



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: SEPTEMBER 14, 2005 MINUTES

Approved by the Executive Committee on September 28, 2005

Approved by the Staff Senate on 10/12/05

Visit the Staff Senate Web Site at:
www.ndsu.nodak.edu/staff_senate

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30 a.m.
The Executive Committee meets on the fourth Wednesday of each month from 9:30-11:00 a.m.

Upcoming Staff Senate Meetings:

October 12, 2005	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
November 9, 2005	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
December 14, 2005	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union

Upcoming Executive Committee Meetings:

September 28, 2005	9:30-11:00 a.m.	Badlands (356) Memorial Union
October 26, 2005	9:30-11:00 a.m.	Badlands (365), Memorial Union
November 23, 2005	9:30-11:00 a.m.	Badlands (365), Memorial Union
December 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.**
- II. **Substitutions:** (Heather Heger) Remember to check in at the back table. For today's meeting, there was a quorum with 55 senators present, 9 senators absent.

Substitutions:

Lea Johnson for Peggy Cossette

Joan Peterson for Sharon Morgan

Brad Mohs for Jodie Filpus

Kim Miller for Gail Schmidt

Lauren Unger for Bill Frazier

Guest:

Janelie Kistner from Publication Service

Lynn Dorn from Athletics

2 new senators, Jason Spiesz and Vicki Miller, were welcomed and given their Staff Senate binders. A committee list was passed around to the senators. President Janine asked each senator to verify his/her address and phone number. Also, if there are any senators not assigned to a committee, please visit with Janine.

- III. **Approval of Agenda:** The amendments/changes to today's agenda are as follows: There will be no public relations report and the election for a representative on the Personnel Committee will be done during the election committee report. Paul Froeschle made a **MOTION** to approve the agenda as amended. Gretchen Bromley **SECONDED** the **MOTION**. All in favor, **MOTION CARRIED** with a voice vote. The agenda as amended was approved.
- IV. **Program: Lynn Dorn** Senator Deb Hegdahl introduced Women's Athletic Director, Lynn Dorn to talk about Division I Athletics at NDSU. Lynn thanked the senators for the work they do as staff members at NDSU. Their work with student athletes is very important. Heading into Division I has created opportunities for Bison Athletics to compete with the best of the best. Universities are often defined by their athletic competition. Our peers are changing to a larger international profile. Moving to Division I is a five year transition. 2003-04 was year one. We are currently in year three of the five year transition. After five years we can participate in championships. Travel has been very significant. But the grade point average of our student athletes hasn't falter. The Big Sky conference has a meeting in October. One agenda item will be expansion. South Dakota State University is in the same position as us - looking for a conference. NDSU is listed as "ND State" on ticker tape when they run scores at the bottom on your screens. So look for shirts, hats, etc with ND State on them. There was a question about whether the NDSU/UND rivalry will be resurrected. It doesn't appear to be happening anytime soon.
- V. **Approval of the June 15, 2005, meeting minutes:** Minutes as published approved by unanimous consent.
- VI. **Treasurer's Report:** (Deb Haney): No report.

VII. Final Committee Reports:

Please note: The Executive Committee has decided to publish committees' final reports on the Staff Senate website.

Staff Development See ATTACHMENT 1.

III. Committee Reports

Policy Coordination: Steve Bergeson See ATTACHMENT 2.

For input:

- 112: Pre and Post-Employment Criminal Record Policy has been amended to add that is the duty of current University employees to report criminal convictions (all felonies and misdemeanors involving violence or theft) to supervisor.

There were no comments. Accept policy through consensus.

For information:

- 129: Salary Administration: Change from NDUS HR Policy Manual, Section 5. Removes the salary ranges in section 6. Also includes some housekeeping changes that reflect the new titles of the Human Resources/Payroll Office and the Office of Equity & Diversity.
- 150: Commercial and Fund-Raising Activities: This section of the Code of Student Behavior has been revised and updated to include the Wellness Center and other areas of campus.
- 154: Distribution of Literature: Language has been added to the Code of Student Behavior regarding distribution of literature in classrooms (can't be done without permission of instructor) and at scheduled meetings and events.
- 212: Overtime: Change from NDUS HR Policy Manual, Section 12. It adds language in section 4 regarding working from home when on-call. Also includes some housekeeping changes that reflect the new title of the Human Resources/Payroll Office.
- 241: Position Classifications: Removes pay ranges in section 1, and it reflect changes in the System Policy Manual, Section 14. It also includes housekeeping changes that reflect the new title of the Human Resources/Payroll Office.
- 350.1 Board Regulations on Academic Freedom: Change to NDSU interpretation language in subsection 6 to better reflect current procedure. Most of the information given to new faculty is currently online and most receive limited hard copy information. Directions are given to new faculty on where to locate policies online.
- 515: Travel: Changes are needed for compliance with Century Code changes to employee lodging, mileage and meal reimbursement rates.
- 718: Public/Open Records: This policy is being updated per changes made to State Board policy as a result of the 2005 legislative changes from to the open records law.

There were 32 policies that had housekeeping changes reflecting current titles of Human Resources and the Office of Equity and Diversity.

Program: ATTACHMENT 3

IT Liaisons: ATTACHMENT 4 University Senate decided to continue with Blackboard over Desire to Learn software.

Bylaws: No report.

Executive Committee – Janine Trowbridge. It was a busy summer. The Staff Senate Executive Committee met monthly during the summer. Food and beverages will be served at Staff Senate meetings. Please feel free to e-mail Janine Trowbridge any feedback on this. The NDSU community felt the loss of recently retired Vice President Dick Rayl. Staff Senate sent a bouquet of flowers to Mr. Rayl's funeral. Susan Bornsen will be working on a research project regarding sex offender websites. Susan will present the results of her project to Staff Senate. Staff Senate needs to identify itself as a unique organization. We will be creating a logo to identify Staff Senate. Once the logo is developed and approved, it will be used on the Staff Senate banner, newsletter, fliers, etc. We need to create an ad hoc committee to work in this. Smoking on campus and maternity leave was also discussed.

CITPG/NDSU IT Counsel – Brian Miller was unable to be here today. See **ATTACHMENT 5**. CITPG is looking at their mission statement and wanting feed back. Please e-mail comments to Brian Miller. He will pass your comments on to CITPG. Brian is also the Staff Senate representative for the IT Counsel. Staff Senate received a request from Provost/VP Schnell to select a representative for the IT Council which is in essence an IT round table. Staff Senate may need to update its by-laws for this position.

Election – Susan Bornsen - Staff Senate needs to elect a representative to sit on the Personnel Committee. Senator Peggy Cossette has offered her name for nomination. There were no other nominations. Cindy Kozojed made a **MOTION** to close nominations. Deb Hegdahl **SECONDED**. Gretchen Bromley made a **MOTION** to elect by unanimous vote Peggy Cossett for the Staff Senate position on the Personal Committee. All in favor. **MOTION** passed. Staff Senate will need to have an election in October to fill a vacant senator spot from the service band.

COSE - Cindy Kozojed – See **ATTACHMENT 6**.

University Senate – Janine Trowbridge. The reaccreditation process team will be on campus February 13- 16, 2006. VP Schnell is serving on the state-wide committee to further study equity and determine the allocation of \$2 million for the NDUS institutions. NDSU did not lose its institutional GPA after converting to PeopleSoft. Other University System schools were adversely affected resulting in more costs for them. For example, UND's cost will be \$16,000.

IX. Old Business

Staff Senate's proposed mission statement: “NDSU Staff Senate addresses the needs and aspirations of university staff by promoting a progressive campus environment.” Susan Bornsen made a **MOTION** to accept the mission statement. Irene Askelson **SECONDED** the **MOTION**. All in favor. **MOTION CARRIED**. By-laws committee will need to update the constitution.

X. New Business/Discussion

- * The **Public Relations** committee is looking for additional members. Gretchen Bromley reported the committee is off to a new start. They have a new chair and co-chair. The Executive Committee has looked at restructuring the committee. One arm of the committee could pursue annual blood drive, bell ringing, ect. The other arm of the committee would work on communications. Please e-mail Janine if you would like to participate on the PR committee.

Janine asked for volunteers to work on the logo and banner projects. Barb Welk and Jeff Schwartz volunteered. Please e-mail Janine if you wish to volunteer on this ad hoc committee.

- * **Parliamentarian.** There was a discussion on whether to pursue Staff Senate having a parliamentarian. Janine Trowbridge will contact the University Senate Parliamentarian to see if he would be willing to do a training/presentation at the next Staff Senate meeting on the role of a parliamentarian. Paul Froeschle made a motion to invite the Parliamentarian from the University Senate to do a tutorial for the Staff Senators. Deb Hegdahl **SECONDED** the **MOTION**. All in favor. **MOTION CARRIED**. Rian Nostrum raised the issue on whether Staff Senate Parliamentarian should be a senator or someone from outside the Staff Senate. Rian would be willing to serve interim Parliamentarian.
- * **Maternity Leave** - An issue regarding whether NDSU could offer paid time off for maternity leave was brought to the Executive Committee. At NDSU, one needs to use sick leave first then annual or unpaid leave through the Family and Medical Leave Act. Depending on the approach, it may take a policy change at the State Board level or legislative change of a statute. Janine will be meeting with President Chapman next week to discuss this. Staff Senate would first want to obtain positive support from President Chapman before doing too much work or research on the issue. Paul Froeschle made a **MOTION** to create an ad hoc committee to look into the maternity leave issue. Melanie Milam **SECONDED** the **MOTION**. All in favor. **MOTION CARRIED**. Heather Heger and Vicki Miller have volunteered to serve on this committee. E-mail Janine if you too are interested in serving on this committee.
- * **Smoking on campus.** This issue has come up a number of times. Janine met with the University Senate. There was positive support to take a closer look at smoking on campus. Janine has information on smoking policies at other local/regional universities. See **ATTACHMENT 7**. Janine will be meeting with the Student Senate. Rian Nostrum made a **MOTION** to develop a joint ad hoc smoking committee with University Senate and Student Senate. Paul Froeschle **SECONDED** the **MOTION**. All in favor. **MOTION CARRIED**. E-mail Janine if you are interested in serving of the ad-hoc committee researching smoking issues on campus. State whether you are a smoker or not when e-mailing Janine of your interest to volunteer. We'll want both non-smokers and smokers on the committee.

