



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: APRIL 13, 2005 *MINUTES*

Approved by the Executive Committee on 4/27/05

Approved by the Staff Senate on 5/11/05

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:

| | | |
|-------------------------|-----------------|--------------------------------------|
| May 11, 2005 | 9:30-10:30 a.m. | Dakota Ballroom Room, Memorial Union |
| June 15, 2005 | 9:30-10:30 a.m. | Prairie Rose Room, Memorial Union |
| July 13, 2005* | 9:30-10:30 a.m. | Prairie Rose Room, Memorial Union |
| August 10, 2005* | 9:30-10:30 a.m. | Prairie Rose Room, Memorial Union |

****These times are set aside for committees wishing to meet. There will be no full Senate meeting in July or August.***

Upcoming Executive Committee Meetings:

| | | |
|-----------------|-----------------|----------------------------------------|
| 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 |
| June 22, 2005 | 9:30-11:00 a.m. | Atrium Conference Room, Memorial Union |
| July 27, 2005 | 9:30-11:00 a.m. | Badlands (365), Memorial Union |
| August 24, 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.** Next month's meeting will take 1 ½ hours due to elections and the meeting will be held in the Dakota Ballroom. Please note the changes.

Membership: (Cindy Kozojed). Remember to check in at the back table. For today's meeting there was quorum, 49 senators present, and 16 senators absent.

Substitutions

Holly Erdmann for Gretchen Bromley
Lila Carstensen for Peggy Cossette
Lauren Unger for Jodie Filpus
Maureen Kurtz for Kimberly Groszhans
Diana Kowalski for Heather Heger
Patty Hartsoch for Linda Krogen-Brandt
Bradley Steen for Roxann Williams

Program for today's meeting: Dolly Wadholm introduced Carolyn Schnell, Director of University Studies and Tammie Reger, Learning Community Coordinator. Tammie and Carolyn shared an informative and interesting presentation on the Learning Community Program at NDSU. For more information on this program, please check the website: www.ndsu.edu/ccdp

2. **Review and approval of the March 2005 Staff Senate minutes: Pam Hommen made a motion** to approve the March Staff Senate meeting minutes. **Janine Trowbridge seconded** the motion. The **minutes were approved**.

3. **Treasurer's Report:** (Gina Haugen):

Fund # 30746.....\$3694.41

Fund #18725.....\$4366.99

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)

4. **Committee Reports:**

●**By-Laws** (Linda Krogen-Brandt/Bob Peterson): The Staff Senate Executive Committee proposed the following change to the Staff Senate By-Laws, page 2, number 5f.

"Winners will be decided by a majority vote. The President shall cast *his/her vote which will be used the deciding vote only* in the case of a tie."

The amendment is to remove "the deciding vote only" to be replaced with "his/her vote which will be used." Susan Bornsen asked for a motion to accept the change as presented. **Irene**

Askelson made a motion, Sue Geising seconded the motion. Discussion was held. **Cindy Kozojed made a motion to amend** the original motion to read:

"Winners will be decided by a majority vote. The President shall cast *his/her vote which will be used the deciding vote only* in the case of a tie."

Jill Spacek seconded the amended motion. The **motion carried** by a show of hands.

●**Legislative** (Jane Lessard/Tara Cuypers): The committee met 4/11/05 with Keith Bjerke. Legislative bills of interest to us are still proceeding through the legislature.

●**Program** (Dolly Wadholm/Jackie Schlucter): Dolly thanked the Program Committee for their work this year.

●**Election** (Pam Hommen/Cindy Kozojed): Staff Senate elections are currently taking place, April 4 – 15, 2005. Please vote for your Staff Senate representatives on-line at the Staff Senate website (www.ndsu.edu/staff_senate) or by paper ballot.

Paper ballots are available at:

- * Multicultural Student Services, Ceres Hall 302 (see Tara Cuypers)
- * Office of the VP-Student Affairs, Old Main 100 (see Pam Hommen)
- * Facilities Management, Thorson Maintenance Center (see Cindy Kozojed)
- * Architecture/Landscape Architecture Library, Ehly Hall 114 (see Irene Askelson)

Candidates are listed below. Information and pictures of the candidates are available at the Staff Senate website.

1000/3000 Administrative, Managerial, & Professional: (14 vacancies)

Bergeson, Steven
Bergstrom, Aaron
Bromley, Gretchen
Christianson, Lois
Cooper, Bonnie
Davidson-Harrington, Janet
Evensen, Melissa
Fragodt, Luther
Frazier, William
Freeman, Pierre
Koch, Kim
Olsen, Lorna
Parmer, Brent
Puffe, Ellen
Sellner, William (Jim)
Summers, Dale
Torguson, Elizabeth
Underdahl, Sarah

4000 Technical and Paraprofessional: (4 vacancies)

Bauman, Robert
Brandt, Janalee
Haney, Debra
Helweg, Tammy

5000 Office Support: (9 vacancies)

Briggs, Linda
Dallmann, Laura
Erdmann, Hollis
Geeslin, Barb
Hartsoch, Patricia
Hommen, Pamela
Larsen, Paula
Milam, Melanie
Miller, Victoria
Schettler, Lacey
Schmidt, Gail
Skauge, Candace
Stokka, Tonya
Wadholm, Diane (Dolly)

6000 Crafts and Trades: (1 vacancy)

Lonski, Beryl

7000 Services: (6 vacancies)

Barth, David
Carstensen, Lila
Froeschle, Paul
Geising, Sue
Kozojed, William
Nelson, Teresa
Spiesz, Jason

The Orientation/Mentor meeting is scheduled for May 4 at 9:30 a.m. in the Prairie Rose room.

