Halloween. Get a panel of individuals to judge a costume contest. The panel could include someone from the NDSU President’s Office, an NDSU athletic coach, etc. Make it a campus-wide event and really promote the contest. Hold it in the Memorial Ballroom. Assign a number to each contestant and give prizes to the top four costumes. Award could be gift certificates to the Varsity Mart.
- ◆ Do an event with United Way like their Annual Day of Caring in October, whereby volunteers team up to help senior citizens with household projects, etc.
- ◆ Continue to increase awareness of NDSU Staff Senate activities.
- ◆ Continue to increase awareness of Campus Kudos award via web, email listservs and It’s Happening

Year-End Report for Staff Senate Bylaws Committee – 2003-04

Submitted by Linda Krogen-Brandt - Chair of the Bylaws Committee

The Bylaws Committee reviewed the Staff Senate Bylaws and proposed a number of changes that were presented to the Staff Senate members and approved. Following are the revisions that occurred.

Items changed will be in italics.

=====

Changes to the Bylaws:

#4. Terms of Office and Election of Senate Members.

- b) Regular elections to fill vacant positions shall be held annually during the *months of March and April.*

#6. Duties of the Officers.

- a) The President:

Add:

12) gives presentations to promote Staff Senate at the New employee

Orientation;

- 13) attends the annual Staff Recognition Banquet as a Staff Senate representative and presents the Staff award recipients.*

- b) The Past President:

5) in the absence of the President and Vice President/President Elect.....

Add:

- 6) writes year end report/summary of Staff Senate activities, accomplishments and recommendations for the next year, and presents to the Executive Board at the May meeting.*

- f) The Membership/Attendance Officer:*

Add:

- 6) serves as chair on the Orientation/Mentor committee.*

- g) Executive Committee (which includes the three Members-at-Large):*

Add:

- 10) make provisions to collect and compile Staff Senate documents for archiving and arrangements to have these documents stored in the archives;*
- 11) administer the Orientation/Mentor Program;and*
- 12) select Staff employees to serve on temporary University committees, task forces and advisory boards, as requested.*

#7. Committees and Task Forces.

- a) *Staff Senate Committees*

- 1) Bylaws Committee – reviews, suggests, and makes amendments to the Bylaws and maintains current committee descriptions on the Staff Senate web site.*

- b) *University Senate Committees*

- 4) Other Committees/Advisory Boards/Councils/Ad Hoc Committees*

The Staff Senate shall nominate and elect a Senator as a representative to each committee, as requested. If more than one representative (or an alternate) is

requested, the second representative may be any regular broadbanded NDSU staff employee (except COSE). The alternate.....

- a) Arboretum Committee – 2 year term - charged with the task of combining and centralizing campus beautification efforts.*
- b) ND Council of State Employees (COSE) – 3 year term; one representative a member of Staff Senate; 2 alternates can be any staff employee - strives to...*
- c) Employee Award Recognition Committee – 2 year term - devise a process on how to evaluate the nominations and what the minimum criteria would be.*
- d) Health & Wellness Advisory Board – 4 year term - presents the interests of University faculty, staff, alumni, and students in advising the Wellness Center on policy matters relating to the operation, use, improvement, and expansion of the Wellness Center building at North Dakota State University.*
- e) Policy Coordination Committee - reviews, presents and requests feedback/input from the Staff Senate, on new and revised NDSU policies.*

5) Task Forces and Temporary University Committees

The Executive Committee will select Staff employees to serve on University task forces and temporary University committees, as requested.

Campus Space and Facilities Committee (CSFC)

Year-End Report for 2003-2004 (Robert Peterson, 5/12/04)

The CSFC meets twice a year, once in the fall and again in the spring. This year we met on October 27, 2003 and April 28, 2004. The minutes of these meetings can be found at <http://www.ndsu.edu/ndsu/gihaugen/campuspace/index.htm>.

The Planning Subcommittee met once in early October outside of Askansese Hall to discuss the placement of the new sculpture.