XI. Advisor Comments, Broc Lietz:

XII. Announcements

Committee Chairs: report any website changes/updates to hamid.echane@ndsu.edu.

Remember to utilize *It's Happening at State* to announce upcoming events sponsored by Staff Senate.

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 Staff Senate ice cream social is scheduled for Friday, September 16th from 2:30 - 3:30pm outside the Memorial Union in the Cul de Sac.

There is a Staff Development committee meeting after this meeting.

Open forum for Sheila Peterson, the first candidate to be interviewed for the VP for Business and Finance position, will be on Wednesday, September 21, at 9:00am in the Century Theatre.

XI. Adjourn: Paul Froeschle made a **MOTION** to adjourn. Dolly Wadholm **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 Development Committee
Final Report for School Year 2005
Fall 2004 – Spring 2005**

Janet Krom and Paula Larsen served as co-chairman for the committee.

In September, Paula Larsen summarized the survey of the staff that was done 2 years ago and presented it to the staff senators at the monthly meeting. The senators were asked to prioritize the types of programs they would like to see implemented this year. Although closer parking and lower parking fees were of great interest on the 2-year old survey and currently, we reported to Staff Senate that our committee could not affect either of those situations because they do not fit into President Chapman's plans for the future—which involves parking at the Dome with a heated pick-up station and circulator buses. A number of needs identified on the 2-year old survey had already been addressed. The discounted NDSU bus pass for NDSU staff was completed this fall as well. We also established a goal to poll the entire NDSU staff later in the year to determine their needs for professional development.

The first professional development offering for NDSU staff this year was held Nov. 9, 2004, 10:00 a.m. – 11:00 a.m., in the Prairie Room of the Memorial Union. Julie Garden-Robinson presented "Nutrition Advice - Find Out What Is Fact - And What Is Fiction!" (What should you believe and follow? With information coming from many sources, sorting fact from fiction is a big job. Learn how to decipher sound information from unreliable information, and get the latest advice and resources in nutrition and health.) There was an excellent turn-out for the event that debunked a number of fad diets.

MOTAVITIONAL SEMINAR

This year's motivational workshop was presented at the FargoDome and included free parking. We received many positive responses regarding the change in facility, the quality of the food, as well as the program. The overall rating for this year's seminar was 4.2 (5 being perfect) which was a slight increase over last year. Here is a summary:

CHANGE - WHY ME?

A Motivational Workshop for NDSU Staff
Sponsored by the NDSU Staff Senate

Thursday, March 3, 2005

7:30 am 4:00 pm

FargoDome, 2nd Floor Conference Room

****Free Parking****

- * Registration, coffee, tea, and muffins 7:30 a.m. 8:00 a.m.
- * Morning Session: Change Why Me? Linda Jensen,
Dir. of Training and Development, OMB, State of ND
(This presentation discusses Who Moved My Cheese? concepts)
- * Pasta Bar (regular and vegetarian selections)
- * Afternoon Sessions:
 - * Change? Do I Really Need To? Brent Parmer,
Assoc. Director of Fitness, NDSU Wellness Center
 - * Burnout or Boredom? Teresa Sonsthagen,
Veterinary Technologist, NDSU Vet Tech Department

Initially about 100 people signed up. We needed 150 to meet budget. At that point, the Vice Presidents felt that the seminar was important in this year of great change at the University and they felt that it should be held no matter what. They volunteered to invest another \$1,000 toward the event. Eventually, there were 145 people in all who attended the motivational event. A few attended only morning or only afternoon, but the majority attended the entire day. There were 100 surveys turned for a return rate of 69%. Here is a summary of the survey. The scale was from 1 - 5 (5 being perfect).

- 4.1 Mailings (There weren't any suggestions; it may be that people don't know how to rate this. Possibly this category should be removed from future evaluations.)
- 3.8 Length (In general, the negative comments on this stated that the morning session with Jensen was too long for the amount of material covered.)
- 4.0 Jensen (AM)
- 4.6 Parmer (PM)
- 4.3 Sonstahagen (PM)
- 4.4 Food (The only negatives were that they expected a more substantial "breakfast" than the beverages and muffins we offered and a bigger quantity of snacks in the afternoon. They also wanted a greater quantity of muffins and fruits at the start of the day and more snacks in the afternoon as well as beverages for self-serve available throughout the entire day. We will need to increase the conference fees to do this in the future.)

Although we discussed our needs and the size of our group with Jensen in the weeks leading up to the event, we think she found on the day of the seminar that she was not able to present as effectively as usual to a group our size. (Her strength is in working with small groups, and she came highly recommended from a number of sources including a member of our committee.) After the seminar, she contacted us and submitted a bill for much less than the contracted amount. She had distributed her own evaluation at the event and collected it, and we feel that she adjusted her fee based on those comments.

Members of our committee actually felt her presentation went fairly well, but the comments from participants on her own evaluation (which we didn't see) must have been fairly negative.

SURVEY OF NDSU STAFF

In May, the staff development committee members met on several occasions to develop a survey to gain ideas for next year. It was decided by the committee that we would use the NDSU Group Decision Center to conduct the survey, because their anonymous survey techniques encourage all people to participate equally. The GDC would develop a website to collect the ideas from the staff members, and they would prepare a text report for us containing all the ideas submitted. The total cost would be \$50. There were 3 requests for information on the survey. (1) Ideas for our motivational seminar (2) ideas for the exercise program and (3) any other ideas for personal development programs for staff.

About May 15, Paula sent an email to the staff listserv that contained a link to the GDC survey site. The deadline date was set for 2 weeks after the survey was posted. Later, we extended that date to allow for vacations and because many people were preoccupied with learning the new Peoplesoft system. In addition, about 300 paper surveys were hand delivered to the people on campus who do not have access to email such as Residence Life, Facilities Management, Varsity Mart checkers, and our bakers. Only 3 paper surveys were returned but those respondents didn't really complete the survey. Comments like "doing a fine job" were written on the surveys but no ideas were conveyed.

Several people responded to Paula Larsen directly by email instead of following the link to the survey. Paula entered those ideas into the survey over the summer. The GDC will close the survey and run the summary report before the next meeting of the Staff Development Committee, August 10, 2005.

As we began steps to survey the staff, William Slanger, Director of Institutional Research and Analysis at North Dakota State University was very interested in having us include some questions in our survey that would help pinpoint some of the details regarding the general categories summarized in the 2004 Campus Quality Survey. Bill says that it is difficult to correct dissatisfaction reported on the Campus Quality Survey because it is not possible to tell exactly what is causing the dissatisfaction. Our committee decided not to include questions regarding the Campus Quality Survey. Our committee will take another look at co-operating with Slanger's office in the Fall of 2005. That survey would attempt to determine the specific problems that were the source of the dissatisfaction expressed in the Campus Quality Survey conducted in 2004. Once the problems are identified, a plan can be developed to correct them. Our committee would not necessarily be involved in development or implementation the solutions.

SPRING TRAINING LIFESTYLE/EXERCISE PROGRAM

Also in May, Teresa McMullan worked with the other staff members to develop the 10K or personal fitness program for the staff. The Spring Training lifestyle/exercise program was well received this year with approximately 210 participants. The program ran for four weeks starting on May 23, 2004.

The program had a baseball theme, with weekly games being distributed. Examples were movie trivia and crossword puzzles all with a baseball theme. Prizes were awarded for weekly winners, such as baseball caps, t-shirts or shorts. The weekly winners also received a “payday” candy bar for playing baseball.

The program ended with a “World Series” party. Cookies were frosted to look like baseballs, along with coffee and punch at the Alumni Center. Participants were greeted with peanuts and all awarded a World Series ring (Lifesavers). Team participants (three awards, received champagne (Sparkling Grape Juice).

All participants received a cookbook “Cooking Healthy and Fast”. The grand prizewinner received a tote full of baseball related prizes, sunflower seeds, peanuts, cracker jack etc.

The overall survey was that everyone was pleased with the cookbook and thanked Staff Senate for that. People seem to enjoy having this type of lifestyle/exercise program. Many prefer the program in the winter months, but we did get several responses stating they liked the timeframe we had this year.

This year we added weekly games, which also received favorable responses as people were reminded to stay with the program longer.

Drawbacks were the fact that people didn’t catch on to when the program actually started, some thought we should have had a couple of meetings to explain how the program worked. Others didn’t realize that they should return the weekly handouts for prizes each week. Still others thought we should have a longer program (6 – 8 weeks).

Respectfully submitted,

Paula Larsen and Janet Krom
Co-chairman

Teresa McMullan
Team Captain for Fitness Program

POLICY CHANGE COVER SHEET

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

Section

112: Pre and Post-Employment Criminal Record

Amend policy to add duty of current University employees to report criminal convictions (all felonies and misdemeanors involving violence or theft) to supervisor.