● **Public Relations** (Tammy Helweg): April 6, 2005, Web pages are updated and you can do your voting online. We will have a new student helping with the web pages, his name is Hamid Echane. Dan will be graduating in May. Hamid is currently working with Dan. March Campus Kudos award winner is Aquina Beck from Dining Services. FISH Award was presented to Barb Welk March 9, 2005. The next newsletter will be published in August. If you have any articles or information you would like to be included, please contact Heather Heger at 1-8293 or Heather.Heger@nds.u.edu

● **Scholarship** (Diana Wangler): The Scholarship Committee met on April 12th to evaluate the scholarship applications. We received 10 applications for staff scholarships, 2 did not qualify, and 15 student applications, 2 of which did not qualify. Staff scholarships in the amount of \$200 each will be awarded to Julie Nash, Candace Skauge and Terence D. Jackson. Student scholarships in the amount of \$300 each will be awarded to Alissa Franck, Lindsay H. Johnston, and Daniel L. Larson. Letters will be sent to the winners and applicants. Thanks to Staff Senate for making these awards possible.

● **Staff Development/Small Grant** (Janet Krom/Paula Larsen):

Attached is a listing of all 102 evaluations for the motivational seminar "Change - Why Me?" which was held February 3, 2005 at the FargoDome.

Since some people attended only part of the day, some of the evaluation points are not divided by 102, but rather by the number of evaluations actually submitted for that question.

Comparison to last year's ratings:

Overall seminar rating 2005 = 4.2 (5 being perfect)

Overall seminar rating 2004 = 4.1 (we took our biggest hit regarding the food and the buzz in the sound system last year)

Average rating of presenters 2005 = 4.3

Average rating of presenters 2004 = 4.3

I think it is interesting to note that some of the lower evaluation marks were accompanied by very positive comments about the seminar. Also, the most expensive part of the seminar (the morning speaker), received the lowest rating. The main reason for the lower marks given to the AM speaker

was that the presentation had too many unscheduled breaks and that it lasted too long for the amount of material presented. Since we also had an evaluation question regarding the length and sequence of the seminar, we took a double hit in regard to the length of seminar. I'm not sure the question on the pre-seminar mailings should continue to be in the evaluation; some people weren't sure what we were referring to.

Lastly, I included at the end of the report the suggestions for next year that were offered in the evaluations as well as by the members of our own committee who met informally right after the event. If you have further thoughts on how we can improve the event next year, let me know and I will include them in the report.

Conclusion:

Our attendees rated the seminar higher this year than last year, so we are continuing to improve.

Evaluations with comments ---- see below.

●**Policy Coordination Committee** (Janine Trowbridge): See attached policies. These policies will be brought forward to the Staff Senate for input:

Policy 133.1 (Tuition Discount)

Policy 323 (Textbooks and Other Curricular Materials)

And these are brought forward for your information:

Policy 336 (Dead Week)

Policy 154 (Distribution of Literature)

●**University Senate** (Candy Skauge/Jennifer Krueger, Barb Welk): The Momentum campaign was presented. There were several classes added, deleted, and the course names changed.

The military has asked NDSU if they would like to be part of a program in which military personnel would take graduate level classes, some of them military specific. After some discussion it was agreed to go forward with this proposal. Last month the students had asked that the resolution pertaining to graduating with honors be changed. Currently at graduation if a student has a GPA of 3.7 or better they say their name and then say graduating with honors. The students wanted recognition according to their GPA.

The students had proposed that:

Cum Laude be equal to or greater than 3.5 and less than 3.7

Magna Cum Laude be equal to or greater than 3.70 and less than 3.90

Summa Cum Laude be equal to or greater than 3.90

The proposal was tabled last month and after discussion was agreed to this time. The new resolution will start this fall. Kristi Wold-McCormick gave a quick synopsis of what the faculty can expect when the People Soft records and registration module goes live for fall.

●**Library** (Irene Askelson): Friday, April 1, 2005. Dean of the Libraries Pamela Drayson presented the following information to the 8 members present. The Casual Reading Room is being prepared for approximately 800 popular and best-selling books for NDSU faculty, staff and students. The area will be in the front lobby and not a quiet zone. Audio books as well as DVDs will be added later. Student Government will do a mini-ribbon cutting in May with a formal dedication at Homecoming. A collection policy has been drafted.

The need for more lockers was brought up by the student representative. More lockers and book returns will be added over the next several years.

The migration to ODIN proceeds. By NDSU becoming part of the ND system instead of the MN system, the cost will be less for all ND libraries. Details concerning Tri-College are being worked on. Patrons are asked to be patient. The final switch is projected for May 1, 2005. More information will be provided at that time.

In New Business, the Capital Campaign is now in the silent phase of the \$75 million goal with a new library on the list projected for \$1.25 million. The next phase will be the faculty/staff phase where percentage of participation is very important. The public phase will be in the fall.

The pay phones in the front foyer are history. The campus phone remains. Cell phones will be allowed only in the upstairs library lobby and reading room and the gallery downstairs.

