

## NDSU STAFF SENATE

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

Visit the Staff Senate Web Site at:  
[www.ndsu.nodak.edu/staff\\_senate](http://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:

<b>December 14, 2005</b>	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
<b>January 11, 2006</b>	9:30-10:30 a.m.	Peace Garden, Memorial Union
<b>February 8, 2006</b>	9:30-10:30 a.m.	Peace Garden, Memorial Union

### Upcoming Executive Committee Meetings:

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
January 25, 2006	9:30-11:00 a.m.	Badlands (356) Memorial Union
February 22, 2006	9:30-11:00 a.m.	Badlands (365), Memorial Union

***All broadbanded staff are encouraged to attend.***

**I. Meeting was called to order by VP/President Elect Steve Bergeson.**

- II. Substitutions:** (Heather Heger) Remember to check in at the back table. For today's meeting, there was a quorum with 46 senators present, 16 senators absent.

Substitutions: *Chris Winjum in for Lois Christianson, Ted Jirik for Marily Koehlmoos, and Letha Cattanack for Candace Skauge*

Guest: *President Joseph Chapman*

- III. Approval of Agenda:** The agenda was approved by unanimous consent.

- IV. Program:** Jill Spacek introduced President Joseph Chapman. President Chapman spoke on the construction projects on-campus, the effects of our growing enrollment, budget information, and salary increases. Currently, NDSU has the largest freshman class and foresees that enrollment will continue to grow. New majors are possible by partnering with other groups and colleges. President Chapman distributed a brochure on the joint military logistics masters program. About 300 people are taking advantage of the tuition waiver and President Chapman hopes to expand it to 100% full waivers, but it's the consensus is to increase salaries first. A campus kudos was presented to President Chapman.

- V. Approval of the October 12, 2005, meeting minutes:** Minutes, as published, were approved by unanimous consent.

- VI. Treasurer's Report:** No report. Deb Haney has resigned from her position as Staff Senate Treasurer. Staff Senate will elect a senator to fill this Executive Committee vacancy.

**VII. Committee Reports:**

- Policy Coordination – Steve Bergeson  
For Information: #121, 126, 137, 138, 141, & 143
- CITPG – Brian Miller (no report)
- IT Liaison (see attachment)
- Health and Wellness – Barb Geeslin
- Public Relations – (see attachment) Paul Froeschle announced - Looking for nominations for the "Spotlight" for the next issue of the *Messenger*, please contact Holly Erdmann, 231-7513. Brenda Jacobson and Tammy Helweg passed around a sign up sheet to ring the bell for the Salvation Army.
- COSE – (see attachment) A fish certificate was awarded to Carolyn Flink.

**VIII. Old Business**

**Election for a treasurer** – Susan Bornsen announced she had two nominations, Peggy Cossette and Vicky Miller. By paper ballots, Vicky Miller is the new Treasurer. MOTION to destroy the ballots was made and approved with a unanimous vote,

An election will be taken for COSE representative committee in December.

The 7000 & 4000 band election will be taken at our next meeting.

**IX. New Business/Discussion**

**Brent Parmer with the TACKLE program.** Brent has received the registration forms and 25% of Staff Senate members have registered. Brent wants everyone to join TACKLE and he has taken the liberty to register all Staff Senators. TACKLE is an academic year-long program and is a WELLNESS

program, not a FITNESS program. The goal is to get you think of a complete program. An example, going to the dentist on a regular basis. Brent invites you to become members of the Wellness Center (month by month membership)

Brent distributed certificates good for two months of free personal training for Staff Senators (current Wellness Center members can also use them). As Senators, we can be leaders and encourage others co-workers to go to the Wellness Center. Contact Brent & Tara Roberts (go to the website and choose a trainer). An e-mail with more details is going out to all staff senators.

**Service Project – Sharon Morgan.** State employees are sponsoring a tree and will decorate the tree. Asking for a dollar donations and they will buy gift cards for the family. Please give donations to Cindy Kozojed or Sharon, and would appreciate your help for a family. Sharon is getting information on the family on Monday. The tree will be delivered to the home. This event is sponsored by Frazier and Innovis has offered their basement to display the trees. If donating by check, please write it out to SERW. Look for more details on an e-mail going out to all staff and faculty.

**X. Advisor Comments, Broc Lietz (not present)**

**XI. Announcements**

- **NDSU License Plate:** Annual fee \$25 where \$15 comes back to NDSU ([www.alumni.com](http://www.alumni.com))
- **Maternity Leave Committee Charge (see attachment)**
- **Smoking Committee Charge (see attachment)**

**XII. Adjourn:** Heather Heger made a **MOTION** to adjourn. Vicky Miller **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](mailto:heather.heger@ndsu.edu))

Respectfully submitted,  
Pam Hommen  
Secretary for Lois Christianson

**Committee Reports:**

**CITPG** has worked on a list of action items for this year. Some issues that have been mentioned are:  
(Brian Miller)

1. Scheduling of PC Cluster classrooms continues to be a problem for faculty
2. Working on a long term plan for instrumented classrooms
3. Developing a long term plan to transition to a laptop campus
4. Closer relations between ITS and academic departments to assist faculty training, assisting with grant writing and computational support

It should also be noted that no one from ITS has attended any of the CITPG meetings this school year. There was a mention of an ITS representative attending, but no one has.

I am also a member of the IT Governance Review Team, and there have been two meetings so far. We have reviewed several papers on the definition of IT Governance and have started discussing a proposed scheme presented to many groups last year.

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**Public Relations Committee**

The **Holiday Blood Drive** is scheduled for Thursday and Friday, December 1 & 2, from 10:00 a.m. to 3:00 p.m.. The United Services bloodmobile will be parked on the west side of the Memorial Union. Postcards will be sent to those who have donated during the last two years. If anyone would like to hang a poster in their building, please let Tammy Helweg know at 231-7558. Free t-shirts to those who donate.

