

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

October 8, 2008
Memorial Union, Prairie Rose Room

Staff Senate meeting minutes are archived on our Web site at:
http://www.ndsu.edu/staff_senate/meeting_information/meeting_minutes/

Upcoming Staff Senate Meetings:

November 5, 2008	9:30 – 11:00 a.m.	Memorial Union, Plains Room
December 3, 2008	9:30 – 11:00 a.m.	Memorial Union, Plains Room
January 7, 2009	9:30 – 11:00 a.m.	Memorial Union, Plains Room

Upcoming Executive Committee Meetings:

October 22, 2008	9:30 – 11:00 a.m.	Memorial Union, Hidatsa Room
November 19, 2008	9:30 – 11:00 a.m.	Memorial Union, Agassiz (Peace) Rm.
December 17, 2008	9:30 – 11:00 a.m.	Memorial Union, Agassiz (Peace) Rm.

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).

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 Officer, 202 Old Main, (701)231-7708.

The meeting was called to order by President Vance Olson at 9:30 a.m.

I. Quorum, Substitutions and Guests – Heather Heger.

For today's meeting, there was a quorum with 53 present and 8 absent.

Substitutions:

Debra McDonough for Lois Christianson
Rachel McArthur for Peter Gregoire
Katheryn Christianson for Janet Davidson-Harrington

Senators absent without substitutions: Jeanne Flood, Rita Lattimore, Kris Mickelson, Karen Roesch, Tera Sandvik, Margaret Schmidt, Janine Trowbridge

Guests: Bill Vandal, Char Goodyear, Student guest from Moorhead State

II. Adoption of Agenda

MOTION (Thompson/Dallmann): to approve the agenda. MOTION PASSED.

III. Program: Char Goodyear, United Way Campaign

Liz Torguson introduced Char Goodyear from the University Relations Office, who heads the annual United Way program on campus. Goodyear showed a United Way movie and announced that the annual campaign kicks off on October 15. She urged all to give to the UW program.

IV. Approval of the September 3, 2008, meeting minutes

MOTION (Mattern/Sundeen): to approve the minutes. MOTION PASSED.

V. Treasurer's Report – Laura Dallmann

In local funds, there is \$6,227.33 and in appropriated funds, \$1,167.99.

VI. Reports of the Committees

A. Executive Committee – Vance Olson (Also see Attachment 1).

Vance Olson extended a thank you to the Staff Senate homecoming float participants. Pictures have been posted on the Staff Senate website.

B. Standing Committees.

a. Election Committee - Barb Geeslin.

i. Election took place for three senator seats currently open in the 1000-3000 band.

Nominations: Andrea Abrahamson, Esther Hockett, and Carole Huber

MOTION (Heger/Gimbel) to cease nominations. MOTION (Bergeson/Kozojed) to cast a unanimous ballot for the three nominees. MOTION approved. Abrahamson, Hockett, and Huber were elected.

ii. Election took place for University Senate Member-at-Large.

Nominations: Bruce Sundeen

MOTION (Cooper/Schindlbeck): to cast a unanimous ballot for the nominee. MOTION APPROVED. Bruce Sundeen was elected.

iii. Election took place for Staff Senate Executive Committee member.

Nominations: Rob Davis and Rita Lattimore

MOTION (Hoag/Law) that nominations cease. MOTION PASSED.

Vote took place. Rob Davis was elected.

iv. MOTION (Dallmann/Singelmann): to destroy all voting ballots. MOTION PASSED.

Geeslin referenced the attached Election Report (Attachment 2) and summarized the Election Committee's recommendations regarding Vance Olson's presidency. **MOTION (Singelmann/Davis): that Vance Olson serve as president for the remainder for the year and subsequently also serve the term for which he was elected. MOTION APPROVED.**

Geeslin volunteered to serve as Vice President for this year, and next year, a new President-Elect would be elected. **MOTION (out of Election Committee): to approve Geeslin as vice president for the year. MOTION PASSED.**

MOTION (out of Election Committee): when an empty seat remains open on Staff Senate, a staff member from any band can be elected to fill that seat as an at-large senator. This will go to Bylaws Committee for further action. MOTION PASSED. Geeslin encouraged senators to seek willing staff members to fill the current three open positions.

b. Bylaws Committee – Kevin Schindlbeck (See Attachment 3).

Kevin Schindlbeck presented proposed revisions to the Bylaws. They were presented on the screen up front and as an attachment to the meeting agenda. **MOTION (Dallmann/Law): to approve the recommended revisions. MOTION PASSED.**

c. Program Committee

President Chapman will speak at the November meeting.

d. Public Relations – Chris Winjum.

Chris Winjum announced that the next issue of the Messenger newsletter is being compiled and will be out in the next two weeks.

e. Staff Development – Pam Hommen and Connie Jadorny (See Attachment 4).

Pam Hommen and Connie Jadorny presented plans for staff development workshops. Hommen asked senators to refer to a handout and respond about whether a national level speaker is desired for the Discover U workshop. Tom Champeaux is being recommended. Jack Donahue from Dining Services spoke briefly about his experience with this speaker and recommended him as a dynamic speaker. Senators voted to recommend getting the national speaker.