In the area of subject librarians, a change has been made with Mark England assuming the Architecture and Landscape Architecture collections and Fran Fisher taking care of the casual reading room collections. A search has been started to fill the Life Sciences Librarian position. Currently printing is free to all students. When the IACC printing management system is put into effect, the libraries will be affected. There will be a limit of free copies per student per semester, which will make more tech fee money available for equipment purchases.

Departments who wish to cancel or change periodical subscriptions need to let their respective subject librarian know this summer, as the start date is January 1.

●**COSE** (Cindy Kozojed, Sharon Morgan): The next meeting is 4/21/05 in Bismarck. The COSE Board should hear at that time if funding has been restored. If it has, it will allow the publishing, and printing of the newsletter four times a year instead of the current two times. Check out the COSE website for the current clothing sale, and state employee discounts throughout the State. Please nominate your fellow employees for the FISH award by noon next Wednesday, April 20. Barb Geeslin and Brenda Jacobson received FISH awards and Sharon Morgan was also nominated. www.state.nd.us/cose The SERW Committee is partnering with Modern Woodmen Junior Service Club 1580-1 to host a spring picnic for special needs children in the Fargo-Moorhead area on May 7 at a Fargo park.

●**Health and Wellness** (Barb Geeslin/Deb Hegdahl): The Advisory Board met on March 9, 2005. Expansion plans are proceeding on schedule. On the Wellness Center web site walking/running paths located on campus are mapped with the distance of each one. This ties into a program called "Walk This Way" which will run in Fargo/Moorhead March 29 through May 17. A new piece of equipment will be purchased for wheelchair members. A special discounted membership has been established for returning National Guard students. The Wellness Center is going to be the site for the Aerobics and Fitness Association of America certification testing in June. Membership comparisons over the last year show that the largest increase of active members is with the faculty and staff! Plans are proceeding on the upcoming Health Fair in April.

●**Personnel** (Candy Skauge): The personnel committee has been discussing if NDSU should have an Ombudsman on campus. An Ombudsman is an impartial NDSU representative that faculty and staff can go to if they have concerns and need advice on how to proceed with those concerns. Different ideas were presented as to who would be the Ombudsman. After some discussion it was decided the position should not be rotating; that one person would hopefully serve for a number of years. It's important for that person to establish a reputation as a trusted person who would maintain neutrality with faculty and staff.

The committee also felt that it would be difficult for a faculty or staff person to perform this job without compensation and or major release from their normal duties. If implemented there would have to be consideration that more than one person would have this position since it could be more than one person could handle part time.

It was also suggested that this idea be on a trial basis for a few years and see how it goes. It is very important to find the right person who has the qualities to do the job. It was suggested that retired faculty or staff should be considered. A letter of these recommendations will be sent to University Senate in the near future.

5. Advisor Comments, Broc Lietz: HR/Payroll will be out of their temporary offices in West Dining the first week of May.

Adjourn: Janine Trowbirdge made a motion to adjourn, Paul MacIntosh seconded the motion. The motion carried, and the meeting was adjourned.

Next Meeting: May 11th, 2005 in Dakota Ballroom, 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

Evaluations 2005 with Comments

| <i>Mailings Comments</i> | <i>Length</i> | <i>Linda</i> | <i>Brent</i> | <i>Teresa</i> | <i>Food</i> |
|------------------------------------------------------|---------------|--------------|--------------|---------------|-------------|
| 5 Jensen -Way too long, not enough action. Too | 3 | 2 | 5 | 0 | 5 |
| much reading and discussion. Needed more | | | | | |
| 3 Too much reading writing on our own, not enough | 2 | 1 | 0 | 0 | 5 |
| motivation from speaker. This could have been 1 | | | | | |
| 4 Jensen's presentation seemed very benhid the | 3 | 1 | 4 | 4 | 5 |
| times. Teresa has a great sense of humor! | | | | | |
| 3 Brent 5++, Bring Teresa back!! | 4 | 5 | 5 | 5 | 5 |
| 5 Everything was very good. People that didn't | 4 | 4 | 5 | 4 | 5 |
| come missed a good day. | | | | | |
| 4 Nice long lunch;Enjoyed Jensen's | 4 | 4 | 5 | 2 | 5 |
| handouts,Parmer-fun informative,good for | | | | | |
| 3 Too long in general; more time for Parmer | 2 | 4 | 5 | 5 | 4 |
| 4 | 3 | 4 | 5 | 4 | 5 |
| List breaks in program and stick to them-too many | | | | | |
| unexpected breaks in AM. | | | | | |
| 4 Serve big muffins. | 2 | 2 | 5 | 5 | 5 |
| 4 | 4 | 4 | 5 | 4 | 4 |
| 4 | 3 | 2 | 5 | 5 | 5 |
| 5 | 4 | 4 | 4 | | 4 |
| 5 | 3 | 5 | 5 | 4 | 5 |
| 5 | 5 | 5 | 5 | 5 | 5 |
| 5 | 5 | 5 | 5 | 5 | 5 |
| 5 | 4 | 5 | 5 | 5 | 5 |
| 3 | 2 | 2 | 4 | 3 | 3 |
| 2 | 5 | 4 | 5 | 4 | 5 |
| 5 Jensen was entertaining | 4 | 4 | 4 | 4 | 4 |
| 3 | 3 | 3 | 3 | 4 | 3 |
| 4 | 5 | 5 | 5 | 5 | 5 |
| 4 | 4 | 3 | 5 | 5 | 4 |
| 4 Jensen-too much time for amount of material; | 0 | 4 | 5 | 5 | 5 |
| Teresa is great speaker. Good food;have decaf | | | | | |
| 3 | 5 | 5 | 5 | 5 | 4 |