The **Salvation Army Bell Ringing** is scheduled for one day, Monday, December 12, at the main entrance (south side) of the Memorial Union. To volunteer, contact Brenda Jacobson at 231-9951 or by e-mail at [brenda.l.jacobson@ndsu.edu](mailto:brenda.l.jacobson@ndsu.edu). The sign-up sheet will be available at the November Staff Senate meeting.

The **Staff Senate Messenger** was published and is available on our website. If you have a story idea for the Staff Spotlight, contact Holly Erdmann at 231-7513.

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**Health and Wellness Center Advisory Board (Barb Geeslin)**

The first meeting of the year was held on October 13. The construction documents for the new addition will be done by the end of December, with hopes of breaking ground in April 2006. Provider visits to the Student Health Center were up 14% over the previous year. TB screening was conducted on the international students and the Health Center has given out 257 meningitis vaccines and will continue to administer the vaccine by appointment. This year there are 17 Wellness Education Leaders (WELs). They will visit classes and speak on topics including HIV, tobacco cessation and the seven dimensions of wellness.

There were 185,000 card swipes into the Wellness Center last year. Over the last four years there have been 730,000 card swipes. Faculty/staff memberships are up. Tara Roberts is the new Exercise and Wellness Specialist. The Center purchased a new testing program called MicroFit and also an Exercise Explorer. There were 217 participants in the 4<sup>th</sup> Annual 5k Run and 1-mile Fun Walk/Run – up 20% from last year.

NDSU was awarded a \$64,000 grant allowing students to apply for this financial aid to help subsidize child care expenses at the Wellness Center. The Child Care Center started opening 15 minutes earlier and also taking reservations.

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**COSE meeting notes from Thursday, October 27, 2005 at the NDSU Research Center in Minot.**

There is a fall clothing sale featuring jackets and sweatshirts until November 18 check the website at [www.state.nd.us/cose/cloths.htm](http://www.state.nd.us/cose/cloths.htm) for details.

There were six FISH award nominees from NDSU with the winner from NDSU. We will be presenting certificates to the nominees soon and after that is done the names will be released. The next meeting is on January 19, so please submit your nominations for FISH awards promptly to get them in.

There was discussion about the Governor's Awards ceremony and if there is anything the COSE board can do to make this a very special time for the winners. The plaque was made and the 2005 winners are first ones listed on it. This plaque is hung in the Governor's office at the capitol. The winners are posted on the Cose website at [www.state.nd.us/cose/gawardexcellence.htm](http://www.state.nd.us/cose/gawardexcellence.htm).

We were approved for \$1000 for our budget for the biennium for printing the newsletter. This is not enough to print copies to all state employees for each newsletter. We will be gathering printing prices and minimum number of copies needed and report at the next meeting.

We talked about the COSE board supporting a Relay for Life in different cities around the state.

There was a discussion on the possibility of creating a ND State Employee cookbook. There was good and bad discussion on this project, so we are to report back at the next meeting with a feel from the sub-groups helping with the project. Monies earned from this would be put into the COSE fund for printing the newsletters.

There are state employee discounts available around the state and each sub-group is responsible for getting discounts added to the list for each region. Fargo discounts are attached to these notes for you to review. Please let Cindy know if you know of a business that offers a discount for state employees so it can be added to the list.

**SERW meeting notes - Wednesday, November 2, 2005.**

The state employees will be sponsoring a tree at Innovis through Fraser, Ltd. We will be decorating the tree on November 19 and the SERW committee will be providing the decorations. The trees that are decorated are donated to needy families in the area along with gifts from the sponsors. We would like to ask for donations towards some gift cards that will be presented to the family receiving the tree we decorate. Donations can be sent to Sharon Morgan in Morrill 315 or Cindy Kozojed in Thorson Maintenance 115 and must be in by November 15.

# COMPANIES OFFERING STATE EMPLOYEES A DISCOUNT

(For Year 2005)

(Remember to bring your State I.D. Card or Check Stub for verification)

BUSINESS	PHONE	ADDRESS	DISCOUNT OFFERED
AIRPORT/DOME DAYS INN & SUITES (Fargo)	232-0000	1507 19 <sup>th</sup> Ave N Fargo 58102	State Rates honored Sunday through Thursday Based on Availability
BUDGET MUFFLER	234-0588	1902 1 <sup>st</sup> Ave. S. Fargo 58103	10% discount on any exhaust work. Contact Mel for discount.
CELLULAR ONE	701-793- 8250 or 701-281- 2800	4417 13 <sup>th</sup> Ave. SW Fargo 58103	15% discount on rate plans for new and existing service. Must sign up with Jake Anderson.
SUN GODS TANNING SALON	232-5433	1617 32 <sup>nd</sup> Ave. S. Fargo 58103	20% discount and must contact Allison Lavelle
VERIZON WIRELESS	261-3222 or 238-0610	Fargo	10% discount off of price plans \$35 and higher. Must contact Brad Collins 261-3222 or Josh Belzer 238-0610 to get discount. Must have copy of paystub or state ID to receive discount.
VISTA OPTICAL	1-800- 452-7737	Bismarck (Kirkwood Mall), Fargo (3051 25 <sup>th</sup> St S. Ste K2), Grand Forks (3551 32 <sup>nd</sup> Ave S, Suite 100), Minot (Dakota Square Mall), Valley City (323 N Central Ave) Wahpeton (517 Dakota Ave) Over 200 stores throughout the United States	25% off frames 10% off lens package MUST HAVE CARD TO GET DISCOUNT (contact Brenda Schuler at 701-328-3181 or email bschuler@state.nd.us)
	281-9133	4429 19 <sup>th</sup> Ave SW Fargo 58103	Room Rate for State Employees on work related business: \$45 Single Standard King Room \$55 Double (2 Queens) ---\$10 additional for each additional adult ---Some blackout dates are not available ---State Rate is on limited availability and applies only to standard rooms ---Must call direct number (281-9133) to get rate ---Must show state employee ID at check in

