



NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING MINUTES

MARCH 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:

April 11, 2007	9:30-10:30 am	Century Theater, Memorial Union
May 9, 2007	9:30-10:30 am	New Ballroom - B, Memorial Union
June 13, 2007	9:30-10:30 am	New Ballroom - A, Memorial Union

Upcoming Executive Committee Meetings:

March 28, 2007	9:30-11:00 am	Rose Room , 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
June 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 54 senators present and 11 absent.

Substitutions:

Alice Amundson for Theresa Anderson
Sarah Jegela for Viet Doan
Lea Roberts for Susan Finneseth
Bill Law for Luther Fragodt
Rita Lattimore for Theresa McMullen
Kris Mickelson for Jeri Vaudrin
Josh Boschee for Dolly Wadholm

Guests:

Dagny Oliver from Student Health Services
Larry Anenson from Wellness Center

III. Approval of Agenda.

Items added/deleted on the agenda are as follows: 1) Add Election under Committee Reports and 2) Add By-laws Second Reading under Old Business. The agenda, as amended, was approved by unanimous consent.

V. Program.

No program speaker today.

VI. Approval of the February 14, 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 \$385.23 in appropriated funds and \$7,711.09 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." The PR Committee is still looking for few more volunteers to sign up to work in the booth. Volunteers are asked to wear something with a safari theme.

B. Legislative Update – Pierre Freeman – Attachment 1.

- C. PCC: Policy 139 – Barb Geeslin – Attachment 2. Policy 139 was submitted to PCC by Human Resources. The changes were to clarify and make NDSU Policy consistent with the SBHE language.
- D. Ad Hoc Committee re: Policy 139 – Vance Olson reported that the committee had a long meeting with Broc and came up with no new information or options. Instead of pushing the issue, the committee recommended to leave this policy as is for now. Steve Bergeson and Barb Geeslin discussed Policy 139 with President Chapman. President Chapman will take this issue to his fellow presidents. The straight-time definition will apparently be addressed also. Candy Skaug made a MOTION to thank the committee members, Vance Olson, Kay Sizer, and Bonnie Cooper, for their fine work and also MOVED to disband this committee. Carolyn Fink SECONDED the MOTION. The MOTION CARRIED.
- E. Library – Paula Larsen – Attachment 3.
- F. Elections – Janine Trowbridge reported – The nomination process will run from March 14-23. Voting will be end the week of April 9.

IX. Old Business.

- A. Smoking Ad Hoc Committee Update – Janine Trowbridge reported that the proposed smoking policy was presented to the Policy Coordination Committee (PCC) on February 23. PCC recommended that the committee develop a “Plan B” and talk with Ag. A full grassroots buy-in from all will be needed in order to effectuate a change. Numerous comments were shared. Janine will take those comments back to the committee.
- B. Staff Senate Logo – Steve Bergeson reported that the Staff Senate logo developed last year is in violation of the university marketing requirements. We are not allowed to have anything layered on top of “NDSU.” We were also using the incorrect font for “NDSU.” We need to select a new logo. After a brief discussion, it was decided to put together a small committee to develop three proposals to present to Staff Senate at the April 11 meeting. Melanie Milam, Laura Dallmann, and Vance Olson volunteered to work on this project.
- C. Second Reading of Staff Senate By-laws Change –To clarify who can run/be elected to Staff Senate, a change was proposed to the By-laws. The following language was proposed, and an electronic vote took place Feb. 15-16 for the first reading: 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.”

Janine Trowbridge made a MOTION to approve the second reading of the By-laws change. Bonnie Cooper SECONDED the MOTION. The MOTION CARRIED. Janine Trowbridge made a MOTION to approve the final adoption of the By-laws change. Kris Mickelson SECONDED the MOTION. The MOTION CARRIED.

X. New Business.

A staff member inquired about why part-time employees have to pay the same amount for a parking permit as a full-time employee. She was referred to Joan Chapek at Facilities Management.

XI. Advisor Comments.

XII. Announcements.

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.

