



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: JUNE 15, 2005 MINUTES

Approved by the Executive Committee on June 22, 2005

Approved by the Staff Senate on 9/14/05

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:

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
September 14, 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:

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
September 28, 2005	9:30-11:00 a.m.	Badlands (365), Memorial Union

All broadbanded staff are encouraged to attend.

I. Meeting was called to order by President Janine Trowbridge.

Announcements: A sympathy card for Tom Barnhart is being circulated for Staff Senate members to sign. A scrapbook depicting Staff Senate activities over the past year is available for Senators to view. It's a good representation of all the efforts of Staff Senate.

II. Substitutions: (Heather Heger) Remember to check in at the back table. For today's meeting, there was a quorum with 56 senators present, 9 senators absent.

Substitutions

Pam Neilsen for Lorna Olsen

Penny Aipperspach for Jackie Schluchter

Lauren Unger for Melissa Evenson

Linda Krogen Brandt for Cindy Kozojed

III. Approval of Agenda: Two items are added to the agenda. The Past President's report and the Public Relations Committee report are being added to Section VI, Final Committee Reports. Bob Peterson made a **MOTION** to approve the agenda. Candy Skauge **SECONDED** the **MOTION**. All in favor, **MOTION CARRIED** with a voice vote. The agenda was approved.

IV. Approval of the May 11, 2005, meeting minutes: Jodie Filpus made a **MOTION** to approve the May 11, 2005, Staff Senate minutes. Dolly Wadholm **SECONDED** the **MOTION**. All in favor, **MOTION CARRIED** with a voice vote. The minutes were approved.

V. Treasurer's Report: (Deb Haney): Deb and previous Treasure, Gina Haugen, have not met for training and PeopleSoft clearance. The report is from May 2005. See Attachment #1.

Fund # 30746.....\$2,187.92

Fund #18725.....\$5,762.23

Before committing funds, please consult with the Treasurer (1-7321, d.haney@ndsu.edu) or the President (1-7315, Janinne.Trowbridge@ndsu.edu)

We need to spend down appropriated funds before June 30th (end of fiscal year). Please e-mail Janine Trowbridge if anyone has expenditure requests. Funding requests will go to the Executive Committee for review/approval on June 22.

VI. Final Committee Reports:

Election Committee: Attachment #2

Faculty Personnel: See attachment #3

Legislative: Final report on the N.D. 59th legislative session from General Counsel. Attachment #4

Policy Coordination Committee 337 Grade Appeals Board, Changes include a more detailed grade appeals process, plus under extraordinary circumstance, a grade may be changed by a department chair with approval of the dean. Attachment # 5.

Policy 336: Examinations and Grading. An archaic paragraph about obtaining forms and pencils from the Varsity Mart for testing was removed. This policy has been sent to the President for signature.

Staff Senate will follow an approval process to document the review of policies sent to Staff Senate as FYI purposes or for formal approval.

Paul Froeschle made a **MOTION** to approve the review of Policies 336 and 337. Paul McIntosh **SECONDED** the **MOTION**. All in favor, **MOTION CARRIED**.

Public Relations: See attachment #6

Staff Senate/Executive Committee: See attachment #7, summary from Past President Susan Bornsen.

Other Committees

VII. Old Business

Staff Senate's mission statement: The Staff Senate Mission Statement committee will continue meeting this summer. The committee is looking for new members. Paul Froeschle volunteered. Gretchen Bromley will work on setting up a meeting time convenient for the members. They will report to Executive Committee June 22.

VIII. New Business/Discussion

2005-06 schedule note: The May 10, 2006, Staff Senate meeting will be held in the Dakota Ballroom instead of the Peace Garden room. See attachment #8. The Executive Committee dates are also listed on the attachment. Please feel free to attend Executive Committee meetings. Committee Chairs are welcome to discuss issues with the Executive Committee as well. Contact Janine Trowbridge to be placed on the agenda.

IT Communication Liaisons Group: See attachment #9. The IT Communication Liaisons Group is a new group formed to improve communications between departments and ITS. Reports from this group will be placed under "Other Committee Reports".

Committee Selection: Attachment #10. There are some chairs listed. We try to have a chair & co-chair. During the next year, the co-chair becomes chair. If you are not listed on a committee, please see Janine.

IX. Advisor Comments, Broc Lietz: Broc had no comments but would welcome any questions. No questions were asked.

X. Announcements

Dial up modem removed May 31, 2005. See <http://www.ndsu.edu/its/isplist> for local internet service provider information.

E-mail committee reports to Lois Christianson prior to the Staff Senate meeting.

Deadline for agenda items are the Friday prior to the Staff Senate meeting. Late items can still be added.

All Staff Senate expenses must be approved by the Executive committee. Please submit your requests to Janine Trowbridge, Ceres Hall, Room 319.

The next meeting on July 13, 2005, will be in the Prairie Rose Room in the Memorial Union. There will be no formal business conducted during the July and August meetings. These meetings are scheduled for committees to prepare for the upcoming year.

Sharon Morgan said the state employee picnic will be in September. Since the Staff Senate does not meet in July and August, Sharon requested that President Trowbridge e-mail the Staff Senate listserv in August asking for volunteers to sell tickets. The picnic will be at Playmakers. It's a fun event with door prizes. You need not be present to win.

XI. Adjourn: Jeff Schwartz made a **MOTION** to adjourn, Heather Heger **SECONDED** the **MOTION**. The **MOTION CARRIED**, and the meeting was adjourned.

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 Heather Heger prior to the meeting (1-8293) heather.heger@ndsu.edu)

Respectfully submitted,

Lois Christianson
Secretary

STAFF SENATE TREASURER'S REPORT
June 15, 2005

Appropriated Fund # 3746 \$2,187.92 *May 2005 balance**

Local Fund # 1725 \$5,762.23 *May 2005 balance**

We have not paid any bills since May as Gina and myself have not had the time to get together for training and also for getting the proper clearance for PeopleSoft.

Salaries - Web support	\$70.00
Catering Invoice 05/11	\$69.80
Varsity Mart invoice	\$45.90
Doc Publishing	\$325.68
Doc Publishing	\$1.58
Doc Publishing	\$10.00

Total Expenses	\$522.96
----------------	----------

If we pay these from the Appropriated Fund, our balance would be \$ **1,664.96**

The expenses will be paid by the next Executive meeting which is **June 22, 2005**.