C. Other Committees.

a. Policy Coordination Committee:

Policy 718 was included in the attachments for information purposes (See Attachment 5).

b. Cookbook Committee:

The Cookbook Committee will meet right after this meeting. The recipe submission form is on the web and may need to be revised a bit yet. They will begin accepting submissions soon for the next month. The goal is to have cookbooks ready for Christmas season.

c. Parking Committee:

The question was posed: Does the Senate want to move forward with this committee? It may involve changing policy which is a difficult thing to do. Should there be a campus-wide survey? Complaints have been heard about parking tickets issued unfairly. The consensus was that communication is needed between this ad hoc committee and the parking office. They will meet right after this meeting.

VII. Unfinished Business

A. Update on Wellness Center Advisory Committee

Barb Geeslin provided comments.

B. Flu Shots

Flu shots will be offered on campus on Tuesday, Oct. 28 at \$20 each. No dependents are allowed.

C. New Website

Laura Dallmann presented the newly redesigned Staff Senate website on screen and encouraged Senators to review it and make suggestions.

VIII. New Business

A. Staff Senate T-shirts

Staff Senate t-shirts are now available for \$5.00 each. Get your t-shirts!

B. Second Annual Valentine Ball

MOTION (Anderson/Thompson): for Staff Senate to sponsor a Valentine Ball once again this February. MOTION PASSED. Volunteers will be needed for this.

IX. Announcements

Staff Senate Pictures will be taken immediately following the meeting on the west steps of the Memorial Union.

X. Adjournment.

The meeting was adjourned at approximately 10:50 am.

Respectfully submitted,
Kay Sizer
Staff Senate Secretary

Attachment 1

Executive Committee Report

Work Accomplished at NDSU Staff Senate Executive Committee Meeting
September 17, 2008.

Brochures – need a picture of Staff Senate for brochures. Vance will ask Spectrum photographers to come take some pictures at the next meeting. Draft will be circulated to exec members for review.

Thank you's – will order 250 of the Staff Senate design previously approved
Listserv - Laura Dallmann will be added as an additional monitor for the Staff listserv, and Vance Olson has asked the others designated to go ahead and approve these emails.

Cookbook - this month will do the form. Next month will accept donations for recipes. November will compile the book and have it ready for Christmas.

Kampus Kudos – Laura Dallmann. President's Office used to cover this. Laura recommended keeping it funded by Staff Senate.

Homecoming Float – Chair is Rob Davis. Hay wagon is available. Staff can pass out candy but cannot throw candy from the float. Oct. 4 is date. MOTION (Heger/Dallmann): to authorize up to \$200 for candy and decorations for the float. MOTION carried.

T-shirts – Vance checked on how much t-shirts with Staff Senate logo would cost. \$10.50 each for 24. \$7.50 each for an order of 72. MOTION (Geeslin/Heger): that Staff Senate should order Staff Senate t-shirts. Vance and Heather will work on this. MOTION carried. MOTION (Dallmann/Olsen): to authorize \$1,000 to go toward the purchase of Staff Senate t-shirts with the intention of selling them to Staff Senators at a reduced cost unless they're used as gifts. MOTION carried.

Website – Laura did demo the proposed new website using the TYPO3 software. She will move live as soon as it is ready.

Attachment 2

Election Committee: September 11, 2008

Attendance: Barb Geeslin, Cindy Kozojed, Robert Barclay, Janalee Brandt, Chad Lindberg, Heather Heger, and Lori Sholts.

Resignations from Staff Senate to date include Anna Peterson, Pierre Freeman, Larry Anenson, Josh Boschee, Tonya Stokka, Dolly Waldhom, Gretchen Bromley, Michael Robinson and Vicki Miller. Alternates of Romona Danielson, Bonnie Cooper, Luke Prather, Sheree Kornkven, Rita Prunty and Ronda Klubben have agreed to step in to fill vacant seats.

There are three openings in the 1000-3000 bands, one opening for the Executive Committee Member-At-Large, and one opening for the University Senate Member-At-Large. The Election Committee will provide ballots at the October meeting to fill the vacant seats.

We continue to struggle with the three 6000-7000 band vacancies. The Election Committee has visited with Jack Donahue and Bruce Frantz. While Bruce has many involved through Facilities Management, it is more difficult to involve Dining Services due to their schedules.

The Election Committee moved that after the annual May election, if there are still vacant seats in any band, election alternates from any band could fill a one year Member-At-Large term. If there are no alternates available, a separate election would be held to have individuals from any band serve a one year Member-At-Large term. The **motion** was made by **Lori Sholts** and **seconded** by **Cindy Kozojed**; **motion carried unanimously**. If approved by the Executive Committee a campus wide election will be held to fill the vacant three seats, expiring in May 2009 when annual elections are held. The Election Committee further recommends that the Bylaws Committee work on wording to reflect this change to our Bylaws.

With the resignation of President Gretchen Bromley, Vice President/President Elect Vance Olson has stepped in as acting President. Vance will not have the advantage of a year of training due to this resignation.

The Election Committee sends the following motion to the Executive Committee: *we move that Vance Olson assume the duties of President (as indicated by our Bylaws) in addition to filling his term as President Elect until the May 2009 election, then becoming President for the year he was elected to serve as President of Staff Senate (2009-2010).* The **motion** was made by **Janalee Brandt** and **seconded** by **Cindy Kozojed**; **motion carried unanimously**.