Melanie Milam made a MOTION to adjourn. Janine Trowbridge SECONDED the MOTION. The MOTION CARRIED. The meeting adjourned at 10:45 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

Dear Staff Senate Members,

Today we come to you and report on the 60th legislative session in ND. We are happy to generally report to you that there are few things this session that invoke action, sensitivity, or cause for alarm.

The legislative's main duty during this session is to provide to you a sense of what is occurring in Bismarck that impacts you as an NDSU employee and staff member. I personally apologize in regard to not being to provide you the in-depth detail that really all of us crave. The details lack in the day to day notices we receive or have access to. For this reason, we as a committee decided to provide for the upcoming sessions a road map to help all of you stay on top of the issues that each of us find so important personally and professionally. This will require continuity from this year to 2009.

Today I do want you to be aware of a few issues that we thought were important and worth bringing forward.

House bill: 1003

HRC 1319

SB 2048

SB 2246

SB 2344

Please add others you want to inform people specifically about or draw their attention to

I also want to provide a quick thought on correspondence to your representative. Please remember to use your home computers, do it off work time, and keep your employment issues (work related issues) separate from your personnel/private issues of interest.

The LBTS system is free to all **NDUS** employees. We would like to advise you to track the bills off work time (if you don't have work related reason to track), do not use your work terminal (PC) or hooked up to the universities network. You can use your home email address, you don't have to use your work address to verify you're an employee of the NDUS.

Currently the bill for the 5 and 5 salary rise is more then likely going to the appropriations committees to be hammered out between the House and Senate Appropriations Subcommittee members. If this is the case, the governor desired a 5 and 5 but the house passed the 4 and 4 so there will be debate on this within the committee. A simple statement in support for this to the appropriations subcommittee members would be effective. Here is the appropriations subcommittee members.

HB 1003 subcommittee members for the Senate are: I don't have the House people yet

Sens. Holmberg

Sens. Krebsbach

Sens. Robinson.

If any of you want a short course on where and how to find bill or legislative information that you desire, please feel free to contact any of your legislative committee members. We are listed on the Staff Senate website.

Sincerely,

Pierre Freeman
Legislative Committee Chair

<http://www.legis.nd.gov/assembly/58-2003/maps-new-district/far.pdf> - Legislative District

<http://www.legis.nd.gov/assembly/59-2005/dist-legis.html> - District Representative

<http://www.legis.nd.gov/assembly/60-2007/leginfo/bills-res-jour/index.html> - Main page for bills

<https://lbts.nodak.edu/index.php> - Legislative bill tracking system

http://www.ndsu.nodak.edu/general_counsel/legislation-federal.htm - NDSU General Counsels website.

The 60th legislative session began January 3, 2007. Other key dates:

Jan. 15, 2007 - deadline for Representatives to introduce bills.

Jan. 22, 2007 - deadline for Senators to introduce bills.

Feb. 16, 2007 - crossover date for bills (crossover means bill must go over to the other chamber).

April 26, 2007 is the 80th day. The session is limited to 80 legislative days.

Below are brief descriptions of certain bills and resolutions which may be of interest to NDSU personnel and students. The Legislature's web site is located at

<http://www.legis.nd.gov/>. To view a bill or resolution see:

<http://www.legis.nd.gov/assembly/60-2007/leginfo/bills-res-jour/index.html>.

Abbreviations: HB = House Bill; SB = Senate Bill; SCR, Senate Concurrent Resolution; NDUS= North Dakota University System; SBHE = State Board of Higher Education

As of March 9, 2007:

House Bills

HB 1003 NDUS appropriations. NDSU general fund \$99,027,336. \$12,000,000 bond authority for Living Learning Center West and Ceres Hall. **Pass House 65-26.**

HB 1014 Industrial Commission Appropriations – Capital bond payments of \$15,822,022 for NDUS plus \$1,491,242 for NDUS energy conservation projects. \$5,407,075 for ConnectND and \$136,152 for Research and Extension Service. **Pass House 83-4.**

HB 1018 Department of Commerce appropriations including Centers of Excellence. Economic development initiatives receive \$2,163,090. **Pass House 84-5.**

HB 1020 NDSU Extension and Research appropriations. NDSU Extension Service \$17,456,831; Northern Crops Institute \$1,118,392; UGPTI \$1,223,884; Main Research Center \$45,437,622. **Pass House 85-4.**

