



NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES
FEBRUARY 14, 2007

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:

March 14, 2007	9:30-10:30 am	New Ballroom, Memorial Union
April 11, 2007	9:30-10:30 am	Century Theater, Memorial Union
May 9, 2007	9:30-10:30 am	New Ballroom, Memorial Union

Upcoming Executive Committee Meetings:

February 28, 2007	9:30-11:00 am	Small Conf Rm 2, Memorial Union
March 28, 2007	9:30-11:00 am	Small Conf Rm 2, Memorial Union
April 25, 2007	9:30-11:00 am	Small Conf Rm 2, Memorial Union
May 23, 2007	9:30-11:00 am	Small Conf Rm 2, Memorial Union

All broadbanded staff members are encouraged to attend.

I. Meeting was called to order by Steve Bergeson at 9:35 am.

II. Substitutions.

Heather Heger. For today's meeting, there was a quorum with 53 senators present and 12 absent.

Substitutions:

Diana Kowalski for Sarah Adams
Jean Trautmann for Rita Prunty

Guests:

Jon Foss, Relay For Life
Richard Preussler, MeritCare Community Connections
Rhonda Kitch, Office of Registration and Records

III. Approval of Agenda.

Items added/deleted on the agenda are as follows: 1) move Relay For Life Announcement to immediately after Approval of Agenda; 2) remove the Special Presentation by Holly Erdmann; 3) add Library Committee under Committee Reports; and 4) add Smoking Ad Hoc Committee under Committee Reports. The agenda, as amended, was approved by unanimous consent.

Relay For Life – Barb Geeslin introduced Jonathon Foss, a Junior at NDSU, to speak about the upcoming Relay for Life event at NDSU. Barb also shared that the Staff Senate Executive Committee will be participating in this event and challenges everyone to get involved. Jonathon Foss gave information about the event. The Relay for Life is a 12 hour walk for cancer scheduled for April 20 -21, 7:00 pm to 7:00 am, to remember those we've lost and those who have survived cancer. Last year, Fargo raised \$36,000. Grand Forks raised \$37,000. The NDSU Relay For Life event is a student-run organization. The walk will be in Johnson Park South of T-lot. See www.acsevents.org/relay/nd/ndsu for more information, or contact Jonathan 701-388-7914 (local phone number) or e-mail Jonathan.Foss @NDSU.edu.

V. Program.

Pierre Freeman – ND Legislative Updates. For more information, see <http://www.legis.nd.gov/assembly/60-2007/leginfo/bills-res-jour/index.html>

VI. Approval of the January 10, 2007, meeting minutes.

Minutes, as published, were approved by unanimous consent. Staff Senate minutes are available at http://www.ndsu.nodak.edu/staff_senate/meetings.shtml

VII. Treasurer's Report.

Laura Dallmann. There are fund balances of \$944.96 in appropriated funds and \$8,757.29 in local funds.

VIII. Committee Reports

A. PR – Kay Sizer reported the NDSU Health Fair is set for Wednesday, April 11, 10:00 am – 3:30 pm in the new Ballroom. The theme this year is Wild for Wellness. Staff Senate will have a booth with a safari theme and a spin-the-wheel activity in which participants will answer a nutrition-related question. All participants will receive a small prize, a zebra-striped pencil that says “Wild for NDSU Staff Senate.” This is an opportunity to highlight Staff Senate activities. The PR Committee is asking for volunteers to sign up to work in the booth. The goal is to have two volunteers for 30-minute slots. A sign-up sheet will be passed around at today’s meeting as well as the March meeting. Volunteers are asked to wear something with a safari theme.

