



NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING MINUTES

April 11, 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:

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
July 11, 2007	9:30-10:30 am	Committee Meetings

Upcoming Executive Committee Meetings:

April 25, 2007	9:30-11:00 am	Small Conf Rm2, Memorial Union
May 23, 2007	9:30-11:00 am	Small Conf Rm 2, Memorial Union
June 27, 2007	9:30-11:00 am	TBD
July 25, 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 Janine Trowbridge at 9:30 am.

II. Substitutions.

Heather Heger. For today's meeting, there was a quorum with 51 senators present and 14 absent.

Substitutions:

Roxanne Williams for Barb Geeslin
Kari Fisher for Pam Hommen
Vicki Miller for Kyle Haiman

Don Kilander, Red River Zoo
Lynn Dorn, NDSU Athletics

III. Approval of Agenda.

The agenda was approved by unanimous consent.

V. Program.

Don Kilander, Development Director of the Red River Zoo, shared information regarding the Red River Zoo located at 4220 21st Ave SW in Fargo. The Red River Zoo is owned and operated by the Red River Zoological Society, a non-profit and self-supported organization. The zoo opened in August 1998. For more information, see <http://www.redriverzoo.org/>.

Lynn Dorn, Director of Women's Athletics, shared information regarding the NCAA Certification Self-Study Report. After input, the report will be forwarded to the NCAA by May 1, 2007. For more information, go to www.GoBison.com and select the NCAA Certification Self-Study Report icon at the bottom left of the screen.

VI. Approval of the March 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 \$122.10 in appropriated funds and \$6,038.30 in local funds.

VIII. Committee Reports

A. PCC: Policy 609 E-mail as an Official Communication Medium to Students – Attachment 1. Lois Christianson presented new Policy 609 for input. It will be discussed at the next PCC meeting scheduled for April 20, 2007.

B. Staff Development – Lorna Olsen reported that the Staff Development Committee has several activities occurring soon:

- 1) April 24, 10:00 am, Century Theater
Julie Gardner-Robinson

Food & Fitness – Spring Training for Your Health
Flyer going out to all campus staff ASAP

- 2) May 16, 10:00 am, Century Theater
Deb Pankow - Financial Health
- 3) May 29, 2:00 pm, Century Theater
Blue Cross Blue Shield - Strength Training
There will be a free resistance tube for all attending the event.
- 4) Biggest Improver wrap-up will be in May. Informational flyers will be mailed to all campus staff as details are finalized.

Contact Lorna Olsen or Jean Hagen if there are any questions.

- C. Election – Janine Trowbridge reported that nominations for Staff Senate ran March 14-23. The elections were completed the week of April 9th. Janine Trowbridge and Heather Heger will meet today to go over the paper ballots to finalize the election process.

IX. Old Business.

- A. Staff Senate Logo – Melanie Milam, on behalf of the Staff Senate Ad Hoc Logo committee, presented four Staff Senate logo options. See Attachment 2. Staff Senate voted on all four with a show of hands. The results are as follows:

Logo #1 - 8 votes
Logo #2 - 11 votes
Logo #3 - 12 votes
Logo #4 - 12 votes

The senators then voted by a show of hands choosing between the two top vote-getters (#3 and #4). The vote counts are as follows:

Logo #3 – 20 votes
Logo #4 – 26 votes

Logo # 4 was selected as the new NDSU Staff Senate logo.

- B. Smoking Policy – Janine Trowbridge reported that there will be open forums regarding the campus smoking policy on April 18 at 9:0 -10:00 am and again at 3:30 to 4:30 pm in the Century Theater. The University Senate's Smoking Ad Hoc committee will meet the night of April 18 to finalize its recommendations to forward to PCC.

X. New Business. None.

XI. Advisor Comments. None.

XII. Announcements.

- **Diversity Impact Award** - The President's Diversity Council has initiated an award to recognize individuals, groups or units that have demonstrated a significant contribution to advancing diversity based on the University's Strategic Plan for Diversity, Equity, and Community. The award will be given annually and will consist of \$500 donated to the charity of the recipient's choice. This year's award recipient will be recognized in conjunction with the Tapestry of Diverse Talents event at noon on Friday, May 4. Nominations for the first Diversity Impact Award are due no later than **Friday, April 20, 2007**. They may be submitted either electronically (send to Linda.Gill@ndsu.edu) or in hard copy to the Office of the Provost, 103 Old Main. Criteria for the award, directions for making nominations, and a nomination form are available at <http://www.ndsu.edu/diversity/documents.php>. The nomination form is also available in the Office of the Provost.