HB 1021 Appropriations for the state Information Technology Department. Edutech \$2,722,348. **Pass House 76-16.**

HB 1027 Economic Development Committee bill. Additional NDUS accountability measures to report on economic development and student recruitment; SBHE new program start-up; Centers of Excellence designations in commercialization, workforce, and infrastructure; expanded international expertise of NDUS students. SBHE monitor implementation of CC benefits, Inc. and report to the legislative council by July 1, 2008. **Pass House 93-0.**

HB 1030 Effective date changed to June 30, 2009, for the flexibility with accountability legislation relating to the appropriations of higher education institutions' special revenue funds. **Pass House 93-0., Passed Senate 45-0 Governor Signed**

HB 1031 Effective date changed to June 30, 2009, for the flexibility with accountability legislation regarding budget and block grant requests. **Pass House 89-0., Passed Senate 45-1 Governor Signed**

HB 1032 Effective date changed to June 30, 2009, for the flexibility with accountability legislation relating to the cancellation of unexpended appropriations for NDUS. **Pass House 90-3., Passed Senate 33-13 Governor Signed**

HB 1033 Creates new chapter (Ch. 48-01.2) regarding public improvements, bidding, construction management and public improvement contracts. Repeal chapters 48-01.1 and 48-02. **Passed House 90-0., Passed Senate 44-0.**

HB 1052 Licensure of veterinarians. (See also SB 2056 which seeks to repeal section 43-29-01 relating to the statement of purpose for licensure of veterinarians.) **Pass House 92-0., Passed Senate 47-0 Governor Signed**

HB 1054 Pharmacy closing and reporting requirements. Pharmacists, including pharmacy interns, state agencies, and law enforcement will be required to report to the state board of pharmacy any action by a pharmacist, pharmacy intern, or tech that would be grounds for disciplinary action. **Passed House as amended 91-1., Passed Senate 46-0., Governor Signed**

HB 1065 Adds three new members to the advisory transportation council of UGPTI from the ND Association of Counties, ND League of Cities, and the Lignite Energy Council. **Passed House as amended 93-0., Passed Senate 44-0.**

HB 1066 Increases the state forester service reserve account balance from \$500,000 to \$1 million. **Passed House 88-0., Passed Senate 46-0.**

HB 1067 State Forester may also lend, or transfer, fire protection equipment to rural fire departments and protection districts. **Passed House as amended 93-0.**

HB 1087 Includes vehicles of the state forester as authorized emergency vehicles. **Passed House 93-0, Passed Senate 44-0.**

HB 1091 Creates (individual income) tax deduction of \$5,000 single and \$10,000 joint contributions to higher education savings plan administered by the Bank of ND. **Pass House 89-0.**

HB 1099 Clarifies meaning of trade secret, proprietary, commercial, and financial information as confidential under Open Records Law. **Passed House as amended 88-1.**

HB 1101 Relating to services provided by in-plant print shops. New language excludes NDSU and VCSU from the limitations of certain printing services. **Passed House 86-7.**

HB 1102 Increases bidding exemption from \$10,000 to \$25,000 for architect, engineer, construction management, or land surveying fees. **Passed House 85-8 Passed Senate 43-0.**

HB 1107 Increases mileage reimbursement from \$0.37 to \$0.425. Relating to mileage and travel expense reimbursement for state officials and employees. **Pass House 87-4.**

HB 1115 Creates biomass energy center at NDSU. **Withdrawn 1/9/07.**

HB 1125 Creates loan repayment fund for veterinarians and optometrists. **Pass House 89-3.**

HB 1147 Lessor may not require anything more than a 30 day termination notice from lessee. **Passed House as amended 88-1.**

HB 1148 State Board of Pharmacy, appointed by Governor, no longer upon recommendation of the ND Pharmaceutical Association. **Failed to pass 46-47. Motion to reconsider failed**

HB 1176 OMB to establish mileage reimbursement rate for state officers and employees. **Failed to pass 5-86.**

HB 1216 For any conviction of a class AA felony for a violent sexual offense, the court must impose a minimum of 20 years jail time with lifetime probation supervision. **Passed House 92-0.**

