



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING MINUTES

OCTOBER 18, 2006

Visit the Staff Senate website 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:

November 8, 2006	9:30-10:30 am	Dakota Room, Memorial Union
December 13, 2006	9:30-10:30 am	Dakota Room, Memorial Union
January 10, 2007	9:30-10:30 am	New Ball Room, Memorial Union

Upcoming Executive Committee Meetings:

October 25, 2006	9:30-11:00 am	Crest, Memorial Union
November 22, 2006	9:30-11:00 am	Crest, Memorial Union
December 27, 2006	9:30-11:00 am	Crest, Memorial Union
January 24, 2007	9:30-11:00 am	Crest, Memorial Union

All broadbanded staff are encouraged to attend.

I. Meeting was called to order by Steve Bergeson at 9:30 am.

II. Substitutions.

Bonnie Cooper. For today's meeting, there was a quorum with 54 senators present, 14 absent.

Substitutions:

Barb Schumacher for Janalee Brandt
Diana Kowalski for Heather Heger
Sarah Hunter for Bradley Mohs
Rian Nostrum for Joshua Onken

Guests:

Doug Hamilton on behalf of United Way
Rian Nostrum, Assoc. Dir. Operations, Residence Life
Lynn Dorn, Director, Women's Athletics

III. Approval of Agenda.

Today's agenda will be presented out of order to expedite the meeting. The agenda was approved by unanimous consent.

IV. Program.

Elizabeth Ebsen introduced the speakers for today's meeting.

Doug Hamilton, Executive Director of University Enhancement at Minnesota State University Moorhead, spoke on behalf of United Way of Cass-Clay. A video was presented. More information is available on-line at www.uwcc.net.

Rian Nostrum, Associate Director of Operations for Residence Life, spoke about parliamentary procedures and Roberts Rules of Order. He also mentioned Bob's Rules and referred to the pamphlet we have in our senator binders, Making It Work for You.

Lynn Dorn, Director of Women's Athletics, spoke about the NCAA accreditation process and Division I Athletics.

V. Approval of the September 13, 2006, meeting minutes.

A correction was made to page 4 in section IV to read, "The meeting adjourned at 10:15 a.m." Steve asked for any other changes. Laura Dallmann made a motion to accept the minutes as corrected, and Carolyn Flink seconded the motion. The motion was approved by a voice vote. Staff Senate meeting minutes are available at http://www.ndsu.nodak.edu/staff_senate/meetings.shtml.

VI. Treasurer's Report.

Laura Dallmann. The fund balances are \$1,410 in appropriated funds and \$1,969.84 in local funds. We are currently receiving deposits totaling \$7,425 from the Vice Presidents.

VII. Committee Reports

Campus Space and Facilities - Tim Singelmann reviewed notes from the last meeting, Attachment 4. Gretchen Bromley asked what discussion had taken place on where the Material Handling Facility building should be located since it will be handling hazardous materials. Sarah Adams questioned if people will be given extra help when crossing 12th Avenue from the T-Lot during the 12th Avenue road construction project.

Policy Coordination Committee – Barb Geeslin (see Attachment 1)

For Information only:

Policy 100.2	-	Service Animals
Policy 124	-	Payroll Status
Policy 180	-	Separation Procedure
Policy 331	-	Classroom Assignments, Class Lists, & Instructor Initiated Drop
Policy 606	-	Guidelines for Student Requests for Reasonable Accommodation

A motion was made to receive the policy updates as reviewed information for the Staff Senate minutes, and Bonnie Cooper seconded the motion. Motion carried with a voice vote.

Smoking Ad Hoc – Janine Trowbridge. The committee will have three representatives from each governing body: University Senate, Student Senate and Staff Senate. She hopes to have the committee members assigned by the end of October. February 1st is the deadline for final recommendations.

Wellness Advisory Board Meeting minutes – see Attachment 2.

VIII. Old Business. None.

IX. New Business.

Campus Kudos Presentations - Barb Geeslin announced Campus Kudos awards for Karen Roesch and Matthew Walker for their dedicated work at NDSU and for being recognized with the ND Governor's Award for Excellence. Barb presented Karen with her award at the meeting. See COSE Attachment 3.

Election – Janine Trowbridge.

The Election Committee seeks nominations to replace Ellen Puffe for the Staff Senate Executive Committee, Member at Large position. Laura Dallmann nominated Pierre Freeman. Barb Geeslin made a motion that nominations cease. Deb Hegdahl made a motion to elect Pierre Freeman, and Laura Dallmann seconded the motion. Motion carried with a voice vote.