3/4/05

## North Dakota Tharaldson Properties

Bismarck Fairfield Inn North  
1120 Century Ave East  
Bismarck ND 58501  
(701) 223-9077

Bismarck Fairfield Inn South  
135 Ivy Drive  
Bismarck ND 58504  
(701) 223-9293

Fargo Comfort Inn East  
1407 35<sup>th</sup> St South  
Fargo ND 58103  
(701) 280-9666

Fargo Comfort Inn West  
3825 9<sup>th</sup> Ave SW  
Fargo ND 58103  
(701) 282-9596

Fargo Comfort Suites  
1415 35<sup>th</sup> St South  
Fargo ND 58103  
(701) 237-5911

Fargo Fairfield Inn  
3902 9<sup>th</sup> Ave SW  
Fargo ND 58103  
(701) 281-0494

Fargo Econo Lodge  
1401 35<sup>th</sup> St S  
Fargo ND 58103  
(701) 232-3412

Grand Forks Comfort Inn  
3251 30<sup>th</sup> Ave South  
Grand Forks ND 58201  
(701) 775-7503

Grand Forks Days Inn  
3101 34<sup>th</sup> St South  
Grand Forks ND 58201  
(701) 775-0060

Grand Forks Fairfield Inn  
3051 34<sup>th</sup> St South  
Grand Forks ND 58201  
(701) 775-7910

Jamestown Comfort Inn  
811 20<sup>th</sup> St SW  
Jamestown ND 58401  
(701) 252-7125

Minot Fairfield Inn  
900 24<sup>th</sup> Ave SW  
Minot ND 58701  
(701) 838-2424

Valley City Super 8  
822 11<sup>th</sup> St SW  
Valley City ND 58072  
(701) 845-1140 Ext. 259

Wahpeton Comfort Inn  
209 13<sup>th</sup> St South  
Wahpeton ND 58075  
(701) 642-1115





## **IT Communication Liaisons Meeting Notes and Follow-up Responses**

IACC 204

October 13, 2005 (9 am – 10:30 am)

### **Welcome and Introductions**

Sandy Sprafka introduced the new liaisons: Karl Altenburg, Janis Bork, Claire Strom and Linda Gill. ITS staff members attending the meeting were Lincoln Bathie (Manager, Desktop Support), Jeff Gimbel (Help Desk), John Grosen (Director, IT Infrastructure Services), Nancy Lilleberg (Manager, Instructional Services), Trina Spaeth (E-Learning Specialist), and Dick Jacobson (NDUS IT Security Officer).

### **Blackboard**

Nancy Lilleberg reported that there were explosive changes in Blackboard this summer and fall: servers changed and additional servers were added; NDSU moved from the Basic system to the Enterprise system (which will eventually allow integration with PeopleSoft); and Blackboard was migrated from Version 5 to Version 6. Simultaneously, NDSU was migrating to PeopleSoft, so the class list was no longer available. In order to ease this transition and provide better service, this process was tied into PeopleSoft so that students would automatically be enrolled in Blackboard courses. As a result, all course IDs in Blackboard had to be renamed. Currently a program is run weekly that updates the students in each class. Our goal is to obtain immediate updates to class lists in PeopleSoft. At this point ConnectND does not have the resources to put into this project. We will keep you informed of the status of this request.

NDSU shares its Blackboard license with EduTech (North Dakota's K-12 technology support organization), thus giving North Dakota's K-12 schools limited access to Blackboard. Continuing Education uses it, and it also supports other NDSU outreach and research activities. There are close to 1000 NDSU classes on Blackboard this fall, approximately one-third of the total classes. In addition, there are more than 20,000 user accounts, which is two-thirds of the number on version 5.5. The reduction in numbers is due to the cleanup initiative that was done over spring and summer to improve access time for all users. As you can see, Blackboard has become a mission critical application. More than 14 millions pages were accessed in the month of September (this is up from 6 million pages last September). On a single day in October (October 12), 763,000 pages were accessed.

Several questions followed:

1. Is there a drop in the numbers of Blackboard users over summer? Yes, because there are fewer students enrolled in summer classes.
2. Is there a plan to move away from Blackboard to Desire2Learn? No. Only Mayville State University decided to go with Desire2Learn. With the merger of Blackboard and WebCT, the decision to stay with Blackboard seems sound. Provost Schnell has committed to using Blackboard for at least 2 more years, and NDSU is looking into purchasing the entire Academic Suite which has some very valuable features, including:
  - o E-Commerce capability and integration with Bison Bucks
  - o E-Portfolios
  - o E-Marketplace
  - o Web-accessible file storage
3. Are students automatically enrolled in classes using Blackboard? This process is not completely automated yet. Every week, a program is run that extracts new students out of PeopleSoft. ITS has requested permission from ConnectND for direct access to that file, but ConnectND does not currently have the resources to make this happen.

### **Brief review of your departmental IT activities/needs/concerns:**

**Jeff Schwartz, Athletics:** Jeff was unable to attend the meeting, but reported via email that the streaming of the football games is going well, with no significant problems. There are well over a 100 subscribers for the first two

games, and they are expecting a lot of traffic for the UC-Davis game since they have been advertising it for two weeks with the UC-Davis people.

**Pat Venette, University Studies:** Pat thanked Nancy and Lorna for doing the necessary work so that exams could be printed from Blackboard.

