

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

November 5, 2008
Memorial Union, Plains 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:

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
February 4, 2009	9:30 – 11:00 a.m.	Memorial Union, Plains Room

Upcoming Executive Committee Meetings:

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.
January 21, 2009	9:30 – 11:00 a.m.	Memorial Union, Crest Room

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 51 present and 13 absent.

Substitutions:

Jessica Jorgensen for Jennifer Baker

Senators absent without substitutions: Robert Barclay, Janalee Brandt, Lois Christianson, Carole Huber, Ronda Klubben, Richard Mattern, Lorna Olsen, Karen Roesch, Margaret Schmidt, Kay Sizer, Elizabeth Thompson, Melanie Torgerson, Michael Tracy

Guests: Janet Krom, Jean Trautmann, Jean Hagen

II. Consent Agenda. The Consent Agenda was approved by general consent.

III. Adoption of Agenda

MOTION (Sundeen/Sholts): to approve the agenda. MOTION PASSED.

IV. Program: President Joseph Chapman was introduced by Liz Torguson.

President Chapman reported work on the next biennium budget, which asks for a 7% salary increase for all staff and faculty and on-campus apartment housing for up to 800 students. NDSU's enrollment growth has been remarkable, mainly by freshmen students (23% increase) and graduate students. Long-term planning is for 16,000 students. The College of Business and the Department of Agribusiness and Applied Economics, a Bison Connection and a Bookstore area, will be moved to the Downtown Campus by Fall 2009, facilitating 4,000 students. A biking/walking path is planned to the Downtown Campus. The bus system is growing and has been working well. Research dollars are growing from 115 million to 200 million. President Chapman encouraged staff to use the Professional Development grant program he sponsors, saying that there is nothing that has more national impact than employees going to conferences and talking about our university. Please take advantage of this opportunity. The Athletic Division I transition has been positive and is also good for national marketing. President Chapman is enjoying a good working relationship with UND President Kelley.

V. Approval of the October 8, 2008, meeting minutes

MOTION (Cooper/Trowbridge): to approve the minutes. MOTION PASSED.

VI. Treasurer's Report – Laura Dallmann

Local funds: \$6,449.13, Appropriated funds: \$660.99

VII. Reports of the Committees

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

Staff Senate note cards and brochures are now available. The brochures are distributed at New Employee Orientation sessions.

B. Standing Committees.

a. Election Committee - Barb Geeslin.

i. Election for Representative to Campus Space & Facilities Committee

Nomination: Andrea Abrahamson was nominated by Rob Davis.

MOTION (Mickelson/Trowbridge): to cease nominations and to cast a unanimous ballot for the nominee, Andrea Abrahamson. MOTION approved. Andrea Abrahamson was elected.

ii. Election for three Staff Senators-at-Large:

Nominations: Jean Hagen and William Ferguson had been nominated prior to the meeting.

MOTION (C. Kozojed/Gimbel): to cease nominations and to cast a unanimous ballot for the nominees. MOTION approved. Jean Hagen and William Ferguson were elected.

b. Bylaws. No report.

- c. **Program.** No report.
- d. **Public Relations.** No report.
- e. **Staff Development – Pam Hommen** (See **Attachment 2**).

C. Other Committees.

- a. **Policy Coordination Committee.**
Policy 713 – Records Management (See **Attachment 3**).
Laura Dallmann presented Policy 713 for input. Short discussion.
MOTION (Geeslin/Dallmann): to approve Policy 713. MOTION APPROVED.
- b. **Cookbook Committee - Laura Dallmann.** The deadline to submit recipes online has been extended to Friday, November 14, 2009.
- c. **Parking Committee - Lori Sholts.** The committee has been gathering information and will soon be meeting with Rob Lynch, NDSU Parking Coordinator.
- d. **University Athletics Committee –** (See **Attachment 4**)

VIII. Unfinished Business

Valentine Ball. Volunteers for the planning committee for the Valentine Ball are: Carole Huber, Bill Law, Jean Hagen, Kris Mickelson, Annette Sprague, Paula Hilde, and Lori Sholts.

IX. New Business

Staff Senate Blood Drive. Ron Fingarson and Paula Hilde volunteered to coordinate the Blood Drive.

