

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

February 13, 2008

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 9:30-10:30a.m.
The Executive Committee meets on the fourth Wednesday of each month from 9:30-11:00a.m.

Upcoming Staff Senate Meetings:

March 12, 2008	9:30-10:30 am	Memorial Union Great Room
April 9, 2008	9:30-10:30 am	Prairie Rose Room, Memorial Union
May 14, 2008	9:30-10:30 am	Memorial Union Great Room

Upcoming Executive Committee Meetings:

February 27, 2008	10:00-11:00 am	Memorial Union Crest Room
March 26, 2008	10:00-11:00 am	Memorial Union Crest Room
April 23, 2008	10:00-11:00 am	Memorial Union Crest Room

All broadbanded staff members are encouraged to attend.

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Executive Director and Chief Diversity Office, 202 Old Main, (701) 231-7708.

Before the meeting, Vance Olson introduced Sheree Kornkven, Manager of the Technology Learning & Media Center, Information Technology Services (ITS), and Charlie Kaspari, also from Information Technology Services (ITS), who presented a display of specialized multimedia services available for departments at NDSU. President Barb Geeslin thanked them for presenting this information to Staff Senate.

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

II. Attendance and Substitutions – Bonnie Cooper, substituting for Heather Heger.

For today's meeting, there was a quorum with 58 senators present and 10 absent.

Substitutions:

Kay Schwarzwalter for Deb Hegdahl
Diana Kowalski for Heather Heger
Amy Graff for Vicki Miller
Stacey Anderson for James Schearer
Ted Jirik for William Vandal

Senators absent without substitutions: Tamara Cummings, Peter Gregoire, Steve Harris, Bill Kozojed, William Law, Scott Minot, Lori Sholts, Tonya Stokka, Michael Tracy, and Chris Winjum.

Guests: Charlie Kaspari, Sheree Kornkven, Jane Cumber, and Prakash Mathew.

III. Approval of Agenda.

Geeslin announced several additions to the agenda:

Report from Melissa Stotz, Campus Space and Facilities Committee

Report from Bruce Sundeen, University Athletics Committee

Report from Steve Bergeson, Election Committee

Report from Gretchen Bromley, Sustainability Task Force

The agenda stood as amended.

IV. Program.

Guest Speaker – Prakash Mathew, Vice President for Student Affairs.

Vance Olson introduced Vice President Prakash Mathew as guest speaker. His presentation, called "Students are Paramount," is based on one of President Chapman's themes. Mathew talked about the facts regarding NDSU enrollment and students. Every year there has been growth in student enrollment since 1987, and he is anticipating another increase next fall. Enrollment is everyone's responsibility at NDSU. We all play a vital role in recruitment and retention of students. Enrollment numbers include full time students at 10,000+ and part-time students at 2,100+, with a total of 12,258 students. 97% of students are attending in person, not online, unlike some other ND campuses. Student ethnicity is 87.4% white, 6.4% non-resident alien. 49.7% are male and 42.7% are female. NDSU has the largest number of international students in the state. Students are designating NDSU as their #1 choice on ACT tests.

Plans are for more classes to be offered in evenings and weekends in addition to weekdays. It will be possible to earn a degree in only evenings and weekends. The College of Business will be first to offer this elective, though the next two years will be

difficult because the Business college will not yet be moved downtown. In the meantime, space for these classes will need to be found. There are new agreements with institutions in India, Thailand, etc. Two-plus-two agreements allow students to attend NDSU for two years, attend the overseas institution for two years, and receive their degree from NDSU. There has been much publicity about the lack of female tenure-track faculty. The student body is also dominated by males. Program majors such as engineering tend to draw more males. 50% of students are from ND, 37% from MN. For the past several years, NDSU has recruited more students from MN. One possible factor is that in ND, one is considered a resident after one year, and students are taking advantage of that for tuition rates. The number of high school graduates in ND is decreasing every year, but the percentage of ND students coming to NDSU is staying steady or increasing. NDSU is also doing well recruiting transfer students. NDSU was the first institution in the state to require admission standards, and we are bringing in very good students. There are also more applications for scholarships.