The Election Committee also recommends to the Executive Committee the following motion: *Barb Geeslin, our Past President, assume the duties of Vice President, as well carrying on as Election Committee Chair, assisting Vance Olson (in his year-of-learning) until the May 2009 elections.* The **motion** was made by **Robert Barclay** and **seconded** by **Cindy Kozojed**; **motion carried unanimously**.

Meeting adjourned.
Secretary

Lori Sholts, Administrative

Attachment 3

Bylaws Committee
Staff Senate Senators:

The Bylaws Committee has been working to accomplish the charges we received during the last few monthly Staff Senate meetings, as well as charges coming out of the Executive Committee meetings. As part of the charges, we have completed correction to the grammar and punctuation in the bylaws as well as drafted language for the following additions/changes we were tasked with.

- Add catering/refreshment responsibilities for Staff Senate general meetings' to the duties of Membership/Attendance Officer
- Add a requirement to have an annual audit of Staff Senate finances to the duties of the Treasurer
- Add tracking of new motions, charges and accomplishments to the duties of the Secretary which will be post on the Staff Senate web site by the web site manager
- Add review and approval of significant content changes to the Staff Senate web site to the duties of the Executive Committee
- Change Health and Wellness Advisory Board Representative language from electing to recommending for vacancies.

Having accomplished these charges, we are submitting the draft (see attached) to you for your review with the intent to bring it to a vote for approval. It was felt that sending the draft to you in advance would allow you time to at your leisure look through the proposed changes and help streamline the process of amendment and/or approval at the Staff Senate Meeting on October 8.

To help you understand what you are looking at, all the items in red are grammar and punctuation edits and the items in blue are the language additions/changes we were charged with including in the bylaws.

As an aside, the person that is indicated as the editing individual did not do all the editing by themselves. They volunteered to performing the typing for the committee. All the Bylaw Committee members actively participated in the draft we are submitting for your review.

Also, please note, the editing in the attached draft does not include the charge to the Bylaws Committee of reviewing the bylaws for discrepancies and inconsistencies. That charge is going to be a little more time consuming and will be accomplished over the next few months.

Thank you for taking the time to review the draft bylaws and we look forward to receiving your feedback at the October 8 Staff Senate meeting.

Kevin Schindlbeck
Chair, Bylaws Committee

BYLAWS OF THE STAFF SENATE OF NORTH DAKOTA STATE UNIVERSITY

1. Objectives and Purposes

North Dakota State University's Staff Senate shall be the representative body of the university's broadbanded employees to serve the following objectives and purposes:

Comment [blc1]: Technically, "University" should not be capitalized since it is not a proper noun.

- a) To gain a spirit of unity, pride, and cooperation by being recognized equally with University Senate and Student Senate as participants in advising university administration;
- b) To be an active communication link for meaningful information exchange between staff and administration relative to issues of mutual concern;
- c) To provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in university affairs;
- d) To provide an opportunity to be advisory in the administration of working and employment conditions and practices, including recognition, compensation, and other pertinent issues; and
- e) To involve democratically chosen staff representatives in the operation of the university and to increase awareness of interrelating problems and opportunities.

2. Advisory Status of the Senate

In fulfilling its stated objectives and purposes, Staff Senate shall be advisory to the president of the university.

Comment [blc2]: Again, "Senate" is technically a common noun that should not be capitalized. Switching "the" to "Staff" eliminates the problem.

3. Composition of the Senate

Comment [blc3]: "President" is not capitalized when it is used as a general term.

- a) Staff Senate will be comprised of elected members representing the various broadband classifications as follows: 1000 Executive/Administrative/Management and 3000 Professional (combined), 4000 Technical, 5000 Office, and 6000 Crafts/Trades and 7000 Service (combined). Membership is based on approximately 5% of each band, to be reviewed annually prior to the general election.
- b) Executive officers shall be elected from the membership of Staff Senate.
- c) The Executive Committee will consist of the President, Vice President/President Elect, Past President, Secretary, Treasurer, Membership/Attendance Officer, and three Members-at-Large.
- d) The Director of Human Resources or the director's designated representative shall serve in an ex-officio capacity on the Staff Senate and Executive Committee.

Comment [blc4]: Semicolons are not necessary since there are no internal commas.

4. Terms of Office and Election of Senate Members

- a) Any broadbanded staff member 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 Staff Senate position. Senate membership shall be for a two- (2-) year term with approximately one-half (1/2) 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 members 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 Past President shall serve as chairperson of the Election Committee.
- e) In the event of a tie for a senator position, the candidate with the greatest length of service at NDSU will be deemed the elected senator.
- f) The terms of office for the Secretary, Treasurer, and Membership/Attendance Officer shall be two (2) years. Senators may be granted an additional one- (1-) year term on Staff Senate, if required, to complete the terms of Treasurer, Secretary, or Membership/ Attendance Officer.

Comment [blc5]: The noun (staff) and verb (are) need to agree in number. Adding "members" gives a plural noun for the verb.

Comment [blc6]: Be consistent with the use of commas before the final item of a series.