Nominations were also taken to replace Shelly St. Aubin for the University Senate Staff Senate Representative. Laura Dallmann nominated Pierre Freeman, and Bob Barclay nominated Vance Olson. Sue Geising made a motion to cease nominations, and Lois Christianson seconded. Motion carried with a voice vote. Ballots were cast. Vance Olson was voted as the Staff Senate Representative on University Senate.

Deb Hegdahl made a motion to destroy ballots, and Melanie Milam seconded. Motion carried with a voice vote.

Janine announced that the committee is seeking nominations for Staff Senate Senators, one in the 4000 band and three in the 1000/3000 band.

X. Advisor Comments – None, as Broc Lietz was not present.

XI. Announcements.

- Janine Trowbridge has been sorting out old Staff Senate boxes that have been handed down through past Staff Senate past presidents. She distributed these files and notebooks to various committees and to the history archives.
- The schedule for upcoming Staff Senate meetings, dates, times, locations, and guest speakers are posted at: http://www.ndsu.nodak.edu/staff_senate/meetings.shtml.

XII. Adjourn.

Deb Hegdahl made a motion to adjourn the meeting that was seconded. The motion carried, and the meeting was adjourned by Steve at 11:05 a.m.

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 Interim Membership/Attendance Officer Bonnie Cooper prior to the meeting (231-7771 or bonnie.cooper@ndsu.edu).

Respectfully submitted,
Pam Hommen for Lois Christianson

Attachment 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

100.2: Service Animals

This is a new policy that outlines the University's guidelines for persons with disabilities who need the assistance of service animals.

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

Policy Coordination Committee - 6/27/06 and 9/22/06

Staff Senate -

University Senate –

President's Council -

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

Counseling Center/Disability Services

Residence Life

SECTION 100.2: USE OF SERVICE ANIMALS

SOURCE: NDSU President

1. Background

North Dakota State University seeks to accommodate persons with disabilities, as defined by law, who rely on the assistance of a service animal* while at the same time being mindful of health and safety interests of all those in the campus community. This policy is aimed at facilitating access as well as providing guidelines identifying specific responsibilities of the person using a service animal and of others in the University community. The University's Office of Disability Services and the Department of Residence Life are responsible for implementing this policy.

* "Service Animal," as defined by the Americans with Disabilities Act, means a guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Service animals perform some of the functions and tasks that an individual with a disability cannot perform for him/herself in activities of normal living. A service animal is a working animal, not a pet. Some forms of service include but are not limited to, guiding a person with impaired vision, alerting persons with hearing loss to intruders or sounds, and aiding persons with impaired mobility by steadying the person when walking. Their service for the individual with a disability entitles them to access of public places and common areas.

2. Requirements for Use of Service Animals at NDSU

A person with a disability who utilizes a service animal is required to register with the either with the Disability Services Office (students) or with the Human Resources/Payroll Office (employees) and must provide the relevant office with documentation/verification that he or she has a disabling condition or impairment and that a service animal is needed to access the University's facilities and/or services or perform job responsibilities.

Students see NDSU Policy 606 [link to <http://www.ndsu.nodak.edu/policy/606.htm>]

Employees see NDSU Policy 168 [link to <http://www.ndsu.nodak.edu/policy/168.htm>]

As documentation, the person's health care provider must submit a signed letter, on professional letterhead, stating the following:

- The nature of the disabling condition or impairment;
- The functional limitations of the impairment;
- The specific tasks the service animal will perform to meet the accommodation needs of the individual and assist with the functional limitations; and
- The provider's professional opinion of the need for the requested animal in order to access or use University's facilities and services. Providers may include any additional rationale to help University personnel understand the basis of the professional opinion.