**Jim Hammond, Plant Sciences:** Jim asked about streaming. Rosi replied that ITS wrote a proposal that included input from the Ag. Communication staff. Included in the proposal was a request for resources. The proposal was put on hold due to the rapid changes occurring in this area, including the emergence of web conferencing technologies and a proposal from the ND Interactive Video Network (IVN) staff to provide an expanded enterprise service. (Note: IVN currently provides streaming in the IVN rooms, so a class could be scheduled in one of these rooms for streaming purposes. The charges are \$3.50/hr with a \$25 setup fee, \$50 if this is a class). The Ag. Communication staff provides a streaming service. Contact Bruce Sundeen for details. Trina Spaeth mentioned that she has been investigating other possibilities for streaming, including a product call "iLink" that provides streaming capability and could be used with Blackboard. iLink also has a whiteboard that instructors can use. We are not in a position to formally recommend these kinds of tools until after the implementation of the Blackboard Academic Suite is complete, but we do continue to investigate new technologies to provide streaming capabilities. **(NOTE: Liaisons, it would be helpful if you could find out from your department if anyone is interested in streaming and how they would like to use it.)**

Jim also asked where he could see the Memorandum of Understanding (MOU) that was written when the Help Desk and desktop groups of ITS and Ag Communication merged. It was suggested that he contact Ag Administration for a copy.

**Wendy Clarin, Dining Services:** Coca Cola has ordered a card reader so faculty, staff, and students can use their Bison Cards in a Coke vending machine. Pepsi has not ordered card readers.

**Jackie Schluchter, Orientation & Student Success:** Jackie has been working with Nancy Lilleberg to make the math placement test available online so that incoming students can take the test before coming to NDSU. This will speed up registration.

**Jana Seaborn, Ag & Biosystems Engineering:** Jana has been working on making departmental web pages compliant to accessibility guidelines and updating the information on their site.

**Monte Kelly, Print Shop, Ag Communication:** Monte sent an email to his staff asking them to bring him questions that he could ask at the Liaisons meetings.

**Trina Spaeth, ITS:** Trina reported that she is researching accessibility issues in Blackboard. She also mentioned that the Blackboard Academic Suite contains a portal which will accommodate credit cards and Bison Bucks. Jim Hammond asked about accessibility to credit card payments for non-students who won't have a Blackboard account (for example, if a person wanted to take a workshop, seminar, or attend a conference or simply to buy something). Wendy Clarin said that there is a feature included called "E-Marketplace" that will provide a secure site for that purpose. However, there are business processes and other issues that need to be addressed before implementation. She also noted that interdepartmental transfers will not work using this feature. They will continue to be done through PeopleSoft.

**Michelle Lang, Institutional Research & Analysis:** Michelle will meet with Jim Ross for assistance in interpreting their "Bobbie" report which analyzes handicapped accessibility. She will also ask him about password protecting a portion of their Web site.

**Bobbi Ruziska, Campus Police:** Some of the Facilities Management staff went to Bismarck for training on software that helps develop a Disaster Recovery Plan for FEMA. A survey will be coming out shortly, but the project is projected to take 3-5 years to complete.

**Claire Strom, History Department:** There are old computers in the History hallway that need to be removed. Who should they contact? (Note: Contact Donna Sheldon in Purchasing at 1-7462). Lincoln Bathie from ITS said that that he will make sure the computers are removed. (Note: They have been removed). The History Department also has eight computers that need to have their hard drives scrubbed. (Note: Lincoln took care of that as well).

**Cathy Jelsing, University Relations/Publications Services:** Ludvik Herrera provides Macintosh support for their department. When he is away from campus, who should they go to for support? (Note: Without documentation on how the machines are configured it can be very difficult for someone else to come in and troubleshoot and solve these problems. In this particular case, the Macintoshes have their own server maintained by Ludvik. The best thing for the office to do is to discuss with Ludvik what backup system and procedures need to be put into place.)

**Emilio Esposito, Chemistry & Molecular Biology:** Emilio invited everyone to the Computational Sciences Poster Session being held at NDSU on Tuesday, October 25th from Noon to 2:30 p.m. in the Prairie Rose Room of the Memorial Union. This is an excellent opportunity for the NDSU community to experience the diverse selection of computational research being done at NDSU. You are invited to visit the following link to view the abstracts of the poster session participants.

<http://mmbstudio.chem.ndsu.nodak.edu/csje/poster2005-abstracts.htm>

**Additional Reports:** We ran out of time so some Liaisons were not able to give their reports. We will continue at the next meeting. Please feel free to send any updates to the listserv list [ndsu-it-liaisons@listserv.ndsu.edu](mailto:ndsu-it-liaisons@listserv.ndsu.edu).

#### **Desktop Initiatives**

Lincoln Bathie reported on the desktop initiatives that have been implemented on campus. Following are key points of this discussion:

- The current hardware standard (NDSU-preferred computer) is the Dell Optiplex GX620 computer
- Advantages for establishing hardware standards
  - Departments obtain discounted prices
  - Replacement parts are readily available
  - Parts are interchangeable
  - Technical support improves because the technicians become expert at troubleshooting and solving problems on systems they know well
  - An on-site technician is available for warranty repair
  - Images (the operating system, and a basic set of programs, including security settings) are created that provide conformity and easier computer program installations
  - Re-imaging is faster and more streamlined as it includes all Windows and antivirus updates
  - Upgrades are easier, faster, and more streamlined
  - Power users can expect a new computer to last at least 3 years
  - By redistributing computers to non-power users (via the ITS Cascade/Surplus Program), computers should last for at least 5 years
- Flat panel monitors should replace CRT monitors
  - They use less power
  - They are easier on eyesight
  - They are easier to lift and move
  - They use less desk space
  - Disposal costs less