By college, Engineering and Architecture is by far number one in enrollment, and next is University Studies. University Studies has become a respected major. The Pharmacy college is next in enrollment. The top reasons students come to NDSU is academic reputation and the fact that graduates get good jobs. Over 80% of students accepted to NDSU do actually enroll. Tuition is going up but is still the best bargain in the region. Tuition is now about \$5,000 per year. There are reciprocity agreements with MN and other surrounding states as well. The 12 credit cap means that all students pay the same for 12 credits, then pay more for any credits taken over 12.

NDSU has made great strides in the areas of retention and graduation. Students are staying beyond their freshman year because of retention programs begun at NDSU. Why are students leaving? Reasons include: #1 - transferring to other college; #2 - personal / family; and #3 - job conflict / job accepted. How well do students do here? The average GPA increases each year, with seniors currently averaging a 2.91 GPA. The graduation rate is increasing as well. The ACE program (Academic Collegiate Enhancement) is in its fourth year of existence and is successful. Last year, there were 18,000+ visits to the Center, proving that students want to do better in their classes.

The Student Health Service is doing well and visits are increasing. The new Wallman Wellness Center is already at maximum capacity. "Bison Connection" was a dream come true and is a one-stop shop for students. He is getting terrific feedback about it. As for Financial Aid, they could always use more, but over \$5 million is available. The 2007 annual employment report shows 71% of graduates are employed and 23% are going for advanced degrees, with an overall 90% success rate. Also, the number of graduates who take jobs in ND is increasing. Mathew reported that things are good at NDSU. NDSU is being very intentional and proactive about its growth and preparing for the future. Flexible hours will be needed and will be more common for staff in the future.

There was a question about whether dining centers could be open over breaks for international and other students. VP Mathew responded that dining services are now catering their menus to accommodate international students and other ethnic groups, and NDSU is adjusting to students staying over breaks and is attempting to provide services for them. Most international students do not live in residence halls, but rather in apartments, so it is very difficult to offer dining services for the very small group that would use it. The Memorial Union offers at least two meals per day year round. However, if sufficient numbers are there, dining services will be provided over breaks.

V. Approval of the January 9, 2008, meeting minutes.

MOTION (Bromley/Mickelson): to approve the minutes as presented.

MOTION (Schwarzwalter): to amend the minutes regarding discussion of Policy 153 to indicate that there were restrictions placed on discussion. Steve Bergeson indicated that changes were an unnecessary addition. Mickelson agreed with Bergeson, that the minutes need only reflect actions regarding the policy, not details of the discussion.

NO SECOND TO MOTION.

MOTION (Schwarzwalter/Sundeen): to amend the minutes to remove the vote count regarding Policy 153 because no roll call had been taken; and instead, minutes should indicate simply that the motion passed. Geeslin explained that four hands had been counted for "no" votes at the meeting. However, several members said they had abstained from voting, so numbers may not be correct. MOTION CARRIED: (Roll Call) Yes votes – 37. No votes - 16.

MOTION (Mickelson/Dallmann): to approve the minutes with the amendment. MOTION CARRIED. Staff Senate minutes are available at http://www.ndsu.nodak.edu/staff_senate/meetings.shtml.

VI. Treasurer's Report.

Laura Dallmann presented the Treasurer's Report. There are fund balances of \$137.81 in appropriated funds and \$11,543.70 in local funds.

VII. Committee Reports.

A. Health and Wellness Advisory Board - Report from Deb Hegdahl.

See Attachment 1

B. Policy Coordination Committee – Gretchen Bromley.

Bromley reported that four of the policies originally placed on the agenda (Policies 127, 135, 143, and 147) have been called back to University Senate for further action, so will not be presented at this time.

For Information only:

Policy 153 – Smoke-Free Facilities

See Attachment 2

Policy 153 is being presented for information once again because the definition of tobacco product has been modified.

C. Public Relations – Gretchen Bromley.

Bromley indicated that next issue of the *Messenger* newsletter is approaching, and she reviewed the content to be included. Bromley also reported there has been discussion of splitting the PR committee into two separate committees, one focusing on communications and the other on community service/relations. Changes to that effect will be submitted to the Bylaws Committee soon.

D. Staff Development – Lorna Olsen.

The all-day DISCOVER U staff development workshop on February 6 went very well with 192 registered. There were many donated door prizes. Plans are to hold another workshop next year. She reported it was nice working with Memorial Union staff compared with the Fargodome. The committee is considering some more mini sessions in March – a couple on technology, one in April on gardening, and one in

May on the Memorial Union recreational center. Barb Geeslin thanked the Staff Development Committee for all their work.