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

Policy Coordination Committee - 7/21/05

Staff Senate -

University Senate –

President's Council -

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

General Counsel (6/15/05)

SECTION 112: PRE AND POST-EMPLOYMENT CRIMINAL RECORD DISCLOSURE

SOURCE: NDSU President

1. All applicants for employment at NDSU, whether full-time or part-time, including student employment, must sign the [criminal record disclosure form](#) prior to being hired. Any offer is contingent on return and review of the signed form and verification. The hiring unit is responsible for obtaining the signed form prior to the final offer.
2. A positive response (that is, the potential offeree answers that they have a criminal record) does not preclude employment. A determination will be made based on the type of conviction, how recent the conviction is, and the relevance of any conviction to the position for which the person has applied. An offer may be withdrawn as a result of these considerations. Disclosure by an applicant for employment under this policy does not prevent the University from enforcing any other policy or requirement with regards to pre-employment criminal record disclosure.
3. The form shall be kept in the employee's official personnel file (<http://www.ndsu.nodak.edu/policy/718.htm>) (or, for individuals not hired, with the applicant's file).
4. Supervisors who have a situation under this policy should consult, prior to making a final hiring determination, with appropriate personnel, for example, Equal Opportunity Director (for non broadbanded positions), Human Resources Director (for broadbanded positions), General Counsel, or their Department Chair or Dean.
5. Current employees have a duty to immediately report a criminal conviction covered under this policy (all felonies and misdemeanors involving violence or theft) to their supervisor. See Policy 155 for arrests and convictions involving drugs and alcohol in the workplace. Evidence of the conviction (example, the judgment of conviction) will be placed in the employee's official personnel file. The employee can add a statement pertaining to the conviction. Whether the conviction has an effect on employment status will be determined by the supervisor after consultation with appropriate personnel. The employee can request that the conviction information be removed from the employee's official personnel file after misdemeanors are over 5 years old and 10 years for felonies.

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Effective Date: July 1, 2002

POLICY CHANGE COVER SHEET

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

Section 129 - Salary Administration Policy

Change from NDUS HR Policy Manual, Section 5. Removes the salary ranges in section 6. Also includes some housekeeping changes that reflect the new titles of the Human Resources/Payroll Office and the Office of Equity & Diversity.

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

Policy Coordination Committee – 8/18/05
Staff Senate –
University Senate –
President's Council –

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

Office of Human Resources/Payroll (8/12/05)

SECTION 129: SALARY ADMINISTRATION POLICY

SOURCE:

NDSU President

NDUS Human Resource Policy Manual, Section 5

1. Philosophy and Objectives

The primary purpose of salary administration at North Dakota State University is to attract and retain well-qualified individuals who can best contribute to the University's stated mission. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively. To provide the University with the ability to use its limited resources most effectively, salary administration aims, in priority order, to:

first, be responsive to market influences with consideration for internal equity (see Definitions portion of this policy);

second, recognize different performance levels among employees;

third, acknowledge the basic financial needs of all employees; and

fourth, take into consideration the costs of turnover (for training, research start-up and indirect as well as direct recruitment) and the adverse effects of inadequate salaries on the need for supervision, employee morale and institutional image.

2. Methods and Guidelines

NOTE: The ability to make salary adjustment decisions at the campus level depends on legislative action and State Board of Higher Education (SBHE) guidelines. In years when no campus discretion is authorized, most of the following process will not be applicable.

2.1

Salary adjustments are divided into two main categories:

a)

annual budgeted salary adjustments and

b)

other salary adjustments.

2.1.1

Annual budgeted salary adjustments are based on one or more of the types described in Definitions portion of this policy. When campus-wide salary

POLICY CHANGE COVER SHEET

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

Section 150: Commercial and Fund-Raising Activities

This section of the *Code of Student Behavior* has been revised and updated to include the Wellness Center and “all other areas” of campus.

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

Policy Coordination Committee: 7/21/05; 8/15/05

University Senate:

Staff Senate:

Student Senate/Executive Board:

President’s Council:

Forwarded to General Counsel and President:

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

Code of Student Behavior Revision Committee: 3/9/05

Office of the Dean of Student Life: 3/9/05

General Counsel: 4/19/05 (as part of the entire *Code of Student Behavior*)

Vice President for Student Affairs: 5/6/05

SECTION 150: COMMERCIAL AND FUND-RAISING ACTIVITIES

SOURCE: Rights and Responsibilities of Community: A Handbook of Student Policies

~~2.~~ 1. Recognized student organizations must register fundraising activities with the Associate Director of Memorial Union/Student Activities at least two (2) weeks prior to advertising or initiating fundraising efforts.

Activities or items associated with fundraisers must be consistent with University policies.

Student organizations may use university facilities for sponsoring events at which an admission is charged or donations are solicited, provided that the group has worked with appropriate departments in reserving facilities and coordinating activities. Facility rental fees may be assessed for events at which admission is charged.

Deleted: Recognized student

~~4.~~ 2. Organizations not affiliated with NDSU and Individuals (regardless of affiliation with NDSU) may not advertise, sell, conduct a business, or raise funds on the campus or in university residences without first registering and receiving written permission from the following:
In all University apartments, from the Assistant Director for University Apartments and Residence Services. Commercial activities in public areas of University Apartments will not be allowed.

Deleted: -by completing appropriate facility reservation and program planning forms available at the Office of the Memorial Union Director. Such events shall normally be open only to members of the University community and their invited guests. ¶

Inserted: ¶

Deleted: Individuals and organizations

In residence halls, from the Associate Director of Housing and Residential Life. Commercial activities in public areas of residence halls will not be allowed.

Deleted: -offices: The Office of the Memorial Union Director for student organization requests; the Office of the Vice President for Student Affairs for non-university requests. Written permission also must be received from the proper authority in the area in which the commercial activity is to be conducted as follows:¶

In fraternity or sorority houses, from the president of the individual fraternity or sorority; permission will be limited to allowing commercial activities in public areas - not including rooms or corridors.

Deleted: In married student housing;

In Memorial Union, from the Memorial Union Director or the Director's designee. Approval requires a confirmed reservation of space in the Memorial Union. Rental fees (if applicable) will be assessed for space utilized for these purposes.

Deleted: -who will in turn provide information about procedures required, including contact with the appropriate residence hall director. The extent of permission granted in residence halls will be limited to allowing commercial activities in public areas - not including rooms or corridors - and to allowing advertisements to be left for 24 hours in a spot designated by the residence hall director.

In the Wellness Center, from the Wellness Center Director or the Director's designee.

In all other areas, please consult the Dean of Student Life Office for referral to the appropriate University official.

3. Parking Areas (Leaflets) Placing flyers or other leaflets on vehicles on the NDSU campus, including those in NDSU parking lots, is prohibited. Information left on vehicles will be removed and destroyed. If litter results from such activities, the sponsoring individual/group may be required to pick up discarded flyers or may be billed by the University for providing that service.

~~3.~~ 4. Raffles or lotteries require a permit from the City of Fargo. Permit applications may be obtained from the City Auditor's office or the Memorial Union Student Activities Office.

HISTORY: July 1990, August 2005

POLICY CHANGE COVER SHEET

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

Section 154: Distribution of Literature

Language has been added to the *Code of Student Behavior* regarding distribution of literature in classrooms and at scheduled meetings and events (see #6).

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

Policy Coordination Committee: 7/21/05

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

Forwarded to General Counsel and President:

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

Code of Student Behavior Revision Committee: 3/9/05

Office of the Dean of Student Life: 3/9/05

General Counsel: 4/19/05 (as part of the entire *Code of Student Behavior*)

Vice President for Student Affairs: 5/6/05

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

SECTION 154: DISTRIBUTION OF LITERATURE

SOURCE: Rights and Responsibilities of Community: A Code of
Student Behavior Section ~~7.2~~ 8.2 [or remove section
reference?]

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.

- a. the type, location, date(s), and time of the distribution;
- b. a copy of the literature;
- c. the name of the organization represented, if any; and
- d. the name, address, and signature of the person or a group representative.

6. Literature may not be distributed in classrooms except by permission of the instructor or by registered student organizations at the scheduled meetings or events.

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~~6~~7. 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~~8. 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~~9. Demonstrations

~~8~~9.1 The University community is one of inquiry and persuasion. 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. 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~~9.2 A protest, rally, or demonstration must not interfere with the missions, processes, procedures or functions of the University. Therefore, 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.

- | 89.3 Organizers and participants are expected and required to vacate an area or facility of the University when directed to do so by an appropriate official of the University for reasons stated in subsections 8.1 or 8.2 or if there has been a failure to register pursuant to 8.4.
- | 89.4 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.
- | 89.5 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.

HISTORY: July 1990; Amended July 2001, December 2002, April 2005.

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

NDSU Webmaster <<mailto:Web.Master@ndsu.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 212: Overtime

Change from NDUS HR Policy Manual, Section 12. Adds language in section 4 regarding working from home when on-call. Also includes some housekeeping changes that reflect the new title of the Human Resources/Payroll Office.