| | | | | | |
|--------------------------------------------------|---|---|---|---|---|
| 4 | 3 | 4 | 5 | 5 | 4 |
| 5 | 5 | 4 | 5 | 5 | |
| Peoplesoft doesn't affect me. Enjoyed physical | | | | | |
| activities; Teresa applicable for our work, good | | | | | |
| 5 | 3 | 5 | 5 | 5 | 5 |
| Speakers were wonderful, but seminar was too | | | | | |
| long, 8-2 would be better | | | | | |

Tuesday, March 15, 2005

| <i>Mailings Comments</i> | <i>Length Linda</i> | <i>Brent</i> | <i>Teresa</i> | <i>Food</i> | |
|-----------------------------------------------------------------------------------------------------------|---------------------|--------------|---------------|-------------|---|
| | 4 | 4 | 5 | 5 | 5 |
| | 5 | 4 | 3 | 5 | 3 |
| | 5 | 5 | 4 | 5 | 0 |
| | 2 | 4 | 4 | 5 | 4 |
| Need food mid-morning. Great location! | | | | | |
| | 4 | 3 | 4 | 5 | 4 |
| | 3 | 4 | 3 | 4 | 5 |
| | 3 | 4 | 4 | 4 | 5 |
| | 4 | 4 | 4 | 5 | 4 |
| | 4 | 4 | 4 | 5 | 4 |
| | 4 | 4 | 4 | 4 | 5 |
| Thank you! I appreciate this wonderful opportunity. | | | | | |
| | 4 | 3 | 4 | 0 | 0 |
| | 3 | 4 | 2 | 5 | 4 |
| Speaker noise distracting (Chapman); Jensen's | | | | | |
| program too long; have real plates & silverware- | | | | | |
| | 5 | 4 | 4 | 4 | 5 |
| | 4 | 5 | 5 | 5 | 5 |
| Very informative and put together well | | | | | |
| | 5 | 4 | 0 | 5 | 3 |
| | 4 | 4 | 5 | 5 | 4 |
| Room was cold for too long; very big improvement | | | | | |
| over last year all aspects | | | | | |
| | 4 | 5 | 5 | 5 | 5 |
| | 4 | 4 | 4 | 3 | 5 |
| Glad I came! | | | | | |
| | 4 | 4 | 4 | 5 | 4 |
| | 3 | 4 | 4 | 3 | 4 |
| Ran out of hot water for tea! How about iced tea. | | | | | |
| No more workshops on change & exercise | | | | | |
| | 5 | 5 | 5 | 5 | 5 |
| Really enjoyed this! | | | | | |
| | 5 | 5 | 5 | 5 | 5 |
| Need water pitchers on each table | | | | | |
| | 4 | 4 | 4 | 5 | 3 |
| | 4 | 4 | 5 | 5 | 5 |
| Thanks for great seminar; looking forward to next | | | | | |
| year; really enjoyed all speakers & humor | | | | | |
| | 4 | 5 | 5 | 0 | 0 |
| | 5 | 5 | 4 | 5 | 5 |
| | 5 | 5 | 0 | 5 | 0 |
| | 5 | 5 | 3 | 4 | 4 |
| | 5 | 2 | 2 | 5 | 4 |
| Jensen-topic didn't need all AM; lighting too dim for reading; need muffins out all AM; morning was long. | | | | | |

Tuesday, March 15, 2005 Page 2 of 4

| <i>Mailings Comments</i> | <i>Length</i> | <i>Linda</i> | <i>Brent</i> | <i>Teresa</i> | <i>Food</i> |
|-----------------------------------------------------|----------------------|---------------------|---------------------|----------------------|--------------------|
| 5 | 4 | 4 | 4 | 4 | 4 |
| 0 | 0 | 0 | 5 | 5 | 3 |
| 3 | 2 | 2 | 5 | 4 | 2 |
| 5 | 4 | 5 | 5 | 5 | 5 |
| 4 | 4 | 5 | 5 | 5 | 5 |
| 4 | 3 | 5 | 5 | 4 | 4 |
| 5 | 4 | 5 | 5 | 4 | 4 |
| Very good seminar. Thanks. | | | | | |
| 4 | 4 | 3 | 4 | 3 | 5 |
| Give this "change seminar to the Professors! | | | | | |
| Change-our team didn't anticipate the magnitude of | | | | | |
| 4 | 3 | 3 | 5 | 5 | 5 |
| Good & current Information; Jensen needed more | | | | | |
| interactivity;Parmer-interesting, work our body & | | | | | |
| 4 | | 2 | 4 | 4 | 4 |
| Jensen-not very current or specific to our | | | | | |
| needs; need more supportive info on how to deal | | | | | |
| 5 | 2 | 2 | 5 | 3 | 5 |
| Jensen little slow; materials seemed outdated, too | | | | | |
| many AM unplanned breaks;PM was much better | | | | | |
| 4 | 3 | 4 | 5 | 4 | 4 |
| Better to have scheduled breaks in AM instead of | | | | | |
| random | | | | | |
| 4 | 2 | 4 | 4 | 5 | 5 |
| Take scheduled breaks in AM;AM presentation | | | | | |
| could have taken 1/2 as long. | | | | | |
| 2 | 4 | 5 | 5 | 5 | 5 |
| Very good seminar; would like to say "thank you" to | | | | | |
| Staff Development Committee | | | | | |
| 4 | 5 | 5 | 5 | 5 | 5 |
| 4 | 4 | 4 | 4 | 4 | 5 |
| Great seminar - very practical hands-on | | | | | |
| presentations | | | | | |
| 4 | 4 | 4 | 4 | 5 | 5 |
| 4 | 3 | 5 | 5 | 5 | 4 |
| 5 | 5 | 4 | 5 | 5 | 5 |
| 5 | 5 | 5 | 5 | 5 | 5 |
| Like the round tables; lunch way better than last | | | | | |
| year | | | | | |
| 5 | 5 | 5 | 5 | 5 | 5 |
| This is much better to have conference at | | | | | |
| Fargodome than Ramada--way better food | | | | | |
| 4 | 4 | 5 | 4 | 5 | 5 |
| Food ++! Have it here every year! Better location, | | | | | |