Note: NDSU spent over \$12,000 to dispose of CRT monitors this year
- Highlights of the Cascade/Surplus programs

- 3-4 year old cluster machines are available for departments to purchase
- Departments can easily eliminate machines that are no longer needed
- Hardware is collected in a central location and evaluated for future use
  - All hard drives are either scrubbed or destroyed
  - Machines in the Cascade program that no longer meet minimum standards are sent to a recycling company
  - Unwanted hardware is picked up and taken care of in an environmentally friendly way
  - Participation procedure: Call Donna Sheldon in Purchasing (1-7462). Tell her the inventory number, type of equipment, and where to pick it up
- More information is available at <http://its/desktop/cascade/>

**Next meeting –November 10, from 9-10:30, IACC 204**

Please mark your calendars. If you cannot make it, please let Sandy know.

It was suggested that the topics for the next meeting include a discussion on account setup and a tour of Network Services (includes Terry's hat collection!).

**Committee Members:**

Victoria Miller – Victoria.miller@ndsu.edu 231-9447

Heather Heger – heather.heger@ndsu.edu 231-231-8293

Rebekka DeVries – [rebekka.devries@ndsu.edu](mailto:rebekka.devries@ndsu.edu) 231-9417

Janelle Kistner – [Janelle.kistner@ndsu.edu](mailto:Janelle.kistner@ndsu.edu) 231-7010

**Primary Charge:** Research maternity leave policies in the private sector, state agencies, and neighboring state universities in an effort to improve the NDSU maternity leave policy.

Consider:

- Make the policy open to include both men and women
- Separate maternity leave policy which would include adoption and foster care
- Model the policy after the leave donation policy
- Come up with a variety of policies with one recommendation for consideration
- Consider the financial impact on the University as you write the final policy recommendation and be able to sell the policy
- Utilize the Staff Senate and President's Council as a sounding board for input or feedback when you have something concrete

**Commitment to the Committee:** If you are unable to continue with the committee, please find someone to take your place so that the work of the committee can see the policy through to implementation.

Assign a chair of the committee: the chair would be responsible for reporting to both the Staff Senate and the Staff Senate Executive Committee progress of the committee.

**Goal:** Have a preliminary report available by March 22, 2006.

**Committee Members:**

Gregory Hayes – RHA – S - [Gregory.hayes@ndsu.edu](mailto:Gregory.hayes@ndsu.edu) 231-2705  
Melissa Dessonville – RHA – NS – [Melissa.dessonville@ndsu.edu](mailto:Melissa.dessonville@ndsu.edu) 231-2307  
Megan Wolf – SG - - [megan.wolf.1@ndsu.edu](mailto:megan.wolf.1@ndsu.edu) 231-2828  
Seth Statler – SG – - [seth.statler@ndsu.edu](mailto:seth.statler@ndsu.edu) 231-2705  
Marilyn Koehlmoos – SS – NS – [marilyn.kowhlmoos@ndsu.edu](mailto:marilyn.kowhlmoos@ndsu.edu) 231-6740  
Diana Iverson – SS – S – [Diana.iverson@ndsu.edu](mailto:Diana.iverson@ndsu.edu) 231-8861  
David Hopkins – US – NS – [david.hopkins@ndsu.edu](mailto:david.hopkins@ndsu.edu) 231-8948  
Colleen Mancuso – US – S – [colleen.mancuso@ndsu.edu](mailto:colleen.mancuso@ndsu.edu) 231-5158

**Charge:**

- Research the smoking issues on campus
- Identify the issues
- Brainstorm a resolution to address the issues
- Propose a policy change addressing the issues
- Maintain equal representation of smokers and non-smokers

**Consider:**

Utilize Facilities Management, General Counsel, and governing bodies as you prepare to address the smoking issues. These people can be your sounding board to bounce ideas off and ensure the resolutions will stand scrutiny. Another resource for the committee is Rich Fenell from Fargo Cass Public Heath 476-4148. Rich assisted the FM area in their smoking policy creation. He has special training in this area and has offered his assistance should you decide policy is necessary.

**Commitment to the Committee:** If you are unable to continue with the committee, please find someone to take your place so the work of the committee can see this issue through to resolution.

Assign a chair for the committee to keep the meetings and momentum. One person from each governing body should report to their constituents the progress of the committee.

**Goal:** Have a preliminary report available to the governing bodies by March 1, 2006. Have resolution to the issues identified by May 1, 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: 121: Partial Month's Pay and Hourly Rate Calculations**

Clean up language because of PS

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

Policy Coordination Committee – 9/15/05

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll

## SECTION 121: HOURLY RATE CALCULATION

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

### SECTION 121: PARTIAL MONTH'S PAY AND HOURLY RATE CALCULATIONS SOURCE: NDSU Policies and Procedures Manual

1. For regular employees who did not work a full pay period month because: 1) employment did not begin on the first working day of a pay period month, 2) employment did not end on the last working day, or 3) the employee took leave without pay during a pay period month, the employee will be paid a partial pay period's month's pay. A partial pay period's month's pay is determined by first dividing the number of days worked in a pay period month by the number of possible working days in a pay period month. This percentage is then multiplied by the employee's pay period month salary to determine the employee's partial pay period month's pay.

1.1 Legal holidays (see Section 137) are not considered a working day in the determination of an employee's first or last day of employment.

2. For terminating employees with an accrued annual and/sick leave\* balance, Employees separating from service will be paid for any remaining annual leave and applicable sick leave. Payment for leave will be made the pay period following their final paycheck. To determine the rate of pay, the hourly rate is multiplied by the remaining leave balance.

