

NORTH DAKOTA STATE UNIVERSITY  
**STAFF SENATE MEETING MINUTES**  
June 13, 2007

Visit the Staff Senate website at  
[www.ndsu.nodak.edu/staff\\_senate](http://www.ndsu.nodak.edu/staff_senate)

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30 a.m.  
The Executive Committee meets on the fourth Wednesday of each month from 9:30-11:00 a.m.

**Upcoming Staff Senate Meetings:**

|                |               |                           |
|----------------|---------------|---------------------------|
| July 11, 2007  | 9:30-10:30 am | committees meet if needed |
| August 8, 2007 | 9:30-10:30 am | committees meet if needed |

**Upcoming Executive Committee Meetings:**

|                 |               |                |
|-----------------|---------------|----------------|
| June 27, 2007   | 9:30-11:00 am | Meet if needed |
| July 25, 2007   | 9:30-11:00 am | Meet if needed |
| August 22, 2007 | 9:30-11:00 am | MU Crest Rm.   |

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

**I. Meeting was called to order by President Barb Geeslin at 9:30 am.**

**II. Substitutions.**

Heather Heger. For today's meeting, there was a quorum with 53 senators present and 13 absent.

Substitutions:

|                                   |
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| Susan Wolter for Theresa Anderson |
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| Marie Champagne for Susan Finneseth |
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| Nathan Green for Elizabeth Torguson |
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| Phil Sarnoff for Dolly Wadholm |
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**III. Approval of Agenda.**

The meeting agenda was approved as written.

**IV. Approval of the May 9, 2007, meeting minutes.**

Minutes of the May 9 meeting were approved as written by unanimous consent.

Staff Senate minutes are available at

[http://www.ndsu.nodak.edu/staff\\_senate/meetings.shtml](http://www.ndsu.nodak.edu/staff_senate/meetings.shtml)

**V. Treasurer's Report.**

Laura Dallmann. There are fund balances of \$122.10 in appropriated funds and \$4,481.25 in local funds.

**VI. Committee Reports**

Policy Coordination – Gretchen Bromley See Attachment.

For Information:

Policy 821 - Personnel Activity Confirmations. The changes allow for quarterly reporting as compared to monthly.

Policy 822 - Employee Activity Confirmations. This policy is no longer needed so will be deleted.

**VII. Old Business**

**A.** Laura Dallmann has initiated the process of having the Staff Senate banner redesigned to comply with NDSU requirements.

**B.** Barb Geeslin reminded last year's committee chairs to get Committee Year-End Reports submitted this summer if they have not already submitted it.

**VIII. Program**

Laura Dallmann introduced Vicki Swenson, General Manager of Candlewood Suites Hotel in the NDSU Research & Technology Park.

A powerpoint presentation was shown. The hotel opened April 11, 2007. NDSU's Hospitality and Tourism program is located in the hotel, and students provide an excellent pool of employees for the hotel. Several NDSU-related items decorate the lobby. Candlewood is part of Intercontinental Hotels (HG). In six years, the hotel will be donated to NDSU Development Foundation by the owner, an alumnus of NDSU. The hotel specializes in extended stays for business clientele. There are about 15 employees, and they try to get to know guests so they feel at home. All rooms have full kitchens which are fully equipped and stocked. Other amenities include a fitness center, guest laundry, and the Candlewood Cupboard, a miniature convenience store with ice cream, soda, candy, etc. which has an informal drop box for payment on the honor system. The hotel holds a Manager Social every Wed. from 5-8pm, often held in the gazebo located outside in back; they cook dinner and serve beer and wine. Also, the hotel recently began offering continental breakfast M-F from 6-9am. There is a 24 hr. business center for making copies, sending faxes. etc. All rooms feature a desk area with high speed wireless available. There is a complimentary airport shuttle at no charge. There is also a DVD lending library with over 100 movies. The hotel is pet friendly. Guests have a key to the fitness center and other areas 24 hrs. a day. The state rate offered is \$50 but will soon go up to \$55. The federal government rate is \$60. A discounted rate of \$75 is available to NDSU employee friends and family for a studio room (one queen-sized bed). \$99 is the Park and Fly rate if one has a car and needs to fly out. NDSU staff members are welcome for breakfast at the hotel from 6-9am. Also, the classroom holds 50 and is available to NDSU departments for meetings when scheduling allows – call Peggy Cossette to inquire about this.