| | | | | | | |
|-------------------------------------------------|---|---|---|---|---|---|
| better food, more convenient | 5 | 4 | 4 | 5 | 5 | 5 |
| | 5 | 5 | 5 | 0 | 0 | 0 |
| | 4 | 5 | 5 | 5 | 0 | 5 |
| Jensen Good Presentation, excellent topic, very | | | | | | |
| timely- Not enough cookies | 4 | 3 | 2 | 3 | 3 | 5 |
| | 4 | 2 | 3 | 5 | 5 | 5 |
| More physical activity or group projects - less | | | | | | |
| lecture | 5 | 4 | 4 | 5 | 5 | 4 |
| | 2 | 4 | 4 | 5 | 4 | 5 |

Tuesday, March 15, 2005 Page 3 of 4

| <i>Mailings Comments</i> | <i>Length</i> | <i>Linda</i> | <i>Brent</i> | <i>Teresa</i> | <i>Food</i> |
|-----------------------------------------------------|---------------|--------------|--------------|---------------|-------------|
| 5 | 5 | 5 | 4 | 4 | 5 |
| 4 | 4 | 3 | 5 | 3 | 3 |
| 4 | 4 | 5 | 4 | 3 | 4 |
| 5 | 5 | 5 | 5 | 4 | 5 |
| Should have taken a break during Teresa's | | | | | |
| presentation | | | | | |
| 5 | 4 | 3 | 4 | 4 | 3 |
| 4 | 3 | 4 | 5 | 5 | 5 |
| If you advertise a continental breakfast, it should | | | | | |
| be more substantial. | | | | | |
| 3 | 5 | 5 | 5 | 5 | 5 |
| What do you mean by pre-seminar mailings | | | | | |
| 5 | 5 | 4 | 4 | 5 | 4 |
| 5 | 5 | 5 | 5 | 5 | 4 |
| Teresa's presentation - ++! This was good; I came | | | | | |
| because I was told to and ended up really enjoying | | | | | |
| 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 4 | 3 | 0 | 5 | 5 |
| 4 | 3 | 4 | 4 | 5 | 4 |
| 5 | 5 | 4 | 5 | 5 | 5 |
| 4 | 4 | 4 | 5 | 5 | 5 |
| 5 | 5 | 5 | 5 | 5 | 5 |
| 4 | 4 | | 4 | 3 | 4 |
| 418 /102 | 385/102 | 385/98 | 449/97 | 405/95 | 443/100 |
| 4.1 | 3.8 | 3.9 | 4.6 | 4.3 | 4.4 |
| Mailing | Length | Jensen | Parmer | Sonsthagen | Food |

Overall 4.2

Average of Presenters 4.3

Other comments by attendees:

- *Person behind me talked too much during the presentation. Really enjoyed today & hope to attend future events*
- *Future topics: Assertiveness training; communication skills; Myers-Briggs*
- *Topics: How to communicate effectively in job and with co-workers*
- *Topics: Technical writing; time management*

Summary of Committee Discussion – Immediately following the event—

- *More liquid flavored creamer*
- *More snacks, hot water for tea, and muffins were needed (ran out of muffins as meeting was beginning. Some people wanted more mid-morning*
- *Serve decaf coffee*
- *Too many unscheduled breaks? (This was Linda Jensen's doing—not our committee's suggestion)*
- *Need cookies for med-morning break. Then, brownies, with lunch*
- *Check with Jodee Bock again next year. Maybe Kathy Breeden (Merit Care Nutrition)*

POLICY CHANGE COVER SHEET

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

Amendment to Section 154: Distribution of Literature (To add a new Section 8 dealing with demonstrations.)

The purpose is to establish a procedure for approval of demonstrations on campus, so the University has notice and can apply applicable time, place and manner restrictions. Demonstrators are required to give reasonable notice to campus police and to use a registrations process with the Director of the Memorial Union. This will help identify the location and time and any special security needs that are necessary.