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

Policy Coordination Committee – 8/18/05
President's Council –
University Senate –
Staff Senate –

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

Office of Human Resources/Payroll [8-12-05]

SECTION 212: OVERTIME

SOURCE:

NDSU President

NDUS Human Resource Policy Manual, Section 12

1. Overtime compensation at a time and one half rate shall be provided to all non-exempt employees when hours worked exceed forty hours in a work week. Compensatory time off at a time and one half rate may be provided in lieu of cash overtime payments upon prior agreement.
 - 1.1
In establishing a 40 hour work week, annual leave, sick leave, storm pay and holidays shall be counted as hours worked.
 - 1.2
The Office of Human Resources/Payroll is responsible for periodic review of positions to insure proper identification as exempt or non-exempt pursuant to definitions provided within the Fair Labor Standards Act.
2. Overtime provisions are not applicable to exempt employees as identified by federal wage and hour criteria. The department head, however, may arrange time off in recognition of required, continuous or excessive overtime for employees exempt from overtime. In order to be considered "exempt" from the overtime provisions of the Fair Labor Standards Act, an employee must be in a position that can be substantiated to be of an executive, administrative, or professional nature. Whether an employee is exempt depends on duties, responsibilities and salary. Contact the Office of Human Resources/Payroll for assistance in determining exempt status.
3. Overtime hours may be approved on the basis of emergency circumstances or when it is impractical to maintain an additional temporary work force adequate to handle peak loads during hours. Overtime hours must be authorized by the employee's department head. Overtime work shall be assigned on an equitable basis.
4. A non-exempt employee called back for emergency service after completing his/her regular day's work shall receive compensation at the rate of time-and-one-half. Guaranteed minimum pay for call-back to a work site when required will be two hours at time-and-one-half and guaranteed minimum pay for call-back when return to the work site is not required, for example, when services are provided from home by telephone, is fifteen minutes at time-and-one-half. Temporary employees shall be paid time-and-one-half for hours worked in excess of forty hours per week.
5. Work which is not requested by a supervisor but is permitted must be counted as hours worked.
6. When an employee is given a work assignment in a secondary location requiring travel time, such travel time is counted as time worked.

7. Calculation of Overtime Compensation - Hourly rate must be computed according to the format as shown in Section 121. For those employees who work more than one position with more than one rate of pay NDSU uses a weighted average method to compute the hourly rate for overtime purposes. Contact the Office of Human Resources/Payroll for more information.

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8.1

Hours worked include all hours worked plus any leave with pay hours.

8.2

Overtime pay = (hours worked - 40) x hourly rate x 1.5

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8. Overtime pay should be requested by use of a timeslip.
9. In lieu of overtime cash payment, non-exempt employee may be given equivalent time off (comp time) from the job. Time off (comp time) must be given at one-and-one half times the overtime hours worked. The time off must be taken within six months of the overtime hours worked.

POLICY CHANGE COVER SHEET

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

Section 241 - Position Classifications

Removes pay ranges in section 1. These changes reflect changes in the NDUS HR Policy Manual, Section 14. Also includes housekeeping changes that reflect the new title of the Human Resources/Payroll Office.

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

Policy Coordination Committee – 8/18/05

President's Council –

Staff Senate –

University Senate –

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

Office of Human Resources/Payroll [8-12-05]

SECTION 241: BROADBANDING POLICY

SOURCE: NDUS Human Resource Policy Manual, Section 14

1. The North Dakota University System is responsible for managing bands (as defined by the US Department of Education). The bands include job families of positions with similar skills.

Deleted:) to establish ranges of pay for all staff.

1.1

Complete and accurate position descriptions will be written and maintained by the supervisor. The position description will be used by the Office of Human Resources/Payroll for placement of the position in a band and job family. Within each job family, job duties may vary depending on need as determined by the supervisor. Duties and responsibilities assigned a position may change without change in band or job family.

2. The job family title of each position is the official title, which is used on payroll records, budget documents, personnel and other official records. The department may use functional titles for other purposes.
 3. The Office of Human Resources/Payroll is responsible for maintenance of the University's staff positions. The campus Office of Human Resources is responsible for the assignment of staff positions to the proper band and job family after review by other Human Resource offices within the University system.
 4. A review of the current band/job family assignment of a position may be requested by the employee, department head, or Office of Human Resources/Payroll.
 5. *Band/job family assignments approved prior to the 15th of the month are effective the first of the month. Band/job family assignments approved after the 15th of the month are effective the first of the month following the returned decision from the Office of Human Resources/Payroll.*
 6. If, after a band/job family assignment decision the employee, or the employee's supervisor, is dissatisfied with the decision, an appeal may be initiated by the proper completion and submission of forms available from the Office of Human Resources/Payroll or at <http://www.ndsu.edu/broadbanding/forms.shtml>.
- 6.1
The appeal must be received in the Office of Human Resources/Payroll no later than 30 days from the date on which the band/job family decision was mailed.
 - 6.2
All sections of the appeal form must contain an appropriate entry or, if not applicable, an explanation as to why the item(s) is/are not applicable. All required signatures and attachments must be complete when the appeal is *forwarded from the Office of Human Resources/Payroll to the Chair of the NDUS Human Resources Council (HRC)*.
 - 6.3
Upon receipt of the completed appeal form, the Human Resource Council (*HRC*) shall act upon the appeal within a reasonable period of time and provide a written response to the employee and institution. Decisions of the *HRC* will be effective on the initial date of the band/job family determination.
 - 6.4
This is the last step in the band/job family appeal process.

Field Code Changed

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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: 350.1: Board Regulations on Academic Freedom and Tenure; Academic Appointments

Change to NDSU interpretation language in subsection 6 to better reflect current procedure. Most of the information given to new faculty is on-line. New faculty receive limited hard copy information. Directions are given to new faculty on where to locate policies on-line.

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

Policy Coordination Committee - 7/21/05

Staff Senate -

University Senate –

President's Council –

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

General Counsel (6/29/05)

Director of Equity and Diversity (6/29/05)

6. The institutional process for evaluation of faculty, the criteria and minimum expectations for promotion and for tenure, and provisions concerning required notices, shall be made known to the appointee at the time of appointment. This disclosure may be accomplished by a published description of the process, criteria, and expectations in a faculty handbook or similar document. Such provisions are subject to change according to processes established for adoption or amendment of Board and institutional policies. Institution procedures shall provide for annual evaluation of all full-time faculty. The procedures shall include provisions requiring that evaluations are completed in a timely and appropriate fashion and that the institution takes appropriate remedial action in response to unsatisfactory evaluations. Evaluation criteria shall relate to a faculty member's duties and goals and be appropriately weighted in accordance with the terms of the faculty member's contract. Evaluations of all teaching faculty must include significant student input.

At the time of appointment, the appointee shall be provided with ~~a faculty handbook~~ information, which contains the institutional process for evaluation of faculty, as well as minimum expectations for promotion and tenure. In addition, specific departmental and college guidelines for promotion, evaluation and tenure, if applicable, will be made available to the appointee.

The dean or director of the college or equivalent unit will be responsible for providing these documents to the appointee.

Note: Since this Policy repeats Board Policy, the section numbers in the Board Policy refer to Board Policy numbers. The italicized portions of Policies 350.1-350.4 are NDSU Policy which implement or supplement Board Policy.

HISTORY: Replaces portions of Policy 605, SBHE Minutes April 25, 1995, pg 6554.
Amended April 25, 1995; July 1, 1996; January 1997; June 1997;
February 2001, October 2001, August 2003.

POLICY CHANGE COVER SHEET

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

Section 515: Travel

Changes are needed for compliance with Century Code changes to employee lodging, mileage, and meal reimbursement rates.

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

Policy Committee: 8/18/05

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

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

Accounting Office (8/3/05)

SECTION 515: TRAVEL - EMPLOYEES

SOURCE: NDSU President

North Dakota Century Code (NDCC)

North Dakota Office of Management and Budget Policy

1. GENERAL PROVISIONS

1.1

DEFINITION OF "TRAVEL" - (NDSU Interpretation)

For purposes of this policy, except for No. 2 below, the term "travel" means the absence from the city or community where a person normally works and/or maintains an office. For purposes of travel by staff members employed on the University campus their "community" shall include, Fargo, West Fargo, and Moorhead.

1.2

MEANS OF TRAVEL - (NDSU Interpretation)

Employees must choose the most prudent and economical means of travel, considering factors such as: travel expenses, time away from the office, and the needs of the University.

1.3

ACCOUNTING OFFICE RESPONSIBILITY - (NDSU Interpretation)

The NDSU Accounting Office is responsible for the initial development of NDSU's employee travel expense reimbursement policy, in addition to the final review and approval of individual employee travel expenses. Employees may be contacted by the Accounting Office for more documentation or a cost/benefit justification. The NDSU Accounting Office must apply the travel rules in this policy on a reasonable, fair and consistent basis.

1.4

TRAVEL VOUCHER REQUIREMENTS - (NDCC 54-06-09 (6))

Before an allowance for any such mileage or travel expenses may be made, the employee shall file with the employee's department an itemized statement showing the mileage traveled, the hour of departure and return, the days when and how traveled, the purpose thereof, and such other information and documentation as may be prescribed by rule of the employee's department, college, or division.

(NDCC 44-08-05.1)

Any employee who has the power to approve a voucher for a department shall determine, before approving such voucher, the following:

1.4.1

That the expenditure for travel or other expenditures were for lawful and official purposes.

1.4.2

If for travel expense, that the travel actually occurred and that the sums claimed for travel expenses are actually due the individual who is seeking reimbursement, allowance, or payment.

1.4.3

If the voucher is for expenditure other than travel expense, that the expenditure is lawful and that the voucher contains no false claims.

2. TRAVEL WITHIN THE CITY OF EMPLOYMENT

Employees may be reimbursed for expenses incurred within their "city or community" of employment for the following:

2.1

(NDSU Interpretation)

Parking fees for personal vehicles when conducting University functions or attending University meetings.

2.2

(OMB Policy 507)

Mileage at in-state rates for personal vehicles used to transport equipment or university guests for university functions.

2.2.1

(OMB Policy 507)

Mileage from a normal work station to a conference or meeting is reimbursable, if an employee actually reports to work prior to attendance at the meeting. However, mileage for travel from an employee's residence directly to the conference/meeting site is not reimbursable, since it is considered normal commuting travel.

2.3

(NDSU Interpretation)

Meals may be reimbursed as provided under NDSU Policy 170.