3. Responsibility of Persons Using Service Animals

- a. The care and supervision of a service animal is the responsibility of the individual who uses the animal's service. The person must maintain control of the animal at all times. The person is responsible for ensuring the clean-up of all animal waste following the requirements of the City of Fargo policy. (When appropriate, spaces will be designated as animal toileting areas by the University Facilities Management and Residence Life staff).
 - b. Each service animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies, distemper, and parvovirus. Dogs must wear a rabies vaccination tag and license.
 - c. Each service animal to be housed in a University residence hall or apartment (University Housing) must have an annual clean bill of health from a licensed veterinarian. The university has continuing authority to direct that a service animal receive veterinary attention.
 - d. Individuals utilizing a service animal will be required to follow the City of Fargo licensing, identification and animal tag policy.
 - e. Service animals must be on a leash or harness at all times.
4. Responsibility of University Community Members Regarding Service Animals
- Members of the University community are expected to follow these guidelines regarding service animals:
- Allow a service animal to accompany the handler at all times and everywhere on campus except where animals are specifically prohibited due to safety or health restrictions, or where the animal may be in danger, or where the integrity of research may be compromised due to the presence of chemicals and/or organisms;
 - Do not touch or feed a service animal unless invited to do so;
 - Refrain from startling a service animal, and;
 - Do not separate or attempt to separate a service animal from its handler.
5. Removal of Service Animals
- A service animal may be removed from University grounds or facilities if its behavior is disruptive (e.g. barking, running around, displaying aggressive behavior). If such behavior persists, the handler may be directed to remove the animal from public campus areas until the problem is remedied. Ill and/or unclean service animals are not permitted in public campus areas. The handler for such an animal may be required to remove the animal.
6. Areas Off Limits to Service Animals
- The University may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger or where their use may compromise the integrity of research (e.g., work in the life sciences). Such restricted locations may include, but are not limited to, the following areas: research laboratories, classrooms with demonstration/research animals, wood shops and metal/machine shops, electrical shops, medical and veterinary surgical areas, mechanical rooms, custodial closets, and nuclear research areas. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Office of Disability Services and the appropriate department and/or laboratory representative. However, the person directing the work in the restricted area will make the final decision based on the nature of the research and the best interest of the service animal.

7. Service Animals in University Housing

Service animals may not reside in University Housing without expressed approval of Residence Life. Such requests will be processed, as follows:

- a. A requesting individual should provide the Office of Disability Services appropriate documentation at least 60 days before housing is needed for the service animal.
- b. The Office of Disability Services staff will review the documentation and arrange a meeting with the Associate Director of Operations for Residence Life, the person making the request, and a DS staff person.
- c. A person who has a service animal on campus is financially responsible for property damage caused by his or her service animal.
- d. All service animals to reside in University housing must be at least 8 pounds, but not more than 125 pounds.

8. Dispute Resolution Procedure

In the event of a dispute or disagreement about a disability determination, appropriateness of an accommodation, service quality, or an animal restriction, a student should confer with the Disability Services Coordinator. If the matter is not resolved, the student will follow the dispute resolution procedure on the Office of Disability Services webpage. If the student remains dissatisfied after following the dispute resolution procedure, he or she may contact the University's Director for Equity and Diversity to discuss the matter and file a formal equal opportunity grievance, if desired.

An employee with a dispute or disagreement should confer with a staff member in the Office of Human Resources/Payroll and if the concern is not resolved, he or she may contact the University's Director for Equity and Diversity to discuss the matter and file a formal equal opportunity grievance, if desired.

POLICY CHANGE COVER SHEET

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

Section 124 - Payroll Status - Changes

Policy is being deleted as it is a procedure for completing 101 forms and the majority of items are no longer valid.

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

Policy Coordination Committee – 9/22/06
University Senate –
Staff Senate –
President's Council -

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

Office of HR/Payroll

SECTION 124: PAYROLL STATUS - CHANGES

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

SECTION 124: PAYROLL STATUS - CHANGES
SOURCE: NDSU Policies and Procedures Manual

~~1. Personnel Change Form 101 is used for the following changes for personnel paid under methods noted in Sections 126 and 127, and in resignation, reappointment, change in salary, change in status, transfer, leave of absence, termination of employment or other.~~

~~2. Complete the Personnel Change Authorization Form 101, attach necessary documentation and submit the original to:~~

~~_____ Faculty & Academic StaffStaff
_____ Director of Equal OpportunityAssistant Director of Human Resources~~

~~3. If a resignation or termination, the final salary calculation should be shown as follows:~~

~~_____ 3.1
_____ Indicate actual date of termination on "effective date of change."~~

~~_____ 3.2
_____ Indicate date on which final salary payment is to be made "date payroll payments should cease"? This date should always be the next regularly scheduled payday.~~

~~4. Check the applicable box under final salary calculation. If termination is during the month, use the partial month calculation (see Section 121).~~

~~5. If the salary earned is to be adjusted for accrued annual leave, or sick leave taken in advance, indicate the amount of the adjustment in the respective areas. Calculation of the adjustment should be made in accordance with Section 121. The "changes - from - to" section should be completed in all applicable cases. If resignation, termination, or leave, the "from" section is applicable. If reappointment, the "to" section is applicable. If relocation, the "from" and "to" section should be completed. All areas should be completely filled out.~~

HISTORY: July 1990; Amended March 1993; April 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: 180: Separation Procedure

Section 2.2 added per recommendation by the Office of the General Counsel. Language adds clarification to when the last working day can/may occur.