~~the  
hourly rate is multiplied by the accrued leave balance to determine leave  
payable. Leave payable is added to the partial month's pay as calculated in  
part 1 of this section.~~

\*See Section 143, part 6, for eligibility for sick leave termination pay.

3. Hourly rates for 9, 10, and 12 month employees are calculated as follows:

- 3.1 Nine month employee:  
 $(\text{Annual salary (9 months)}) / 1560 \text{ hours} = \text{Hourly rate}$
- 3.2 Ten month employee:  
 $(\text{Annual salary (10 months)}) / 1730 \text{ hours} = \text{Hourly rate}$
- 3.3 Twelve month employee:  
 $(\text{Annual salary (12 months)}) / 2080 \text{ hours} = \text{Hourly rate}$

\*Faculty and staff on nine month employment with eighteen ~~ten~~ paychecks are included in this category.  
(Use full annual contract salary.)

HISTORY: July 1990; Amended June 1996; September 1999

Gina Haugen  
Last Updated: Tuesday, January 22, 2002, 2:31 PM  
Published by North Dakota State University



## POLICY CHANGE COVER SHEET

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

**Section**

126: Salary – Regular Employee

Policy no longer necessary due to PeopleSoft; encompasses the directions to completing a payroll form.

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

Policy Coordination Committee – 9/15/05

Staff Senate –

University Senate –

President's Council –

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

Human Resources/Payroll (9/05)

For any questions please send e-mail to: [NDSU.Policy.Manual@ndsu.nodak.edu](mailto:NDSU.Policy.Manual@ndsu.nodak.edu)

**Deleted:** SECTION 126:  
SALARY - REGULAR EMPLOYEE¶

¶  
¶  
SOURCE: NDSU Policies and  
Procedures Manual¶

¶  
1. This section applies to individuals  
occupying a single position listed on  
the payroll budget; such position  
identified by a budget position  
number and appointment approved  
by the State Board of Higher  
Education.¶

¶  
2. Complete the Personnel  
Appointment Form 100 excluding the  
area marked Human Resources Only.  
This area is to be completed by  
Payroll or the Office of Human  
Resources. Submit the original form  
to:¶

¶  
Faculty & Academic  
Staff . . . Staff¶  
0000 & 2000 bands . . . 1000,  
3000-7000 bands¶  
Director of Equal Opportunity  
. Assistant Director of Human  
Resources¶

¶  
¶  
It is very important that this form  
is filled in accurately.¶

¶  
3. If employment is for less than 40  
hours per week, indicate percent of  
full time (re: 20 hours = 50 percent).  
Refer to Section 101 for definitions of  
regular and temporary positions.  
Note: Graduate assistants will  
normally work 20 hours per week. As  
such, a full time graduate assistant is  
equal to one-half of a full time staff  
person, (i.e., 20 hours = 50 percent;  
10 hours = 25 percent).¶

¶  
4. Complete the fund source data  
for each position from which the  
employee is to be paid. The position  
number must be an active position in  
the payroll budget. The budget  
column represents the amount at  
which the position is budgeted and  
can be obtained from the payroll  
budget.¶

¶  
5. The total salary and number of  
installments should include the total  
salary and the total number of  
installments exclusive of the fractional  
salary, and should reflect the total  
salary to be paid over the  
employees appointment whether 9,  
10, or 12 months. (DO NOT co

... [1]

## **POLICY CHANGE COVER SHEET**

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

### **Section: 137 Holidays**

Adds language to clarify the requirements for receiving pay for holidays.

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

Policy Coordination Committee – 9/15/05

President's Council -

University Senate -

Staff Senate -

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

Office of Human Resource/Payroll

## SECTION 137: HOLIDAYS

SOURCE: SBHE Human Resource Policy Manual

1. The University shall observe the following legal holidays:
  - New Year's Day
  - Martin Luther King, Jr.
  - President's Day
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veteran's Day
  - Thanksgiving Day
  - Christmas Day
- 1.1  
University offices must be closed at 12-noon on December 24 Christmas Eve Day unless it is a weekend or holiday pursuant to NDCC Section 1-03-02.1.
- 1.2  
Employees of state institutions of higher learning shall also observe every day appointed by the President of the United States or by the Governor of this state as a public holiday.
- 1.3  
If such holiday falls on Saturday, the preceding Friday shall be observed as the holiday; or if the holiday falls on Sunday, the following Monday shall be the holiday.
- ~~2.~~ In order to receive pay for a holiday, an employee must be in a paid work status both the day preceding, and the day following the holiday (see policy 212.1.1 on work week definition).
- ~~2.~~ ~~3.~~ Operational units of the University shall close or operate with a minimum staff on observed holidays. Employees who because of work schedules have a regular day off that coincides with a holiday shall have an additional day off with pay at the convenience of the University.
- ~~3.~~ ~~4.~~ Special religious holidays may be observed with the advance approval of the department head. Such time shall be charged to accumulated annual leave.

HISTORY: July 1990; Amended April 1992; December 1996; July 1997

## **POLICY CHANGE COVER SHEET**

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

**Section: 138: Insurance Benefits**

Adds the new vendor for state life insurance in section 3 (replaces ReliaStar). Also changes language in section 9 to reflect the outsourcing of our FSA.

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

Policy Coordination Committee – 9/15/05

University Senate -

Staff Senate -

President's Council -

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

Office of Human Resources/Payroll

## SECTION 138: INSURANCE BENEFITS

For any questions please send e-mail to: [NDSU.Policy.Manual@ndsu.edu](mailto:NDSU.Policy.Manual@ndsu.edu)

## SECTION 138: INSURANCE BENEFITS

SOURCE: NDSU President

1. The University makes available to regular employees certain types of group insurance expressly for the purpose of insuring personal security planning. Detailed information is available in the Office of Human Resources [Payroll](#).