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

Policy Coordination Committee – 9/16/04; 10/14/04; 11/18/04; 12/16/04; 2/24/05

Staff Senate –

University Senate – 9/16/04; 9/27/04 (Exec.); 12/16/04

President's Council – 9/16/04

Routed to General Counsel/President -

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

Rick Johnson, General Counsel (9/16/04)

Tim Lee, Campus Police (9/16/04)

SECTION 154: Distribution of Literature and Demonstrations

SOURCE: Rights and Responsibilities of Community: A Code of Student Behavior Section 7.2

1. All individuals or organizations responsible for distribution of literature on campus must be identified on the literature.
2. All individuals or organizations distributing literature will be held responsible for cleaning up all litter resulting from its distribution. Clean-up costs will be assessed to any such person or group which does not clean up all such litter within a reasonable time.
3. Distribution by means involving shouting, pursuing, hawking, or accosting individuals is prohibited, as is any interference with normal University functions or interruption of the free flow of traffic, inside or outside a building.
4. Commercial literature may not be sold or distributed on campus unless the rules governing advertising in the NDSU Policy Section 150, Commercial and Fund-Raising Activities, have been followed. (These rules include prohibiting the placing of leaflets or flyers on cars on the NDSU campus.)
5. Any person or group of persons wishing to distribute literature to the public in the Memorial Union may use the following methods:
 - a. literature racks located near the Service Center on the main level;
 - b. contact tables in the main concourse area, available for reservation for up to two-week periods, (a rental fee will be charged for off-campus entities wishing to utilize contact tables);
 - c. exterior locations as designated by the University. Exterior location distributions are limited to one location for no more than two consecutive weeks per group, with at least five class days between multiple registrations. In times when a large number of requests have been received, the Memorial Union Director reserves the right to reduce the two-week limit to accommodate as many users as possible. Distributor(s) must register in advance in the Memorial Union Administrative Office, at which time the following information will be required.
 - 1) the type, location, date(s), and time of the distribution;
 - 2) a copy of the literature;
 - 3) the name of the organization represented, if any; and
 - 4) the name, address, and signature of the person or a group representative.
6. Literature may not be distributed in buildings on campus other than the Memorial Union unless it is University or student organization sponsored and complies with building policies. An employee, student or visitor may not solicit or distribute literature to NDSU employees in work areas for matters not related to NDSU business (See Policy 706.3). Literature may not be distributed in classrooms except by permission of the instructor or

by recognized student organizations at the scheduled meetings or events. Literature to be distributed within the Residence Halls must be approved by the Associate Director of Residence Life.

7. A poster distribution list of places on campus where notices may be posted is available in the Student Activities Office, Memorial Union 360. Bulletin boards in buildings on campus are restricted unless a notice on the board states otherwise.

8. Demonstrations

- 8.1 The University community is one of inquiry and persuasion. ~~A member of the University community~~ An individual or group may protest, rally or demonstrate provided such protest or demonstration does not disrupt University operations or obstruct physical movement to, from, or within any place on the campus, including University property located off the main campus. While the campus must be open to the free exchange of ideas, the University may limit the time, place and manner of protests, rallies, and demonstrations. All members of the community are expected to conduct dialogues with dignity and courtesy. ~~Students~~ Organizers and participants must allow other community members freedom of movement on campus and the freedom to engage in the performance of their duties or the pursuit of their educational activities.

8.2 A protest, rally, or demonstration must not interfere with the missions, processes, procedures or functions of the University. Therefore, ~~protesters~~ organizers and participants must recognize and allow the staff and faculty of the University to engage in the performance of their duties, and for students to pursue their educational activities. Impeding or restricting these activities by making noise, blocking entrances or exits from University facilities, or by coercion, intimidation or threats or use of violence is unacceptable.

8.3 ~~Students~~ Organizers and participants are expected and required to vacate an area or facility of the University when directed to do so by an ~~authorized~~ appropriate official of the University for reasons stated in subsections 8.1 or 8.2 or if there has been a failure or register pursuant to 8.4.

8.4 Any protest, rally, or demonstration must be registered with the Director of the Memorial Union and Campus Police prior to the event. Whenever possible, at least 24 hours lead time will be given. The registration process will enable University officials to:

A. Outline and discuss with demonstrators the guidelines necessary to keep the demonstration non-violent and non-disruptive.

B. Plan for the control of possible counter-demonstrations which would infringe upon the rights of the demonstrators or result in violent or abusive action.

C. Identify information similar to section 5.

8.5 If the Demonstration/Parade will involve a public street, applicants may also have to get a City of Fargo Special Event permit. Parades through campus buildings are not permitted, except in the case of a silent march through the Memorial Union.

POLICY CHANGE COVER SHEET

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

Section

133.1: Tuition Discount – Spouse and Dependents

Amend policy to exclude internships from the 50% tuition discount for spouse and dependents of NDSU employees.

Rational behind this: Some clinical internship programs charge a contracted amount per student which is based on an assumption that full tuition will be paid by the student. In other words, these arrangements are self-supporting similar to Continuing Education.