Submitted by Deb Haney, Staff Senate Treasurer
June, 15, 2005

2005 Staff Senate Election Committee Final Report

Committee members include Sharon Morgan, Irene Askelson, Dale Summers, Karen Brown Tara Cuypers, Jeff Schwartz, Cindy Kozojed, (co-chair) and Pam Hommen (chair). Staff Senate membership for 2005-2006 increased to 65. Nominations for 35 vacant staff senate positions were accepted from March 1–28 on-line and by paper nomination forms, which were mailed to the chair. Elections were held from April 4–15 online and by paper ballot cast at four locations: Telecommunications in Thorson Maintenance, 302 Ceres Hall, 114 Ehly Hall, and 100 Old Main. 250 ballots were cast, 244 electronically and 6 paper ballots. The Election Committee tallied the ballots and verified the election results presented below. Positions for the five bands were filled, with the 5000 band electing 10 members, not 9 as previously reported. Special thanks to Carol Tschakert and Dale Summers from ITS for their help with the online nomination and voting system. The orientation/mentor meeting was on May 4, 2005. New senators are assigned a mentor, an experienced senator to guide them along through their first meeting in May, as well as a supportive senator throughout their first year in Staff Senate. Each new senator is presented a binder containing the bylaws, committee descriptions, the last meeting's minutes, and May meeting's agenda.

Submitted by the Election Committee, 5-11-05

1000/3000 - Admin, Managerial & Prof (14 elected)

Olsen, Lorna J
Bergeson, Steven R
Parmer, Brent Jeffrey
***Bromley, Gretchen Mary**
Christianson, Lois Dahlsad
Puffe, Ellen M
Frazier, William Robert
***Koch, Kim B**
***Summers, Dale**
Fragodt, Luther Milton
Davidson-Harrington, Janet D
***Sellner, William James**
Underdahl, Sarah Rose
Evensen, Melissa

Alternates:

Torguson, Elizabeth Billiar
Bergstrom, Aaron Lee
Cooper, Bonnie Lynn
Freeman, Pierre Albert
Write-in: Mathew, Damien Cherian
Write-in: Mohs, Brad

4000 - Technical & Paraprof (4 elected)

Haney, Debra
Baumann, Robert R
***Helweg, Tammy Lynn**
Brandt, Janalee

Alternate:

Write-in: Steckler, Brittnee
Write-in: Silkey, Kathie

5000 - Office Support (10 elected)

***Hommen, Pamela Lynn**
***Wadholm, Diane L (Dolly)**
***Geeslin, Barbara**
***Skauge, Candace Fay**
***Larsen, Paula J**
Erdmann, Hollis Kay
Briggs, Linda S
***Schmidt, Gail Lynn**
Schettler, Lacey Dawn
Milam, Melanie

Alternates:

Miller, Victoria Jolene
Dallmann, Laura Dawn
Hartsoch, Patricia J
Stokka, Tonya J
Write-in: Riley, Mary

6000 - Crafts & Trades (1 elected)

Lonski, Beryl T

7000 - Services (6 elected)

***Nelson, Teresa Ann**
Carstensen, Lila Jean
***Froeschle, Paul D**
***Kozojed, William J**
Barth, David Lowell
***Geising, Sue E**

Alternate:

Spiesz, Jason

Italics indicate a write-in candidate

** Indicates a returning senator*

FACULTY PERSONNEL COMMITTEE

**FINAL REPORT
2004-2005 Academic Year**

The primary work of the University Senate Faculty Personnel Committee in the Fall of 2004 was to finish the report on the Ombudsman idea. The committee worked through email to finish the work started in the spring of 2004. We completed the final report and sent it to Dr. Harter on September 15, 2004. The report suggested that the University implement the Ombudsman idea on a trial basis.

Dr. Harter in October 2004, requested that the Committee examine how to select the individual to serve as the Ombudsman. The committee met on March 10, 2005 to study this issue. A report was sent to Dr. Harter on April 6, 2005.

The committee did not elect a new chair for the 2005-2006 academic year. Dr Mark Harvey will organize the fall committee meeting if there are any issues brought to our attention. Please send any correspondence to Dr. Harvey. I am rotating off the committee and Dr. David Saxowsky will be the new representative from Agriculture. Please pass this information on to the new presiding officer for 2005-2006.

Respectfully submitted,

Berlin D. Nelson
Chair of Committee
May 11, 2005

General Counsel's Final Legislative Report
Fifty-Ninth Legislative Assembly of North Dakota

Attachment 4

Key date: April 23, 2005, the 59th Legislative Session ended.

The Legislature's web site is located at www.state.nd.us/lr.

To view a bill or resolution see:

<http://www.state.nd.us/lr/assembly/59-2005/leginfo/bills-res-jour/index.html>

Bills are effective August 1 unless they are tax or appropriation measures which are effective July 1.

Emergency measures are effective when filed with the Secretary of State.

Senate Bills

- SB 2003 Funding for NDUS 7.67% increase over 2003-2005. Total general fund appropriations for NDSU \$77,496,876. Establishes a \$2,000,000 pool for equity funding. Bond issuance authorization, Wellness Center addition, \$12,000,000; Memorial Union renovation and addition \$22,000,000. NDSU may enter into agreements with NDSU Foundation or other private entities to authorize construction by the Foundation for the College of Business building using donation, gifts, or other private funds. SBHE may authorize NDSU to request the City of Fargo to create a \$1,025,000 special improvement district to finance repairs and improvements to 17th Avenue on the NDSU campus.
- SB 2013 Distributes to NDSU \$1,146,000 from permanent trust funds.
- SB 2014 Appropriation for NDUS bond payments \$14,278,141.
- SB 2018 Appropriations for projects established in SB 2032 of: \$150,000 to OMB to set up and maintain procurement information on the internet and perform the procurement assistance study; \$50,000 to the SBHE to do a technology commercialization study; \$360,000 to UGPTI to perform a transportation study. The Department of Commerce and SBHE must conduct a study of the state's intellectual property laws including a review of barriers that may inhibit research and development in the state and successful actions other states have taken.
- SB 2019 The Career and Technical Education budget. \$1.35 million for workforce training.
- SB 2020 Total appropriations for NDSU Ext. Service, \$15,204,299; NCI, \$905,089; UGPTI, \$800,001; Main Research Center, \$30,525,488; and Research Extension Centers, \$8,327,741. Section 5 states SBARE must approve line item transfers. Section 8 provides for continuation of funding authority for beef systems center.
- SB 2023 Total authorizations for capital projects; NDSU hazardous material handling and storage facility, \$3,500,000; North Central Research Center agronomy lab and greenhouse, \$1,690,000; Main Research Center greenhouse complex, \$7,000,000; Central Grasslands Research Center headquarters office addition, \$350,000. Prohibits contracts between architect or construction manager for a public project and contractors or subcontractors for work on the project. Governor Hoeven line item vetoed Section 6 of this bill which would have required appropriated funds to study archival storage requirements of the ND Heritage Center as an alternative to funding a facility for expanded storage. Section one of this bill appropriates funds for the expanded storage facility. A study is unnecessary.