### 2. Group Health Insurance

Group health insurance is available to employees and their dependents. NDSU pays the premium for regular employees for either single or family coverage, and coverage becomes effective the first day of the month following employment.

### 3. Life Insurance (~~ReliaStar Life Insurance Co.~~ [Prudential](#))

A basic term insurance policy is provided to all regular employees of the University. Under this policy, employees may acquire additional term insurance from \$5000 to \$200,000 in increments of \$5000. Coverage for spouse and children is available when supplemental insurance is purchased.

### 4. Long-Term Disability-Faculty, Professional, and Administrative Staff

All faculty, professional, and administrative staff employees who participate in either TIAA-CREF, TIRF, TFFR, or Federal retirement will be covered as of the date of employment except for injury, sickness, or pregnancy which occurred prior to the date of employment. However, this exclusion will be waived for employees who have been insured for 180 days or were insured under another TIAA-CREF group disability plan with their previous employer.

#### 4.1

Benefits will begin on the first day of the month following six continuous months of total disability.

#### 4.2

The new Monthly Income Benefit is equal to the lesser of:

##### 4.2.1

60% of the Employee's Monthly Wage base not to exceed a benefit of \$7,500 per month; or

##### 4.2.2

70% of the Employee's Monthly Wage Base not to exceed a benefit of \$7,500, less the sum of the benefits from other sources that apply to the same month.

Benefits from other sources are set forth in detail in "Part 8: DEFINITIONS" of North Dakota University System Disability Benefit Certificate.

#### 4.3

In no event will the monthly income benefit be less than \$50.

#### **5. Long-Term Disability-Broadbanded Staff**

All broadbanded staff that have accumulated six months of service credit in NDPERS retirement plan will be covered under the Plan's long-term total disability program.

##### **5.1**

Disability eligibility determinations are made for the Board by a medical advisor to the Plan.

##### **5.2**

The monthly benefit will be 25% of the employee's final average salary for as long as the employee is disabled. This payment will not be reduced by any other benefits an employee may be receiving as a result of disability.

##### **5.3**

The minimum basic disability benefit is \$100 per month.

#### **6. Group Dental Plan/ReliaStar (ING)**

This optional dental insurance program is available at the employee's own expenses. Enrollment is required during the first 30 days of employment or during an enrollment period as determined by North Dakota Public Employees Retirement System.

#### **7. Group Vision Plan (Ameritas)**

This optional vision insurance program is available at the employee's own expenses. Enrollment is required during the first 30 days of employment or during an enrollment period as determined by North Dakota Public Employees Retirement System.

#### **8. Group Long-Term Care Insurance (UNUM Corporation)**

An optional insurance plan to cover specific expenses for home health care, community-based services, and/or nursing home care. New employees and their spouses may enroll within 30 days of employment. Rates are determined by age at time of enrollment. Premiums are paid through payroll deduction.

#### **9. ~~FlexComp Program~~ Flexible Spending Accounts (Discovery Benefits, Inc.)**

An optional program which allows employees to set aside pretax income to pay for dependent care expenses and/or medical expenses. Insurance premiums available through payroll are purchased with pretax income unless indicated otherwise by the employee.

HISTORY: July 1, 1990; Amended April 1992; January 1995; April 1996; August 1996; May 1997; December 1999; October 2000; November 2000; June 2001; March 2002; April 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: 141: Retirement Services**

Changes language in section 3.2 to reflect the new process regarding ID cards for retirees.

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

Policy Coordination Committee – 9/15/05

University Senate -

Staff Senate -

President's Council -

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

Office of Human Resources/Payroll



## SECTION 141: RETIREMENT SERVICES

For any questions please send e-mail to: [NDSU.Policy.Manual@ndsu.edu](mailto:NDSU.Policy.Manual@ndsu.edu)

### SECTION 141: RETIREMENT SERVICES

SOURCE: NDSU Policy and Procedures Manual

1. Unless expressly provided for, there is not a mandatory retirement age for most faculty and staff.
2. To be recognized as a "retiree" from the University a faculty or staff member must have been a regular employee and eligible to receive retirement benefits at the time of separation from service.
3. Retired faculty and staff are eligible for services offered by the University to encourage retirees to maintain an association with the University and to continue participation in activities as time and interest permit.

#### 3.1

The range of retirement services is fully described in a brochure, "Retired Faculty/Staff Services" which is available from the ~~Human Resources Office~~ [Office of Human Resources/Payroll](#).

#### 3.2

The ~~Human Resources Office~~ [ID Card Center](#) will ~~issue~~ [exchange the employee's current NDSU identification card for a retiree](#) ~~an~~ NDSU identification card to [for](#) each faculty and staff member at the time of retirement for using [use of](#) the various services. These identification cards will be in effect for the duration of each employee's retirement.

HISTORY: July 1990, Amended June 1994

NDSU Policy Manual

Last Updated: Tuesday, January 22, 2002, 2:31 PM

Published by North Dakota State University

## **POLICY CHANGE COVER SHEET**

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

**Section: 143: Sick/Dependent Leave**

Clean up language based on PS changes.

Reorganize the flow of points in policy for better flow.

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

Policy Coordination Committee – 9/15/05

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll

## SECTION 143: SICK/DEPENDENT LEAVE

For any questions please send e-mail to: [NDSU.Policy.Manual@ndsu.edu](mailto:NDSU.Policy.Manual@ndsu.edu)

## SECTION 143: SICK/DEPENDENT LEAVE

SOURCE: SBHE Human Resource Policy Manual

1. Sick leave is a benefit granted by the University to eligible employees and is not a benefit considered to be earned by the employee such as annual leave. It is an insurance benefit allowing employees to build a reserve of days they can use for their extended illnesses. Abuse of this benefit may be grounds for disciplinary action or termination. Employees are responsible for informing their supervisors prior to the start of their work schedule of their sickness.