- E. Campus Space and Facilities - Melissa Stotz.** See Attachment 3
Melissa Stotz reported that this committee was discussing the Research Greenhouse complex. A concern was brought up about perimeter housing around campus. The Development Foundation is interested in buying campus perimeter houses but nothing is definite. Another meeting is scheduled for later today.
- F. Campus Athletics - Bruce Sundeen.** See Attachment 4
Bruce Sundeen reported that recent Campus Athletics activities included the Student Athletic Council Blood Drive, the Pink Drive, and Martin Luther King readings. Student athletes did very well academically last semester. A Director of Bands was elected and will begin in May.
- G. Election - Steve Bergeson.**
Steve Bergeson indicated that the spring election for Staff Senate is rapidly approaching. March 10-28 has been set for nominations, while voting for the election is scheduled for April 7-11. Three weeks for nominations is intended to allow time to get a full slate of candidates, while a week to cast votes should give staff members ample time. More information will be posted in *It's Happening at State*. Heather Heger and Steve Bergeson plan to have cameras available to take pictures of candidates or they can submit their own; and Laura Dallmann will update the Web site with biographical information that candidates provide to her. Dale Summers from ITS will again assist Staff Senate with the online nomination process and election. Bergeson encouraged each Senator to think about potential Senate nominees for the upcoming election and talk with them about running.
- H. Sustainability Task Force – Gretchen Bromley.**
The STF group is defining sustainability and deciding what to call this initiative. There will be a dinner held soon to discuss preparations for NDSU's master plan. They are collecting ideas. Increasing community awareness is a goal, as well as creation of a Web site.

VIII. Old Business.

Valentine Ball – Vance Olson.

Geeslin read a thank you letter received by Vance Olson regarding the Valentine Ball. The letter described the Valentine Ball as a very classy event that was well organized and offered something for all. Many hope that this will become an annual event.

Olson asked Valentine Ball committee members to stand up and be recognized. He said that the Ball met their expectations with at least 350 in attendance. Pictures from the evening were presented in a slide show. There were almost sixty door prizes. Proceeds from the event will be donated to American Heart Association.

MOTION (Hoag/Sundeen): to heartily thank Vance Olson for all his work to plan the Valentine Ball. MOTION PASSED WITH UNANIMOUS CONSENT.

IX. New Business. None

X. **Advisor Comments – Broc Lietz.** None.

XI. **Announcements.** None.

XII. **Adjournment.**

MOTION (Mickelson/Mohs): to adjourn the meeting. MOTION PASSED WITH UNANIMOUS CONSENT. The meeting was adjourned at 11:00 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,
Kay Sizer
Staff Senate Secretary

Attachment 1

**Report on the
Wallman Wellness Center Advisory Board Meeting
Friday, November 30, 2007**

1. That the WELs have won an award for their smoke-free campaign.
2. The Wellness Center is looking for a new dietitian.
3. During fall semester 6,982 students have filled out new member forms and waiver. That is 67.5 percent of full time enrollment and 55.7 percent of total enrollment. There are 10,340 full time students at NDSU and 2,185 part-time students. 700 students have been certified on the climbing wall.
4. The Intramurals programs are doing very well. There are sixty men's Intramural basketball teams, plus many other teams.
5. There will be a Timely Topics on conflict resolution January 17 at 9:00am in the Memorial Union.
6. Child Care has been in their new area and are enjoying it. For fall semester they had 48 kids enrolled.
7. 602 flu shots were given during the Flu Shot clinic in November.
8. Users of the Wellness Center are enjoying the use of lots of new equipment. They also have a new pro shop.

Submitted by Deb Hegdahl

Attachment 2

(Note: Shortly after the meeting agenda was distributed for this meeting, notification was received that Policies 127, 135, 143, and 147 were being recalled to the University Senate for further work. Therefore, they are not included here as attachments for the minutes. Only Policy 153 was presented for information to the full Staff Senate at this time.)