2.4

(NDSU Interpretation)

Transportation between the employee's residence and airport, which consists of taxi fare or mileage plus airport parking, whichever is less.

3. OUT-OF-STATE TRAVEL AUTHORIZATION - (NDSU Interpretation)

Employees must have each out-of-state trip pre-approved by their immediate supervisor. In addition, employees in a department, college, or division must have each out-of-state trip pre-approved by their Dean or Director. Deans and Directors who report directly to a Vice President must have their out-of-state trips pre-approved by their Vice President. Vice Presidents and others reporting directly to the President, must have each out-of-state trip pre-approved by the President. An interactive web form is available for purposes of obtaining out-of-state travel authorization.

3.1

WORKERS COMPENSATION - (NDSU Interpretation)

In cases where employees are working out-of-state for 30 consecutive days, or for any international trip, the employee must notify the Office of Human Resources to arrange proper Workers Compensation coverage.

3.2

FOREIGN TRAVEL AUTHORIZATION - (NDSU Interpretation)

Each trip to a foreign country must be approved by the appropriate Vice President.

4. PRIVATELY OWNED TRANSPORTATION - (NDCC 54-06-09)

An employee, when required to travel by motor vehicle or truck in the performance of official duty, should use a state-owned vehicle, whenever possible.

(OMB policy 511)

When an employee drives a state fleet vehicle, the State's liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.

(NDCC 44-08-03)

Where more than one state employee travels in the same car while engaged upon official duty, whether belonging to different departments, subdivisions, boards, or commissions or not, no claim

may be made for more than one mileage, such claim to be made by the owner or lessee of such car.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below.

4.1

IN-STATE MILEAGE - (NDCC 54-06-09 (1a))

The sum of ~~25 cents~~ **31 cents (for travel prior to 08/01/05) or 37.5 cents (for travel on or after 08/01/05)** per mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle.

4.2

(NDCC 54-06-09 (1a))

The sum of ~~35~~ **70 cents: effective for travel on or after 4/18/01** per mile when such travel is by private airplane.

4.3

OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))

If only one person engages in travel exceeding any geographic point ~~150 miles~~ **300 miles: effective for travel on or after 4/18/01** beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first ~~150 miles~~ **300 miles: effective for travel on or after 4/18/01**.

(NDSU Interpretation)

When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by ~~150 miles~~ **300 miles: effective for travel on or after 4/18/01**. When only one person travels outside the state of North Dakota and uses their own vehicle, their miles traveled within the ~~150 mile~~ **300 miles: effective for travel on or after 4/18/01** expanded border, the employee may be reimbursed at the ~~25 cents~~ **31 cents (for travel prior to 08/01/05) or 37.5 cents (for travel on or after 08/01/05)** per mile rate. This includes both the departure and return parts of the trip.

When two or more state employees travel in the same vehicle, the per mile allowance is ~~25 cents~~ **31 cents (for travel prior to 08/01/05) or 37.5 cents (for travel on or after 08/01/05)**. State employees accompanying the vehicle owner must be listed on the travel voucher.

4.4

(NDCC 54-06-09 (5))

State employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding thirty consecutive days, will be allowed and paid ~~25 cents~~ **31 cents (for travel prior to 08/01/05) or 37.5 cents (for travel on or after 08/01/05)** per mile for each mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle, the ~~150 miles~~ **300 miles: effective for travel on or after 4/18/01** restriction, in 4.3 above, does not apply.

(NDSU Interpretation)

Mileage allowances are assumed to be total operating costs for vehicles. No additional amounts will be reimbursed to employees for personal items such as: traffic or parking tickets, vehicle repairs, or any other normal automobile expenses.

5. COMMERCIAL AIRLINES - (OMB Policy 510)

For travel on official state business, airline tickets may be either purchased through a travel agency and billed to the department, or purchased by the employee and reimbursed. In either case, the

original itinerary should be used to support the travel agency payment or employee reimbursement.

(OMB Policy 510)

Reimbursement to an employee will be allowed for the actual cost of tourist or coach fare, purchased at the lowest available rate, **except when approved by the appropriate VP or President, unless not permitted by federal rules or regulations.**

5.1

(NDSU Interpretation)

If the ticket is paid by the employee in a month prior to the travel dates, with appropriate department approval, the employee may be reimbursed immediately after the ticket is paid using a request for payment form.

5.2

(NDSU Interpretation)

Meal and lodging expenses will be limited to the days needed to complete the business trip. Meal and lodging expenses for additional travel necessary to get a discounted or reduced airline rate are reimbursable, if a cost savings can be documented.

6. MEAL REIMBURSEMENTS - (NDCC 44-08-04)

Reimbursement is allowed only for overnight travel or other travel, away from the normal place of employment, for four hours or more. Verification of expenses by receipt is required only for lodging expenses.

6.1

DEFINITION - QUARTERS - (NDCC44-08-04 (2)) *NDSU Interpretation italicized*

For purposes of employee meal and lodging reimbursements, state law defines the four quarters of a day as follows:

First quarter shall be from six a.m. to twelve noon. No reimbursement may be made if travel begins after seven a.m.

Second quarter shall be from twelve noon to six p.m. *(No reimbursement will be made for this quarter if travel begins after one p.m. or ends prior to twelve noon.)*

Third quarter shall be from six p.m. to twelve midnight. *(No reimbursement will be made for this quarter if travel begins after seven p.m. or ends prior to six p.m.)*

Fourth quarter shall be from twelve midnight to six a.m. *(This quarter pertains to claiming lodging expense.)*

6.2

CONFERENCE, SEMINAR, OR OTHER MEETING - (NDCC 44-08-04 (1))

Claims may also be made for meals that are included as part of a registration fee for a conference, seminar, or other meeting and for meals attended at the request of and on behalf of the University; however, if a meal is included in a registration fee, the applicable quarter's meal allowance cannot be claimed for that meal.

6.3

TAXABLE MEALS - (NDSU Interpretation of IRS regulations)

Meal reimbursements that do not involve "overnight lodging" are reported as taxable gross income on the employee's W-2 and are subject to withholding and employment taxes. A lodging receipt is considered adequate proof of overnight lodging. Also, a notation on the travel voucher that the employee stayed overnight with a friend or relative is sufficient.

6.4

PAYMENT FOR MEALS OF STAFF & GUESTS, WHILE IN TRAVEL STATUS - (NDSU Interpretation)

NDSU Policy 170 allows reimbursement to employees for meals of staff and guests, even though the employee is not in travel status. Employees while in travel status may also occasionally encounter meal expenses when they are required to be at a meeting and there is a need to pay for meals of guests, such as when interviewing candidates, recruiting, or fund raising.

If an employee is at a required meeting and pays for meals of guests (while in travel status), the employee may be reimbursed for the actual receipt amount. If the employee meal is reimbursed at actual receipt amount on the travel voucher, he/she must not claim the applicable quarter's meal allowance.

When employees are reimbursed for the actual receipt amount for meals under this section, the expenses should be reflected under the "miscellaneous expense" (~~FCC 399~~) column on the travel voucher. The purpose of the meeting and names of guests must be documented on either the travel voucher or an attached banquet and meeting documentation form.

6.5

TEAM TRAVEL - (NDSU Interpretation)

Meal expenses of athletic department employees, when traveling with student athletes to games, are covered by travel advances issued from the Accounting Office. These meals are attended at the request of and on behalf of the University and, therefore, the meals are paid from the travel advance at the actual cost of the meals, in accordance with the Athletic department meal reimbursement guidelines for student athletes. The actual cost of employee meals must not exceed the applicable meal allowance for the quarter. Since the meals are paid out of the travel advance, it is not necessary for the employees involved in the team travel to complete a travel voucher to claim reimbursement for the meals.

As an alternative to actual meal costs, some head coaches may prefer to distribute a cash per diem to the employees and student athletes. The cash per diem is distributed from the travel advance for the individual to use for meals. The cash per diem for employees must not exceed the meal allowance allowed policy and must not exceed the Athletic department meal reimbursement guidelines for student athletes. Since the employee cash per diem is paid from a travel advance, it is not necessary for the employee to complete a travel voucher to claim reimbursement for the meals.

6.6

MEAL ALLOWANCE RATES - (NDCC 44-08-04 (2))

Meal reimbursement rates depend upon the time of day the employee is in travel status and whether the travel is in-state or out-of-state. Verification of receipts shall not be required for the first three quarters listed above in Section 6.1.