SB 2032	Governor's Centers of Excellence initiative. Authorization to create the centers of excellence. See SB 2018 for appropriation information.
SB 2043	Changes to the State Bond Fund statute. Section 10 relates to a fidelity bond for public employees or officials. The provisions of the state bond fund chapter and of any statute requiring a bond for each public official and employee constitutes the entire contract between the bond fund and the state entity as the obligee for the bond.
SB 2044	State Seed Department may utilize NDSU for offices and laboratories and vice versa.
SB 2058	Mileage reimbursement for state officials and employees up 6 ½ cents per/mile to 37 ½ cents/mile.
SB 2064	If applicants for state scholarships have same composite scores and same numeric scores from their ACT, they must be ranked by the numeric sum of their English and mathematics scores rather than high school rank on a percentile basis. SBHE may establish additional criteria for applicants with same English and mathematics scores.
SB 2067	Defines age 21 for use of alcohol as 21 at 8:00 am on the person's 21 st birthday.
SB 2069	Except for active investigatory work product of the attorney general and certain tax records, the state auditor shall have access to any books, papers, accounts, or records the state auditor may deem relevant to an ongoing audit of any state agency or computer system audit.
SB 2076	Resident student for tuition purposes includes a member of a North Dakota national guard unit and a child, spouse, widow or widower of a veteran killed, disabled, or declared missing in action.
SB 2077	Increases the limit of an individual grant under the ND student financial assistance program from \$600 to \$1,000 per recipient per academic year.
SB 2078	Technology occupations student loan eligibility requirement lowers required grade point average from 3.0 to 2.5. Also allows SBHE to adopt rules governing amount of loan forgiveness for teachers.
SB 2079	Free tuition will now be available to survivors of "emergency medical services personnel" that die as a result of injuries received while on duty. Eligibility already exists for survivors of a firefighter or peace officer that die as a result of injuries sustained on duty.
SB 2117	Defines an "aggrieved person" for the Dept. of Labor proceedings as being any person who claims to have been injured by a discriminatory practice. Neither the Dept. of Labor nor an administrative hearing officer may order compensatory or punitive damages. If a person elects to bring an action in district court, any pending administrative action based on same discriminatory acts must be dismissed immediately.
SB 2120	Unlawful to knowingly obtain a promotion or higher compensation in employment by using or claiming to have a false academic degree.
SB 2146	Provides for payments to veterans mobilized after December 5, 1992.

SB 2147	The Ag Commissioner may collaborate with State Board of Animal Health, the ND Stockmen's Association, NDSU beef systems and the U.S. Secretary of Ag to develop the certified beef program.
SB 2158	Allows tax credit up to 50% of contribution for tuition scholarships for rural leadership program through NDSU Extension Service.
SB 2195	The reimbursement for lodging allowance increases from \$45 to \$50. Total meal allowances increase from \$20 to \$25.
SB 2250	Allows agencies to limit liability to the state in certain contracts. The liability limitations must be approved by the Attorney General and the Director of OMB.
SB 2260	Concerns early childhood education program approval by DPI.
SB 2269	New N.D.C.C. Chapter 43-53 creating the ND Marriage and Family Therapy Licensure Board.
SB 2300	Provides for smoke-free environment in public places and most places of employment. Can't have designated smoking areas in public buildings.
SB 2363	Allows the use of gaming equipment not otherwise lawful in ND to be used by any institution under the control of the SBHE for the purpose of research in a controlled environment on campus.
SB2366	Relates to practice of physical therapy.
SB 2368	Allows for distinctive license plates for some non-profits including universities.
SB 2372	Legislative Council to study feasibility of having an organization or ombudsman to support and coordinate efforts to discourage destructive behavior, including drug, alcohol, and tobacco use.
SB 2391	Allows income tax credit for individuals for planned gifts made to qualified North Dakota non-profit organizations after July 31, 2005.
SCR 4013	Expresses support for the Red River Valley Research Corridor.

House Bills

HB 1015	OMB appropriation bill; legislative council to study state employment compensation.
HB 1017	National Guard tuition assistance program appropriation. This will provide for about 100% tuition waiver for soldiers.
HB 1024	Deficiency appropriation bill: NDSU 2000 flood expenditures \$1,500,000; NDUS Office ConnectND expenses \$617,520.
HB 1035	The Legislative Council shall assign and interim committee responsibility to establish a government performance and accountability system pilot project.

- HB 1050 Appropriations for state employee pay raises of 4% for the '05-'07 biennium. Includes appropriations for additional compensation: UGPTI, Research Centers, Extension, and NCI.
- HB 1059 Work Force 20/20 eligibility requirements now more stringent.
- HB 1069 A member reemployed under USERRA is entitled to receive military service retirement credit for qualified military service and state must pay all PERS retirement contributions.
- HB 1070 PERS - Retirement benefits for those retiring on or after 7/1/09 will be based on the average of the highest salary received for 36 months within the last 180 months.
- HB 1074 State Auditor may conduct a review and assessment of computer systems and related security systems of a state agency or political subdivision to determine system vulnerability.
- HB 1076 Changes to licensing of teachers and provides \$1,500 increase after four years if teacher is participating in mentor program. Allows the education standards and practices board to extend effective dates found in the teacher qualification chapter for rural school districts if the U.S. Secretary of Education authorizes an extension.
- HB 1084 "Scope of employment" definition refined in the Tort Claims Act to an employee acting on behalf of the state on tasks of the employee's office or employment. Also, the Director of OMB may independently settle claims covered by Risk Management if claim is in writing and not more than \$10,000. (Limit increased from \$5,000 to \$10,000.)
- HB 1091 If bids are identical, preference must be given to bids submitted by ND vendors.
- HB 1092 OMB has the authority to ensure at least 20% of paper products being purchased by state offices contain at least 25% recycled matter.
- HB 1129 Meal allowance for travel outside continental U.S. is equal to the per diem meal rate in the city for which claim is made on that day as established for federal employees by the U.S. per diem committee.
- HB 1152 \$9 million earnings from ND student loan trust to be transferred to the general fund.
- HB 1170 OMB shall do joint purchases of like commodities or services of high common usage for agencies and institutions under SBHE if determined by OMB and SBHE to be in best interest of the state.
- HB 1232 A school board may provide a stipend to a student teacher.
- HB 1260 Legislative Council to study public improvement contracts and bid process.
- HB 1264 SBARE Membership - after initial term, member may serve 4 year term (was 5 years). Also provides procedure for appointing members because of a vacancy.
- HB 1266 Addresses retirement benefits for retirees who return to work. Employee may waive future participation in future retirement plan and maintain retirement status.