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

Policy Coordination Committee - 3/17/05

Staff Senate – 4/13/05

University Senate – 4/

President's Council – 3/18/05

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

General Counsel (3/17/03)

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

SECTION 133.1: Tuition Discount - Spouse and Dependents

SOURCE:

NDSU President SBHE Policy Manual, Section 820.1

The North Dakota State Board of Higher Education allows campuses to adopt tuition waivers which are consistent with an institution's mission. The spouse and dependent tuition discount is intended to help recruit and retain faculty and staff who can best perform or support the teaching, research and public service mission of the University.

1. The spouse and dependents of regular (broadbanded staff must be off probation), benefited NDSU employees are eligible for the discount effective Fall 2002.
 - 1.1 Dependents are defined as those unmarried children qualifying as dependents under the NDPERS health insurance plan (25 years of age or under if they are a full-time student, otherwise age 22 and under), who rely on the parent(s) for significant financial support.
 - 1.1.1 A spouse or dependent who is also a regular, benefited employee is only eligible for the employee tuition waiver outlined in Section 133 (Educational Policy).
 - 1.2 The spouse and/or dependents must meet admission standards and register for classes through regular registration procedures.
 - 1.3 The employee must be actively employed on the first day of each semester to be eligible for the discount.
2. The tuition discount is 50% of the tuition for NDSU classes (excluding self-supporting, ~~or~~ Continuing Education courses and internships) per spouse and/or dependent.
 - 2.1 The discount applies regardless of whether paying resident or out-of-state tuition.
 - 2.2 The maximum discount for the dependent of more than one eligible employee is 50%.
 - 2.3 Fees are not discounted or waived.

2.4 The discount applies to both undergraduate and graduate level classes.

2.5 Early Entry students will be eligible according to the terms of this policy.

3. Procedure

3.1 A Spouse/Dependent Tuition Discount application needs to be submitted to the Office of Human Resources along with a copy of the admission acceptance letter (for new students only) 30 days prior to the beginning of the semester for which the waiver is requested. Given that conditions in this policy may change, it will be necessary to review the conditions of eligibility each term.

3.2 Proof of marriage/dependency may be required.

3.3 In accordance with federal regulations, the tuition discount will be used as a financial resource and become part of the student's financial aid package. The Financial Aid Office may need to adjust aid if the amount of the tuition discount, along with other financial aid, exceeds the total cost of attendance.

3.4 No employee who has an overdue accounts receivable balance with the University may receive a spouse/dependent tuition discount.

3.5 In accordance with IRS regulations, the value of the tuition waived for graduate level classes will be considered taxable income to the employee. Federal, state and social security taxes will be deducted in a lump sum from the employee's last paycheck of the semester, or, at the employee's written request, deducted on a prorated basis throughout the semester.

EFFECTIVE DATE: April 2002, July 2003

Home Menu <<http://www.ndsu.nodak.edu>> Home Menu
<<file:///S%7C/SHARED/BUDGET/Web/PolicyManual/index.html>>

Aubrey Ketterling <<mailto:NDSU.Policy.Manual@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 336: Examinations and Grading

- 1) Policy Updating. This policy has not been reviewed for over ten years. Since its last review, NDSU has converted to the semester system, faculty have begun loading their own grades, and policies have changed.
 - 2) Dead Week. Added language regarding dead week policy approved by Student Senate February 6, 2005 and University Senate February 14, 2005.
2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee: 5/24/04; 12/16/04; 3/17/05
University Senate:
Staff Senate:
Student Senate/Executive Board:
President's Council:
 3. This policy revision was originated by (individual, office or committee/organization):

Office of Registration and Records (5/14/04)

~~NOTE BY KRISTI: Should the Dead Week policy get approved by the Senate in December of 2004 (currently in a trial phase per student gov't request), this policy will need to be revised to include language regarding that change.~~

SECTION 336: EXAMINATIONS AND GRADING

SOURCE: NDSU University Senate Policy

The giving of examinations, their type, and number is up to the individual instructor. However, since the end of the seventh week is the latest that a student may drop a course without failure, results of examinations or other methods of evaluation are to be provided to students are desirable before this deadline the last day to drop courses (coincides with last day to withdraw to zero credits) within a given term. These deadlines are published on an annual basis and typically fall three weeks before the last day of the semester, which includes final examination week, for regular full-term courses. Deadlines for variable length courses vary and are based on the length of the session in which such classes fall.

The schedule for final examinations is determined and published by the Registrar's Office of Registration and Records. Final examinations in one-credit courses are usually given during the last regular class period. Final examinations for all other courses may not be rescheduled during the final examination period, or given prior to the start of the final examination period. According to State Board of Higher Education policy, the examination period is instructional time and, if a final examination is not given, some instructional use of this period is expected. are not permitted at other periods. Final examinations for summer school, distance and continuing education and extension, or night classes are arranged by the instructors.

No student shall be obligated to take more than three final examinations scheduled for the same calendar day. In the event that a student has four or more final examinations on the same calendar day, the student shall notify the instructor(s) from the highest numbered course(s) no later than two weeks before the last day of class to schedule a make-up examination to be administered at a mutually acceptable time.

Only one exam or quiz per course may be given during the last two weeks of the semester (prorated accordingly for variable length courses), which includes finals week. Exceptions include summer classes, self-paced/correspondence courses, make-up exams, courses in which a laboratory is incorporated with a lecture, one-credit courses, and quizzes that account for less than 5% of the students' overall grade. If a professor chooses to give an exam during the last week of classes, he/she is expected to make some instructional use of the final examination time.