- **Relay for Life** – Janine Trowbridge reported the Staff Senate Executive Committee team has 10 members on it. It is ranked third within the NDSU teams. Please call Janine if you have questions. Barb Geeslin is ranked fourth overall as an individual fundraiser.

- Kay Sizer encouraged Staff Senators to visit the Health Fair which is being held in the Memorial Union Ballroom today.

- 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.

Laura Dallmann made a MOTION to adjourn. Paul Froeschle SECONDED the MOTION. The MOTION CARRIED. The meeting adjourned at 10:25 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

POLICY CHANGE COVER SHEET

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

Section 609 – E-Mail as an Official Communication Medium to Students

This is a new policy. The scope of this policy is email communication to students (not faculty and staff, which would change much of the policy). The committee that worked on the policy would like to put a communication plan in place for fall 2007.

ITS has been involved extensively in these discussions and draft development, and we are working together to resolve technical issues associated with this policy (ie: email assignment, mail drops, official list population, etc.).

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

Policy Coordination Committee – 3/23/07
University Senate –
Staff Senate –
President's Council -

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

Email Policy Ad Hoc Committee

DRAFT REVISED 2007-03-09

SECTION 609: E-MAIL AS AN OFFICIAL COMMUNICATION MEDIUM TO STUDENTS

SOURCE: NDSU President

1. **POLICY STATEMENT:** Electronic mail (e-mail), like postal and campus mail, is an official means by which the University may communicate with students. NDSU exercises the right to send e-mail communication to students and expects that e-mail communication is received and read by students in a timely manner.
2. **RATIONALE:** Students often have several addresses registered with NDSU. Determining where to send official communication can be challenging, especially when school is not in

session. Expanding reliance on electronic communication among students, faculty, staff and administration, coupled with the convenience, speed, cost-effectiveness and environmental advantages of using electronic communication, make e-mail an effective and efficient means by which to communicate with students enrolled at NDSU. As e-mail is readily available from any Internet connection in the world, it has been designated as an official communication medium by the University.

3. DEFINITIONS:

3.a. Official e-mail address: An e-mail address assigned to an individual by NDSU Information Technology Services.

3.b. Official e-mail communication: An e-mail message regarding official University business sent from an NDSU faculty, staff, or departmental representative to a student or a group of students.

3.c. Official student mailing list: A mailing list populated with official e-mail addresses used by administration and University offices for official mass communication to the student body. Students are expected to read all messages, and act appropriately on, all messages sent to this list.

3.d. Redirected e-mail: E-mail redirected from an official e-mail address to an address not issued by NDSU Information Technology Services (e.g., jane@yahoo.com, john@english.ndsu.edu).

4. **SCOPE**: This policy applies to all admitted and enrolled students at North Dakota State University.

5. STUDENT USE & RESPONSIBILITIES:

Security: As with any other online service, students are required to comply with all institutional and University System policies and procedures, especially NDUS 1901.2 Computer and Network Usage, and NDSU 158: Acceptable Use of Electronic Communications Devices, and relevant local, state, and federal law. It is a violation of policy to share usernames and passwords as potentially sensitive information may be transmitted via e-mail.

5.a. Account Monitoring: Students are responsible for frequently monitoring their e-mail for official campus communication. Students have the responsibility to recognize that certain communication is time sensitive.

5.b. Special Accommodation: Students with a disability who are unable to use e-mail as an official University communication may request an exemption to this policy in the form of an alternate format accommodation. To request the accommodation, students should contact NDSU Disability Services. Students will be required to submit documentation from a licensed professional that states the disability and the functional limitations.

