

NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING MINUTES

November 4, 2009

Memorial Union, Great 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 2, 2009	9:30 – 11:00 a.m.	Memorial Union, Great Room
January 6, 2010	9:30 – 11:00 a.m.	Memorial Union, Great Room

Upcoming Executive Committee Meetings:

November 18, 2009	9:30 – 11:00 a.m.	Memorial Union, Peace Garden
December 16, 2009	9:30 – 11:00 a.m.	Memorial Union, Meadow

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 56 present and 14 absent.

Substitutions: Pete Gregoire for Janet Davidson-Harrington

Anna Sheppard for Jeri Vaudrin

Senators absent without substitutions:

Najla Amundson

Chris Anderson

Britton Carter

Robin Davis

Ron Fingarson

Paul Froeschle

Esther Hockett

Cindy Kozojed

Tera Miller

Scott Minot

Margaret Schmidt

Paula Schneider

Tim Singelmann

Kelly Summers

Guests:

Barb Geeslin

Ron Johnson

Amy Brown

Janis Bork

II. Consent agenda – For Information Only

Policy 335 Code of Academic Responsibility and Conduct

Policy 350.3 Board Regulations on Nonrenewal, Termination or Dismissal of Faculty

III. Approval of Meeting Agenda

MOTION (Adams/Flink) approve the meeting agenda as changed MOTION CARRIED

IV. Student Government Report – President Amber Altstadt

- Working to get wireless internet access in Residence Halls.
- Plans for new library and discussing whether current library meets study needs of student.

V. Public Relations

LaDonna DeGeldere introduced the Salvation Army Bell Ringing Representatives Gerri Leach and Capt. Bill Mealy. The Christmas Kettle Goal this year is \$650,000.00. This is doubling the kettle number and also the size of the goal for this year. They need to fill over 8,000 hours of bell ringing to fill this new goal. Plan to participate.

VI. Program

Guest Speaker: Michele Reid was introduced by Marty Hoag.

- Added a library in the downtown campus area
- Friends of the Library will be manning the phones for Prairie Public
- Restructuring a few positions
- Special Projects Technician (floater) for all the libraries
- Working on an on-demand .pdf annex, Cheryl Zimprich will scan the article you request for you and e-mail it to you.

- Faculty/Staff/Students will be working on defining the size/design/technologies of the new library

VII. Approval of the October 7, 2009 minutes

MOTION (Miller/Anderson) approve the October 7, 2009 minutes MOTION CARRIED

VIII. Treasurer's Report – Jan Lofberg reporting for Laura Dallmann

Agency - \$2,409.17

Appropriated – \$1,151.80

Local – \$595.65

IX. Advisor Comments – Broc Lietz

We were a good institution before President Chapman came. He did wonderful things while he was here. We will continue to be an exceptional institution after Dr. Chapman leaves. People are looking out for the best interest of NDSU. The future is bright.

X. Reports of the Committees

A. Executive –Chris Anderson (See Attachment 1)

B. Standing

1. **Bylaws** – Kevin Schindlbeck – (See Attachment 2).

2. **Election** –

MOTION (Lenarz/Dallmann) elect Janis Bork and Megan Paradis as At Large Staff Senators with terms through May 2010 MOTION CARRIED

MOTION (Gimbel/Boedekker) elect Amy Brown effective 11/11/09 as an At Large Staff Senator with term through May 2010 MOTION CARRIED

3. **Legislative** – Rita Lattimore – There is a nine member committee to investigate feasibility of State Employee tuition.

Legislative Hearings – employees can attend without having to make up time.

Retirement programs and Health/Benefit programs

4. **Program** – Martin Hoag – H1N1 for December's meeting.

5. **Public Relations** – LaDonna DeGeldere (See Attachment 3)

6. **Scholarship** – Tera Miller – no report.

7. **Staff Development** – Connie Jadrony/Jean Hagen – Attachment 4.