5. Election of Officers

- a) The Staff Senate will nominate and vote annually for the Vice President/President Elect and three Members-at-Large.
- b) The Staff Senate will nominate and vote biennially for the following officers:
 - 1. Secretary,
 - 2. Treasurer, and
 - 3. Membership/Attendance Officer.
- c) The senator elected as Vice President/President Elect will assume the offices of President and then Past President.
- d) If the office of Past President becomes vacant, the Executive Committee shall appoint one of the current members of the Executive Committee to complete the term.
- e) At the regular May meeting, nominations for Staff Senate executive officers shall be accepted through motions from the Staff Senate. The President shall determine the outcome of the motions.
- f) Voting will take place at the regular May meeting. A Staff Senate Election Committee, as appointed by the President, shall tally the votes.
- g) Winners will be decided by a majority vote. The President shall cast the deciding vote in the case of a tie.
- h) The Executive Committee declares an office vacant when an officer is unable to or improperly performs the duties of the office. All offices of the Staff Senate Executive Committee vacated

shall be filled by a special election at the first regular Staff Senate meeting following the vacancy.

6. Duties of the Officers

a) The President

1. Presides over all meetings of the Staff Senate and Executive Committee;
2. Insures that all Staff Senate activities are conducted in a professional manner;
3. Has the authority to appoint such committees as are deemed necessary for the business of the Staff Senate;
4. Insures that all actions conform to the Staff Senate Constitution and Bylaws;
5. Serves ex-officio on all committees of the Staff Senate;
6. Is the spokesperson for the Staff Senate at meetings and functions;
7. Serves as the direct communication liaison between the president of the university and the Staff Senate;
8. May disburse monies from the Operating Expense Fund in the absence of the Treasurer;
9. May disburse monies from the Development Fund, with approval from the Executive Committee, in the absence of the Treasurer;
10. Shall serve as a representative on the University Senate with full rights of a senator on senate matters;
11. Approves email notices sent to the NDSU Staff listserv as well as the Staff Senate listserv;
12. Gives presentations to promote Staff Senate at the New Employee Orientation;
13. Attends the annual Staff Recognition Luncheon as a Staff Senate representative and presents the award recipients;
14. Writes the year-end report/summary of Staff Senate activities, accomplishments, and recommendations for the next year, presenting the report to the Executive Committee at the May meeting; and
15. Shall cast tie-breaking votes in all Executive Committee sessions.

Comment [blc7]: Be consistent with capitalization in all lists.

b) The Past President

1. Serves as an active member of the Executive Committee, providing continuity in the administration of the Staff Senate;
2. Serves as an adviser to current and proposed activities, using previous Executive Committee experience to give a historical perspective;
3. Serves as chairperson of the Election Committee;
4. Maintains current election results and contacts prospective senators following a vacancy in Staff Senate membership;
5. In the absence of the President and Vice President/President Elect, may approve email notices sent to the NDSU Staff listserv as well as the Staff Senate listserv; and
6. Shall be responsible to review and update the committee binders, including collection of binders from the past chairs.

Comment [blc8]: NDSU spells "adviser" with an "e."

c) The Vice President/President Elect

1. Presides in the absence of the President;
2. Assumes the duties of the President for the unexpired term in the event that the President is unable to complete the term of office;
3. Serves on the Policy Coordination Committee of the University Senate;
4. Carries out additional duties as assigned by the President; and

5. In the absence of the President, may approve email notices sent to the NDSU Staff listserv as well as the Staff Senate listserv.

d) The Secretary

1. Takes and maintains the minutes of each meeting of the Staff Senate and Staff Senate Executive Committee,
2. Publishes and distributes the minutes of each Staff Senate meeting to all Staff Senate members prior to the next meeting,
3. Distributes the agenda to all Staff Senate members prior to each Staff Senate meeting,
4. Maintains an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions,
5. Receives and keeps all communications and reports to and from the Staff Senate,
6. Submits copies of the Staff Senate minutes, special reports, motions, charges and accomplishments for the Staff Senate web site; and
7. Passes on all Executive Committee files to the succeeding Secretary.

e) The Treasurer

1. Is primarily responsible for the Staff Senate's fiscal affairs,
2. Prepares a financial statement monthly and reports to the Staff Senate and Executive Committee at each of their regular meetings,
3. Assists the Staff Senate President in preparing the budget and submitting it to the Staff Senate and the president of the university for approval,
4. Disburses monies from the Operating Expense Fund,
5. Disburses monies from the Development Fund with approval from the Executive Committee; and
6. Requests an annual financial review by NDSU Audit & Advisory Services following the fiscal year which will be presented for approval by the full Senate no later than the October meeting.

