



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: DECEMBER 8, 2004 MINUTES

Approved by the Staff Senate on 1/12/05
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:

January 12, 2005	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
February 9, 2005	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
March 9, 2005	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
April 13, 2005	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

December 29, 2004	9:30-11:00 a.m.	Badlands (365), Memorial Union
January 26, 2005	9:30-11:00 a.m.	Badlands (365), Memorial Union
February 23, 2005	9:30-11:00 a.m.	Badlands (365), Memorial Union
March 23, 2005	9:30-11:00 a.m.	Badlands (365), Memorial Union
April 27, 2005	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.

Membership: (Char Kuss for Cindy Kozojed). Remember to check in at the back table. For today's meeting there was quorum, with 46 members present and 18 absent.

Substitutions: Jaclynn Walette for Tara Cuypers, Shayla Durick for Pam Hommen, Char Kuss for Cindy Kozojed, Casey Peterson for Rian Nostrum, and Kari Fischer for Audrey Olson. Substitutes **do** have full voting privileges.

Jim Sellner has replaced Carolyn Beckerleg as a Staff Senator.

2. Program: Peggy Gaynor, Director, Counseling and Disability Services at NDSU spoke to the senate on avoiding stress during the holiday season. She spoke of the importance of taking care of ourselves during this hectic time of year, and of the differences in "good stress" and "distress". She reminded us of the well-known saying, "Accept the things I cannot change, have the courage to change the things I can change, and the wisdom to know the difference."

3. Review and approval of the November, 2004 Staff Senate minutes: Sharon Morgon made a motion to approve the November Staff Senate meeting minutes. **Sandy Erickson seconded** the motion. The **minutes were approved** by an aye vote.

4. Treasurer's Report:

Fund # 3746.....\$595.29

Fund #1725.....\$3856.22

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)

5. Committee Reports:

●**Election** (Pam Hommen): At today's meeting we will be electing a replacement for Carolyn Beckerleg on the Health and Wellness Advisory Board.

●**Legislative** (Jane Lessard): Governor Hoven will be submitting his proposed budget on December 8th.

●**Program** (Dolly Wadholm): Activities are lined up through March. April will be left open.

●**Public Relations** (Tammy Helweg): Salvation Army Bell Ringing will take place on Tuesday, December 14, from 9-4:30, we will start on the South Side of the Memorial Union until 12:30 then move to the West side of the Union. Sign up sheet will be passed around, please note that the time slots are for ½ hour and we will be standing outside so dress warm. The Salvation Army will bring the stand, kettle as well as aprons to wear and bells to ring.

Holiday Blood Drive was December 1 & 2. T-shirts were given to the first 50 donors. The blood mobile had some mechanical problems and was on campus Wednesday afternoon to Friday morning. Thank you to all of those that donated, we are waiting to hear the final counts but it looks good.

Newsletter. We have spoken to people about putting in their articles for the first issue, please have them submitted to us by December 15 so we can complete the layout. Char Kuss (C.Kuss@ndsu.edu) and Paul Froeschle (Paul.Froeschle@ndsu.edu) will be the co-editors, please submit your articles to them. Also, if you are interested in an article for the next issue, please contact either the editors or someone from the Public Relations committee. We will be voting on the name for the newsletter at the meeting today. The person with the winning entry will receive a \$25 gift card from the Varsity Mart.

No new Campus Kudos winners.

Valentines Day Troop Drive we will be collecting items to send to the troops until December 31. Drop off areas are: Library, Chemistry Library, Wellness Center, Health Sciences Library, Architecture & Landscape Architecture Library and the Administrative Office in the Memorial Union. Accepted food items are: cereal, granola bars, hot chocolate, microwave popcorn, gum,

candy, chocolate, beef jerky, canned cheese & crackers, individual serving sized canned or packaged foods (NO PORK PRODUCTS)

Accepted non-food items: batteries, duct tape, ziplock baggies, disposable cameras, chapstick, toothbrushes, toothpaste, stationery, pens, crossword puzzle/wordfind/paperback books, flashlights, cushion socks, sweatbands, sunglasses, fly strips/swatters, dvds, cds, sunscreen, new and used hand held electronic games.