HB 1219 Establishes a statewide automated victim information and notification system. **Passed House 90-0.**

HB 1235 North Dakota Scholars Program to include students graduating from a high school in a bordering state. **Passed House 92-0, Passed Senate 45-0.**

HB 1249 Student loan forgiveness for teachers administered by the Education Standards and Practices Board for individuals teaching at grade levels or content areas identified by the Board as having a teacher shortage. **Passed House 91-0**

HB 1302 Maximum security deposit for real property leases would be “two months rent” replacing the fixed amount of \$1,500. **Passed House as amended 86-6, Passed Senate 40-6 Governor Signed**

HB 1322 Creates specific indemnification language in service contracts with state agencies. **Passed House 89-0**

HB 1337 State minimum wage rate increased to \$7.25/hour effective 8/1/07 and an annual inflation adjustment calculated each year thereafter. **Failed House as amended 33-58.**

HB 1401 Interest rates for student loans may be fixed or variable. **Failed to pass 39-54.**

HB 1417 Allows consumer to request a security freeze on consumer credit reports. **Passed House 92-0.**

HB 1421 Redefined “cruelty” or “torture” relating to humane treatment of animals to exclude certain animal husbandry or science-based agricultural management systems such as tethering of animals. **Passed House 93-0, Passed Senate 47-0.**

HB 1455 Criminal history checks relating to pharmacy. **Passed House 94-0**

HB 1459 Appropriations for extraordinary repairs – NDSU \$4,209,161. **Passed House 92-0**

HB 1461 Higher education information technology – SBHE duties. **Passed House 90-0.**

HB 1479 Eliminates the SBHE exemption from the ND Administrative Agencies Practice Act. **Passed House 85 -9**

HB 1483 OMB, institutions of higher education, and other state agencies are encouraged to purchase environmentally preferred products. **Passed House 61-32**

HB 1487 Creates low interest student loan program. **Passed House 93-0**

HB 1521 Prohibits increases in tuition beyond the Spring 2007 tuition level. **Failed House as amended 37-52.**

HCR 3019 For an amendment to Section 6, Article VIII of the ND Constitution giving NDUS chancellor the control of the state educational institutions rather than the SBHE., **Failed to pass 42-49**

Senate Bills

SB 2015 OMB appropriation bill – State employee compensation. Salaries and wages \$15,220,144. Provides for equity pool for classified state employees. **Passed Senate 47-0.**

SB 2016 Adjutant General appropriations including tuition assistance program funding. Tuition, recruiting, and retention \$2,407,500. [Passed Senate 45-0.](#)

SB 2023 Deficiency appropriations for various state departments and institutions including NDSU 2000 flood expenditures of \$289,092. [Passed Senate as amended 46-0.](#)

SB 2028 Eliminates budget section approval on state forester reserve account. [Passed Senate 45-0](#) [Passed House 91-0](#), [Governor Signed](#)

SB 2037 Gives ND Information Technology Department oversight of NDUS IT projects. [Passed Senate as amended 43-0.](#)

SB 2045 Increases PERS life insurance coverage from \$1,000 to \$5,000. [Passed Senate 45-0](#), [Passed House 90-0](#)

SB 2047 Provides for automatic enrollment of employees in deferred compensation program of \$25/month. New employees would have 30 days to opt out. [Passed Senate as amended 46-0.](#)

SB 2048 PERS final average salary, conversion of sick leave benefits, confidentiality of retirement records. Employees who delay or inadvertently fail to apply for retirement benefits to begin on their normal retirement date may choose to receive either a lump sum payment equal to the missed payments or an actuarial increase to the benefits which reflect the missed payments. Participants become 100% vested in the employer contributions upon reaching age 65. [Passed Senate 45-0.](#), [Passed House 91-0](#)

SB 2050 Increases state retiree health benefit fund contributions and increases month credit from \$4.50 to \$5.00. [Passed Senate as amended 45-0](#) [Failed to pass 44-48](#)

SB 2051 Increases employer's contributions to PERS retirement benefits from 4.12% to 4.76%. [Passed Senate 46-0](#) [Failed to pass 26-64](#)