Comment [blc9]: Clarify since two presidents are mentioned in one sentence.

f) The Membership/Attendance Officer

1. Schedules meeting locations for the Staff Senate and the Executive Committee for the following year, and notifies the Staff Senate President and the Secretary;
2. Maintains a roll of current members and their attendance at meetings;
3. Maintains permanent records of senators and terms served;
4. Serves on the Election Committee;
5. Maintains the Staff Senate listserv;
6. Serves as chair on the Orientation/Mentor committee; and
7. Orders refreshments for all Staff Senate general meetings.

g) Executive Committee

The Executive Committee of the Staff Senate shall consist of its officers and three Members-At-Large, who collectively shall

1. Serve as the governing board or steering committee of the Staff Senate;
2. Set the yearly calendar of Staff Senate meetings and activities;
3. Prepare the agenda for each meeting of the Staff Senate;
4. Insure that the Constitution and Bylaws are followed;
5. Receive proposals from senators, broadbanded staff members, or the president of the university for consideration at Staff Senate meetings;
6. Maintain records of Staff Senate activities and decisions;

7. Provide information regarding Staff Senate activities to the president of the university, director of Human Resources, and broadbanded staff;
8. Approve disbursement of funds when required;
9. Serve as the committee to which staff may bring issues and concerns for consideration/action by Staff Senate. The issues could range from campus concerns to statewide or legislative concerns. The committee may determine if gathering more information is appropriate and whether a proposal for action should be forwarded to the full Staff Senate for consideration;
10. Make provisions to collect and compile Staff Senate documents for archiving, and make arrangements to have these documents stored in the archives;
11. Administer the Orientation/Mentor Program;
12. Select staff employees to serve on temporary university committees, task forces, and advisory boards, as requested;
13. Appoint a pool of nine candidates for potential service on the Staff Personnel Board according to NDSU Policy 231;
14. Review and approve significant content changes to the Staff Senate web site; and
15. Appoint a web site manager.

Comment [blc10]: Clarify two-item series with two "and"s with a comma.

7. Committees and Task Forces

The following is a list of committees and a brief description of their duties.

a) Staff Senate Committees

1. The Staff Senate shall establish such committees (standing or special) as are necessary to conduct Staff Senate business. Such committees shall be responsible to the Staff Senate and shall perform duties determined by the Staff Senate and/or the Executive Committee. All senators are eligible to serve on any Staff Senate committee(s).
2. Standing Committees of the Staff Senate
Each committee chair shall give an oral report of committee activities at the monthly Staff Senate meeting as well as a written report submitted to the Staff Senate Secretary. A written year-end report should also be submitted to the Secretary in April.
 - a. Bylaws Committee: reviews, suggests, and proposes amendments to the Bylaws as well as maintains current committee descriptions on the Staff Senate web site.
 - b. Election Committee: rules on questions relating to qualifications of electors and members, nominates and receives nominations, presents a slate of nominees, and conducts the elections.
 - c. Legislative Committee: provides Staff Senate with information regarding legislative activity, placing particular emphasis on issues affecting higher education and NDSU staff. The committee depends on feedback from the Staff Senate to propose and initiate a coordinated effort as a result of the given information.
 - d. Program Committee: investigates topics and speakers for Staff Senate meetings and then forwards its recommendations to the Executive Committee for consideration.
 - e. Public Relations Committee: 1) publicizes the activities of the Staff Senate internally and externally; 2) assists the Staff Senate in opening up channels of communication among broadbanded staff, and between broadbanded staff and administration; 3) develops ways to help broadbanded staff become more public relations minded by presenting a more positive and professional image to the university's various constituencies and, conversely, to develop guidelines on how

Comment [blc11]: What is this word supposed to be?

the administration can assist in that effort; and 4) raises public awareness about the vital role performed by broadbanded staff in the success of the university.

- f. Scholarship Committee: designs, updates, and disseminates application forms for the Broadbanded Staff Scholarship; and selects recipients on an annual basis.
- g. Staff Development Committee: identifies programs and activities that will provide personal and professional growth opportunities for university staff. In identifying programs, the committee will assess the needs and wants of staff through questionnaires and surveys.

3. Election of Chairs and Vice Chairs to the Standing Committees

All standing committees of the Staff Senate (with the exception of the Election Committee where the Chair is the Past President of the Staff Senate) shall elect their Chairs and Vice Chairs by majority vote from a quorum of their respective members. This vote is to take place at committee meetings held immediately after the June meeting, and the names of the Chairs and Vice Chairs shall be recorded at the next full senate meeting.

Comment [blc12]: Change passed at 8-6-08 Staff Senate meeting

Comment [blc13]: Change passed at 8-6-08 Staff Senate meeting

b) University Senate Committees

1. University Senate Representatives

The Staff Senate shall be represented on University Senate by four (4) Staff Senate representatives: the president and three (3) elected representatives. These Staff Senate representatives shall have the full rights of senators in University Senate matters. The Staff Senate will nominate and vote annually for these representatives.

2. University Senate Committees

The Staff Senate shall elect a senator as a representative to each University Senate committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular, benefited NDSU broadbanded employee appointed by the Staff Senate Executive Committee. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend his/her committee meetings and report to the Staff Senate. Representatives on these committees shall have the right to serve as committee chair. The Staff Senate will nominate and vote annually for representatives for the following committees.

- a) Campus Space and Facilities Committee: recommends policies for facilities.
- b) Library Committee: formulates policy recommendations for the NDSU Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, databases, electronic, and other services.
- c) University Athletics Committee: promotes compliance with principles of conduct as defined by the NCAA and formulates policy recommendations regarding athletic guidelines. Stimulates interest in athletic events for the entire university community.

3. Other Committees/Advisory Boards/Councils/Ad-Hoc Committees

The Staff Senate shall nominate and elect (or recommend when warranted) a senator as a representative to each committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular broadbanded NDSU staff employee. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend his/her committee meetings and report to the Staff Senate. A brief description of each committee follows.