●**Policy Coordination** (Janine Trowbridge): See attached policies. Dave Wahlberg attended our PCC meeting to provide the committee with an update on It's Happening Today (IHT). IHT is an NDSU website containing information for faculty and staff on an institutional level without any commercial references. On a daily basis the website will be updated to include the latest news and events at NDSU. Part of the website will include a calendar of daily events. Dave is hopeful that this website will become the place to go every morning after people check their email to see all the latest NDSU news. Somewhere down the road, University Relations is hopeful that they can cut down on the distribution of the paper copies of It's Happening. They will target staff and faculty who are without computers and continue to provide them with a paper copy. It was also clarified that It's Happening is more of a weekly recap after the fact, where It's Happening Today will become a real time source of news for NDSU as the Forum would be to the Fargo-Moorhead community. Discussion of policy 703 included; will we need to wear the ID around our neck at all times? Response: we will need it on our person as it is a security issue. When will this take affect? Once the policy is approved by NDSU administration. Who is an "Associate" as referred to in the policy? Brian Miller responded that there are off site individuals who need the NDSU IDs. Finally, there was discussion regarding the sticker the library uses on the ID cards for checking out materials. The library uses the bar code on the back of the ID cards for checking out materials. When this bar code does not function, they place an alternate bar code sticker on the card. Section 5 of policy 703 states "The cardholder will not damage or alter the card in any manner. This includes, but is not limited to, punching holes in or affixing stickers to the card."

●**CITPIG** (Brian Miller): Jim Ross announced the NODAK being dropped from e-mail address. There was some debate on how long to forward ndsu.nodak.edu (2 or 3 years?). The SOD Unix cluster will not be going away (reversing the announcement posted in "It's Happening at State" 10/27/04) due to it being needed for classes in spring semester. ITS and the involved departments will work on a new cluster for the next school year. The next CITPG meeting is Friday December 10.

●**COSE** (Cindy Kozojed): The FISH Award sheets are on the tables, please fill out and return to Sharon, Cindy, or Barb.

●**Health and Wellness** (Barb Geeslin): The Advisory Board met on 12/6/04. The expansion plans continue ahead of schedule. The architects will now begin assembling the construction drawings. The students will commence paying the increased fee in January 2005. The Fargo Park Service will install a bike/pedestrian trail on the east side (subject to changing to the west side) of 18th Avenue from 12th Avenue to 19th Avenue next summer. This trail will be 8-10 feet wide. All of the "at-risk" students have been given the flu vaccination, and will advertise to the students that they still have serum remaining. The annual Health Fair is scheduled for Tuesday, April 12th, 10:00-3:30 in the Memorial Union.

●**University Senate** (Candy Skauge): President Chapman said a legislative session agenda is being developed. He is anticipating a budget and salary increase for the university. There is a possibility that salaries could see an across the board increase of four percent. Ken Grafton will become the Vice President and Dean of Agriculture January 1st. The flexible spending benefits program outsourcing was announced and the dropping of NODAK from the E-mail addresses. There were some difficulties finalizing a contract with Desire2Learn so NDSU has decided to renew Blackboard for two more years. NDUS provided the legislators with information ranking the equity among peer institutions. The report indicated that NDSU is not equal with other peer universities.

The Capitol requests have been made and the hazardous waste storage facility will have top priority. A time extension as been asked for to delay the ground breaking for the new Business Administration building and the renovations to Minard did not make the list. The proposed IT Governance flow chart was presented for approval and was sent back to committee with a request for more specific details.

6. Old Business:

- **Mission Statement** (Gretchen Bromley): Our suggested new mission statement was shared with Associate Professor, Karen Froelich, College of Business, who has worked extensively on the new NDSU mission statement. Karen gave suggestions and guidelines for revising a mission statement. A questionnaire was distributed and senators were asked to fill it out and return to Gretchen with comments/ideas on evaluating our mission statement.