6.6.1

IN-STATE - (NDCC 44-08-04 (2))

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
In-State	<u>\$20.00</u>	<u>\$4.00</u>	<u>\$6.00</u>	<u>\$10.00</u>
In-State	<u>\$25.00</u>	<u>\$5.00</u>	<u>\$7.50</u>	<u>\$12.50</u>

6.6.2

OUT-OF-STATE, WITHIN CONTINENTAL U.S. - (NDCC 44-08-04 (3))

The allowance for out-of-state meals, within the continental United States, is equal to per diem

meals rate in the city for which a claim is made on that day as established by the United States general services administration and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The standard meal allowance rate (per diem) for cities in the continental United States is currently ~~\$30.00~~ \$31.00 per day. (~~\$31.00 per day for travel on or after 10/1/03~~). The Accounting Office web site includes a [listing of cities](#) whose meal allowance rates are higher than the standard rate. The quarterly breakdown for the meal allowance in this category is as follows:

~~For travel before 10/1/03:~~

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Out of State, within continental U.S. (depending on city) <u>Standard Rate</u>	\$ 30.00	\$ 6.00	\$ 9.00	\$ 15.00
(depending on city)	\$ 34.00	\$ 6.80	\$ 10.20	\$ 17.00
(depending on city)	\$ 38.00	\$ 7.60	\$ 11.40	\$ 19.00
(depending on city)	\$ 42.00	\$ 8.40	\$ 12.60	\$ 21.00
(depending on city)	\$ 46.00	\$ 9.20	\$ 13.80	\$ 23.00
(depending on city)	\$ 50.00	\$ 10.00	\$ 15.00	\$ 25.00

~~For travel on or after 10/1/03:~~

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Out-of-State, within continental U.S. (depending on city) <u>Standard Rate</u>	\$ 31.00	\$ 6.20	\$ 9.30	\$ 15.50
(depending on city)	\$ 35.00	\$ 7.00	\$ 10.50	\$ 17.50
(depending on city)	\$ 39.00	\$ 7.80	\$ 11.70	\$ 19.50
(depending on city)	\$ 43.00	\$ 8.60	\$ 12.90	\$ 21.50
(depending on city)	\$ 47.00	\$ 9.40	\$ 14.10	\$ 23.50
(depending on city)	\$ 51.00	\$ 10.20	\$ 15.30	\$ 25.50

6.6.3

CANADA, ALASKA, HAWAII NON-CONTINENTAL UNITED STATES AND OVERSEAS NONFOREIGN AREAS - (NDCC 44-08-04 (4))

The allowance for meals in Canada, noncontinental United States and overseas nonforeign areas, including Alaska, and Hawaii may not exceed one and one-half times the current continental United States standard rate, and Guam, is equal to the per diem meals rate in the city for which a claim is made on that day as established by the rule for federal employees established by the United States general services administration per diem committee and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The Accounting Office web site will have a link to the appropriate meal allowance for foreign travel.

(NDSU interpretation)

The current standard federal rate is \$30 (\$31.00 per day for travel on or after 10/1/03); therefore, the maximum allowance in this category is \$45 per day ($\$30 \times 1.5 = \45.00 per day) for travel before 10/1/03 and \$46.50 per day for travel on or after 10/1/03. The quarterly breakdown for the meal allowance in this category is as follows:

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Canada, Alaska Hawaii Travel before 10/1/03	\$ 45.00	\$ 9.00	\$ 13.50	\$ 22.50
Canada, Alaska Hawaii Travel on or after 10/1/03	\$ 46.50	\$ 9.30	\$ 13.95	\$ 23.25

6.6.4

FOREIGN TRAVEL, EXCLUDING CANADA - NDCC 44-08-04(5))

The allowance for meals outside of the continental United States, Canada, Alaska, and Hawaii may not exceed two times the current continental United States standard rate is equal to the per diem meals rate in the city for which a claim is made on that day as established by rule for federal employees established by the United States general services administration department of state and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The Accounting Office web site will have a link to the appropriate meal allowance for foreign travel.

(NDSU Interpretation)

The current standard federal rate is \$30 (\$31.00 per day for travel on or after 10/1/03); therefore, the maximum allowance in this category is \$60 per day ($\$30 \times 2 = \60.00 per day) for travel before 10/1/03 and \$62.00 per day for travel on or after 10/1/03. The quarterly breakdown for the meal allowance in this category is as follows:

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Foreign Travel, excluding Canada	\$ 60.00	\$ 12.00	\$ 18.00	\$ 30.00

Travel before 10/1/03				
Foreign Travel, excluding Canada	\$ 62.00	\$ 12.40	\$ 18.60	\$ 31.00
Travel on or after 10/1/03				

7. LODGING REIMBURSEMENTS - (NDCC 44-08-04 (1)(2d)(6)) (*NDSU Interpretation italicized*)
Reimbursement for in-state lodging expenses incurred while in travel status during the fourth quarter shall not exceed ~~\$42.00~~ \$45 (for travel prior to 8/1/05) or \$50 (for travel on or after 8/1/05) per day, plus any additional applicable state or local taxes on lodging. Out-of-state lodging expenses shall be reimbursed at actual expense. An original lodging receipt is required for reimbursement to the employee. (*When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost.*)

7.1

IN-STATE LODGING RATES OVER MAXIMUM - (OMB policy 505)

If a room is more than the ~~\$42.00~~ \$45 (for travel prior to 8/1/05) or \$50 (for travel on or after 8/1/05) (~~\$45.00: effective for travel on or after August 1, 2001~~), the individual may only be reimbursed for the additional taxes based on ~~\$42.00~~ \$45 (for travel prior to 8/1/05) or \$50 (for travel on or after 8/1/05) (~~\$45.00: effective for travel on or after August 1, 2001~~), and the additional taxes must be pro-rated. For example (~~under the \$42.00 rate~~): if the room is \$50.00 and taxes are \$5.00, the individual will be reimbursed \$42.00 plus \$4.20 pro-rated taxes ($\$42/\$50 \times \$5 = \4.20). For example (**using the \$50.00 rate**): if the room is \$60.00 and taxes are \$5.00, the individual will be reimbursed \$50.00 plus \$4.15 pro-rated taxes ($\$50/60 \times \$5 = \$4.15$).

7.2

DIRECT BILLING OF LODGING TO DEPARTMENT - (NDSU Interpretation)

Employee lodging must be first paid by the employee and then reimbursed using the travel voucher. An employee's lodging expense should not be paid directly by the department to the lodging facility.

EXCEPTIONS - (NDSU Interpretation)

7.2.1

State law (NDCC 44-08-04.5) allows a state agency or institution to pay an out-of-state lodging provider directly when the North Dakota Office of Management and Budget has obtained a sales tax exemption from the destination state.

(NDSU Interpretation)

(*At this time, OMB does not have an agreement with any other state. State agencies will be notified when such agreements have been obtained.*) The state law exception does not apply to in-state lodging.

7.2.2

(NDSU Interpretation)

A lodging facility may be paid directly by the department if the travel involves a student field trip or athletic team travel.

7.3

REQUIRED DEPOSITS - (NDSU Interpretation of OMB Policy 513)

If a lodging facility requires a paid deposit to hold a room in advance, it should be paid by the employee. If the deposit is paid by the employee in a month prior to the travel dates, the employee may be reimbursed immediately after the deposit is paid using a Request for Payment form. The employee will need to verify that the deposit was properly credited to the lodging bill when the travel takes place.

7.4

ROOM SHARING - (NDSU Interpretation)

When two or more state employees share lodging accommodations, each employee should normally claim his/her own reimbursement. In instances where one employee pays the total lodging costs, he/she may claim reimbursement for the same by listing the other employee(s) sharing the lodging accommodation.

(OMB Policy 513)

When a state employee is accompanied by an individual not eligible for reimbursement (a spouse or traveling companion), the state employee must have the lodging establishment clearly certify the room rate for a single person and only that amount may be claimed.

8. MISCELLANEOUS TRAVEL EXPENSES - (NDSU Interpretation)

Reimbursement may also be requested for such necessary miscellaneous travel expenses as registration fees, car rental, taxi fares, toll fees, business telephone calls, parking fees and up to \$5.00 per day for personal telephone calls while in travel status. All miscellaneous travel expenses claimed on the travel voucher must be individually identified and explained. Receipts are required for all individual miscellaneous travel expenses exceeding \$10.00.

8.1

ENTERTAINMENT & PERSONAL EXPENSES - (NDSU Interpretation)

Employee entertainment or other personal expenses are not reimbursable. Expenses claimed by an employee that appear to fall in this category, will need additional justification to support claiming them as necessary business expenses.

8.2

CAR RENTAL - (OMB Policy 518)

8.2.1

The university will reimburse an employee for car rental if the employee used an aircraft to get to their destination, and if the use of the vehicle is sufficient to justify that mode of travel instead of a taxi. It is generally the policy to discourage car rentals unless their cost effectiveness is self-evident.

8.2.2

When renting a car for university business, purchase of additional insurance is not necessary because it is covered by the State's Risk Management Fund. However, the North Dakota Risk Management Division does recommend purchasing the liability insurance if renting outside the United States. Also, when out of the country, it is advisable to purchase the loss damage waiver as well. Employees should consider what coverages the employee's personal auto insurance provides.

8.3

TIPS AND OTHER CHARGES - (NDSU Interpretation)

Reasonable tips, not to exceed \$5.00 per tip, and service charges that are a necessary part of the business trip are reimbursable. Examples include: tips to bellhops and taxicab drivers. No reimbursement is allowed for tips on meals that are covered by the meal allowance.

8.4

LOST RECEIPTS - (NDSU Interpretation)

When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost. Credit card receipts are not sufficient.

9. TRAVEL ADVANCES - (NDCC 44-08-04.2)

The Accounting office may approve a travel advance to employees for payment of meal and lodging expenses incurred while the employee is traveling on official business of this state, provided that such travel is planned to be in excess of five days per month, and provided that the funds advanced do not exceed eighty percent of the estimated expenses for the period.

NDSU LIMITATIONS - (NDSU interpretation)

Funds advanced for meals and lodging must be accounted for as required by this Policy. A travel advance form is available to request an advance. The Accounting Office will generally limit travel advances to the following two situations:

9.1

When an employee is chaperoning a group of students or other guests and is expected to pay some of the student's or guest's expenses.

9.2

When an employee is going on a trip for an extended period of time, such as more than one month. Usually these are international trips funded by a special grant.

HISTORY: July 20, 2000. Amended July 2001, June 2003, October 2003, August 2005.

POLICY CHANGE COVER SHEET

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

Section

718: Public/Open Records

NDSU Policy 718 is being updated per changes made to SBHE 1912 as a result of the 2005 legislative changes from HB 1286 to the open records law.