- a) Arboretum Committee (2-year term): charged with the task of combining and centralizing campus beautification efforts.

- b) ND Council of State Employees (COSE) (3-year term: 1 representative a member of Staff Senate and 2 alternates can be any staff employee): strives to enhance the morale, productivity, and image of state employees and to develop an appreciation of state agencies and programs among the people of the state.
 - c) Employee Award Recognition Committee (2-year term): devise a process on how to evaluate the nominations and what the minimum criteria would be.
4. Task Forces and Temporary University Committees
The Executive Committee will select staff employees to serve on university task forces and temporary university committees, as requested.

8. Transfer of Job Band

Senate members who transfer from one job band to another within the university will continue to represent their original band for the balance of their term or until the next scheduled general election, whichever occurs first.

9. Attendance/Absenteeism

Senators are expected to attend all Staff Senate meetings. A senator shall contact the Membership/Attendance Officer to record his/her absence from any Staff Senate meeting. A senator who has three (3) unrecorded absences in any twelve- (12-) month period, or fraction thereof, will be contacted by the Membership/Attendance Officer. A senator's position may be vacated by a vote of the Executive Committee. Attendance will be taken at each Staff Senate meeting. For extended approved absences (e.g., military leave), the position will be temporarily filled following the procedures under Interim Vacancies.

Senators who must be absent from a Staff Senate meeting are encouraged to send a substitute. Any regular broadbanded employee who is a non senator can be designated as the substitute and will have all the rights and privileges of a staff senator at that meeting. The substitute will sign in on the attendance sheet listing his/her name and for whom he/she is substituting.

10. Vacancies

- a) Interim Vacancies
Interim vacancies will be filled using the following procedures.
 - 1. Vacancies of Staff Senate positions will be filled by the person receiving the next highest number of votes from the previous full election.
 - 2. In the case where more than one candidate has the next highest number of votes, a brief profile sketch of each candidate shall be read. Immediately following this, the election will take place. Election will be by a majority of those members present and voting at the regular senate meeting.
 - 3. If there are no candidates from the previous full election, the vacancy will be advertised in *It's Happening at State* and in the Staff Senate minutes prior to the meeting when elections take place. The Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a majority of those members present and voting at the regular Staff Senate meeting.

Comment [b1c14]: The proper noun/committee name is "Election Committee," not "Senate Election Committee."

4. The vacancy will be filled until the completion of the unexpired term or the return of the person on extended leave.

b) Unfilled Vacancies

In the event a Staff Senate position is not filled due to lack of candidates(s) from a band, the vacancy will be advertised in *It's Happening at State* and in the Staff Senate minutes. If no candidates submit their names for nomination following this process, the Election Committee and/or the President of the Staff Senate may seek assistance from supervisors of employees in this band to encourage their support of employees who are interested in serving on the Staff Senate and allowing them to attend Staff Senate meetings and/or committee meetings. The Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a majority of those members present and voting at the regular Staff Senate meeting. The vacancy will be filled until the completion of the unexpired term. The staff senator will serve the normal term of that position no matter when the member is elected.

11. Meeting and Actions

Staff Senate shall normally meet in regular sessions monthly or on call of the President. A majority of the Staff Senate members eligible to vote shall constitute a quorum for a meeting. In the conduct of the meetings, Robert's Rules of Order shall prevail, unless superseded by the Bylaws of the North Dakota State University Staff Senate.

- a) Meetings of Staff Senate shall be open. The senate, at its option, may move into a closed executive session by a two-thirds vote of the members present and voting.
- b) A record of proceedings shall be kept to include the agenda and minutes, and shall be posted at www.ndsu.edu/staff_senate.
- c) Staff Senate shall establish and maintain reasonable procedures whereby any individual may propose items to be included on the agenda for the next senate meeting.
- d) Staff Senate shall invite the president of North Dakota State University to attend a Staff Senate meeting at least once a year. Staff Senate shall consider any recommendations made at any time by the president of NDSU.

Comment [blc15]: "at meetings" is redundant with "proceedings," "agenda," and "minutes."

12. Amendments

- a) Bylaws
 1. Amendments to these Bylaws may be proposed by motion at any regular meeting of the Staff Senate. If approved by a majority vote of the senate, a proposed amendment shall be submitted to the president of the university for final approval.
 2. A hard copy of final, approved amendments to the Bylaws, as signed by the president of the university, shall be kept permanently by the Staff Senate Secretary.
- b) Constitution
 1. Proposed amendments must have a minimum of 2 readings prior to voting on changes.

Comment [blc16]: This item was number 3. It was changed to 1 because it is the first (and only) item in the list. Track changes did not capture that change.

13. Dissolution

Upon dissolution of the organization, all assets remaining, after payment of all costs and expenses of such dissolution, shall be turned over to the president of the university.

HISTORY: Adopted April 14, 1990; Amended April 12, 1995; Amended March 12, 2003; Amended April 14, 2004; Amended May 10, 2006; Amended March 14, 2007; Amended August 6, 2008.

Questions and Comments related to this page can be sent to the Staff Senate Executive Committee at NDSU-STAFF-SENATE-EXEC@listserv.nodak.edu.