B. COSE – Barb Geeslin – Attachment 1.

C. Ad Hoc Committee re: Policy 139 – Attachment 2. Vance Olson presented the information in Attachment 2. It’s important that the PCC hears from Staff Senate that Policy 139 needs to be written so it is understood by staff. Vance Olson made a MOTION to forward the Ad Hoc committee’s recommendations (as submitted to Staff Senate) to Broc Lietz. Robert Barclay made a MOTION to amend the original motion so the storm pay language in 4.2 does not refer to straight time rates but be considered for hours worked and so compensated. Tim Singlemann SECONDED the amendment. The amendment carried. Janine Trowbridge SECONDED the original motion with amendment. The MOTION carried. The Ad Hoc Committee will update its information and meet with Broc Lietz.

D. Staff Development re: Discover U – Laura Dallmann – Attachment 3. Co-Chairs Lorna Olsen and Jean Hagen deserve special recognition for their hard work. The whole committee put in a great deal of time and work into making the February 7 staff development workshop a success. We had 178 staff plus 6 guests. This is slightly more than last year. Special thanks to the vendors: Varsity Mart, the Wellness Center, Dining Services, and Bison Athletics. “Discover U” is the moniker for staff development, not just for the seminar. We’ve received a lot of positive feedback.

E. Library – Paula Larsen – Attachment 4. Access to review the various library committee meetings will be on the library website. Go to the library website; look for the yellow bar, “About us” and click on “University Senate Library Committee.”

F. Smoking Ad Hoc Committee Update – Janine Trowbridge. The committee’s current recommendation is to become a smoke-free campus except for our parking lots. The recommendation will be going to the Policy Coordination Committee for feedback.

IX. Old Business. None.

X. New Business.

A. **One Stop** – Viet Doan and Rhonda Kitsch. “Bison Connection.” Representatives from Registration & Records, Financial Aid, the Business Office, and

Bison Card Services, as well as self-service kiosks, will be available help serve students at one main location. Services may be expanded in the future to possibly include immunizations, meal plan transactions, parking permit sales, and notary public. It will be open both weekday and weekend hours. Employees will be cross-trained to be able to serve the student at one stop. Bison Connection is heavily endorsed by President Chapman. There are plans for a comprehensive website also. Open forums will be held this spring to share more information regarding Bison Connection, which will be open October 2007. Wendy Clarine was recently named the manager of Bison Connection.

B. Living Well Workshops – Richard Preussler (MeritCare)

Living Well Workshops are free self-management workshops for people with any type of ongoing health problems, such as diabetes, lung disease, or being overweight. These workshops are open and free to anyone. One does not need to be a MeritCare patient. There are six 2 ½ hour sessions led by trained individuals. A Living Well Workshop will be starting up in the Wellness Center after spring break. Call Richard Preussler with questions, 234-5089.

C. Staff Senate Constitution –To clarify who can run/be elected to Staff Senate, the Staff Senate Executive Committee had initially proposed the following change to Article III Membership of the Staff Senate Constitution: “The Senate shall consist of approximately five percent (5%) of the members of the broadbanded staff elected in accordance with the Bylaws of the Senate. The broadbanded staff is defined as any staff member whose position falls under the broadbanding plan as described in the North Dakota University System Broadbanding System, and who ~~are~~ is a regular, benefited employees ~~who has satisfactorily completed a probationary period as defined in NDSU Policy 101.2.1.~~” After closer review, it was proposed that changes regarding election policies and procedures should be in the By-laws. The following proposed language for the By-laws was read:

“4. Terms of Office and Election of Senate Members.

- a) Any broadbanded staff who is a regular employee who has satisfactorily completed a probationary period as defined in NDSU Policy 101.2.1 may run and be elected to a Senate position. Senate membership shall be for a two (2) year term with approximately one-half (½) of the members elected each year. A member shall not serve more than three (3) consecutive full terms, unless elected to the office of Vice President/President Elect. After being elected to Vice President/President Elect, this Senator may be granted an additional two (2) year term on the Staff Senate, if required, to complete the terms of President and Past President.
- b) Regular elections to fill vacant positions shall be held annually during the months of March and April. All broadbanded staff are eligible to vote in regular elections. Terms of elected Senators begin in May.
- c) Ex-officio officers appointed to the Staff Senate are not eligible to vote.
- d) The office of the Past President shall serve as chairperson of the Election Committee.”