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

Policy Coordination Committee – 9/22/06

University Senate -

Staff Senate -

President's Council -

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

Office of Human Resources/Payroll
General Counsel

SECTION 180: SEPARATION PROCEDURE

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

SECTION 180: SEPARATION PROCEDURE

SOURCE: SBHE Human Resource Policy Manual

1. An employee leaving the service of the University, either of his/her own volition or after having been informed of his/her separation, shall contact the Office of Human Resources/Payroll for information relevant to the separation process.

1.1

Departments should submit an NDSU Change Form: 101 to the Office of Human Resources/Payroll. This should be completed at least 10 days prior to the end of the pay period in which the separation will occur.

1.2

Departments should contact the appropriate security officers to remove access for systems, networks, file storage, e-mail accounts and removal from e-mail lists for the terminating employee.
(<http://www.ndsu.edu/hr/forms/SEPARATE.doc>).

2. A regular employee is eligible to receive payment for accrued annual leave pay. Annual leave pay should be prorated for the pay period of termination if the employee has not completed a full pay period of employment.

2.1

The last day of work is the termination date, except that two weeks termination pay shall be provided when a two weeks notice of layoff is not possible (lack of work, or other unforeseen emergencies). Upon termination, an employee shall be paid for all annual leave accrued through the termination date.

2.2

The effective date used in a resignation, termination, or early retirement agreement is the termination date. This means the effective date can't be a holiday or non-working day and must be the employee's last working day.

3. A regular employee with at least ten continuous years of state employment who leaves the employ of the state, is entitled to a lump-sum payment equal to one-tenth of the pay attributed to the employees unused sick leave. The pay attributed to the accumulated, unused sick leave must be computed on the basis of the employee's salary or wage at the time the employee leaves the employ of the state.
4. All employees having possession of any University property including, but not limited to, such items as keys, NDSU ID Cards, laptop computers, etc., shall, prior to or upon termination of employment, return such property to

the employee's immediate supervisor. All debts owed the University shall be paid in full prior to termination of employment unless other arrangements have been made with the Business Office. Faculty who have reporting requirements under sponsored research agreements shall meet such reporting requirements prior to termination. If the employee fails to return property under his/her control, fails to pay debts owed to the University, or fails to meet the reporting requirements under a sponsored research agreement, the employee's last paycheck and/or other compensation due the employee (e.g., accrued leave payments) may be withheld (or a portion representing the value of the debt/property) until all such property is returned, debts are paid or reporting requirements are met. Withholding from the employee's last paycheck cannot result in employee receiving less than minimum wage or overtime requirements of law. If the employee is also a student at NDSU, grade transcripts and diplomas may be held in addition to his/her last paycheck.

HISTORY: July 1990; Amended June 1994; July 1997; October 2000; January 2006.

NDSU Policy Manual
Last Updated: Monday, January 30, 2006, 3:21 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 331: CLASSROOM ASSIGNMENTS, CLASS LISTS, AND INSTRUCTOR INITIATED DROP POLICY

To my knowledge, there has not been an administrative scheduling committee for years. Other language was updated to reflect new business process related to our conversion to PeopleSoft, and paperless initiatives across campus.

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

Policy Committee – 9/22/06
President's Council –
University Senate –
Staff Senate -

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

Kristi Wold-McCormick, Registrar

SECTION 331: CLASSROOM ASSIGNMENTS, CLASS LISTS, AND INSTRUCTOR INITIATED DROP POLICY

**SOURCE: NDSU Faculty Handbook
NDSU University Senate Policy**

A.

Requests for classroom assignments are made by the individual colleges to the Office of Registration and Records. ~~If a room change is desired, the request should be made to the Office of Registration and Records.~~

Deleted: They are granted whenever possible, but in case of conflict, final determination is made by the Administrative Scheduling Committee.

The use of classrooms during the term for meetings must be cleared through the Office of Registration and Records.

Deleted: and the appropriate dean's office.

B.

~~Current class rosters are available on Campus Connection. The~~ Office of Registration and Records ~~also posts Section Status Reports online on a regular basis~~ each term. ~~Grade rosters are made available on Campus Connection~~ about one week before final examinations.