HB 1271	Broadens the tuition waiver for dependents of veterans by including “stepchild” as a dependent and including child or stepchild of a veteran if child’s other parent has been a resident of North Dakota and was a resident of the state at the time of death or determination of total disability of the veteran.
HB 1275	If costs of an ITS project greater than \$100,000 exceed the original estimate by 20%, it must be reported to the state information technology advisory committee.
HB 1278	Any federal funds made available to ND which are not for a specific purpose and are not required to spend prior to next regular legislative session must be deposited into a special fund until the legislative assembly appropriates the fund.
HB 1286	Allows charging up to \$0.25 per paper copy and for time spent redacting in open records requests.
HB 1301	Requires a report to Office of Budget, as part of budget, on all authorizations for issuing evidence of indebtedness. Governor Hoeven vetoed this bill stating the requirement is redundant because the same information is already provided to the legislature in OMB’s comprehensive annual financial report.
HB 1341	OMB to adopt rules relating to sending notice of intent to make limited competitive, noncompetitive, and negotiated purchases for commodities or services to the state.
HB 1360	Provides eligibility for student loans to part-time students.
HB 1364	SBHE to create policy relating to assessment of faculty and teaching assistant communication skills including the ability to speak English with good pronunciation.
HB 1383	Extends bar closing time to 2:00 a.m.
HB 1397	Allows SBHE to contract with Kansas State University to provide for up to 5 students to enroll in KSU’s veterinary medical education program. Appropriated \$262,500.
HB 1492	NDSU Main Research Center may conduct research regarding industrial feral hemp seed. The Center may collect feral hemp seed stock and develop appropriate adapted strains of industrial hemp.
HCR 3005	Legislative Council to study the utilization of real estate owned by state agencies and institutions and report to 2007 Legislative Assembly.
HCR 3011	Urges the state’s public research institutes of higher education to participate in a regional hydrogen and energy research and education consortium.
HCR 3036	Legislative Council to study agency and institution continuing appropriation authority.
HCR 3042	Legislative Council to study ND laws and laws of other states relating to identity theft and misuse of personal identifiable information.

POLICY CHANGE COVER SHEET

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

Section 337: Grade Appeals Board

Changes include a more detailed process for grade appeals and a provision for under extraordinary circumstances (such as a clear injustice or mistake), a department chair with the approval of the dean of the college may change a grade without the instructor's approval.

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

Policy Coordination Committee: 2/24/05; 4/21/05; 5/19/05

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council

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

Grade Appeals Board (1/10/05; 2/24/05; 4/21/05)

General Counsel (4/21/05)

Deleted: ¶

SECTION 337: GRADE APPEALS BOARD – Revision Draft

SOURCE: University Senate
NDSU President

1. A University Senate Grade Appeals Board shall be established with authority to hear charges of inequitable or prejudiced academic evaluations and to provide redress for any improper evaluations as it may find to have actually taken place.
2. The Board shall consist of the following persons:
 - a. One faculty member and one alternate from each representation unit (except the College of University Studies) to be elected by the faculty of each college for three-year terms. The term shall commence on the Tuesday following the May Senate meeting.
 - b. Three full-time students and three alternates, each with a minimum ~~2.0~~ 2.8 grade point average ~~and a standing of at least second semester sophomore, who have earned at least 45 credits and have completed at least 2 semesters at NDSU,~~ to be appointed by the Student Senate. Terms shall be for one year, commencing on the Tuesday following the May University Senate meeting.
 - c. A chair, in addition to the foregoing members, to be elected by the Senate membership. The chair shall be a tenured faculty member who has previously served at least a full year as a member of the grade appeals board. The chair shall serve for three years with the term to commence on the Tuesday following the May Senate meeting of the first year for which he/she was elected.
3. The Grade Appeals Board shall act in accordance with procedures approved by the University Senate.

GRADE APPEALS BOARD PROCEDURES PREREQUISITES FOR APPEAL:

1. The Board may be utilized only after the student has exhausted possible appeal routes within the college offering the course involved. Each individual college will be expected to specify such appeal routes, but the following guidelines should be adhered to as closely as possible and will apply in the absences of any specialized procedures.
 - a. A student must initiate a request for a change of grade with the instructor within ~~three weeks~~ fifteen (15) instructional days of the first day of the semester immediately following the semester in which the grade was awarded. For Spring Semester courses, the request may be made within ~~three weeks~~ fifteen (15) instructional days at the start of Fall Semester, if the student is not enrolled for a summer term, but is enrolled in Fall Semester. An appeal is deemed formally initiated when the student presents the Grade Appeal Form to the instructor. The instructor must date and initial the form at that point. Within five (5) instructional days, the instructor shall inform the student of his/her decision, record the steps taken to resolve the appeal and the decision on the Grade Appeal Form, and date and sign the Form.
 - b. If there is unsatisfactory decision resolution, ~~If~~ the student must consult ~~(1) the instructor, (2) the department chairman, and then (3) the dean or a designated college committee,~~ proceeding from one level to the next only after an unsatisfactory ~~resolution~~ decision of the conflict at that level. In the event that the instructor is also the department chair or dean, he or she need only be consulted in the capacity of instructor. In the event the department chair is the dean, the next level would be a designated college committee. If a designated committee does not exist within that college, one would proceed to the Grade Appeals Board. The student shall have five (5) instructional days following an unsatisfactory decision of the appeal to continue with the appeal at the next level. At each stage, the individual considering the appeal shall inform the student of his/her decision, record the steps taken to resolve the appeal and the decision on the Grade Appeal Form, and date and sign the Form.
 - c. The instructor must be informed of all proceedings in Section b above by the Appeal Chair.