C. COSE Report – Cindy Kozojed – no report.

D. Other

1. **Policy Coordination Committee** – Vance Olson

Policy 155 – Alcohol and Other Drugs – Unlawful Use by Students, Faculty and Staff

MOTION (Trowbridge/Sholts) approve Policy 155 MOTION CARRIED

2. **Ad Hoc Committee on Smoking Policy** – Lori Sholts

Smoking Ban Staff Results:

Support Policy 153 Smoke Free Facilities

1443 Benefitted broad banded staff (46%)

670 Staff voted of those:

399 – Yes (60%)

271 – No (40%)

32 Other Staff (Super Staff – Vice Presidents and Lecturers)

24 – Yes (75%)

8 – No (25%)

President Olson complimented the ad hoc committee for a wonderful job, disbanded the committee and requested they destroy the ballots.

XI. Unfinished Business

Policy 153: Smoking Ban

MOTION (Trowbridge/Mickelson) take the Smoking Ban Policy off the table MOTION CARRIED

MOTION (Trowbridge/Sholts) approve the Smoking Ban Policy MOTION CARRIED

President Olson opened the floor for discussion. Statements in favor and in opposition of the policy were presented by the membership.

Trowbridge CALLED THE QUESTION

Yes – 35 No – 23 MOTION CARRIED

MOTION (Hoag/Sholts) destroy ballots MOTION CARRIED

XII. New Business

Staff Senate meeting with Chancellor Goetz (Attachment 7)

Vance has received a letter from the State Board of Higher Education asking for his input on whom to nominate for the University President search committee. They asked for names only. The committee will consist of about 16 people. It will probably be a very eclectic group.

XIII. Announcements

- Staff Senate T-Shirts are available for \$5.00
- North Dakota University State Staff Senate IVAN meeting will be November 13th 3:00 p.m. at EML 183.
- Blood Drive will be December 1, 2, and 3, 10:00 – 2:30 on the West Side of the Memorial Union.

XIV. Adjourn

Meeting adjourned 11:00 AM

Scheduled meetings:

- *Executive Committee: Wednesday, November 18, 9:30-11:00, MU/Peace Garden*
- *Staff Senate: Wednesday, December 2, 9:30-11:00, MU Great Room*



Executive Committee Report

Officials from the Salvation Army will be joining us to promote the Red Kettle campaign. The Public Relations Committee is organizing a volunteer effort of NDSU Staff to man "The Kettles" this holiday season.

Chris Anderson

NDSU Staff Senate President Elect

Bylaws Committee Report

10/30/2009

Submitted by Kevin Schindlbeck, Chair, Bylaws Committee

The Bylaws Committee met on October 30, 2009. A quorum was present, and we conducted work to incorporate language into the bylaws allowing for representation and participation in the statewide, higher education Staff Senate. Adding the associated language to section 7b of the NDSU Bylaws was discussed.

During the discussion, areas of uncertainty arose that it was felt we needed to seek clarifying direction from the Staff Senate body on. A vote was taken to request time at the November Staff Senate Meeting to seek clarification and direction from the constituency. It was unanimously approved by the members present.

Further discussion was tabled until after having an opportunity to receive further input and direction from the Staff Senate.



Public Relations Committee 2009-2010

1. Homecoming

Congratulations Staff Senate!

The Staff Senate float in the 2009 NDSU Homecoming Parade has won the Business/Community Division and received a framed certificate. Campus Attractions stated "Your float looked amazing!"

2. Messenger

The Public Relations Committee is planning the next publication of the Messenger which is scheduled to be published fall 2009.

The Messenger is almost complete and will be ready for publication following the review and proofing process. Watch for your copy and read about the events that are happening now. Thank you to all who submitted information for the articles and upcoming events.



Staff Development 2009-2010 Discover U Mini-Session Schedule

Below is a tentative schedule of topics for the 2009-2010 Discover U mini-sessions. All topics, dates, and locations are subject to change please watch for a flyer and email announcing each month's topic.

November

Topic: You Are What You Eat

Speaker: Janet Brown LRD, CDE, NDSU Wallman Wellness Center

Date: Wednesday, November 18, 2009

Time: 10:00 to 11:00 a.m.