**IX. New Business.** None.

**XI. Advisor Comments.** None.

**XII. Announcements.**

- The Committee list has been finalized and is posted on the Staff Senate Web site at [http://www.ndsu.nodak.edu/staff\\_senate/committees.shtml](http://www.ndsu.nodak.edu/staff_senate/committees.shtml).
- The schedule for upcoming Staff Senate meeting dates, times, locations, and guest speakers will be posted as soon as it is finalized at: [http://www.ndsu.nodak.edu/staff\\_senate/meetings.shtml](http://www.ndsu.nodak.edu/staff_senate/meetings.shtml)
- Barb Geeslin announced that new committees should meet for the first time after the business meeting. Signs on the tables designated where each committee should meet.

**XIII. Adjourn.**

Vicki Miller made a MOTION to adjourn.  
Tonya Stokka SECONDED the MOTION.  
The MOTION CARRIED. The meeting adjourned at 9:55 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](mailto:heather.heger@ndsu.edu)).

Respectfully submitted,

Kay Sizer  
Staff Senate 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 821: Personnel Activity Confirmations**

Update Policy 821 to allow quarterly, rather than monthly reporting, and to clean up other language in the policy.

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

Policy Coordination Committee – 5/18/07

University Senate -

Staff Senate -

President's Council -

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

Grant & Contract Accounting

## SECTION 821: PERSONNEL ACTIVITY CONFIRMATIONS

**SOURCE: NDSU President**

1. ~~Personal~~ Personnel Activity Confirmations are distributed ~~monthly~~ quarterly to all employees who are paid from sponsored agreements or contributing effort on sponsored agreements. This is a requirement of the federal government and care must be given to insure that the form clearly reflects the actual effort for each individual.

~~2. 1. The Personal Activity Confirmation is designed to reflect the distribution of effort expended by each employee during a given pay period. For employees on monthly salary, the Personal Activity Confirmation should reflect the effort expended for the month listed on the form. For employees on an hourly wage, the Personal Activity Confirmation should reflect the effort of the employee based on the related pay period.~~

~~3. 2. The reports are an after-the-fact reporting of the percentage of activity of each employee. Estimates may be made before the services are performed, but effort percentages must be adjusted promptly if differences exist from the actual effort expended on each project. When working on a Federal project the effort contributed to the project must equal or exceed the payment received from the project.~~

~~4. 3. To confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee during the period, each report will be signed by the employee or by a responsible official having first hand knowledge of the work performed. Departmental secretaries do not qualify as responsible officials having knowledge of the work performed administrative assistants do not have signature authority. The responsible official should be the Department Chair or the Principal Investigator of the project for whom the employee is working.~~

~~5. 4. The ~~Personal~~ Personnel Activity Confirmation is also used to reflect cost share on sponsored agreements. The Office of ~~Restricted Fund Accounting~~ Grant and Contract Accounting may preset the effort allocation to projects where cost sharing is involved. However, if the pre-set percentages are not an accurate reflection of the effort of the employee, corrections should be made to reflect the actual effort. See Section 814 for an explanation of the calculation.~~

~~6. 5. The ~~Personal~~ Personnel Activity Confirmations are mailed ~~monthly~~ quarterly to each responsible department along with a checklist of all individuals receiving forms for that department. The department should distribute the forms for certification. The signed forms should be returned to the Office of ~~Restricted Fund~~ Grant and Contract Accounting after all the forms on the checklist have been collected.~~

HISTORY: July 1990; Amended April 1992; June 1996

## **POLICY CHANGE COVER SHEET**

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

### **Section 822: Employee Activity Confirmations**

Delete Policy 822. No longer a required procedure.

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

Policy Coordination Committee – 5/18/07

University Senate -

Staff Senate -

President's Council -

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

Grant & Contract Accounting