- d. Both the instructor and the student shall have the right at any time during the proceedings to call a meeting of all persons involved in submitting and considering the ~~complaint~~ appeal and, optionally, to invite the Board to send an observer to that meeting.
- e. In the event that the instructor is no longer employed by North Dakota State University, or is on leave from the University, the instructor may designate another faculty member from within the department to represent his interest in the grade appeal. If the instructor is not available to designate a substitute, the department chair shall represent the absent faculty. If the department chair is not a neutral party, an impartial substitute shall be designated by the dean.
- ~~f. In the event that the instructor is the Chair of the Grade Appeals Board, the Board must assign another Board member to act as Chair must be assigned by the Chair from the Board members.~~
2. In the event of an unsatisfactory ~~resolution~~ decision of the conflict within the college, the student may submit a formal written appeal to the Chair of the Board. Such an appeal shall be made within ~~three weeks~~ fifteen (15) instructional days after conclusion of the college proceedings as stated above. ~~At that time the Board may either hear or refuse the appeal, depending on its analysis of the questions raised by the written appeal. Prior to making the decision, the Board may require that additional information be provided in writing by either the instructor or the student.~~
3. In extraordinary circumstances (such as avoiding a clear injustice or mistake, e.g., an instructor leaves, refuses to respond to inquiries about the grade, there is a mathematical error or violation of the syllabus), and after the procedures in Subsection 1 above have been completed, a department chair, with approval of the dean of the college, can change a grade without the instructor's approval. An instructor can appeal such grade change to the Grade Appeals Board pursuant to this Policy. Colleges can adopt procedures to implement this subsection. (Note: The purpose of this provision is to avoid having to make the student go through the formal appeal to the Grade Appeals Board where the outcome is certain and clear in the student's favor.)
4. The Chair of the Board may designate a Board member as Appeal Chair or process the appeal himself. If the Chair designates an Appeal Chair, the Chair will forward the appeal document to the Appeal Chair within five (5) instructional days of receiving the appeal. Appeal Chair should be from a school outside that of the instructor whose grade is being appealed. If the instructor is the Chair of the Grade Appeals Board, the Board members shall designate an Appeal Chair.
5. The Appeal Chair will send a copy of the appeal document to the instructor within ten (10) instructional days. The instructor will have fifteen (15) instructional days to respond to the student's appeal.
6. The Appeal Chair will then distribute copies of the appeal document and the instructor's response to all Board members, alternates, and the instructor within five (5) instructional days.
7. Each Board member and alternate will must email the Appeal Chair within five (5) instructional days regarding indicating either for or against the need to hold a meeting to discuss the appeal. If In order to deny an appeal, two-thirds of the members must state that the student has not made a case. If the appeal is denied, and the student is notified, in writing, within five (5) instructional days of the Board's decision. Otherwise, If less than two-thirds of the Board members and alternates indicate that the student has not made a case, the Appeal Chair will call a meeting of the Board within ten (10) instructional days.
8. At this meeting, the Board will raise any questions unanswered by the appeal and instructor's response. The Board will then vote to decide whether to hold a hearing based on the following criteria: the student presented evidence of prejudicial grading or raised questions of the possibility of prejudicial grading. A hearing will be scheduled within fifteen (15) instructional days if a simple majority of members vote to hold a hearing.
9. If the Board decides to hear the appeal, it shall provide the instructor and student with a copy of any written statement provided to the Board by the other party.

HEARING PROCEDURES

1. General Provisions

- a. If the Board decides to hear an appeal, it shall designate from among its total membership a panel of seven members to hear the appeal. Four members of the panel shall be chosen by lot from the faculty membership of the Board, and two additional members of the panel shall be chosen by lot from the student membership of the Board. The seventh member of the panel shall be the Board chairperson, who shall serve as a non-voting moderator of the hearing panel. In order to avoid any conflict of interest, a board member who feels that he/she may not be able to fairly hear a case shall excuse him/herself and shall be replaced by his/her alternate. Additionally, the student and instructor shall each have one peremptory challenge to remove a board member from service on the hearing panel. A challenged board member shall be replaced by his/her alternate. In the event that a challenged board member is an alternate, another member of the board shall be chosen by lot to serve on the hearing panel. The word "Board" shall be used hereafter in these hearing procedures to describe the seven-member hearing panel so elected, or the full Board, in the event it decided to hear an appeal of a hearing panel decision.
 - b. All hearings are normally open only to those people who are part of the proceedings, unless otherwise arranged by prior mutual written agreement between the student, instructor, and chair of the Board.
 - c. The student, the instructor, and the Board, each shall have the right to be assisted during Board procedures by an advisor or other counsel who may observe the proceedings and advise his/her party. Under no circumstances will this advisor/counsel be permitted to address the Board or witnesses.
- ## 2. Evidence.
- Because this is an educational hearing, formal rules of evidence do not apply. Every effort will be made to allow all reasonable and relevant information to be presented for the Board's consideration.
- a. Hearsay evidence is permitted; the members of the Board may consider such evidence and assign it any weight appropriate by each individual Board member.
 - b. An absolute right of cross-examination is not granted under this policy. The chair of the Board will allow all relevant and reasonable questions to be placed to either party or their witnesses, but retains the right to exclude questions that are redundant or irrelevant to determining responsibility. Persons answering questions will be given reasonable latitude by the Chair to respond to those questions fully.
 - c. Either party or their witnesses before the board will be permitted to elaborate on written documents previously submitted to the board in their oral presentations to the board.
 - d. Parties planning to bring exhibits to a hearing must generally provide copies of those exhibits to the other parties and the members of the board three (3) instructional days prior to the hearing to allow for a review of the exhibits and the development of any pertinent questions. The chair may permit deviations to this time restriction so long as the other party has sufficient time to prepare an adequate response.
 - e. The chair shall have the right to exclude from the hearing and the record any unreliable, prejudiced, or redundant evidence.
~~2. The Board shall allow an initial presentation by the student and then by the instructor involved, after which it may call such other witnesses as it deems necessary. In order to be able to accomplish this, the Board shall have the authority to compel the appearance or testimony of essential witnesses from the NDSU academic community.~~
 - f. ~~3. On questions requiring academic expertise, the board shall rely heavily on the testimony of other members of the department involved, or throughout the NDSU academic community.~~
- ~~4. Both the student and the instructor shall have the right to be present during the presentation of any testimony before the Board and to address questions to any person presenting such testimony.~~
- ~~5. The student, the instructor, and the Board, each shall have the right to be assisted during Board procedures by an advisor or other counsel who may observe the proceedings, advise their party, and, with the consent of the Board chairperson, question witnesses, present arguments, and summarize evidence.~~

~~6. The Board chairperson shall have the right to exclude from the hearing and the record any unreliable, prejudiced, or redundant evidence.~~

~~7. Board hearings shall be closed to all but the parties directly involved except where both the student and instructor request an open meeting.~~

~~8. In addition to keeping minutes of its proceedings, the Board will provide for the tape recording of all testimony presented to the Board and will allow controlled access to the tape for review or transcription by either the student or the instructor.~~

~~9. The Board may not release any information about its investigation to anyone but the parties directly involved.~~