SB 2056 Repeals section 43-29-01 relating to the statement of purpose for licensure of veterinarians. [Passed Senate 47-0.](#)

SB 2057 Redefines profession of teaching as providing services in an approved school as a teacher, counselor, librarian, curriculum director or supervisor, speech or language therapist, school psychologist, special educator, or administrator. [Passed Senate 43-2](#)

SB 2093 Provides for the reimbursement of travel in advance state officers and employees. [Passed Senate as amended 46-0.](#)

SB 2094 Public printing resident bidder preference. [Passed Senate 45-1.](#)

SB 2103 Attorney General would reimburse the health care facility for the cost of the forensic medical exam on a victim of sexual assault. [Passed Senate 46-0.](#)

SB 2115 National Guard tuition grants. **Passed Senate 45-0.**

SB 2139 Legislative Council to report to 61st Legislature its findings of irrelevant, duplicate, inconsistent, or unclear provision in the ND Century code relating to agriculture. **Passed Senate 43-0.**

SB 2160 Fundraising and donor records of SBHE and affiliated nonprofit organizations exempt from Open Records. **Passed Senate as amended 45- 0.**

SB 2161 The Attorney General to contract for and administer computerized kiosks for registered sex offenders confirming their registration information. **Passed Senate 46-0.**

SB 2164 Would require signs to be posted in every public place and place of employment where smoking is prohibited by law and removes bars from the smoking exception. **Failed Senate 15-30**

SB 2189 State Employee compensation appropriation \$5,000,000 for statewide salary equity pool. Agency employees to receive 4% increase for each year of the 2007-09 biennium. **Passed Senate 45-0. Passed House 90-0. Governor Signed**

SB 2192 Legal recognition of electronic signatures as it relates to financial institutions. **Passed Senate 44-0 Industry, Business and Labor Committee**

SB 2204 Provides immunity to up to five individuals/occurrence for seeking medical help for a individual who needs medical assistance due to alcohol consumption. **Passed Senate 39-2.**

SB 2245 Income tax credit for higher education costs. **Passed Senate 42-3.**

SB 2246 Increases reimbursements for lodging and meals for state employees as follows: 6:00 am to noon meals from \$5 to \$6; noon to 6:00 pm meals from \$7.50 to \$8.50; 6:00 pm to midnight meals \$12.50 to \$14.50; and midnight to 6:00 am lodging from \$50 to \$55. **Passed Senate 37-9.**

SB 2259 The term “sexual offender” to include those found guilty in juvenile delinquent adjudications. Increases the ten year registration requirement to 15 years. Creates a 25 year registration requirement provision if the offender is assigned a moderate risk by the Attorney General. An assignment as a high risk offender by the Attorney General would require lifetime registration. **Passed Senate as amended 45-0.**

SB 2260 Expands the list of authorized agencies, that can request and receive information from a statewide and nationwide criminal history records check. These include areas, among others, of nursing, pharmacy, and the ND University System. The NDUS Chancellor can designate categories of employees or students that must have background checks. Students applying for or admitted in a specified field of study as designated by the SBHE Chancellor would be covered by this required records check as well. Adds provision for fingerprints to be part of records check. **Passed Senate 46-0**

SB 2269 Prohibits alcohol drink specials such as serving an unlimited number of drinks for a set time and fixed price; serving two drinks to one individual at one time; or selling drinks at no charge or a reduced price before 8:00 am or after 11:00 pm. **Failed Senate 13-34**

SB 2306 Creates matching grants from SBHE for endowed merit or needs based scholarships. SBHE may grant 1/3 of amount needed to endow the scholarship if a donor provides 2/3 of the amount. Reported out of the Education Committee with a do not pass. **Passed Senate 25-20**. Request to rerefer bill to the Appropriations Committee was granted.

SB 2344 Restricts external campus catering to those events: 1) That are organized predominantly by individuals affiliated with the University, 2) Held for mainly those individuals enrolled in the University, or 3) Is held under the “auspices” of the University. **Passed Senate 40-4**

SB 2347 ND Promise Grant Program. Tuition grants for eligible ND high school graduates. Starting in school year 2012-2013, the grant would be for 65% of tuition. The grant amounts go up each year. By school year 2017-2018, the grant will be for 100% tuition charged. **Passed Senate 40-7**.