This language will be e-mailed to the Senators for the first reading and vote.

Staff Senate Bylaws An electronic vote to amend the Bylaws was taken Feb. 15-16, as discussed at the Staff Senate meeting Feb. 14.

The motion was made electronically by Janine Trowbridge, seconded by Susan Finneseth and Pierre Freeman. Three electronic calls for discussion were made, with numerous senators responding that they had no comments.

Electronic votes in favor of the motion came from Gretchen Bromley, Bonnie Cooper, Bill Vandal, Janet Davidson-Harrington, Pam Hommen, Dale Summers, Linda Briggs, Rita Prunty, Tammy Helweg, Carolyn Flink, Heather Heger, Melanie Milam, Theresa McMullen, Lauren Unger, Jeri Vaudrin, Vance Olson, Janalee Brandt, Janine Trowbridge, Theresa Anderson, Paula Larsen, Joshua Onken, Elizabeth Ebsen, Joy Anderson, Jean Hagen, Kim Koch, Bruce Steele, Bill Frazier, Luther Fragodt, Bradley Mohs, Kathy Sjostrom, Lorna Olsen, Kyle Haiman, Dolly Wadholm, Susan Finneseth, Laura Dallmann, Lois Christianson, Candace Skauge, and Barb Geeslin.

There were zero “no” votes.

Heather Heger, who recorded the vote, declared a majority of the senate had voted in favor of the MOTION, and the electronic voting ceased.

D. IT Liaison – Janine Trowbridge relayed highlights from the December and February IT Liaison meeting and made a recommendation that Staff Senate have an IT Liaison representative. For more information about IT Liaisons, see the ITS website for liaisons. Janine Trowbridge made a MOTION to add a Staff Senate IT Liaison. Viet Doan SECONDED the MOTION and the MOTION carried. The By-laws Committee may need to update the By-laws to include this position.

XI. Advisor Comments.

XII. Announcements.

A. Relay for Life – Jon Foss

B. The schedule for upcoming Staff Senate meeting dates, times, locations, and guest speakers is posted at http://www.ndsu.nodak.edu/staff_senate/meetings.shtml.

XIII. Adjourn.

Janine Trowbridge made a MOTION to adjourn pending the first reading of the proposed By-laws language via e-mail. Laura Dallmann SECONDED the MOTION. The MOTION CARRIED. The meeting adjourned at 11:15 am.

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 (231-8293 or heather.heger@ndsu.edu).

Respectfully submitted,

Lois Christianson
Secretary

COSE REPORT from 1/18/07 meeting in Jamestown, ND

The Council of State Employees board met in Jamestown, ND on Thursday, January 18, 2007. Barb Geeslin and Cindy Kozojed attended from NDSU. Officers for the coming year were elected.

There was discussion and planning for the process of nominations for the 2007 Governor's Award of Excellence. The nomination forms will be available on the COSE web site in the beginning of March. The winners will be announced during State Employee Recognition Week in September.

There are new state employee items available for purchase on the web site www.state.nd.us.gov/COSE.

We didn't have any nominations from NDSU for the FISH award this quarter. We encourage you to nominate someone that meets the following qualifications.

- Symbolizes, excellence in customer service,
- Recognizes employees who promote customer service in state government,
- Acknowledges employees who model excellence in customer service to other fellow State Employees,
- Exemplifies the standard " We all have a customer, we all provide service to others." And,
- Recognizes employees who understand that " Providing customer service is part of our job."

The FISH Award nomination form is also on the COSE web site and it can now be submitted electronically or given to Barb or Cindy to take to the next meeting.

The next meeting will be held on Thursday, April 19 in Minot.

Staff Senate Ad Hoc Committee to Study Policy # 139

The Ad Hoc Committee concluded that there are two needed tasks with regard to Policy #139:

1. Clarify current policy – to be sure that everyone interprets the policy in the same way.
2. Propose revision to the current policy – to ensure fair treatment for ALL employees.