Location: Century Theater, Memorial Union

Description: Janet Brown, Licensed Registered Dietician, will explain how the way you nourish your body can determine how you feel and work. She will also give nutrition advice to improve your overall being.

December

Topic: Do Genealogy: Researching Your Family History

Speaker: John E. Bye, Director, Institute for Regional Studies & University Archives

Date: Tuesday, December 8, 2009

Time: 9:30 to 10:30 a.m.

Location: Century Theater, Memorial Union

Description: This session will highlight how to begin your genealogical research and what resources, both electronic and print, are available. John will also cover developing your family history through photographs, documents, material culture and oral history.

January

Topic: Remodeling

Speaker: Susan Ray-Degges,

NDSU Department of Apparel, Design, Facility and Hospitality Management

Date: Wednesday, January 20, 2010

Time: 10:00 to 11:00 a.m.

Location: Century Theater, Memorial Union

Description:

February

**** No mini-session in February due to the annual Discover U staff development day.**

March

Topic: Automotive Maintenance

Speaker: Jeff Marcy, NDSU Automotive Mechanic

Date: March 10

Time: 10:00 to 11:00 a.m.

Location: Motor Pool Garage, Thorson Maintenance Center

Description: Learn the basics of automotive maintenance from Jeff Marcy, NDSU Automotive Mechanic. Jeff will teach you how to save money by keeping your car in top shape. Learn how to check the fluids, tires, belts, and hoses in your car to prevent major repair bills. Bring your car questions as Jeff will be taking questions from participants.

April

Topic: NDSU Bus Tour

Date: TBA

Location: TBA

Description: If you haven't had a chance to tour our growing NDSU campus, now's the time! Join us on a narrated tour of our beautiful campus!

The campus bus tour is sponsored by NDSU Staff Senate and is intended for all broad-banded staff. This bus tour is open to employees who have not taken it during their New Employee Orientation. Due to the popularity of this tour and limited seating available, reservations are required and are taken on a first-come, first-served basis. To reserve your space, contact Jean Hagen at 1-8186 or jean.hagen@ndsu.edu.

Come see what's new and different on our campus – this is a great opportunity.

University Athletics Committee Report

Updates from the University Athletics Committee Meeting held on October 15, 2009

1. Alcohol Education for Student-Athletes
 - a. Additional alcohol education programs are being implemented with the student-athletes this year, including: BASICS (Brief Alcohol Screening and Intervention for College Students) screening for all football players; My Playbook, an online alcohol and other drug education program for all student-athletes; and E-Checkup to Go (e-chug) for all first-year student-athletes.
 - b. The cost of these programs is supplemented by an NCAA grant.
2. The recent Summit League Compliance Review went well. The institutional athletic compliance review is conducted by the league every four years to ensure that institutional policies and procedures meet NCAA guidelines. A Summit League representative met with various departments, including Athletics, Orientation & Student Success, Student Financial Services, Admission, and Registration & Records.
3. Preliminary APR (Academic Progress Report) and graduation rates are looking very positive for student-athletes. APR rates are based on eligibility and retention data of student-athletes receiving athletic aid. Graduation rates look at successful completion rates of all undergraduate student-athletes receiving athletic aid. NDSU has historically had above average APR and graduation rates and this trend continues.
4. NDSU's Student Athlete Advisory Council (SAAC) received the inaugural Division I National SAAC Award of Excellence for their tremendous efforts with the spring flood.
5. Bison Athletics is currently working with the Development Foundation for fundraising for the BSA. The \$30 million project has been broken into three phases. The Fargodome addition is not currently being pursued.
6. New bleachers with seat backs were installed at the Bentson Bunker Fieldhouse and volleyball game attendance has increased.
7. Upcoming Events:
 - a. November 20-21 is a big weekend for Bison Athletics:
 - i. NDSU will host the Summit League Volleyball Tournament (Nov 20 & 21)
 - ii. Women's Basketball vs. Wyoming (Nov 20)
 - iii. Men's Basketball vs. Idaho (Nov 21)
 - iv. Football vs. Youngstown State (Nov 21)

IT Council

NDSU's IT Council held its initial meeting of the 2009-10 academic year on Oct. 28 in IACC room 422.