7. New Business/Discussion

- *"Staff Senate Messenger"* will be the name of the newsletter. Norma Ackerson, who suggested the newsletter name, will receive a Varsity Mart gift certificate.
- There are holiday cards on each table to write on to the troops overseas.
- Deb Hegdahl and Theresa Semmens were nominated to fill the vacancy on the Health and Wellness Center Advisory Board. **Bob Peterson made a motion** to cease nominations. **Janine Trowbridge** seconded the nomination. The **motion carried** and nominations ceased. Votes were cast by paper ballot. Deb Hegdahl was elected to serve on the board. **Janine Trowbridge made a motion** to destroy the ballots. **Irene Askelson seconded the motion**. The **motion carried**, ballots destroyed.

8. Adjourn. Jane Lessard made a motion to adjourn, Sharon Morgan seconded the motion. The **motion carried**, and the meeting was adjourned.

Next Meeting: January 12, 2005 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).

Respectfully submitted,

Barbara Geeslin

POLICY CHANGE COVER SHEET

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

Section 700: Services and Facilities Usage

Removed reference to NDUS Policy 613 as it was deleted.

Added language to establish minimal guidelines for dealing with organizations wanting to film on campus for commercial (including political) purposes.

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

Policy Coordination Committee – 11/18/04

Staff Senate -

University Senate –

President's Council -

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

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

SECTION 700: SERVICES AND FACILITIES USAGE

SOURCE:

NDSU President
~~SBHE Policy Manual, Section 613~~

1. As a general rule, campus services may be used only by: 1)
University employees for purposes related to their official
responsibilities, or 2) off-campus organizations for non- profit,
nonpolitical purposes, provided that the specific use of a campus
service is sponsored by a University department or
University-related organization as a part of its official function.
 - 1.1
The administrator directly in charge of any such service shall
have the authority to allow an exception to this general rule
in any case involving unusual circumstances and appropriate
justification.
 - 1.2
This policy is specifically applicable to the University Copy
Centers, the campus mail system, mailing labels, or employee lists
maintained
by any other University office.
2. Computer generated name and address lists or labels of higher
education employees may only be prepared for individuals and
organizations directly affiliated with the University to assist in
performing a bonafide University activity. Such individuals and
organizations must request lists or labels from the Office of
Human Resources.
 - 2.1
Other individuals and commercial or non-profit organizations
may obtain employee names, addresses, and telephone numbers
from the University directory, available for purchase at the
Varsity Mart.
3. Candidates for political or public office who wish to use campus
facilities must comply with University rules and regulations. NDSU
has adopted specific campaign procedures for local, state, and
national elections. Copies of the policies can be obtained from
the Office of the Vice President for Student Affairs. These
policies govern canvassing, placement of brochures and materials,

and use of the Student Union and University housing. Door to door campaigning or canvassing is not permitted in academic buildings. These buildings are restricted to educational purposes. For use of facilities by University employees, see Policy 160, number 13.

4. All filming, videotaping, and still photography on University property or at University sponsored events for commercial purposes(including political advertising)must be approved and coordinated by the Director of University News, Old Main 204. " Commercial purpose" does not include news media reporting or outside use of University property for personal use (like wedding pictures).

The request must be in writing and include: name of organization, contact person, location, requested dates and detailed description of project. A contract must be signed prior to any activity beginning on University property or at a University sponsored event. The project can't disrupt normal operations of the University. For restrictions on the use of state property for political activities see also, NDSU Policy 160.

HISTORY: April 15, 1976, March 14, 1986; Amended March 1993;
November 1995

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Home Menu <<http://www.ndsu.nodak.edu>> Home Menu <<index.html>>

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NDSU Webmaster <<mailto:Web.Master@ndsu.nodak.edu>>
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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 703: Bison Card Terms and Conditions (formerly “ID Card Terms and Conditions”)

The term “ID Card” has been replaced with “Bison Card” throughout the policy. Policy change language reflects what is currently in practice. A privacy statement is added, and FERPA guidelines are addressed.