1. To Clarify Current Policy-----

The Ad Hoc Committee concluded that additional language is needed to further clarify the current NDSU policy so that all who read it interpret it the same way. The following is proposed:

Black = current policy

Red = previous proposed revision to policy by HRC

Green = new language proposed by Ad Hoc Committee

Blue = comments

SECTION 139: LEAVE WITH PAY (Section heading implies that this section defines instances when leave with pay takes place)

4. Severe Weather/Natural Disaster

4.1 “Storm Leave” – When the university is officially closed due to severe weather or a natural disaster, all regular employees shall be granted leave with pay at their regular rate of pay for the hours that they would normally be scheduled to work. (This is new proposed language; the Ad Hoc Committee believes that the policy should clarify standard procedure, that is, leave with pay for ALL regular employees.)

4.2 “Storm Pay” – All regular employees properly authorized to work (see Section 164 – Emergency Procedures) shall receive additional pay at straight time rates for hours worked during the official closing (see Section 212 – Overtime). If an employee is not scheduled to work because of a previous arrangement, including annual or sick leave, and the university is closed as a result of a storm, the employee must use either annual leave or sick leave. (4.2 represents the exact same wording of the currently proposed policy from the HRC. Storm pay is additional compensation – in addition to the leave with pay that all employees get. It is applicable only to “regular employees properly authorized to work” during a storm.)

4.1 applies to all regular campus employees. 4.2 is the exact same wording of the currently proposed policy from the HRC. As the policy is currently written, it applies only to a subset of employees, “all regular employees properly authorized to work,” in other words, key essential employees, such as grounds crew, heating plant, etc., who are performing essential functions to prepare the campus to be able to reopen. Furthermore,

as it is written, the policy implies that the additional language in red is applicable only to this subset of key employees.

2. To Propose Revision to Current Policy-----

With the above clarification to ensure that everyone interprets the policy the same way, the Ad Hoc Committee would then like to propose a further revision to current policy. This is with the understanding that the proposal below would require a revision of State policy; therefore, it would need to be approved first at NDSU and then forwarded on to the State HRC. The Ad Hoc Committee feels that this revision is necessary in order to treat ALL employees fairly and asks that NDSU Staff Senate carefully consider the role as “initiating unit” of this statewide revision to policy.

4.2 Storm Pay – All **regular** employees properly authorized to work (see Section 164 – Emergency Procedures) shall receive additional pay at straight time rates for hours worked during the official closing (see Section 212 – Overtime). ~~If an employee is not scheduled to work because of a previous arrangement, including annual or sick leave, and the university is closed as a result of a storm, the employee must use either annual leave or sick leave.~~

Striking of the sentence in red would mean that “regular employees properly authorized to work” during a storm would be treated like everyone else. They would be entitled to leave with pay for the storm day (standard procedure, as clarified above in 4.1). They would qualify for additional storm pay if they were expected to work during the official closing, but they would not be entitled to the additional storm pay if they were not at work. Also, they would not be required to claim annual or sick leave for the time when the university is officially closed if they happened to be gone on annual or sick leave during that time.

This revision to Policy #139 would send a positive message to employees statewide that they are appreciated and that fair treatment is sought for all.

Respectfully Submitted,

NDSU Staff Senate Ad Hoc Committee members:

Vance Olson, Chair

Bonnie Cooper

Kay Sizer

Barb Geeslin, ex-officio

POLICY CHANGE COVER SHEET

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

Section 139 – Leave with Pay

The HR council recommended two changes to subsection 139.4: 1) insertion of the word “regular” in front of the word “employees” to clarify that only regular employees (and not temporary and part-time employees) are entitled to storm day benefits; and 2) language providing that an employee who had previously scheduled annual or other leave on a day the institution is closed due to severe weather is not entitled to “storm pay.” This was approved by the SBHE.