Deleted: An instructor receives several class lists for courses from the

Deleted: The initial list is sent out during the first two days of classes. Updated lists are sent periodically throughout the term. The final official class list for grade reporting is sent to the instructor

C.

A department may use the instructor-initiated drop procedure in courses with impacted enrollments provided the department identifies in the course schedule those courses subject to instructor-initiated drops. (University Senate Policy, approved March 11, 1985).

HISTORY: March 11, 1985; Amended July 1990; April 1992

POLICY CHANGE COVER SHEET

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

Section 606 – Guidelines for Student Request for Reasonable Accommodation

This update just provides a hot link to the newly developed policy on the use of service animals (Policy 100.2) and updates the name of the Counseling Center/Disability Services Office

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

Policy Committee – 9/22/06

President's Council –

University Senate –

Staff Senate -

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

Equity and Diversity

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

SECTION 606: GUIDELINES FOR STUDENT REQUESTS FOR REASONABLE ACCOMMODATION

SOURCE: NDSU President

North Dakota State University (NDSU) is committed to providing access to and inclusion in academic and campus programs for students with disabilities by providing reasonable accommodations. To fulfill this commitment, North Dakota State University has established the following guidelines and expectations:

1. Students are responsible for identifying themselves to the NDSU Counseling [Center/Disability Services Office](#) as having a disability requiring reasonable accommodation. Even when parents are involved in requesting services, it is primarily the student's responsibility to initiate the request.
2. The University President has assigned the Counseling [Center/Disability Services Office](#) the responsibility to make decisions regarding provision of accommodations necessary to provide equal access for prospective, newly admitted or currently enrolled students.
3. The Counseling [Center/Disability Services Office](#) will address requests for accommodation in a timely manner.
4. Prospective students may request reasonable accommodation (e.g. for testing, campus tours or freshman orientation) at any time during the application process. Requests may be submitted orally or in writing. Because arranging accommodations may take significant amounts of time, notification as early as possible is encouraged (<<http://www.ndsu.edu/counseling/>>).
5. A newly-accepted or currently-admitted student whose disability requires reasonable accommodation to have access to campus programs and facilities may request accommodations at any time. The request may be made orally or in writing at the Counseling [Center/Disability Services Office](#). Because arranging accommodations may take significant amounts of time, notification as early as possible is encouraged. (<<http://www.ndsu.edu/counseling/>>).
6. To be considered as a student with disabilities under the law, the individual is responsible to provide documentation that substantiates his/her claim. Unless both the disability and the need for accommodation are obvious, the student will be asked to provide relevant written documentation of a disability for which accommodations are needed. Documentation should be from an appropriate professional and clearly specify the existence of a disability as defined in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. It should explain the need for reasonable accommodation.

Deleted: and

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- 6.1 Documentation provided by the student and should include the following:
 - 6.1.1 A diagnostic statement identifying the disability, date of the current diagnostic evaluation and the date of the original diagnosis.
 - 6.1.2 A description of the diagnostic criteria and/or diagnostic test used.
 - 6.1.3 A description of the current functional impact of the disability.
 - 6.1.4 Treatment, medications, assistive devices/services currently prescribed or in use.
 - 6.1.5 A description of the expected progression or stability of the impact of the disability over time should be included.
 - 6.1.6 The relevant credentials of the diagnosing professional(s) such as medical specialty and professional licensure.
- 6.2 Occasionally, the documentation a student provides may not be sufficient to make a determination of the appropriate reasonable accommodation. Under these circumstances, Disability Services may require the student to provide additional or more current information. This documentation should be from an appropriate health-care or rehabilitation professional and should clearly specify the disability, functional limitations and need for accommodation.
- 6.3 Any costs related to the university's request for documentation as noted in 6.1 and 6.2 will be the responsibility of the student.
- 6.4 Any written documentation regarding a student's disabilities should be sent to the Counseling and Disability Services Office where it will be filed in a secure place for purposes of confidentiality.
- 7. *Students providing documentation and requesting services/support are assigned a Disability Services case manager.*
- 8. *The student and his/her Disability Services case manager will meet to discuss reasonable accommodation and agree on a plan of services.*
 - 8.1

The student must sign a service plan that delineates the services he/she will receive.

8.2

Disability Services provides verification of the documented disability and need for accommodation.

8.3

The student is responsible to take the documentation to the instructor during office hours and make arrangements for the accommodations.