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

Policy Coordination Committee - 7/21/05

Staff Senate -

University Senate –

President's Council –

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

General Counsel (7-15-05)

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

SECTION 718: PUBLIC/OPEN RECORDS

SOURCE: SBHE Policy 1912

NDSU President

Except as otherwise specifically provided by law or this policy, all records of the State Board of Higher Education, the North Dakota University System and its institutions are, pursuant to N.D.C.C. Section 44-04-18, public records, open and accessible for inspection during regular office hours.

1. Student education records are confidential and access to those records is restricted according to the Family Education Rights and Privacy Act of 1974, as amended (FERPA). Pursuant to FERPA, each institution shall:
 - a. Adopt a policy as required by 34 CFR Section ~~99.6~~ 99.7 ;
 - b. Annually notify students currently in attendance of their rights under FERPA;
 - c. Except as provided under FERPA and 34 CFR Section 99.31, relating to conditions under which personally identifiable information may be disclosed without consent, obtain a signed and dated written consent of a student before it discloses personally identifiable information from the student's education records;
 - d. Maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student as required by 34 CFR Section 99.32;
 - e. Provide the notice required by 34 CFR Section 99.37 concerning disclosure of directory information;
 - f. Adopt procedures implementing FERPA provisions governing release and transfer of student disciplinary records. Consistent with FERPA, student disciplinary records are confidential and may be released only as permitted under FERPA and implementing institution procedures; and g. Comply with all other requirements of FERPA and applicable regulations.

NDSU Guidelines:

NDSU provides an annual notice informing students of their FERPA rights which constitutes its FERPA policy. Other provisions related to FERPA rights can be found in Policy 601-Code of Student Behavior.

2. Records of former students, including deceased former students,

are confidential except that records of deceased former students may be released or disclosed at the request of a parent, personal representative, or other qualified representative of the student's estate, or pursuant to a court order or subpoena.

3. Access to and disclosure of campus police records is governed by N.D.C.C. Section 44-04-18.7. Accordingly, active criminal intelligence information and active criminal investigative information are exempt from the open records law. Each campus law enforcement agency shall maintain a list of all files containing active criminal intelligence and investigative information which have been in existence for more than one year, which shall be subject to disclosure under N.D.C.C. Section 44-04-18.
 - a. Campus police records which are open and must be disclosed under Section 44-04-18.7 include: arrestee description; facts concerning the arrest; conviction information; disposition of all warrants; a chronological list of incidents, including initial offense report information; a crime summary, including a departmental summary of crimes reported and public calls for service; radio log; and general registers.
 - b. Law enforcement records and files concerning a child, as that term is defined at N.D.C.C. ch.27-20, shall be kept separate from the records and files of adults and shall not be open to public inspection and may not be disclosed except according to the provisions of N.D.C.C. ch. 27-20.
 - c. Records of undercover law enforcement officers are confidential and exempt from the open records law as provided by N.D.C.C. Section 44-04-18.3.
4. Personnel records, other than personnel records that relate to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student, are public records open to inspection by the public. However, pursuant to N.D.C.C. Section 44-04-18.1, employee medical and employee assistance program records are confidential and may not be placed in an employee's personnel file and may not be released without the written consent of the employee. Further, personal information as defined in section 44-04-18.1, including a person's home address, home telephone number, photograph, medical information, motor vehicle operator's identification number, social security number, payroll deduction information, the name, address, phone number, date of birth ~~and social security number~~ of any dependent or emergency contact, any credit, debit or electronic fund transfer card number, and any account number at a bank or other financial institution, are exempt from the open records law and may be released only as required by law, pursuant to an institution policy or with the employee's written consent. Placement of documents in an employee's personnel file is governed by N.D.C.C. Section 54-06-21.

NDSU Guidelines:

- a. *N.D.C.C. Section 54-06-21 states that the "official" personnel file is "the file maintained under the supervision of the agency head" or designated representative. At NDSU, the "official file" location is designated as follows:*

<u>Non-Broadbanded employees</u>	
Faculty (ranked), lecturers and	Deans Office
graduate assistants	
Extension/Ag. Experiment Staff	VP of Agriculture
	Office
Other non-broadbanded staff	Office of Human
	Resources
<u>All Broadbanded employees</u>	Office of Human
	Resources

- b. Official files must include an access record. The access record must contain the date and name of any person viewing the file except when the custodian of the file is inserting salary, insurance, medical, tax, Workers Compensation, pretax benefits, deferred compensation information or employment forms pursuant to N.D.C.C. Section 54-06-21.
5. Additional records exempt from the open records law include (without limitation):
- a. Information pertaining to an employee's retirement account balance, disability applications and benefits, and surviving spouse applications and benefits under N.D.C.C. ch. 54-52 or a plan adopted by the board (N.D.C.C. Section 54-52-26);
 - b. Certain economic development records (N.D.C.C. Section 44-04-18.2);
 - c. Trade secret, proprietary, commercial and financial information (N.D.C.C. Section 44-04-18.4 and SBHE Policy 611.6);
 - d. Computer software programs or components for which a copyright, patent or license is acquired (N.D.C.C. Section 44-04-18.5);
 - e. Attorney work product (N.D.C.C. Section 44-04-19.1);
 - f. Social security number, which is confidential under N.D.C.C. Section 44-04.28
6. Copies of records not exempt from section 44-04-18 shall be provided upon request. Copies shall be made of records and documents in the form filed or kept in the normal course of business and employees are not required to retrieve and collate or summarize data or prepare other special reports or documents not required by law or otherwise prepared in the normal course of business. A fee for allowing access to documents may not be assessed; however, each institution shall establish and collect a fee to cover reasonable copying costs, including reasonable cost of computer generated documents. The fee for standard paper copies may not exceed twenty-five cents per copy as provided under section 44-04-18. A fee not to exceed twenty-five dollars per hour, excluding the first hour, may be charged per request for locating records if locating the records requires more than one hour or for excising confidential or closed material if excising the material requires more than one hour. Access to electronically stored records is free if the records are recoverable without the use a computer backup; if a request is made for access to a record on a back-up or for a copy of an electronically stored record an additional reasonable fee may be charged to cover costs attributable to the use of information technology resources.

NDSU Guidelines:

- a. ~~NDSU has established a fee of ten~~ departments may charge a fee up to twenty-five cents per page for paper copies provided to persons requesting copies under the Open Records Act. A reasonable fee can be charged for electronic copies as well as costs for the use of technology resources. A fee of up to \$25/hour, excluding the first hour, can be charged for locating records or redacting information that is not open. ~~Departments who can document a higher cost may charge more by requesting an exception from the Vice President for Business and Finance.~~
- b. Monies collected from the persons making such requests must be deposited at the NDSU Business Office at least weekly, daily if amounts collected are \$200 or greater (see policy 508.)
- c. Responses to open records requests, other than routine requests in the normal course of business in an office or department, shall be coordinated through:
(1) From the media: The office of University Relations.
(2) From other sources: The Office of General Counsel.
- d. State law mandates that responses to open records cannot be unreasonably delayed, so that such requests must be given a high priority.

HISTORY: May 1998; revised April 2003.

Home Menu <<http://www.ndsu.nodak.edu>>Home Menu <[index.html](#)>

NDSU Webmaster <<mailto:Web.Master@ndsu.nodak.edu>>

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2005/2006 Staff Senate Programming

Attachment 3

September-Lynn Dorn Bison Athletics/Division 1 – confirmed per Deb Hegdahl

October-President Chapman – confirmed per Jill Spacek

November-Phil Boudjouk What's Happening at the Research Park?

December-Char Maas Quick & Easy Gift Wraps - Char has agreed to do this

January-Jana Seaborn Self Defense - Jana has agreed to do this

February- Open

March-Bob Harrold Accreditation – confirmed per Dolly Wadholm

April- OSEH - confirmed per Jill Spacek

May-Elections - confirmed

June-Open

IT Communication Liaisons Meeting Minutes

Attachment 4

Peace Garden Room, Memorial Union
August 11, 2005 (9 am – 10:30 am)

Welcome and Introductions of new Liaisons

Rosi Kloberdanz welcomed everyone back to the beginning of a new school year. Sandy Sprafka introduced the new liaisons (Bobbi Ruziska, Joe Latimer, Hung Nguyen, Pam Hommen, and Jessie Johnson).

Introductions/updates/new services

Staff realignment & location changes: Rosi mentioned that the Help Desk and Service Center have merged. You can find them at the old Service Center location. Four employees of Ag Communications will be housed within ITS to provide joint Help Desk and desktop support. Student Technology Services will now manage all of ITS's student employees. The Blackboard, PRS, faculty and staff training, and Web support have merged as Instructional Services and are located in IACC 250. The Technology Learning Center (TLC) and the Multimedia Center have merged and are located in IACC 150C.

Help Desk & Service Center: John Underwood discussed the merger of the Help Desk and Service Center that is located in IACC 150A. It is now a "One Stop Shop" to answer questions, handle password changes, software pick up, run the OMR scan sheets, check out equipment and specialty printing. The phone number will stay the same (1-8685). He also mentioned that the Help Desk will be working closely with the TLC. The Multimedia Area, formerly located in the Service Center in IACC 150A, is now a part of the TLC in IACC 150C.

During the first week of fall classes the Help Desk will be expecting a 300% increase in calls (approx. 3000 calls), so they ask that we be patient during that time. They would also appreciate all of the ConnectND calls to go to the toll free number 1-866-457-6387.

STS & , TLC, & the Sponge project: Sheree Kornkven oversees the Student Technology Services (STS) program with the three STS managers who run the day-to-day operations. STS presently employs approximately 100 students that work within the ITS department.