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

Policy Coordination Committee – 9/22/06; 12/20/06
University Senate –
Staff Senate –
President’s Council -

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

Office of HR/Payroll

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

SECTION 139: LEAVE WITH PAY

SOURCE: NDUS Human Resource Policy Manual, Section 20

1. Funeral Leave - An approved absence from work, with pay, of up to twenty-four working hours, may be provided to an employee to attend or make arrangements for a funeral, as a result of a death in the employee's family, or in the family of an employee's spouse.
 - 1.1 Family means husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.
 - 1.2 Funeral leave for employees working less than 40 hours per week will be prorated.
2. Jury Duty - An employee shall be allowed leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee.
 - 2.1 Where an employee is called as a witness on behalf of the state, and the University reimburses the employee for mileage, sustenance and room which it may do), no witness fee or mileage may be claimed by said employee and no time shall be deducted from the absence of such employee and such employee shall be deemed to be performing duties or services for the State.
 - 2.2 Where an employee is called as a witness when the University is not a party to the action and the University does not reimburse such employee for mileage, sustenance and room, the employee may collect witness fees and mileage from the proper party and retain same without loss of time or pay.
 - 2.3 An employee who is personally interested in or a party to a criminal or civil action or who voluntarily appears as a witness may charge his/her absence against earned annual leave or request leave without pay.
3. Conference or Convention Leave - Two days per year shall be allowed for conference/convention leave. Attendance is limited to three institutional officers, any state officers on campus, one delegate at large, and one delegate for each 50 members. If the conference/convention is held on a working day, the delegates will be paid as usual. If it is not a working day there will be no reimbursement. Leave may be denied if the employee's absence would unduly disrupt the operations or services of the institution.

4. Storm Days - All regular employees properly authorized to work (see Section 164 - Emergency Procedures) shall receive additional pay at straight time rates for hours worked during the official closing (see Section 212-Overtime). If an employee is not scheduled to work because of a previous arrangement, including annual or sick leave, and the university is closed as a result of a storm, the employee must use either annual leave or sick leave.

HISTORY: July 1990; Amended April 1996; August 1997; September 2001

SECTION 164: EMERGENCY PROCEDURES

2. SEVERE WEATHER / NATURAL DISASTER

2.1

During periods of severe weather, one of the following three statements will be made through area media by the University and, when necessary, by department heads: 1) the University will be in full operation, 2) classes are to be canceled, or 3) the University is closed.

2.1.1

Employees who are unable to report to work when the University remains open during inclement weather shall notify their supervisor at the beginning of their work day and take annual leave or leave without pay.

2.1.2

When classes are simply canceled, all personnel will be on regular duty even though classes are not held.

2.1.3

Only "key employees" may be required to work during the period when the institution is officially closed. ~~All other employees will be granted leave with pay for hours which they would normally work during the storm period.~~ "Key employees" shall be designated in writing by each department. During the emergency, the department head may authorize other *regular* employees to work as "key employees."

~~"Key employees," all regular employees properly authorized to work, shall receive additional pay (Storm Pay) at straight time rates for hours worked during the official closing (see Section 212 – Overtime) (Also see Section 139-Leave with Pay).~~

~~All other regular employees shall be granted leave with pay for hours which they would normally work during the storm period. If an employee is not scheduled to work because of a previous arrangement (annual leave, sick leave, etc.), then storm pay will not be granted. (See Section 139 – Leave With Pay, and Section 212 – Overtime.)~~

2.2

Upon reopening of the University, regular policies and procedures will be in effect.

Attachment 3

Discover U

The fifth annual staff workshop sponsored by Staff Senate was held at the Fargodome on Wednesday, February 7, 2007. Approximately 170 staff members participated in the workshop. Early analysis of workshop evaluations shows this workshop was a very successful day for all.

The remaining water bottles and insulated lunchbags marked with "NDSU Staff Senate" were distributed to participants while supplies lasted, as they entered the conference area.