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):
Section : 153: Smoke-Free Facilities
Policy was revised by a University Senate Ad Hoc committee.
2. This policy has been reviewed/passed by the following (include dates of official action):
Policy Committee: 12/19/07; 1/18/08
University Senate: 1/14/08
Staff Senate: 1/9/08
Student Senate/Executive Board:
President's Council: 1/11/08
3. This policy was originated by (individual, office or committee/organization):
University Senate (12-13-07)

Draft 3 (1/22/07)

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SECTION 153: SMOKE-FREE FACILITIES

SOURCE: SBHE Policy Manual, Section 917

North Dakota Century Code 50-11.1-02.2

NDSU President Definitions:

For the purpose of this policy, "smoking" is defined as having in one's possession a lighted tobacco product, such as a cigarette, cigar or pipe.

Policy:

1. Smoking is prohibited in North Dakota State University buildings, residence halls and enclosed structures.
2. Smoking is not permitted in a child care facility or near children enrolled in the facility. (ND Century Code 50-11.1-02.2)
3. Outdoor smoking is permitted only in those outdoor areas at least 50 feet from buildings.
 1. Entities exempted from Policy 153, Section 3 include private companies in the NDSU Research and Technology Park, leased properties, Northern Crops Institute, and Newman Outdoor Field.
4. Smoking is prohibited in state-owned or leased vehicles and motorized equipment.

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Deleted: Institutions may establish smoking and nonsmoking apartments and residences, including private rooms in residence halls and dormitories, provided that smoking is prohibited in all common areas and areas to which the public has access. Institutions may permit smoking areas in outdoor arenas, provided that smoking is prohibited in all restrooms and other enclosed areas.

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5. The smoking prohibition does not apply to specific activities used in connection with the practice of traditional spiritual or cultural ceremonies. Ceremonial use exceptions must be approved in advance by the Vice President for Student Affairs.
6. Faculty, staff, students and visitors to NDSU are covered by this policy.

HISTORY: June 21, 1990, April 2006

Deleted: NDSU Guidelines: Smoking is not permitted in any areas of the residence halls or apartments. Smoking is permitted in outdoor arenas or other open-air outdoor facilities. ¶

Attachment 3

Staff Senate Report

Campus Space and Facilities Committee

Submitted by Melissa Stotz

There was an update provided to the Campus Space and Facilities Committee on the Research Greenhouse Complex. The information was provided as information only because the building is an Agricultural Experiment Station.

A concern was brought up regarding the increased pedestrian traffic in the B parking lot located east of the Living Learning Center, and safety issues. Because the new master plan will propose new ideas for changes in that area, nothing will be done until then.

A discussion took place regarding the appearances of the perimeter housing on the east side of campus. The Development Foundation is working on purchasing these properties as they become available. When the properties are all purchased, the Development Foundation will develop the area but there are no set plans at this time.

Campus wide project updates were provided.

A meeting is scheduled this afternoon (Wednesday, Feb. 13, 2008). The agenda includes discussions pertaining to parking, campus space changes, the campus master plan process, and project updates.

Staff Senate Report Summary
Submitted by Bruce Sundeen

University Athletics Committee Meeting
February 1, 2008

The Student-Athlete Advisory Council (SAAC) has been busy, some of their activities included:

- A Blood Drive that was scheduled for February 5 & 6: each student-athlete was requested to recruit at least one individual to donate blood; the goal was to gather 400 pints of blood for United Blood Services.
- At the February 9 women's basketball game a "Think Pink" fundraiser was held for the American Cancer Society, NDSU Relay for Life and Breast Cancer Research.
- Student-athletes read excerpts from Martin Luther King's writings prior to the men and women's basketball games on January 19th.

The athletic committee reported that

- The administration and others were very pleased the academic report, apparently the Student athletes did very well academically last fall.
- 5 people from NDSU attended the NCAA Convention held in Nashville on January 11-13, 2008. This was the most diverse conference they have ever attended and noted that academically, this convention would be a good place to recruit for our graduate school. From conversations with peers at the convention, it was clear that NDSU is very well respected. It also was reported that no major legislation was passed at the convention.
- A Director of Bands has been hired and will begin in May.
- Gene Taylor has been appointed chair of the 25-member President's Council on Alcohol and Other Drugs. A proposal will be sent to President Chapman to request funding for a consultant to assist with strategic planning for alcohol and other drug use prevention and implementation of short and long term goals for the committee.