- 5.c. E-mail Problems: So as to not interfere with the receipt of official University communication, students must report any technical problems in accessing or using their official e-mail addresses to the NDSU Information Technology Services (ITS) Help Desk.
- 5.d. Additional Requirements: Additional requirements may be imposed by other departments. Faculty and staff may assume that students are accessing their e-mail on a frequent basis as specified in this policy.
6. UNIVERSITY USE OF E-MAIL:
- 6.a. Campus Wide Announcements: The University works to minimize the number of messages sent to the entire student body. Messages sent to the entire student body are sent through the official student mailing list. This list is moderated by NDSU officials. Guidelines for distributing messages via the official student mailing list are available on the NDSU web site.
- 6.b. Mail Formatting: The message body of official campus communications shall be sent as plain text messages. Contact information for the originating department must be clearly denoted in the message signature.
- 6.c. Attachments: In order to facilitate the timely operation of NDSU's e-mail system and to minimize the amount of storage required to deliver this service, attachments may not be used in e-mail announcements sent to large groups such as the entire student body or all students in a given college.
- 6.d. Instructional Use of E-mail: Instructors may determine how e-mail or other forms of electronic communication (i.e., Blackboard) shall be used to facilitate teaching and learning, but must specify the requirements in the course syllabi. Instructors may establish e-mail lists to communicate with students (e.g., regarding class assignments) and may expect that students are accessing their e-mail on a regular basis as specified in this policy.
- 6.e. E-mail Sent by Students: In efforts to protect student privacy and better ensure student authenticity, University personnel may require that e-mails received from students, which request a response, be sent via their official e-mail address.
7. E-MAIL SERVICE REQUIREMENTS
- 7.a. Initial E-Mail Assignment and Service Setup: E-mail accounts, which create electronic identities and assign e-mail addresses, are automatically setup for new and returning students by Information Technology Services upon admission or readmission to the University. E-mail addresses are free of charge and remain active as long as a student is enrolled at the University.

- 7.b. Activating E-mail: After initial e-mail account setup by Information Technology Services, students activate their e-mail addresses and accounts. Instructions are available online.
- 7.c. Redirecting of NDSU E-mail: Official University electronic communication is sent to students' @ndsu.edu address, and the redirecting of @ndsu.edu e-mail is discouraged. However, if students choose to have their e-mail redirected from their official e-mail address to another provider (e.g., Yahoo, Hotmail, AOL), they do so at their own risk. NDSU is not responsible for the handling of e-mail by outside providers or from non-ITS servers. Failure to receive official University messages when using a non-official e-mail address does not absolve students from the responsibilities associated with official communication sent to their @ndsu.edu addresses.
- 7.d. Privacy and Confidentiality: Communication via e-mail is subject to all of the same public information, privacy, and records retention laws as other forms of communication. While NDSU e-mail affords some measure of privacy, the redirecting of e-mail by students to outside accounts and the sharing of messages with third parties may negate the privacy protection rights afforded to students by the University.
- 7.e. University Spam Policy: In an effort to reduce the amount of spam the NDSU e-mail system must process, some messages considered to be spam or sent from known spammers are blocked. Use of additional spam fighting tools that delete official e-mail before it is read does not exempt individuals from the policy outlined in this document.

For more information on the e-mail assignment process and how to change your default e-mail address, visit <http://www.ndsu.edu/its>.

North Dakota State University E-Mail Lists

Official Student E-Mail List Guidelines:

North Dakota State University operates an electronic mailing list populated with students' official NDSU e-mail addresses. This list is used by administration and University offices for sending official mass electronic communication to the student body. Students are expected to read all messages, and act appropriately on, all messages sent to this list.

Official e-mail communication is defined as e-mail regarding official University business sent from an NDSU faculty, staff, or departmental representatives to a student or a group of students.

Communication sent via the official e-mail list includes notices that impact the progress, status or well-being of students generally, as well as messages from NDSU central administration. Examples of official messages posted on the official e-mail list include:

- Messages from Central Administration (President and Vice Presidents)
- Notices that impact all or most of the student body (not specialized populations of students)
- Weather-related announcements (University closings and delays)
- Health and safety alerts (meningitis clinics, flu shots, pandemic notices, etc.)
- Financial Notices (financial aid disbursement, payment deadlines, book buy backs)
- Academic Notices (academic dates and deadlines, registration times and schedules, commencement/graduation notices, etc.)

Messages may be sent to the official student e-mail list at NDSU-student-official@listserv.nodak.edu. The list is moderated by the Registrar and the University News Director. Students may not unsubscribe from the official e-mail list.

Student Announce (Non-Official) E-Mail List:

Individual student e-mail notices and e-mail lists established for specialized use by departments, faculty, student organizations, etc. are not included in the above guidelines.

Non-official messages may be posted on the Student Announce e-mail list, available at NDSU-student-announce@listserv.nodak.edu. Rules & Procedures may be accessed at www.ndsu.edu/bisonweb/tech, click on the 'Listserv' link).

The Student Announce list is controlled by the Technology Commission of Student Senate. This mission of this list is to enable NDSU students to have current knowledge of events and organizations on campus, as well as to receive announcements and information that may be of interest to them. Students may unsubscribe from the announce e-mail list.

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