



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING:

OCTOBER 20, 2004

MINUTES

Approved by the Staff Senate Exec Committee on 11/04/04

Approved by the Staff Senate on November 10, 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:

November 10, 2004	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
December 8, 2004	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
January 12, 2005	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

October 27, 2004	9:30-11:00 a.m.	Badlands (365), Memorial Union
November 24, 2004	9:30-11:00 a.m.	Badlands (365), Memorial Union
December 29, 2004	9:30-11:00 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.

1. **Meeting called to order by President Susan Bornsen.** Susan asked for comments on the suggestion forms on today's "U-shaped" seating arrangement.

Membership: (Char Kuss, substituting for Cindy Kozojed). For today's meeting there was quorum, with 48 members present and 17 absent.

Substitutions: Paulann Haakenson for Sharon Morgan, Kari Fischer for Audrey Olsen, and Char Kuss for Cindy Kozojed

Guest: Babette Patton, Office of Trio Programs

2. **Program:** Jennifer Krueger introduced Michael Harwood, Director of Residence Life. Michael reviewed the overflow housing and considering this year's record enrollment, there are currently 130 students in overflow housing. Overflow housing isn't a new concept; it's been used for many years at NDSU. Most students like living in the motels and enjoy using the pool, room cleaning service, their clothes are laundered, and the bus service to/from campus is from 7:30 a.m. to 10:00 p.m. Residence Life has special programs for those students living in the motels. Resident Life provides programs for social interaction, leadership, wellness, and academics. Many things that Residence Life does is paid for by the students, and they work with students in designing and planning new buildings. On-campus housing rates are very affordable. A disadvantage to working with private entities in housing students off campus is that this money does not come back to the university when students do not live on campus.
3. **Review and approval of the September 8, 2004 Staff Senate minutes:** Bob Peterson made a motion to approve the September Staff Senate meeting minutes. Janine Trowbridge seconded the motion. The minutes were approved by an aye vote.
4. **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:\$3,936.52

Fund 3746:\$961.20

5. **Committee Reports:**

- **Legislative** (Jane Lessard/Tara Cuypers): Jane didn't have a committee report. She mentioned that when PeopleSoft goes live at NDSU that our paycheck will show the advance deduction (which currently isn't showing on our checkstubs).
- **Program** (Dolly Wadholm/Jackie Schluchter): Working on the program for the December meeting.
- **Public Relations** (Tammy Helweg/Heather Heger): We received funding for the newsletter. We hope to have the first issue out in January 2005; this will be on the webpage and also a printed version. We have submitted an application to the Communications Department to see if a student would be interested in doing their internship with us. We are asking if anyone would be interested in participating in the newsletter as a sub-committee of Public Relations. Holiday Blood Drive is December 1 & 2, 2004. It will be held outside the Memorial Union, the first 50 donors will receive a t-shirt. Salvation Army Bell Ringing-they have do not have a coordinator so we cannot schedule a time. We would be ringing the bell outside the Memorial Union. The display for Campus Kudos winners is almost ready. It is located in the tunnel between Memorial Union and FLC.
- **Staff Development/Small Grant** (Janet Krom/Paula Larsen):
The following is a summary of responses to a mini-survey that was distributed at the Staff Senate meeting on Sept. 8, 2004. There were 17 responses from about 50 senators present.
Prioritized items:
 - * Free city bus options (7). (Refer to email from Gina Haugen on 10/25 that addresses this issue.)
 - * Postcard or flyer distributed annually to all staff outlining various benefits and offerings (7)
 - * Free parking or reduced rates (6). (Related item: guaranteed parking place)
 - * Training program for new staff (4)

- * Map of walking paths on campus (indoors and out) with distances calculated (3) (Deb Hegdahl has volunteered to assist with this project)
- * Scholarship for students funded by Denim Day or NDSU Apparel Day (3). (Also, create Staff Senate T-shirts that can be worn on this day.)
- * Training session for organizing work area for efficiency and ergonomics (2). (Idea--schedule this as a special seminar or include in motivational seminar)
- * Free 1- or 2-month trial at Wellness Center
- * Deliver inter-departmental campus mail by runners twice a day utilizing workstudy staff (1)
- * More staff development opportunities to travel to work-related conferences (1) (Check to see if this person is aware of President Chapman's \$1,000 grant for this purpose)
- * Provide hand-held wireless devices for employees who don't have computers so they can easily access email (1)
- * Full tuition waiver for dependents (1). (President Chapman has already committed to moving toward this over time.) (President Chapman is already committed to do this over time)
- * Provide on-site childcare for: newborns, toddlers, pre-schoolers--as well as an after-school program. (The Center works with children 6 mo. to 6 years, so I wonder if the person who made this suggestion was aware the NDSU Child Care Center. The potential for an after-school program might be something to discuss with the Child Care Center, though.)

Other items mentioned:

Pay for eye appointments and help with glasses/contacts. (Since the Vision Plan is in place for NDSU employees, we should cover that in our next report to Staff Senate in an effort to inform the anonymous person who made this suggestion)

* Have Robin Silverman speak at a motivational seminar. (The Staff Development Committee will consider Silverman for a motivational conference or an offering on campus in the future.)

- **Campus Space and Facilities** (Bob Peterson): Met on October 18, minutes can be found at <http://www.ndsu.edu/ndsu/qihaugen/campuspace/index.htm>.