~~10. The burden of proof shall be on the student.~~

~~11. The Board's final decision in any particular case must be based solely upon testimony and other evidence given to the Board in that case.~~

~~12. A two-thirds vote by secret ballot of the Board, i.e., four of the six voting members of the hearing panel, shall be required to uphold the student's appeal and approve a change in grade.~~

g. In reaching a decision the board shall consider only information produced at the hearing and will evaluate the information using the "more likely than not" standard of proof. The burden of proof shall be on the student to establish that his/her grade should be changed.

h. The voting members of the board will determine, by a two-thirds majority vote, if the student's appeal should be granted. A second vote shall then be held to determine by simple majority vote what the student's revised grade should be. All votes shall be conducted by secret ballot.

i. All hearings of the board will be recorded up to the point of the board's deliberations necessary to render a decision. A copy of the recording shall be retained in the Office of the Provost and Vice President for Academic Affairs for a period not less than three (3) years. The board will allow controlled access to the tape for review or transcription by either the student or the instructor.

j. ~~The Board shall allow an initial presentation by the student and then by the instructor involved, after which it may call such other witnesses as it deems necessary. In order to be able to accomplish this, the Board shall have the authority to compel the appearance or testimony of essential witnesses from the NDSU academic community.~~

3. Hearing outline.

a. The Chair will call the meeting to order and will introduce the members of the board and their function within the University community.

b. The Chair will describe the general outline of the hearing and read the evidentiary rules to the board. The chair will read the following honesty statement:

The University expects that all information presented in this hearing will be true and correct to the best of each person's knowledge. If a student willfully provides false information, he/she will be in violation of NDSU's Code of Student Behavior. As a result, he/she may be subject to disciplinary action. Dishonest behavior by any faculty or staff member will be reported to that person's supervisor for any necessary disciplinary action.

All potential witnesses will be advised of this honesty statement in advance.

- c. The chair will excuse witnesses from the room at this point.
 - d. The chair will introduce the student who will present the appeal and any evidence.
 - e. The chair will introduce the instructor who will respond to the student's appeal and present any additional evidence.
 - f. The student will be allowed to present witnesses, who will be allowed to make a statement and may be asked questions by the student, instructor, and/or members of the Board. Questions by both parties may be directed to the chair, who will then determine if the question is relevant to the proceeding, ask if the respondent understands the question, and request a response. At the chair's discretion, questions may be placed directly between parties. Permission to address parties may be withdrawn by the chair at any time.
 - g. The instructor will be allowed to present witnesses, who will be allowed to make a statement and may be asked questions by the student, instructor, and/or members of the board. Questions by both parties may be directed to the chair, who will then determine if the question is relevant to the proceeding, ask if the respondent understands the question, and request a response. At the chair's discretion, questions may be placed directly between parties. Permission to address parties may be withdrawn by the chair at any time.
 - h. The board may compel the attendance of any essential witnesses from the NDSU academic community to present testimony. Such witnesses will be allowed to make a statement and may be asked questions by the student, instructor, and/or members of the board. Questions by both parties may be directed to the chair, who will then determine if the question is relevant to the proceeding, ask if the respondent understands the question, and request a response. At the chair's discretion, questions may be placed directly between parties. Permission to address parties may be withdrawn by the chair at any time.
 - i. The student and instructor will be permitted to ask questions of each other.
 - j. Final questions will be permitted by the members of the board, who may question either party and/or their witnesses.
 - k. The student shall have an opportunity to make a closing statement.
 - l. The instructor shall have an opportunity to make a closing statement.
 - m. Both parties and their witnesses will be dismissed for deliberations by the board and recording will stop at this point. Only board members, the chair, and the board's counsel/advisor (if designated) may be present during deliberation.
 - n. The chair will send a written notice of the board's findings to the student, instructor, department chair/head, and dean within ten (10) instructional days of the hearing. If the board votes to change the student's grade, notice shall also be sent to the University Registrar regarding the grade change. The written notice shall include an explanation of the board's rationale in making its decision and a signed copy of the Grade Appeal Form attesting to the board's decision.
4. The board may not release any information about its investigation to anyone but the parties directly involved.

APPEAL

Either the student or the instructor may request within fifteen (15) instructional days of a hearing panel decision, that the full Board hear an appeal from the decision, citing the error(s) by the hearing panel that would justify a new hearing. The Board shall meet to consider such a request, but no voting member of the hearing panel shall be eligible to vote on granting a new hearing. Instead, alternate members shall replace those Board members who served on the hearing panel. If a majority of the full Board ~~decided~~ votes to accept the appeal, it shall proceed to hold a hearing in accordance with the hearing procedures above, again using alternate members in place of those who served on the hearing panel. The Chair of the Board shall serve as a non-voting moderator at the appeal hearing, and a two-thirds vote by secret ballot of the full

Board, shall be required to uphold the student's appeal and approve a change in grade. A separate simple majority vote shall determine what the student's new grade shall be.

INTERPRETATION

No provision in this statement of procedures shall be construed to deny or disparage the full rights of either the student or this instructor as a citizen under the Constitution and laws of the United States.

Public Relations Committee Year End Report 2004 – 05

We started off the year by appointing Heather Heger as the Co-Chair for our committee. We then made a list of all the activities we would like to see happen on campus.

October – Received funding for the newsletter, we also opened it up to anyone on campus who would like to help.

November – We held a “Name that Newsletter Contest” the winning entry will be announced late December. The winner will also receive a \$25 gift certificate from the Varsity Mart.

Campus Kudos - Gail Schmidt, Registration and Records was the winner for the month of November. Each winner receives a certificate of appreciation and \$2 worth of gift certificates to the Coffee Cart on campus. President Chapman is providing the gift certificates

December – We had a very busy month. Staff Senate rang the bell for the Salvation Army outside the Memorial Union, each shift was ½ hour and for our first time, we raise an amazing \$469.00!

Holiday Blood Drive was held December 1, 2 & 3, this was also held outside the Memorial Union and we collected 54 units of blood. We also gave away t-shirts to all who donated.

Valentines Day Troop Drive – We decided to concentrate on Valentines Day for this drive as the North Dakota troops were going on come home around the first of the year and new troops would be arrive in Iraq. It does take quite some time to organize and get the packages over there. This was also a huge success; the drive raised 167 pounds of supplies. The items comprised mainly of personal hygiene items and packaged food.

Newsletter – We are working on hiring an intern to help with the newsletter, we should be hiring someone in January.

January – The winner of the “Name the Newsletter” contest was Norma Ackerson, with Staff Senate Messenger. We are planning on releasing the first issue the end of January.