X. Advisor Comments – Broc Lietz (not present) No report.

XI. Announcements.

A. COSE - Cindy Kozojed. Kozojed passed out the COSE newsletter and announced that Lorna Olsen was nominated for the 2008 Governor's Award for Excellence in Public Service. COSE clothing is available for sale online. Kozojed's COSE term is up at year-end, and this position will be voted on at the December meeting.

B. THUNDAR Mascot Votes. Kris Mickelson reminded everyone to vote online for THUNDAR.

XII. Adjournment.

Olson adjourned the meeting at approximately 10:35 a.m.

Respectfully submitted,
Acting Secretary - Pam Hommen
Substituting for Kay Sizer, Staff Senate Secretary

Executive Committee Report

Work Accomplished at NDSU Staff Senate Executive Committee Meeting
October 22, 2008.

Pam Hommen, Staff Development presented a proposed budget for our Discover U workshop with Tom Champoux. Executive Committee suggested we keep the registration fee at \$20 per person.

Executive Committee passed a motion to help fund the Valentine Ball for \$1500.

Executive Committee passed a motion to give a gift of \$25 at the Bookstore to the photographer from our last meeting.

Executive Committee recommends that people making and seconding motions at our full Staff Senate meeting please state their names so that our minutes are accurate.

Vance Olson
NDSU Staff Senate President

From Staff Development Committee

Upcoming Staff Development events:

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 - Tom Champoux, Effectiveness Institute, Redmond, WA

February 25, 2009 (confirmed)

8:30 a.m. – 4 p.m.

Memorial Union

More information will be available on the Staff Senate website.

Attachment 3

POLICY CHANGE COVER SHEET

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

Section: 713 RECORDS MANAGEMENT

Deleted: RETENTION

The policy was renamed and completely rewritten to bring NDSU further into compliance with NDCC 54-46, NDCC 44-04-18, NDCC 12.1-11-05 and NDCC 55-02.1-05. As a state institution, state records produced in the daily course of business at NDSU are subject to state and federal laws/regulations, including retention and disposal.

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

Policy Committee: 2/19/08; 10/15/08

University Senate:

Staff Senate:

President's Council:

3. This policy was originated by (individual, office or committee/organization):
NDSU Records Management Task Force (February 2008)

Deleted: RETENTION

SECTION 713: RECORDS MANAGEMENT**1. SOURCE: NDSU President****NDCC 12.1-11-05, NDCC 44-04-18, NDCC 54-46, NDCC 55-02.1-05**

1. This policy has been adopted in response to state and federal laws; as best management practices to limit liability and increase information security; to preserve vital information; and to save storage space and improve access.

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2. The objective of the Records Management Program is to assist University departments in managing their records throughout the entire record life cycle: from creation or receipt, through the use and maintenance stage, until final disposition. As a state institution, various records produced in the daily course of business at NDSU are subject to state and federal laws/regulations, including access restrictions, retention and disposal.

3. The North Dakota Century Code (NDCC 54-46-02) defines a record as a "document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business." A "state record" is further defined as "A record of a department, office, commission, board, or other agency, however designated, of the state government."

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4. The NDSU record retention schedule [Link when the schedule has been approved] defines the NDSU "state records" managed under this policy. Groups of similar records are defined as a "record series". There are several hundred record series descriptions in the retention schedule.

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4.1. Examples of some items that are considered to be state records include **but are not limited to** payroll records, personnel files, annual reports, contracts, project files, grade books, student work that is not returned and affects decisions regarding the student, invoices, equipment maintenance logs, computer system log files, research journals (lab books), research and grant proposals, equipment maintenance records, meeting minutes, master copies of exams and course handouts.

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4.2. Examples of some items **not** considered as state records include **but are not limited to** library and museum materials used for reference; student items including but not necessarily limited to homework, tests, quizzes, term papers and minor projects that are graded and **returned** to the student; drafts used to produce a final product; magazines you subscribe to as a member of an organization; and extra copies of documents retained only for convenience of reference.