Received reports from NDSU's Student Chapter of the Institute of Transportation Engineers (ITE), Bruce Frantz, Tim Lee, and Gary Narum. ITE gave their report on a study for the proposed College of Business Administration area at 18th Street and Centennial Boulevard. Bruce talked about a proposed Bicycle/Pedestrian Trail on 18th Street, a naming of the Babbling Brook, and updates on projects. Tim gave a review of Parking Funds and Gary Narum talked about the Wellness Center addition.

According to our Parking Fee Policy every reasonable effort will be made to use the funds obtained from parking fees for the purpose of maintenance, improvement, and/or construction of parking spaces. This year 6,000 parking permits will be sold at \$90 each: \$540,000. Other revenues collected would come from the Pay Lot--\$90,000, Meter Lot \$70,000, and tickets \$90,000 which are used for salaries, operating and equipment expenses.

- **CITPG** (Teresa Sonsthagen/Brian Miller): Since Teresa has a class conflict with the 8:30 start time, Brian Miller will be the primary representative to CITPG for at least this semester with Teresa as the alternate. Notes from 9/17/04 meeting: Campus Wireless plan: Jon Grosen of ITS said that wireless networking has been proposed to be installed in Memorial Union lobby and Food Court, EML, Architecture, Sudro, FLC, Minard Annex and English Dept offices, Downtown Campus, and the Library starting 1/1/05. Installation order will be based on impact and which departments/programs will benefit the most.

Systems: The State chose a new statewide learning management system. Desire2Learn will replace Blackboard starting the 2005-6 school year. ALFI will be going away beginning Spring 2006 registration, which will take place in Fall 2005.

Notes from 10/8/04 meeting: New governance system had previously been in development. Proposed plan would create a new committee called Planning and Policy Council for IT (PPC-IT). Three subcommittees called IT Advisory councils will be formed; one for each of the three campus groups: Academic, Administrative and Students (AcITAC, AdITAC and StuITAC, respectively). The plan was discussed and one amendment was added. It passed 6-5. Next meeting is Friday October 29th.

- **Library** (Irene Askelson): The first meeting of the academic year was held at the Main Library on Monday, October 18. The minutes of these meetings are posted on the Library Home Page under About Us. The TCU and Film Library located at University of Minnesota Moorhead has postponed

allowing students to check out their materials until the migration to Aleph, the new library system, is complete. The delay could be as long as 6 to 12 months.

The vending machines in the lower level of the Main Library are working out very well.

Assistant Director Tom Bremer is on the university accreditation team.

The current library is over loaded. No more weight can be added to the building after two different engineers have evaluated the building. More and more materials are being housed off campus at the Annex. At this time, it is not known if the lease on the Annex will be renewed or not.

Under new business, the Director Pam is looking for funding for a casual reading room that would be part of the front lobby. Gifts or grants are being explored.

The student representative stated that his peers have asked for more lockers in the Main Library. He also had questions on the computer clusters that will have to be directed to IACC. The outside doors of Sudro are sometimes locked on weekends and students cannot get into the Health Sciences Library.

- **COSE** (Cindy Kozojed, Sharon Morgan) – received by e-mail from Sharon Morgan:

The State Employee week went well. Our thanks to all NDSU employees who helped and took part in it.

The picnic was better than ever. 506 total tickets sold, 640 total prizes, 386 early bird prizes went to 250 people (the reason is some people had more than one ticket so they won on more than one). 254 prizes were given out the night of the picnic. We fed 366 people. That was the biggest turnout yet. Don Crey and the Cotton Candy man were big hits as always.

The ice cream break was a little slower this year. I think it was because of the dedication downtown at the same time. But that was good for all of you, now you can have ice cream for this meeting. our grateful thanks to the Staff Senate for purchasing the ice cream for this treat.

The golf tournament went over BIG with State Employee's. Mother Nature wasn't as nice. We had 18 teams before the rain came and when we had to reschedule to Friday we lost 6 teams.

Those that were there, played and ate said only good things and they will all be back next year. So mark your calendars and tell your co-workers about what a good time we have during State Employee Week. It will be 9/11/05-9/17/05. The golf will be on Wednesday the 14th.

6. **Old Business:**

- Janna Mausolf Stoskopf was not available to address the ATM machines on campus.
- New Mission Statement for consideration: "NDSU Staff Senate advocates the needs and aspirations of broadbanded employees to promote an affirming university work environment." Gretchen Bromley presented the mission statement and positive comments were voiced from members at the meeting. The one negative comment mentioned questioned using 'affirming.' Because we ran out of meeting time, this mission statement will be brought forward at the next meeting for a vote.
- Distributed the new Staff Senate pins.

7. **New Business/Discussion**

- Open forums for reaccreditation through the Higher Learning Commission of the North Central Association of Colleges and Schools: General Education and also Technology and Learning Focus Groups will present on November 17th, Rose Room @ 3:30, and November 18th, Rose Room @ 2:00. **Mark your calendars:** President Chapman has received notice from the Higher Learning Commission, that our **site-visit** has been scheduled for **February 13 - 15, 2006**. Website: <http://www.ndsu.edu/ndsu/accreditation/index.shtml>

8. **Adjourn**

Next Meeting: Nov 10, 2004 in Prairie Rose Room, Memorial Union.

NOTE: Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Cindy Kozojed prior to the meeting (1-8431, cynthia.kozojed@ndsu.nodak.edu).