February – We hired Matt Perrine hired as the intern for the newsletter. Matt brings lots of experience to the team working on the newsletter. He is also the Editor of the student newsletter. We are also looking at purchasing a digital camera to help with photos.

Health Fair Booth – Passed around a sign up sheet for those interested in handing out information at the Staff Senate Booth. The Health Fair is being held April 12 in the MU Ballroom.

Campus Kudos – Matthew Walker, Facilities Management was the winner this month.

March – The first newsletter went out and we had some great feedback for the next issue will be sent out mid-March. We also have a digital camera for taking pictures of events. The second newsletter has been sent out and we will publish another on in August or September.

Campus Kudos – Melanie Milam, Mathematics Department, was the winner this month.

April - Our new student worker for the webpage is Hamid Echane. He is replacing Dan Hodgson who is graduating in May.

Campus Kudos – Aquina Beck, Dining Services was this month’s winner.

Fish Award – was presented to Barb Welk.

May – Looking into getting a display board fro Staff Senate.

Campus Kudos – we had 3 winners this month: Peggy Cossette, Human Development & Education, George Norton and Lincoln Bathie, both are from Information Technology Systems. Keep submitting your nominations!

Some goals for next year is to spread out the activities more through out the year, to get the purpose of Staff Senate out there to campus and to participate more in the State Employee Appreciation week.

Respectfully submitted,

Tammy Helweg
Co-Chair Public Relations Committee

Summary of Staff Senate 2004-2005

Submitted by Susan Bornsen, Past-President, Staff Senate Executive Committee, June, 2005

Below is a non-prioritized list summarizing events and accomplishments from the previous year:

- A staff representative was added to the University Senate Personnel Committee (Candace Skauge), which is a two-year term. This committee is investigating the possibility of implementing an Ombudsman on campus.
- Dan Hodgson, a NDSU student, was rehired to update our web pages. He was given a raise this year and worked an average of 20 hours per month. Because Dan graduated this spring, Hamid Echane was hired to take his place. The Staff Senate website continues to be updated frequently.
- PeopleSoft is live in 2005! Our learning curves were stretched and we have met the challenge. Much work was done by all staff involved and training continues.
- Because of the implementation of PeopleSoft during this year, the State-Wide Committee was put on hold. The roster continues to be updated as changes are made throughout the state. Valley City State College has recently ratified their constitution and by-laws for their staff senate.
- Staff Senate has grown to 65 members and we are outgrowing our room! The U-shape and the classroom style of room set-up were favored by most senators.
- Formation of a campus-wide communication website calendar to post activities happening on campus continues to be supported.
- E-mail Listserv guidelines were created and implemented and are listed on the Staff Senate website.
- In support of our troops, cards/notes & care-package donations were mailed. Staff Senate sponsored a campus-wide care-package donation to the North Dakota Army National Guard troops serving in Iraq. In December 2004 a Valentine's Day Troop Drive was held. We collected 167 pounds of items for care packages and it was shipped in time for Valentine's Day.
- Weight Watchers at-work program on campus was offered this year, with no sessions during the summer. Plans are in effect to continue meetings in the fall.
- Staff Senate had an interactive booth at the NDSU Health Fair--"Treasure Your Health", held in April, 2005. The title of our booth was "Whistle for Help." A handout with safety questions and tips was distributed with the whistles. The whistles were imprinted with "NDSU Police, Escort Service 231-8998, Staff Senate." The President's Office and Campus Police helped to sponsor the purchase of the whistles. Plans include distributing whistles at an information fair in the future.
- Our premier issue of "NDSU Staff Senate Messenger" was distributed to staff and on-line in January, and another issue was published in March. The title of the newsletter was decided by a Staff Senate contest. Matt Perrine, a communication student, was hired to help set up the newsletter.

- The Holiday Blood Drive was held December 1-3 on the west side of the Memorial Union, collecting 54 units of blood.
- Staff Senate took part in the Salvation Army Bell Ringing on December 14th on the south side of the Memorial Union. \$469 was collected and 100% of this money stays in the F-M area to help people in need. This was the first year that Staff Senate has done this and many people expressed interest in continuing this project next year.
- The staff development committee offered a seminar “Change--Why Me?” on March 3rd at the FargoDome with 140 people in attendance. An exercise program titled “Spring Training” was implemented with cookbooks used as an incentive to join the program.
- A digital camera was purchased for use by the Public Relations Committee.
- Pictures of the Campus Kudos recipients were hung in the Memorial Union. The location is on the west wall right before the FLC ramp on the main level, to the right of the Employee Recognition Award recipients.
- Because it was a legislative year for North Dakota, the Legislative Committee met often with Keith Bjerke to get current information on issues pertaining to staff.
- Staff Senate lapel pins were distributed at New Senator Orientation held in the spring.
- A Staff Senate PowerPoint presentation was presented at New Employee Orientation with information on what Staff Senate is, and why become a member.
- The President and Past President served on the Self-Study committee for NDSU’s reaccreditation process through the Higher Learning Commission of the North Central Association of Colleges and Schools which will take place February 13-15 2006.
- The by-laws were updated and approved at the April meeting.
- Updating to the mission statement went back to committee for revisions.
- Staff Senate funded the printing and distributing of the COSE newsletter on campus, for those staff that don’t have computer access.
- President Chapman continues to support all efforts by the Staff Senate. He is willing to assist all employees at NDSU in so many different ways. His positive support is appreciated.

Staff Senate meetings scheduled 9:30-11:00:

(Generally run one hour)

Confirmed

June 15, 2005 Prairie Rose

July 13, 2005 Prairie Rose (Committee meetings)

August 10, 2005 Prairie Rose (Committee meetings)

September 14, 2005 Prairie Rose

October 12, 2005 Prairie Rose

November 09, 2005 Prairie Rose

December 14, 2005 Prairie Rose

January 11, 2006 Peace Garden

February 8, 2006 Peace Garden

March 8, 2006 Peace Garden

April 12, 2006 Peace Garden

May 10, 2006 Dakota Ballroom

June 14, 2006 Peace Garden

July 12, 2006 Peace Garden (Committee meetings)

August 9, 2006 Peace Garden (Committee meetings)

Executive committee meetings scheduled 9:30-11:00:

Confirmed

May 25, 2005 Badlands

June 22, 2005 Atrium

July 27, 2005 Badlands

August 24, 2005 Badlands

September 28, 2005 Badlands

October 26, 2005 Badlands

November 23, 2005 Badlands

December 28, 2005 Badlands

January 25, 2006 Badlands

February 22, 2006 Badlands

March 22, 2006 Badlands

April 26, 2006 Badlands

May 24, 2006 Badlands

June 28, 2006 Atrium

July 26, 2006 Badlands

August 23, 2006 Badlands

IT Communication Liaisons Group

ITS is implementing a new program to improve two-way communication between ITS and campus departments. ITS is looking for a person in each department who can provide information to all departmental employees and to ITS. The role of the liaison is not to provide technical support, but to communicate well. This program will provide an opportunity to share your IT problems and needs, and also your successes and innovations.