Steve Bergeson welcomed staff members and introduced President Chapman. President Chapman welcomed everyone to the workshop as well, and highlighted the importance of all NDSU staff members to the University, getting the day off to a great start.

The Staff Development committee received an increased number of prize donations from several campus organizations this year. We want to thank the Varsity Mart, the Wellness Center, NDSU Dining Services, and Bison Athletics for these donations. Donated prizes ranged from \$5 gift cards good for purchases at Cafe Espresso, the Minard Coffee Cart, and Cup of Joe from Dining Services, to gift cards in various amounts from the Varsity Mart, to 1 day passes, 1 hour massages, 1 month unlimited personal training sessions, and 1 month memberships to the Wellness Center, and to tickets to the Bison Women's Basketball game on February 17. The committee also purchased a \$100 and a \$150 gift certificate to the Varsity Mart as our grand prize drawings. We gave away these door prizes at several different times throughout the day.

The theme for this year's workshop was "Discover U - Spend the day with us to see what YOU can DISCOVER about YOU". Speakers for the day included Staci Pauer and Denise Hellekson, from the Village Business Institute, Deb Williams from Ducks In a Row Organizing, Brent Parmer and Tara Roberts from the NDSU Wellness Center, and Michelle Richter and Ronnie Arensberg from NDSU Counseling and Disability Services. Presentations ranged widely in topics from "Generations in the Workplace" to "Building A More Confident U".

We started the day with one main presentation by Staci and Denise titled "Generations in the Workplace" discussing the four different generations now working together in the workplace, and strategies for successful cooperation among these different generations. After the main presentation, we broke into three concurrent break-out sessions in the morning, and then two more sessions of three concurrent breakout sessions each during the afternoon, for a total of nine different breakout sessions.

After the concurrent sessions ended, we again came back together for the final wrap-up activities of the day. Prakash Mathew, Vice President for Student Affairs was our surprise closing speaker for the workshop. Prakash re-emphasized some of the points

Chapman stressed during his welcome speech in the morning, and went on to remind us that every staff member at NDSU is important and vital to the mission of this University.

The Staff Senate Executive Committee distributed a questionnaire sheet at the beginning of the day which asked people to write down

any questions they have regarding the Staff Senate at NDSU. Committee members collected these questions throughout the day, and then conducted a Question and Answer session at the end of the day. While we did not receive many questions from the audience, this was a great opportunity for Steve Bergeson, Barb Geeslin, and Janine Trowbridge to promote Staff Senate and encourage people to become involved in the process.

A very interesting observation occurred during this Q&A time - Janine Trowbridge asked the group as a whole to raise their hands if they had had an opportunity to meet and talk with anyone they had never met before today's workshop. As we looked around the room, we noticed that just about everyone raised their hands. This workshop is a great opportunity for people to meet others from different departments and in completely different career fields, encouraging better cooperation across campus for all.

The Staff Development Committee is still in the process of analyzing the evaluation forms completed by workshop participants. We collected evaluation forms from each of the nine different breakout sessions, as well as an evaluation of the entire workshop as a whole. Early evaluations of these feedback forms shows an almost overwhelmingly positive response to the breakout sessions and the speakers and topics available.

Lorna Olsen, Co-Chair
Staff Development Committee

Since more and more of the minutes for the various library committees will be posted to the library webpage, I'm going to provide the links to access that information instead of supplying the actual documents.

To access information regarding the work of library committees:

- 1) Go to the Library home page: <http://ndsu.edu/library>
- 2) Click on "About Us" on the yellow bar at the top of the screen
- 3) Click on "University Senate Library Committee."

More information will be added to this site as time goes on.

There is a concerted effort underway to redesign the library website. If you are interested in helping with the redesign of the library website, visit: <http://ndsu.edu/library/redesign> to learn how you can help.

Respectfully submitted,

Paula Larsen
Staff Senate Liaison to the Library Committee