Attachment 4

From Staff Development Committee

Upcoming Staff Development events:

Topic: Digital "Benefits at NDSU - What's In It For Me, Discover U "Mini" Workshop

Wednesday, October 29, 2008

10:00 a.m.

Century Theatre

Presented by: Brittnee Steckler, Benefits Coordinator, Office of Human Resources & Payroll

Topic: Digital Photography Tips, Discover U "Mini" Workshop

Wednesday, November 12, 2008

10:00 a.m.

Century Theatre

Presented by: Bruce Sundeen, Electronic Media Specialist, NDSU Extension Ag. Communications

Topic: Unique Gift Wrapping Ideas, Discover U "Mini" Workshop

Wednesday, December 10, 2008

10:00 a.m.

Century Theatre

Presented by: Char Maas, NDSU Information Technology Services

Discover U Workshop

February 18th or 25th (tentative dates)

Memorial Union

More information will be available on the Staff Senate website.

Draft #1 05/16/2008

POLICY CHANGE COVER SHEET

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

Section: 718: PUBLIC/OPEN/RESTRICTED RECORDS

NDSU language has been added for handling off restricted personally identifiable information (PII) such as Social Security Numbers and credit/debit card numbers (see item 7). The name has been updated to reflect the addition.

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

Policy Committee: 5/21/08

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

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

Vice President for Information Technology

 Vice President for Finance & Administration

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

| SECTION 718: PUBLIC/OPEN/RESTRICTED RECORDS

SOURCE: SBHE Policy 1912
NDSU President

Except as otherwise specifically provided by law or this policy, all records of the State Board of Higher Education, the North Dakota University System and its institutions are, pursuant to N.D.C.C. Section 44-04-18, public records, open and accessible for inspection during regular office hours.

1. Student education records are confidential and access to those records is restricted according to the Family Education Rights and Privacy Act of 1974, as amended (FERPA). Pursuant to FERPA, each institution shall:
 - a. Adopt a policy as required by 34 CFR Section 99.7 ;
 - b. Annually notify students currently in attendance of their rights under FERPA;
 - c. Except as provided under FERPA and 34 CFR Section 99.31, relating to conditions under which personally identifiable information may be disclosed without consent, obtain a signed and dated written consent of a student before it discloses personally identifiable information from the student's education records;
 - d. Maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student as required by 34 CFR Section 99.32;
 - e. Provide the notice required by 34 CFR Section 99.37 concerning disclosure of directory information;
 - f. Adopt procedures implementing FERPA provisions governing release and transfer of student disciplinary records. Consistent with FERPA, student disciplinary records are confidential and may be released only as permitted under FERPA and implementing institution procedures; and
 - g. Comply with all other requirements of FERPA and applicable regulations.

NDSU Guidelines:

NDSU provides an annual notice informing students of their FERPA rights which constitutes its FERPA policy. Other provisions related to FERPA rights can be found in Policy 601-Code of Student Behavior.

2. Records of former students, including deceased former students, are confidential except that records of deceased former students may be released or disclosed at the request of a parent, personal representative, or other qualified representative of the student's estate, or pursuant to a court order or subpoena.
3. Access to and disclosure of campus police records is governed by N.D.C.C. Section 44-04-18.7. Accordingly, active criminal intelligence information and active criminal investigative information are exempt from the open records law. Each campus law enforcement agency shall maintain a list of all files containing active criminal intelligence and investigative information which have been in existence for more than one year, which shall be subject to disclosure under N.D.C.C. Section 44-04-18.
 - a. Campus police records which are open and must be disclosed under Section 44-04-18.7 include: arrestee description; facts concerning the arrest; conviction information; disposition of all warrants; a chronological list of incidents, including initial offense report information; a crime summary, including a departmental summary of crimes reported and public calls for service; radio log; and general registers.
 - b. Law enforcement records and files concerning a child, as that term is defined at N.D.C.C. ch.27-20, shall be kept separate from the records and files of adults and shall not be open to public inspection and may not be disclosed except according to the provisions of N.D.C.C. ch. 27-20.
 - c. Records of undercover law enforcement officers are confidential and exempt from the open records law as provided by N.D.C.C. Section 44-04-18.3.
4. Personnel records, other than personnel records that relate to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student, are public records open to inspection by the public. However, pursuant to N.D.C.C. Section 44-04-18.1, employee medical and employee assistance program records are confidential and may not be placed in an employee's personnel file and may not be released without the written consent of the employee. Further, personal information as defined in section 44-04-18.1, including a person's home address, home telephone number, photograph, medical information, motor vehicle operator's identification number, social security number, payroll deduction information, the name, address, phone number, date of birth of any dependent or emergency contact, any credit, debit or electronic fund transfer card number, and any account number at a bank or other financial institution, are exempt from the open records law and may be released only as required by law, pursuant to an institution policy or with the employee's written consent. Placement of documents in an employee's personnel file is governed by N.D.C.C. Section 54-06-21.