Instructors who desire machine grading of objective-type examinations may obtain examination forms and special pencils from the Varsity Mart (The University bookstore) at a nominal charge. Scoring of the completed forms will be done by ~~the Computer Center~~ Information Technology Services at no charge.

Upon request all instructors shall inform students directly of their approximate mid-term grades before the end of the eighth ~~sixth~~ week of the semester. (University Senate Policy, approved Dec. 21, 1970)

Examinations and grade lists are not to be posted by name, social security number or student ~~NAID~~ University generated identification number, and examination and term papers must have

the grade denoted inside when they are made available for students to pick up, in order to maximize privacy of grades. (University Senate Policy, approved Feb. 21, 1972)

Final grades are reported on-line by faculty on official class lists and typically are due in the Registrar's Office by the end of the second business day following the conclusion of finals week. Instructions and deadlines are provided each term by the Office of Registration and Records. within 48 hours after the final examination has been given.

Under extraordinary circumstances and at the discretion of the instructor, a student may be assigned a grade of Incomplete (I). The following policies apply to Incomplete grades:

1. The grade of Incomplete is assigned to indicate that satisfactory work has been completed up to within five weeks of the semester end, and that circumstances beyond the student's control prevented completion of the work.
2. The grade of Incomplete is not to be given in any instance where the student has a deficiency of more than five weeks of work including final exam week. (The time period is proportional for variable length courses and summer session.)
3. Grades of Incomplete are initiated by student request. The student must contact the instructor, request an Incomplete grade, and, upon instructor approval, make arrangements to complete the work.
4. Except in courses designated as practicum, internship, individual study, field experience, study abroad, or graduate-level research or investigation, the grade of Incomplete must be removed no later than the end of the seventh week of the next semester enrolled.
5. If alternative arrangements are made between the student and the instructor, there must be a written agreement that the instructor files with the department chair and with the Office of Registration and Records.
6. Grades of Incomplete are removed when the student has completed all course requirements and the instructor of the course files a Grade Reporting Form with the Office of Registration and Records.
7. All grades of Incomplete (except those indicated in section 4 above) that are not removed within the specified time are automatically changed to F grades by the Office of Registration and Records.
8. Grades of Incomplete earned in the last semester of attendance by a student who leaves the University for two or more years may be changed to Withdrawn (W) upon re-enrollment. Requests for this privilege must be filed with the Office of Registration and Records during the first term of re-entry.

Incompletes are entered on class lists and must be initialed by the dean of the college in which the course is located. A grade of incomplete can be given only in the case of illness or an equally valid reason and may not be used if the student is deficient more than three weeks' work. Except for special problems courses, graduate courses, research, or investigation courses, a grade of incomplete must be made up by the end of mid-term exam week in the student's next term of residence. If the incomplete is not removed within the specified time and unless the instructor notifies the registrar of a time extension, it will automatically be changed to "F" by the Registrar's Office. When the incomplete has been removed by the student, a change-of-grade form must be sent to the Registrar's Office by the instructor. Thesis and research credits are marked S or U for satisfactory or unsatisfactory. Honor point requirements are covered in the University catalog.

HISTORY: January 19, 1970; Amended April 1992, November 1992

[NDSU Webmaster](#)

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POLICY CHANGE COVER SHEET

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

Policy 323: Selection of Textbooks and Other Curricular Materials

To implement NDUS Policy 611.9 and incorporate previous NDSU Policy 323 into it. NDSU Policy would prevent the author from personally receiving royalties from their texts/course materials used in a class they teach.

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

Policy Coordination Committee: 7/21/04; 8/22/04 (tabled); 2/24/05

Staff Senate:

University Senate:

President's Council:

6. This policy was originated by (individual, office or committee/organizations):

Craig Schnell, Provost/Vice President Academic Affairs (8/22/04)

Rick Johnson, General Counsel (7/21/04)

Policy 323: Selection of Textbooks and Other Curricular Materials

Source: NDUS Policy 611.9: Selection of Textbooks and Other Curricular Materials; President

The following rules govern selection of textbooks and other curricular materials:

1. An instructor may not receive financial compensation or any other form of remuneration, excluding supporting educational materials for teaching, from a publisher or an agent of the publisher for the purpose of selecting or assigning textbooks or other curricular materials.
2. An instructor or other employee who is paid or receives other remuneration in connection with the sale or assignment of textbooks or other curricular materials may, as provided under institution procedures implementing this policy:
 - 2.1 Assign all royalty payments or other remuneration resulting from assignment of the materials at the employing institution; or
 - 2.2 Retain royalty payments or other remuneration, in which case the final decision to assign the materials shall be made as provided under each institution's procedures. (See, however, 3.1 below.)
3. With the input of faculty, student and administration, each institution shall adopt procedures implementing this policy, including a process for review or appeal.

NDSU Interpretation:

- 3.1 Instructors who have published a textbook or other curricular materials ~~for use~~ in their courses, must avoid a personal profit from sales to their students. Royalties or other income received by the instructor for those texts or materials used in the instructor's course must be placed into department accounts for use by the department.
- 3.2 Departments which prepare laboratory manuals or coursepacks for their students should arrange for them to be printed and sold through the Varsity Mart (The University bookstore).
- 3.3 An employee who feels this policy has been unfairly applied to him/her can use the normal University grievance process.