SB 2353 Updates the definitions of “veteran” and “wartime veteran”. With regards to Veteran’s Preference, adds the requirement of the employer to pay backpay and benefits to the veteran from the date the appointment should have been made if the hearing officer finds in favor of the veteran. **Passed Senate 46-0**

SB 2360 Nonprofit organization’s number license plates. Increases fee for unique license plates from \$400 to \$1,500. **Passed Senate 46-0** **Passed House 93-0**

SB 2362 Income tax reduction for higher education tuition and related expenses. **Failed Senate 11-34**

SB 2363 Individual and corporate tax credits for planned gifts to nonprofits. **Passed Senate 42-4**

SB 2393 A student loan reduction of 25% for eligible individuals who remain in the state for a three year period after graduating from an institution of higher education. **Failed Senate 19-24**

SB 2394 ND resident bidder preference for purchase of motor vehicles. **Failed Senate 19-24**

SB 2398 New reports required relating to the performance and accountability of the SBHE. **Failed Senate 0-47**

Passed as of March 9, 2007

House

☒ 1033
☒ 1065
☒ 1087
☒ 1102
☒ 1235
☒ 1421

Senate

☒ 2045
☒ 2048
☒ 2360

Failed to pass as of March 9, 2007

House

☒ HRC 1319

Senate

☒ 2050

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

Update policy in order to match existing SBHE policy language in NDUS Human Resource Policy Manual, Section 20: Leave.

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

Policy Coordination Committee - 2/23/07

Staff Senate -

University Senate -

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

Human Resources

General Counsel

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

When 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

When 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 if the employee is on authorized leave. ~~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 must ~~may~~ charge his/her absence against earned annual leave or request leave without pay.

3. Conference or Convention Leave - Two days per year may ~~shall~~ be allowed for employee organization 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 - Official closing of the institution during periods of severe weather will be announced over local radio stations and when necessary, by department heads. Return to normal working conditions shall be announced in the same manner. Only employees designated by the department head may be required to work during the period when the institution is officially closed. All other regular employees shall be granted leave with pay for hours which they would normally work during a storm period. If an employee is not scheduled to work because of a previous arrangement, including annual or sick leave, the employee is not entitled to storm pay (in other words, the employee must use the annual or sick leave). All 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).

4.1. When the institution remains open during inclement weather,
employees unable to report to work shall notify their supervisor
and take annual leave or leave without pay.

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

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Aubrey Ketterling <<mailto:NDSU.Policy.Manual@ndsu.edu>>
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March 9, 2007

Jim Council, Dean of the Library, and the various library committees are continuing to work with many groups on campus to determine how the library can best serve the needs of the campus. The library staff is also actively participating. It is likely that a complete summary of all those needs will not be completed until this fall.

The results of the feasibility study by an outside firm indicated that the library should be a destination for study, research, and computer resources on campus. Library facilities could include a coffee shop, café, etc. The library is talking with ITS about the possibility of setting up a computer resource center that would enable the creation of video and voice productions. The library staff is also considering the idea of offering classes on the ethics of research.

A recent assessment of other libraries in universities similar to NDSU revealed that NDSU's library budget is much less than for other universities in every category except interlibrary loans. That is, of course, due to the fact that our library does not have many of the research materials that are needed by faculty and students on our campus which makes it necessary to borrow from other libraries. In preliminary discussions, Dr. Phil Boudjouk, VP for Research, Creative Activities and Technology Transfer, has indicated a willingness to consider matching funds for library needs. Many other avenues for additional funds are being explored. No requests for funding outside the University will be made until the full library needs are established later this fall.

The first test of the proposed library website for general use was recently completed. Adjustments will be made regarding suggested changes in terminology and ease of navigation. Then a second test will be conducted regarding the use of the library website for research by specific groups. The proposed library website would be a "portal" with many paths personalized to the needs of various students based on their majors. English majors for example might access certain resources, blogs, links, the English Department website, etc. If one is interested in doing some of the second phase testing, contact John Schulz, 1-7288.

Respectfully submitted,

Paula Larsen
Staff Senate Liaison