NDSU Guidelines:

- a. N.D.C.C. Section 54-06-21 states that the "official" personnel file is "the file maintained under the supervision of the agency head" or designated representative. At NDSU, the "official file" location is designated as follows:

<u>Non-Broadbanded employees</u>	
Faculty (ranked), lecturers and graduate assistants	Deans Office
Extension/Ag. Experiment Staff	VP of Agriculture Office
Other non-broadbanded staff	Office of Human Resources
<u>All Broadbanded employees</u>	
Office of Human Resources	

- b. Official files must include an access record. The access record must contain the date and name of any person viewing the file except when the custodian of the file is inserting salary, insurance, medical, tax, Workers Compensation, pretax benefits, deferred compensation information or employment forms pursuant to N.D.C.C. Section 54-06-21.

5. Additional records exempt from the open records law include (without limitation):

- a. Information pertaining to an employee's retirement account balance, disability applications and benefits, and surviving spouse applications and benefits under N.D.C.C. ch. 54-52 or a plan adopted by the board(N.D.C.C. Section 54-52-26);
- b. Certain economic development records (N.D.C.C. Section 44-04-18.2);
- c. Trade secret, proprietary, commercial and financial information (N.D.C.C. Section 44-04-18.4 and SBHE Policy 611.6);
- d. Computer software programs or components for which a copyright, patent or license is acquired (N.D.C.C. Section 44-04-18.5);
- e. Attorney work product (N.D.C.C. Section 44-04-19.1);
- f. Social security number, which is confidential under N.D.C.C. Section 44-04.28

6. Copies of records not exempt from section 44-04-18 shall be provided upon request. Copies shall be made of records and documents in the form filed or kept in the normal course of business and employees are not required to retrieve and collate or summarize data or prepare other special reports or documents not required by law or otherwise prepared in the normal course of business. A fee for allowing access to documents may not be assessed; however, each institution shall establish and collect a fee to cover reasonable copying costs, including reasonable cost of computer generated documents. The fee for standard paper copies may not exceed twenty-five cents per copy as provided under section 44-04-18. A fee not to exceed twenty-five dollars per hour, excluding the first hour, may be charged per request for locating records if locating the records requires more than one hour or for excising confidential or closed material if excising the material requires more than one hour. Access to electronically stored records is free if the records are recoverable without the use a computer backup; if a request is made for access to a record on a back-up or for a copy of an

electronically stored record an additional reasonable fee may be charged to cover costs attributable to the use of information technology resources.

NDSU Guidelines:

- a. NDSU departments may charge a fee up to twenty-five cents per page for paper copies provided to persons requesting copies under the Open Records Act. A reasonable fee can be charged for electronic copies as well as costs for the use of technology resources. A fee of up to \$25/hour, excluding the first hour, can be charged for locating records or redacting information that is not open
- b. Monies collected from the persons making such requests must be deposited at the NDSU Customer Account Services Office at least weekly, daily if amounts collected are \$200 or greater (see policy 508.)
- c. Responses to open records requests, other than routine requests in the normal course of business in an office or department, shall be coordinated through:
 - (1) From the media: The Office of the Vice President for University Relations.
 - (2) From other sources: The Office of General Counsel.
- d. State law mandates that responses to open records cannot be unreasonably delayed, so that such requests must be given a high priority.

7. NDSU Policy on Restricted Personally Identifiable Information

- a. North Dakota State University recognizes that it collects and maintains confidential/sensitive information relating to its students, employees, and individuals associated with the university and is dedicated to ensuring the privacy and proper handling of this personally identifiable information (PII).
- b. Social Security Numbers (SSN) and other restricted personally identifiable information are confidential and legally protected data. The university is committed to maintaining the privacy and confidentiality of an individual's personally identifiable information including but not limited to Social Security Numbers. Therefore, the use of the SSN as an identification number shall be limited.
- c. NDSU recognizes the use of the North Dakota University System ID number (EmplID) as the primary identification number for students, employees, and any person with a recurring business, educational, and/or research relationship with NDSU.
- d. The Federal Privacy Act of 1974 and related amendments establish guidelines regarding state agency requests for the social security number. It is the duty of the university to inform individuals whether a given use of social security numbers is mandatory and the legal authority therefore, the principal purpose(s) for the request, and the effects of not providing it. Data confidentiality is also mandated by NDCC sec. 44-04-28, 44-04-18.9 and 44-04-27; NDUS Procedure 1901.2 and its NDUS Data Information Technology Security Standard; other state and federal laws and regulations; system and NDSU policies, and various industry regulations.
- e. This policy and derived procedures provide guidelines and procedures on the proper use and disclosure of Social Security Numbers and other restricted PII such as credit/debit card numbers. Goals of the policy and procedures are to:

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- i. Eliminate use of the SSN as a publicly visible identification number for university-related business transactions.
- ii. Increase awareness of the confidential nature of restricted PII such as Social Security Numbers and credit/debit card numbers.
- iii. Reduce reliance upon the SSN for identification purposes.
- iv. Ensure appropriate and consistent handling of SSNs and other restricted PII throughout the university.
- v. Provide for assessments and audits of processes, applications, or systems used by or for NDSU entities. The assessments will be done by the NDSU IT Security Officer and the NDSU Audit and Advisory Services office. Audits will be done by Audit and Advisory Services.
- f. Procedures and materials required to support and enforce this policy will be developed and maintained by the NDSU IT Security Officer and the NDSU Audit and Advisory Services office.

HISTORY: May 1998; revised April 2003, October 2005, October 2007.

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