5. NDSU Audit and Advisory Services is responsible for coordinating the records management program at NDSU with the assistance of unit records coordinators (appointed by unit administrators). To assure compliance with all regulatory agencies as well the records retention program, NDSU Audit and Advisory Services may be contacted (NDSU.recordsmanagement@ndsu.edu).

6. Changes to the NDSU record retention schedule must be approved by the state Records Management Task Force that includes members from the Office of Attorney General, State Auditor, State Archivist, and the State Records Administrator. The program is managed by the Records Management group of the state Information Technology Department.

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7. A campus Records Management Coordination Committee is responsible for working with the NDSU records management coordinator to suggest and coordinate changes in the NDSU record retention schedule with the state Records Management Task Force; propose changes to policy; make changes in procedures; and make departments aware of and provide training on policies and procedures. The committee shall be responsible for developing their own operating procedures, organization, and term lengths.

7.1. Members of the Records Management Coordination Committee shall be:

Two faculty members appointed by the University Senate Executive Committee
Two unit records coordinators appointed by the Staff Senate Executive Committee
The university vice presidents or their designees
An archivist from the Institute for Regional Studies & University Archives
The university general counsel or designee
The NDSU Records Management Coordinator, Chair

8. The NDSU Institute for Regional Studies & University Archives is the official depository for all NDSU records determined to have archival value, pursuant to NDCC 55-02.1-05, so designated by the State Archivist of North Dakota, dated November 29, 2007.

9. Detailed procedures and instructions for compliance, the official NDSU records retention schedule detailing retention periods and disposal methods, and answers to frequently asked questions are available at the NDSU Records Management Web site [Link: <http://www.ndsu.edu/recordsmanagement>].

1. ▾
2. ▾
3. ▾

Last updated: August 20, 1996; January 22, 2002; June 11, 2007, August 1, 2007, September 2007

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Deleted: The records retention period is the length of time records must be retained. NDSU will retain a State Board of Higher Education approved Records Retention Schedule.

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<#>2.1 ¶
<#>The "Instructions for Completing Records Disposal Request" and the "Records Disposal Request Form" are included in the Records Retention Schedule, which is currently under revision. If you have any questions concerning records disposal, please contact the Audit & Advisory Services Office at 701-231-9413 or ndsu.Internal.Audit@ndsu.edu. ¶
<#>Generally if a department is not a primary or official record holder, records need only be retained for departmental operating purposes. Records may also be maintained to document policies and procedures, and for reference to archival value, etc. ¶
<#>Decisions on what to retain and for how long should take into account the legal, audit, administrative, fiscal, and historical considerations, as well as state and federal laws, affecting the record. ¶
To assure compliance with all regulatory agencies as well as the Records Retention Schedule, the internal auditor of the University may be contacted regarding either the retention or disposition of records.

Deleted: The Records Retention Schedule specifies the criteria for the management of active records, provides for the systematic transfer of inactive records from the active storage areas to inactive storage areas, specifies the length of time records need to be maintained, and establishes the proper destruction method for those obsolete records. .

University Athletics Committee Report

Highlights from the October 15, 2008 meeting

FargoDome Project Update

Athletics is currently working with a consultant (Anthony James Partners) to put together presentations for the Dome addition and presentations to potential donors will begin soon. A portion of the total cost will be provided by the FargoDome. Discussions have also taken place regarding the potential revenue that can be generated beyond naming rights.

Bison Sports Arena Update

The NDSU Development Foundation will now be involved in fundraising efforts for the BSA renovation/expansion. A consultant has been hired to conduct a feasibility study to determine how much money can be raised for the facility. Although a portion of the amount needed was raised in the original capitol campaign the cost of the project has grown significantly. Plans for the building are ready to go once the money is raised.

APR

The 2007-08 Academic Progress Rate report was distributed and reviewed. Lynn Dorn explained that the report is based on eligibility and retention data of student-athletes receiving athletic aid for the 04-05, 05-06, 06-07 and 07-08 academic years. No scores were below the 925 "cut" score, and six of the 16 NDSU teams earned a perfect score of 1000. It was noted that coaches along with Casey Peterson, Assistant Director for Learning Services, made a real effort to increase APR scores. The report will be released to the press in the near future.

Tim Singelmann (UAC Staff Senate Representative)