8.3.1

Occasionally, the Disability Services case manager will contact the instructor regarding the student's accommodations. In such cases, the student remains responsible to follow up by meeting with the instructor.

[For policy regarding the use of service animals by persons with disabilities, please see NDSU Policy 100.2 \[hot link\]](#)

HISTORY: January 26, 2000.

Attachment 2:

Wellness Advisory Board Meeting September 29, 2006

The State Board of Higher Education has approved the naming of the Wellness Center to be called the Wallman Wellness Center. Dedication of the Wallman Wellness Center will probably be sometime during Homecoming 2007. Also approved by the Board is the naming of the student lounge to the Gary Narum Student Lounge.

There will be many changes going on at the Wellness Center during the next year. Gary Fisher outlined some of these. The new building addition will be 111,000 square feet; which is bigger than UND's new wellness center!

The child care area is hoping to expand even more than the original plans call for. Child Care staff is in the process of re-licensing. Their drop in fire inspection went well. Their health inspection still has not happened. Their reservation system for daycare time slots is working well. The "Happiest Baby on the Block" program is working well, with 2 staff being licensed.

NDSU and the Wellness Center have formed a committee to develop a Pandemic Plan for the campus. Health Services has added another Nurse Practitioner. Office visits are increasing. The Wellness Center has partnered with the College of Pharmacy to provide Pharmacists for the student health services. Health Services welcomes a nurse.

The Wellness Center had its busiest year so far with over 7000 persons visiting. Approximately 189,000 people have visited the Wellness Center since they opened. There was new equipment installed over the summer. The cardio equipment has been updated. Something new this fall is all of the fitness staff will be required to be certified. Since this certification is very expensive the Wellness Center will pay for their certification testing if they maintain at least 20 sessions with clients per week.

The Biggest Improvers Challenge going on this Fall has attracted 22 teams and over 200 members. Most of the Biggest Improvers Challenge is online.

Attachment 3:

COSE:

The Governor's Award for Excellence in Public Service is presented yearly to state employee recipients in six categories. This year there were a total of 42 nominations covering all six categories. I am very proud to say that NDSU employees received two of these six awards in a ceremony held in the capitol presided over by Governor Hoeven on September 18th.

Each recipient was honored during a luncheon with comments from the governor, a beautiful framed certificate, and their names were engraved on a plaque which hangs in the Governor's office.

The two winners from NDSU were Matthew Walker and Karen Roesch.

Matthew Walker, is a plumber with Facilities Management.

Quotes from Matthew's nomination:

"Matt has been very busy with the downtown campus in addition to his duties on the main campus. Matt was able to find several things not working correctly shortly before the warranties were up, saving NDSU money. Matt is good at what he does and up to date with modern technology. Matthew developed a system where the heating and cooling system at the NDSU downtown campus shuts down at night when no one is there and turns back on in the morning. This saves a lot of energy costs. He works well with all the people in the building helping to create a comfortable work experience. Matthew Walker is very knowledgeable in his job and takes pride in doing a good job and doing it right."

Karen Roesch, is a custodian with Facilities Management at Research 1 and 2.

Quotes from Karen's nomination:

"Karen floats her 8 hour shifts between the two Research buildings; comes to work everyday looking forward to completing and learning new ways to do her job to the best of her abilities, and always with a smile. Karen adjusts her daily routine to accommodate the building for numerous tours and conferences. One example of Karen going "above and beyond" has to do with shoveling snow on cold winter mornings. She is required to shovel 30 feet from the entrance doors. She goes beyond that. Karen will also shovel the blue lines on the handicapped parking areas to make it easier to see those parking spots. Having Karen Roesch working in both the Research 1 and 2 buildings is a kind of insurance that the buildings will stay clean and organized far into the future. There is no need to ask Karen to go the extra mile as she does it daily."

Attachment 4:

Campus Space and Facilities Report

- I. A request by the VP for Student Affairs to rename the Wellness Center and the F Court Apartments has been approved by the State Board of Higher Education. The name of the Wellness Center will be Wallman Wellness Center. The Student Lounge inside the Wellness Center will be named the Narum Student Lounge. The F Court Apartments will be renamed the Maynard C. Niskanen Apartments.
- II. The Material Handling Facility building is going to be built. It is supposed to be located on the west end of Centennial Boulevard.
- III. The 12th Ave. road construction project is scheduled to be a two year project starting the spring of 2008. The road work from 10th Street to 18th Street will be done in 2008. During the project it is expected that there will be one lane traffic on the bridge throughout most of the project.