



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: FEBRUARY 9, 2005 MINUTES

Approved by the Executive Committee on 2/23/05

Approved by the Staff Senate on 3/9/05

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:

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
May 11, 2005	9:30-10:30 a.m.	Dakota Ballroom Room, Memorial Union

Upcoming Executive Committee Meetings:

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
May 25, 2005	9:30-11:00 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.

1. Meeting was called to order by President Susan Bornsen.

Membership: (Cindy Kozojed). Remember to check in at the back table. For today's meeting there was quorum, with 50 members present and 15 absent. New senator, Gail Schmidt was introduced and welcomed.

Substitutions: Holly Erdmann for Gretchen Bromley; Marie Peterson for Carolyn Flink; Melanie Milam for Paula Larsen; Patty Hartsoch for Sharon Morgan; Bradley Mohs for Rian Nostrum; and Penny Aipperspach for Roxann Williams.

Substitutes **do** have full voting privileges.

Announcements: During the meeting a sign-up sheet for working in ½ hour shifts at the Staff Senate Booth during the Health Fair to be held on April 12th will be passed around. Please sign up for working a shift if you can. The theme for the Health Fair this year is "Treasure Your Health".

- 2. Program:** Susan Council introduced Lisa Nordick, Director of NDSU's Distance and Continuing Education program. Lisa visited about her position and what the program's offerings consist of and it's responsibilities. Because their classes are self-support, they do not fall under the staff tuition waiver. Changing this policy is under review with hopes that at some point at least a partial waiver could be offered for the Continuing Education classes. Lisa talked about the on-line class offerings, the study abroad programs and trips, the Group Decision Center, and other specialized offerings. Lisa answered questions for the Staff Senators and encouraged everyone to visit the web site for more information at: www.ndsu.edu/DCE/

- 3. Review and approval of the January, 2004 Staff Senate minutes:** Janine Trowbridge made a motion to approve the January Staff Senate meeting minutes. Cindy Kozojed seconded the motion. The minutes were approved.

- 4. Treasurer's Report:** (Gina Haugen):

Fund # 30746.....\$405.95

Fund #18725.....\$3781.94

Letters have been sent to the Vice Presidents asking for financial support. 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/Cindy Kozojed): Staff Senate elections are just around the corner. Nominations will be taken from March 1-21 and voting will be from April 1-15. If your staff senate term expires this year, please inform Cindy Kozojed if you want to be nominated for another term. We encourage staff senators to bring a guest(s), especially those not familiar with staff senate, to our March staff senate meeting.

●**Public Relations** (Tammy Helweg):

The newsletter is being sent out the beginning of February. Thank you to all the people who worked on this project and submitted articles. The next issue will be mailed out in March. We would also like to announce that we have an intern starting with the next issue. His name is Matt Perrine; Matt brings a lot of experience and education to our project and has agreed to work with us through December (when he graduates). Matt is the current Editor of our student newspaper, the Spectrum. Paul Froeschle will be serving as Matt's intern supervisor. If you wish to submit articles or have an idea for an article, please contact Matt at shakeyourshores@yahoo.com
A sign up sheet will be passed around to work at the Health Fair booth on April 12, 10:00 – 3:30 at the MU Ballroom. We would like at least 2 people at the booth in ½ hour shifts.

We had a new Campus Kudos winner this month. Matthew Walker, Facilities Management worked long hours to repair plumbing problems in Sevrinson and Pavek Hall the weekend of January 7-9. The display board honoring past winners is located in the Memorial Union, close to the Meinecke Board Room.

We are looking into Staff Senate purchasing their own digital camera to use for meetings, events and for the newsletter. We will be going through the Varsity Mart.

● **Scholarship** (Diana Wangler): The Staff Scholarship committee met on February 5th to begin the application process for the year 2005-2006. To date we have not heard what amount we will have available to award.

Application deadline will be April 8, 2005.

We will meet again on February 25th at 10:30 a.m. in EML 269 to complete the announcement process.

● **CITPIG** (Brian Miller): **Classroom technology** - 11 projects have been selected for review and have been forwarded to the Tech Fee committee. The main goal is to provide faculty with classrooms that have computer equipment installed for presentations, etc. The existing carts are very heavily used.

SPAM filter expectations groups

The amount of unsolicited e-mail (SPAM) filling up peoples' inboxes is growing very quickly. Some reports say that well over half of all e-mail sent is Spam. To address this, a short term committee met twice in January. Two other CITPG Members and I attended, and the group has made the following recommendations.