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

Policy Coordination Committee -
Staff Senate - 10/8/03
University Senate -

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

Bison Card Advisory Group, Wendy Clarin, Support Service Manager, Chair

SECTION 703: BISON CARD TERMS AND CONDITIONS

SOURCE: NDSU President

A. BISON CARD. The NDSU Bison Card is the official North Dakota State University identification card. All faculty, staff, and students are required to have a Bison Card for identification, security, and access to University buildings and services. The card must be carried at all times while on the NDSU campus. Cardholder must present card for identification if requested by a University official. The card is valuable and should be treated like cash or a credit card.

North Dakota State University issues an all-campus card subject to the following terms and conditions:

1. To obtain a Bison Card, an individual must first be assigned an NAID number.
2. The Bison Card is intended for campus use only and must be returned upon request.
3. The Bison Card is non-transferable and will be confiscated and returned to the Bison Card Center if found in the possession of another person.
4. The Bison Card must be presented upon any request for campus services.
5. The cardholder will not damage or alter the card in any manner. This includes, but is not limited to, punching holes in or affixing stickers to the card.
6. The Bison Card, transactions and activities related to the use of the card, and any account balances, are the responsibility of the individual cardholder.
7. IMMEDIATELY report lost, found, or stolen cards to the NDSU Police (701-231-8998).
8. A replacement Bison Card can be obtained at the Bison Card Center (Memorial Union). A photo ID is required at the time of replacement.
9. A fee is charged for all new cards and a replacement fee is charged for any lost, stolen, or expired card.
10. Associate Status for any individual/group must have prior approval by the NDSU President or Vice President for Business & Finance Student Affairs.
 - 10.1 Associate Status does not guarantee access to all NDSU activities, events, and facilities.
11. The Card Department Director or Campus Police may revoke a Bison Card if it is determined that abuse of the privileges associated with the Bison Card has occurred. Students who misuse their Bison Cards may also be referred to the Dean of Student Life Office for possible disciplinary actions. Faculty or staff misuse will be reported to the faculty or staff members' supervisor.
12. The Bison Card is valid for as long as the person retains their student, faculty, or staff status at NDSU.

B. BISON BUCKS ACCOUNT. Bison Bucks is a debit card service that is linked to the NDSU Bison Card. This benefit is free to ALL students, faculty, and staff. There are NO hidden charges, expenses, or interest.

1. A \$5 minimum is required for opening a Bison Bucks account and for additional deposits.

2. No minimum balance must be maintained.
3. Cash refunds are not given for any Bison Bucks purchases at any participating merchants. Credit is returned to the Bison Bucks account.
4. Bison Bucks balances carry over from semester to semester. Refunds of Bison Bucks balances at the end of the academic year are available by submitting a Dining Services Refund Form on or before June 30th. Refunds during the academic year will be given upon graduation or official withdrawal from the University. ~~Refunds are subject to a \$15 processing fee.~~
5. Any balance above \$15 will be returned to the customer upon withdrawal from the University and customer requests the refund. For balances below \$15, the customer is ~~encouraged~~ required to spend out this amount.
6. ~~Any unclaimed balances after two years become the property of the NDSU Bison Card Center. A \$15 fee will be imposed for accounts sitting inactive for more than one year from the date of last transaction.~~
7. Customers with checks returned for insufficient funds will have accounts frozen until payment is received.
8. Funds are non-transferable.
9. ~~If a customer's Bison Card is lost or stolen, the cardholder is responsible for any purchases made until the card is reported lost. IMMEDIATELY report lost or stolen cards to the NDSU Police (701-231-8998). Once the card has been reported lost, the cardholder is not responsible for any additional purchases. Per federal regulations, the card holder is responsible for up to \$50 if the lost or stolen card is reported within two business days. If the lost or stolen card is not reported within two business days, the card holder can be liable up to \$500 or the total account balance, whichever is lower.~~

Privacy Statement: Through the Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment, data collected on the use of University facilities and services by an individual cardholder will only be used for University purposes within FERPA guidelines. Information regarding a cardholder's account will not be provided to third parties unless required by applicable laws or with written permission of the cardholder.