If you are interested in becoming a liaison for your department, have your department head forward your name, department, phone number, and email address to rosi.kloberdanz@ndsu.edu or mail to Rosi Kloberdanz, IACC 206.

At the May 28, 2005 IT Communications Liaisons meeting the following items were discussed:

ITS will be hiring a new IT Communication Coordinator.

ITS is establishing a web based system for guest access while at NDSU.

SPAM abatement is currently being tested.

NDSU is currently wireless in 7 buildings, it is estimated that there will be 10-12 more wireless buildings by the fall.

Effective May 31, 2005 the modem pool will no longer exist. the NDSU Extension modem pool will continue. Check the ITS website for local internet service providers.

Responsible printing initiative-ITS is looking at cost recovery for student printing. Currently the student tech fee is paying for the printing in the clusters. ITS is exploring charging students for their printing in the cluster using their bison card.

EduTech is offering a conference on security November 3, 2005 at the Doublewood Inn, Fargo. The registration fee is \$75.00. If you would like more information see Janine Trowbridge.

The Help Desk will relocate to the first floor of the IACC in the fall. ITS is hiring student workers to provide tech support to different buildings on campus. This is being rolled out slowly at this time and expect more to send out to departments in the fall.

Janine Trowbridge

NDSU Staff Senate 2005-2006

Standing Committee Members as of 05/23/05

*eligible to be co-chair

By-Laws - 4 Members		
Chair	Filpus, Jodie*	231-3240
	Baumann, Robert	231-5888
	Christianson, Lois	231-6446
	Nostrum, Rian	231-7890
Election - 9 Members		
	Askelson, Irene*	231-8616
Chair	Bornsen, Susan	231-6339
	Heger, Heather*	231-8293
	Hommen, Pam	231-7701
	Kozojed, Cindy	231-8431
	Morgan, Sharon	231-7739
	Nelson, Teresa*	231-7893
	Schwartz, Jeff*	231-8332
	Summers, Dale	231-8631
Executive 10 Members		
<i>President</i>	Trowbridge, Janine	231-7315
<i>President Elect</i>	Bergeson, Steve	231-6101
<i>Past President</i>	Bornsen, Susan	231-6339
<i>Secretary</i>	Christianson, Lois	231-6446
<i>Treasurer</i>	Haney, Deb	231-7321
<i>Membership</i>	Heger, Heather	231-8293
<i>Member-at-large</i>	Geeslin, Barb	231-8805
<i>Member-at-large</i>	Hommen, Pam	231-7701
<i>Member-at-large</i>	Kozojed, Cindy	231-8431
<i>Ex Officio</i>	Lietz, Broc	231-8958
Legislative - 5 Members		
Chair	Cuypers, Tara	231-1029
	Davidson-Harrington, Janet	231-1053
	Luther Fragodt	231-9441
	Haney, Deb	231-7321
Co-Chair	Koch, Kim*	231-3662
Program - 7 Members		
Co-Chair	Hegdahl, Deb*	231-7037
	Peterson, Bob	231-7302
Chair	Schluchter, Jackie	231-9610
	Schmidt, Gail	231-7733
	Skauge, Candy	231-8352
	Spacek, Jill	231-8525
	Wadholm, Dolly	231-5671

Public Relations - 8 Members		
	Bergeson, Steve	231-6101
	Bromley, Gretchan	231-5619
	Carstensen, Lila	231-9977
	Erdmann, Holly	231-7513
	Froeschle, Paul*	231-9888
	Helweg, Tammy	231-7558
	Jacobson, Brenda	231-9951
	McIntosh, Paul*	231-9913
Scholarship - 12 Members		
	Brandt, Janalee	231-7808
	Briggs, Linda	231-7736
Chair	Cossette, Peggy	231-8211
	Evensen, Melissa	231-3233
	Frazier, Bill	231-8446
	Geeslin, Barb*	231-8805
	Koehlmoos, Marilyn	231-6740
	Kozojed, Bill	231-9467
	Lonski, Beryl	231-0371
	Milam, Melanie*	231-8171
	Miller, Brian	231-6332
	Slyter, David	231-5283
Staff Development - 11 Members		
	Geising, Sue*	231-9944
	Groszhans, Kim	231-8381
Chair	Krom, Janet	231-7661
	McMullen, Theresa	231-9549
	Olsen, Lorna*	231-6328
	Parmer, Brent	231-8317
	Puffe, Ellen	231-8326
	Schettler, Lacey	231-8902
	Semmens, Theresa	231-5870
	Underdahl, Sarah	231-7373
	Welk, Barb	231-8028

NDSU Staff Senate 2005-2006

Committee Representatives
as of 05/23/05

University Senate Committees		
Campus Space and Facilities		
Bob Peterson	231-7302	
Computing and Information Technologies Planning and Goals		
Brian Miller	231-6332	
Paul Froeschle	231-9888	
University Athletics		
Bill Frazier	231-8446	
Library		
Melissa Evenson	231-3233	
Member-At-Large - University Senate Representatives		
Irene Askelson	231-8616	
Jodie Filpus	231-3240	
Kim Koch	231-3662	
University Senate Faculty Personnel Committee		
Paul McIntosh	231-9913	
Other Committees		
Arboretum Committee (2 yr term)		
Beryl Lonski (5/2007)	231-0371	
Council of State Employees (COSE) (3 yr terms & one representative a member of Staff Senate)		
Cindy Kozojed (12/2005)		231-8431
Sharon Morgan (12/2006)		231-7739
Barb Geeslin - Alternate (12/2006)		231-8805
Employee Award Recognition Committee (2 year terms)		
1000/3000 - Deb Hegdahl (5/2006)		231-7037
4000 - Jane Lessard (5/2005)		231-7828
5000 - Barb Geeslin (5/2005)		231-8805
6000 - Bob Peterson (5/2005)		231-7302
7000 - Bill Kozojed (5/2006)		231-9467
Health And Wellness Advisory Board (4 yr term, appointed by Staff Senate President)		
Barb Geeslin (5/2007)		231-8805
Deb Hegdahl (5/2009)		231-7037