A Tiered system of filtering would allow E-mail users to select from four levels of spam filtering:

1. At the mail servers, delete all obvious and suspected spam before it reaches the user's mailbox. All regular mail would pass into the user's mailbox. The standard email quota would remain the same.
2. At the mail servers, delete all obvious spam, quarantine any suspected spam into a quarantine folder. User would have to check quarantine folder for "good" mail and with one click could move that mail to his/her mailbox. Any email in the quarantine folder would count against the user's email quota. All email in the quarantine folder that is 30 days old would be deleted.
3. All obvious spam and suspected spam would be sent to a quarantine folder. All good email would pass into the user's mailbox. All email in the quarantine folder would count against the user's email quota. User would also have the option of putting any email into a "good email" list. All email in the quarantine folder that is 30 days old would be deleted.
4. At the email server all obvious and suspected spam would not be flagged and would be passed into the user's email box.

Other desired features included blacklists (never accept e-mail from)/whitelists (always accept mail from) and a level of service equal to what other Webmail and ISPs currently provide.

The recommendations have been forwarded to ITS administration.

Please note: There is currently a product, Spam Assassin, available under the Enroll webpage, <https://secure.ndus.nodak.edu/services/>. Login and select Spam_filter option on the left hand side. When this is active, Spam Assassin will flag any suspected Spam message with "HECN SPAM Alert" in the message subject line.

● **COSE** (Cindy Kozojed): The COSE Board met at NDSU on 1/27/05. NDSU had five nominations for the FISH Award this time, however, someone from UND won. Please continue to send your FISH nominations to Cindy, Sharon or Barb. Letha Cattanach was presented with a certificate for being previously nominated for a FISH Award. There will be a spring clothing sale – check the web site for details: www.state.nd.us/cose. A budget request has gone to the Governor's office to be included in the budget to the legislature. If approved, this would once again allow the COSE newsletter to be printed, as well as appear on the web site. Employees are reminded to check the COSE website for discounts offered to state employees (all that is needed is to show your NDSU id card). Businesses in other states will sometimes honor our state employment with a discount at their business – always ask. SREW is working on their picnic for May 7th and is already in the planning stages for State Employees Recognition Week in September.

● **Health and Wellness** (Barb Geeslin): The Wellness Center is waiting for legislative approval prior to starting expansion construction. During parent orientation this summer they will open the Wellness Center for the parents for a period of time during the evening. The health center is in the process of implementing required practices to become accredited. Fargo Cass County Public

Health is now involved and coming to campus for the Tobacco Cessation Program. This means that the program can also be offered to faculty and staff, the counseling sessions are free and our NDPERS insurance will cover 75% of cessation products. Attendance at the facility continues to rise and several new group exercise classes have been added. There are 55 people signed up the training for the Fargo Marathon. The Child Care Center is very busy and has had requests to take reservations, as they are not large enough to accommodate everyone that would like to use it. Also, they collect Campbell Soup labels and would appreciate any that people would donate. Last year they were able to get two scooters for the labels.

● **University Senate** (Candy Skauge): Discussion was held on the English Proficiency Bill that is before the legislature this term, Dead Week (the students were surveyed and are in favor of Dead Week continuing – discussion will be on-going), and the new Bison Cards and whether or not any type of sticker will be allowed on them by the company that is providing them (this will go back to committee).

Other Committees:

President's Council (Susan Bornsen): Vice President Wallman announced that the enrollment numbers for spring semester are up and still growing. There was discussion about having a faculty and staff directory that does not include students as their information can be accessed on the web site.

6. Old Business:

● **Mission Statement** (Gretchen Bromley): The mission statement is still in committee.

- 7. Advisor Comments** (Broc Leitz): The committee for employee recognition is meeting today. Please think about nominating your co-workers. The luncheon will be April 14th. The questions concerning the W-2 forms were answered with a campus-wide email – the difference had to do with whether or not the payroll advance was taken. Broc is working on putting an email explanation together to help employees understand the information on the new PS paycheck stub.

Susan mentioned that she had received an email wondering whom to call about removing snow/ice in parking lots to clear up spaces. She posed this question to President Chapman and he said all calls concerning this matter should be directed to Bruce Frantz, Director of Facilities Management. Susan also requested that if you know of anyone not getting emails on the staff listserv please let her know. A reminder was made to get the registrations in for the motivational seminar. Everyone that helped with the Staff Senate newsletter stood and was recognized for a job well done.

- 8. Adjourn:** Jennifer Krueger made a motion to adjourn, Janine Trowbridge seconded the motion. The motion carried, and the meeting was adjourned.

Next Meeting: March 9, 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