Sheree also manages the Technology Learning Center (TLC) /Multimedia Area (now just called the TCL) is located in IACC150C. The TLC is a place where students can go to get help with computer related course work. To learn more, go to www.ndsu.edu/tlc. The Sponge project is an extension of the TLC. It offers support services to instructors who assign technology-related projects. Services include help with project planning, classroom training for students and individual assistance for students on a walk-in basis. Instructors needing more information should contact Sheree (sheree.kornkven@ndsu.edu). To learn more go to www.ndsu/nodak.edu/sponge.

Instructional Services: Nancy Lilleberg is currently working on the update to Blackboard 6. Information on this can be found at the Liaisons Website (www.ndsu.edu/ndsu/itliaisons) and NDSU ITS Website (its.ndsu.nodak.edu). They have been working on the PRS version upgrade, and are looking at ways to provide new training resources with tutorials and on-line instruction.

Classroom Technology: Melissa Stotz and her staff have installed ten new instrumented classrooms. Alarms have been added to the projectors due to an increase in theft. There are two new changes to the

instrumented classroom cabinets: equipment controls are mounted on the outside of the cabinet, and an Ethernet (network) connection has been added for a laptop. For assistance, call the Help Desk at 1-8685 option 5. Coming soon is an interactive panel that will be installed in three pilot rooms.

Desktop Support (cluster & desktop, responsible printing): Lincoln Bathie reported that Ag Communication Computer Services merged with ITS Desktop Support team to better serve all NDSU faculty and staff. One of their tasks is to set hardware and software standards.

They're also working on the Responsible Printing Initiative. The systems have been installed in several areas on campus (library, clusters etc.). This will help reduce student printing cost. Questions were asked whether, for example, graduate students would have the same printing quota as undergraduates. That has not been determined yet as they will evaluate the printing logs. Color printing will be available in the clusters as well.

The new Windows Vista will be released in 2006. At that time, Client Services is planning to stop support of Windows 2000.

Guest access policies and procedures, SPAM Abatement Project, security: Theresa Semmens has been working on the SPAM Abatement Project. Improved HECN spam filtering is now publicly available. IMAP users may enable it by visiting <http://enroll.ndsu.edu> and selecting from the four different levels of filtering service (none, marked and remain in email folder inbox, quarantine and delete, and delete immediately). Users may also populate the optional "Safe Sender" and "Block Sender" lists. The "Safe Sender" list is a user-defined collection of e-mail addresses that are considered to be trusted. Mail from people on this list will always be delivered. The "Block Sender" list is a user-defined collection of e-mail addresses that are undesired. Mail from senders on this list will always be deleted. A campaign to announce the new service is set to start in the next two weeks.

NDSU Groupwise users may also take advantage of this new spam solution. For instructions on how to use this feature with Groupwise, contact the NDSU Help Desk.

Guest access is now available. Call Theresa at 15870 or send her email (Theresa.semmens@ndsu.edu). You will receive logins and passwords in three working days. The Guest Access policy is for those departments and colleges who sponsor groups, vendors, or lecturers for short periods of time (1-7 days). The guest access policy is a mechanism designed for authentication of all users accessing NDSU networks.

Wireless: Marty Hoag reported that there are nine new wireless locations on campus. He distributed a color map of the sites and it is also available at its.ndsu.edu/wireless. The VPN client, found at the Website, will need to be downloaded for authentication and secure communications. Without use of the VPN a person can only access Web sites and communications is not secure.

Dialup: ITS will not broker for dialup services. There is information on local ISPs (Internet Service Providers) on the ITS webpage at www.ndsu.edu/its/isplist. Marty suggested that the NDSU purchasing department may be able to help negotiate special contracts.

IVN rooms: Sandy Sprafka said that the Interactive Video Network (IVN) has installed new video equipment and touch panels in the IVN rooms over the summer. There is a different user interface and will require some training. Please contact Tammy Cummings at 1-1090, tammy.cummings@ndsu.edu for available training dates.

PeopleSoft 'go-live': Carol Tschakert reminded us that administrative data updating is taking longer now that we're using PeopleSoft. Please be patient while people are learning the new system, and plan ahead for your data needs.

Blogs: Rosi Kloberdanz said that ITS is still making a decision on whether or not to set up a blog, and evaluating the resources needed to get it going. She would like more information on how the Liaisons would use a blog. She also mentioned that Blackboard might be a solution.

Desire 2Learn: A question was asked about Desire2Learn. Rosi replied that NDSU is continuing to use Blackboard and that Mayville State is the only one going with Desire 2Learn.

Questions?

Joe Latimer – What mechanism does ITS use for feedback? John Underwood stated the Help Desk does a random survey. They get 30 to 40 percent back and the results are posted on the ITS Help Desk website. (Desktop complaints go to Lincoln, HelpDesk complaints go to John Underwood)

Joe Latimer – Is using remote access secure? Theresa and Lincoln said that it is not secure and to use IFolder or NetFolder to help secure your information.

The first CITPG meeting was Friday September 2nd, with a new committee chair and a new twice monthly meeting schedule. Under Karl Altenburg's direction, the committee took a fresh look at its bylaws and how to achieve goals based on them.

Looking at the mission we decided that two things were most important:

1. Strategic planning: Establish a five to seven year technology plan: Since the pace of technological change is so rapid, this was discussed in the group that 3-5 years might be a more reasonable timeframe.
2. Review user requests and act as a liaison between ITS and the campus: Since the membership is made from one representative from each college, Staff Senate and student representatives it reflects the University in general.

Exciting things have come out of CITPG such as the Campus Wireless plan. I'd asking for input from the Staff Senate and our constituents. Please e-mail me (Brian.miller@ndsu.edu) with any comments about Information Technology that would be part of either a long or short term plan and also about any issues you have had with ITS in particular and I will forward them to CITPG.

I am also a member of the IT Governance Review Team, but there have been no meetings scheduled as of yet.

Brian Miller

COSE report for Staff Senate meeting on Wednesday, September 14.

COSE met on Tuesday, July 26 at Valley City State College.

There will be a fall clothing sale soon, check the website for details.

The Governors award was presented in Bismarck on Monday of this week. There were two winners from NDSU. In the 4000 band – Mark Herz and in the 6000 band – Arlen Skunberg both from Facilities Management.

We have presented several FISH award certificates and still have a few more to present. We would like to recognize Lila Carstensen today for being nominated for a FISH award. The quarterly winner of the t-shirt was Cheryl Wachenheim of Agri-business. The next meeting is on October 27, so please submit your nominations for FISH awards promptly to get them in.

The State Employees Picnic was held last night at the Avalon Events Center. The final tallies for attendance and tickets sold aren't in yet, but everyone that came seemed to have a great time. We had lots of door prizes presented with the grand prize of \$100 going to Staff Senator Barb Geeslin, congratulations Barb. We would like to say "Thank you" to all who volunteered to sell tickets and work the event. Your time and efforts were greatly appreciated.

The golf tournament is today in Mapleton and there is an Ice Cream Break on Friday at the Memorial Union in the Cul de Sac from 2:30 – 3:30 in the afternoon. Thank you to Staff Senate for sponsoring and providing the ice cream.

**Smoking Policies
(Google Search 9/9/05)**

Moorhead – Minnesota State University

1. Smoking prohibited in all Moorhead facilities.
2. Smoking permitted outside facilities provided smokers are a minimum of 20 feet from doorways, windows, and ventilation system.
3. Smoking prohibited in all vehicles or motorized equipment owned or leased by the University.
4. Smoking at outdoor events is restricted to designated areas, not seating or assembly areas.
5. Restrictions apply to all visitors.
6. Exception: Policy does not prohibit lighting of tobacco by any adults as part of traditional Native American spiritual or cultural ceremony, in an otherwise non-smoking area.
7. Policy effective July 1, 2000.

Concordia College

1. Smoking is prohibited in campus buildings, except in designated student resident hall rooms and private offices after normal class day/business hours.

Crookston – Minnesota State University

1. Smoking will not be permitted in any indoor areas.
2. The only exception is private residential space located in Lee Apartments and Robertson Hall (2004-05 only).
3. Effective August 30, 2005, all University residence halls and apartments will be designated non-smoking. Student lounge areas are not exempt from this policy and are designated as no smoking areas.
4. Smoking is permitted outdoors except as restricted below. Smokers who choose to smoke outside are requested to ensure the proper disposal of smoking materials.
5. A No-Smoking area is designated outside the exits from Dowell and Dowell Annex that overlook the children's play yard for Early Childhood Development because young children are impressionable and smoking next to the play area does not set a good example.
6. Smoking is prohibited within 25 feet of facility entrances and non-emergency facility exits within the bounded area and at University Teaching and Outreach Center building.
7. Exception – employees working at the boiler plant may smoke in the doorways of the plant if they are unable to move 25 feet from the building due to their responsibilities related to managing the boiler plant equipment.
8. Smoking is prohibited on University property south of the south Road and north of the railroad tracks, commonly referred to as the "athletic fields", including the football field and press box.

Jamestown College

1. Smoking and chewing tobacco are not allowed in any campus facility. The College strongly discourages all students and employees from smoking or using chewing tobacco because of health hazards. No tobacco products are sold on campus.

University of North Dakota

1. Smoking is not allowed in buildings or vehicles owned or leased by the State Education, State Fleet or UND.
2. Smoking is not permitted near entrances and exits, including ADA accessible entrances except at a reasonable distance of 20 feet or more or unless otherwise designated. It is prohibited near air intakes and open windows.
3. Smoking is prohibited in outdoor seating areas such as Memorial Stadium or outdoor facilities Dining Services have set up for serving customers.

Minot State University

1. Effective fall quarter/semester 1990, all facilities of the North Dakota University System shall be non-smoking except for private areas in University apartments or outdoor arenas or other open-air outdoor facilities.