### 1.1

The employing department may require satisfactory medical verification as deemed necessary by the department head prior to the payment of sick leave.

1.2 The employee is responsible for furnishing their supervisor or department head with a completed "Notification of Employee Leave" card upon returning to work.

2. Sick leave is granted on the basis of continuous service from date of employment for benefited ~~benefited~~ staff employees, and benefited ~~benefited~~ 12-month academic staff and other non-banded staff.

3. Sick leave for full-time eligible employees accrues based on rate per hour at a rate equivalent to 12 days per year. Sick leave for eligible part-time employees working 20 ~~17.5~~ hours or more per week is granted on a prorated basis. Sick leave accumulation is unlimited.

4. Sick leave may be granted to employees who become ill while on vacation provided satisfactory medical proof of such illness is submitted.

5. When a holiday occurs during a paid sick leave, the holiday is not considered a day of sick leave.

6. Upon termination, employees with ten years of continuous state service will receive a payment equivalent to 10% of the dollar value of their accrued sick leave. The amount is computed on the basis of the employee's salary at the time of termination and shall be in the form of a lump-sum payment.

7. At the discretion of the department head and the concurrence of the Director of Human Resources/Payroll ~~Director of Human Resources~~, an employee may be granted sick leave in advance of the accumulation thereof. Any sick leave taken in advance of accumulation shall be deducted from the employee's last paycheck.

*8. Unless an approved leave of absence has been granted, an employee who is off the payroll for one year shall lose unused sick leave.*

9. Accrued sick leave is transferable ~~transferrable~~ from any state agency to the employing institution if employment with the institution occurs within one calendar year of separation ~~termination~~ of service with

the state agency. In the event of a Reduction in Force, sick leave is transferable if reemployment occurs within two calendar years.

10. Sick leave may be used by the employee when:

10.1

The employee is ill or injured and is unable to work.

10.2

The employee has an appointment for the diagnosis or treatment of a medically related condition.

10.3

The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health or well-being. Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family member.

10.4

Sick leave used for the purposes described in 10.3 shall not exceed forty (40) hours per calendar year.

11. The accrual of sick leave shall be prorated for the pay period in which employment begins or ends.

~~When employment begins or ends during a pay period month, the accrual of sick leave shall be prorated for the pay period month when the employee is hired or terminated and does not work a full pay period month.~~

12. Sick leave is not accrued during developmental leaves or leaves of absence without pay.

13. Accumulated sick leave may be used for any period(s) of actual disability caused or contributed to by pregnancy. Beyond the period of disability, an employee may request use of annual leave, family leave, and/or leave without pay to provide for an extended post-delivery period away from work.

14. "Notification of Employee Leave" cards are processed on an on-going basis. Each department is responsible for verifying the Departmental Leave Report. Late leave cards and errors must be submitted to the Office of Human Resources/Payroll for entry and/or corrections.

HISTORY: July 1990; Amended April 1992; July 1997, April 2002, January 2004

Aubrey Ketterling

Last Updated: Tuesday, January 22, 2002, 2:31 PM

Published by North Dakota State University

## SECTION 126: SALARY - REGULAR EMPLOYEE

SOURCE: NDSU Policies and Procedures Manual

1. This section applies to individuals occupying a single position listed on the payroll budget; such position identified by a budget position number and appointment approved by the State Board of Higher Education.

2. Complete the Personnel Appointment Form 100 excluding the area marked Human Resources Only. This area is to be completed by Payroll or the Office of Human Resources. Submit the original form to:

Faculty & Academic Staff	Staff
0000 & 2000 bands	1000, 3000-7000 bands
Director of Equal Opportunity	Assistant Director of Human Resources

It is very important that this form is filled in accurately.

3. If employment is for less than 40 hours per week, indicate percent of full time (re: 20 hours = 50 percent). Refer to Section 101 for definitions of regular and temporary positions. Note: Graduate assistants will normally work 20 hours per week. As such, a full time graduate assistant is equal to one-half of a full time staff person, (i.e., 20 hours = 50 percent; 10 hours = 25 percent).

4. Complete the fund source data for each position from which the employee is to be paid. The position number must be an active position in the payroll budget. The budget column represents the amount at which the position is budgeted and can be obtained from the payroll budget.

5. The total salary and number of installments should include the total salary and the total number of installments exclusive of the fractional salary, and should reflect the total salary to be paid over the employees appointment whether 9, 10, or 12 months. (DO NOT complete this area for remaining salary or installment).

6. The fringe benefit area is to be completed if fringe benefits applicable to the position are to be charged to another fund, i.e., the procedure applicable to appropriation funds.

7. The partial salary column is to be used for the partial month salary of employees starting on payroll during the month.

8. Individuals staffing regular positions are entitled to benefits as described in Sections 130 -146.

9. Refer to Section 312 for explanation of Section 117, IRS Code relevant to the tax exempt compensation.

10. Refer to Section 125 for instructions relative to employees who are not U.S. citizens.

11. The names of the employees paid under this method will be entered on the annual payroll budget. The information contained in such budget will form the basis for salary payments for the coming fiscal or academic year, whichever is applicable. Contracts, where applicable, will be prepared from information contained in the payroll budget.

12. The payroll budget serves as a reappointment mechanism for all employees listed thereon. Salary payments are automatically initiated in July or September. No payroll forms are necessary.

13. Employees who are not included on the payroll budget will be paid the number of installments indicated on the Form 100. When all installments have been paid, a form 101 (Section 124) must be filed in order to reflect either a termination or a reappointment for another series of installments.

HISTORY: July 1990; Amended April 1996; September 1999.