Bonnie Neas, vice president for information technology, reported the university system is in the early stages of investigating a proposal for university system core services related to e-mail and calendar, as well as text and video features. She reported the proposal that appears to be the front-runner is one from Microsoft.

Jean Ostrom-Blonigen, chief information technology planning officer, briefed the council on the current IT Survey asking for faculty and staff opinions about priorities for NDSU computer services. As of Oct. 28, 147 people had responded to the survey. Upon the survey's completion in about two weeks, IT divisional staff will categorize the respondents' answers.

She also is conducting a study at the request of President Chapman to determine the actual costs related to IT services and personnel on campus. Neas has set a deadline of March for the completion of that study.

Jeff Gerst, associate vice president and chief information officer, reported the recently dedicated Richard H. Barry Hall has \$845,200 in IT equipment, including computer clusters and video conferencing.

Marc Wallman, assistant vice president for enterprise computing and infrastructure, said a new wireless authentication method has been initiated which is easier to use than the current method. The new method is available at <https://apps.ndsu.edu/wirelessauth/>.

Wallman also provided statistics to demonstrate IT usage on campus. For the week beginning Oct. 19, he said 20,132 unique devices utilized the network. In addition 14,213 users used Blackboard during fall 2008 and there were 13,395 Blackboard users in spring 2009. There are approximately 15,000 persons per week who use NDSU IMAP mail service.

Joan Chapek, assistant vice president for telecommunications, said a new five-digit dialing system is in place for telephone service connecting NDSU, University of North Dakota, Mayville State University and North Dakota State College of Science. She said there are not any long-distance charges with the system. A story on the project can be viewed in the Oct. 28 issue of It's Happening at State.

Respectfully submitted,

Steve Bergeson

**William Goetz – Board of Higher Education
Century Theater
10/29/2009 – 1:30 PM**

Topics:

- What's next in the Presidential Search
- Future of NDUS Staff Senate

What's next in the Presidential Search and other issues

- We have to look at this as an unending opportunity
- Processes
- We are here for students
- Committed to NDSU to facing days ahead. December 1 we will be bringing the interim president onboard
- Work has begun, visited with Deans this AM, very productive meetings
- Tasks continuing to drive the university forward. Keep momentum going. Focus needs to be maintained.
- Budget process
- Communication
- Commitment is very critical
- Elevates importance of Chancellor Goetz communicating
- Stay the course, cannot be deviated from (by) distractions
- Audit/Spending on house, etc.
- Process will continue in the auditing
- Legislative audit & fiscal committee
- Additional spending on the house and Barry Hall will continue as an issue in the coming months, until it's finished
- We need to stay the course!

A few words about Hanson

He is very personable. He's about the students. He keeps the student interests at heart as it relates to diversity, disadvantaged students, etc. Can't think of anyone better at this time to fit the need of this University.

- Search committee is being formed
- Letters will go out to staff members, and others from outside of the University regarding nominations for the committee.
- Members could be students, staff, faculty
- Academic and resource community
- Economic develop
- About 16 people on the committee

Objective

- Committee named in time for the State Board meeting in November in Minot.
- Search Consultant (proposals) looked at and approved by the Board.
- Search committee to meet to create a timetable, Board to approve July 1st or shortly thereafter.
- Right president for NDSU

- Chancellor Goetz is looking for a smooth transition, which is very important to him. Our support, recognition and patience is very important to the University.
- Progress means keeping the momentum going. It's about investment of time, partnerships with students, staff, faculty, Board, etc.
- The State Board of Higher Education meeting is in Minot on **November 19, 2009**.
- Is Interim President eligible to apply for Presidency? Yes.
- Hanson is very interested in coming for the Interim basis and has not even discussed applying or interested in Presidency.
- The interim president will be acting and working on the budget as normal procedure.

President Chapman's resignation will be effective January 1, 2010

Interim President Hanson will be hired effective 12/1/2009.

Are there any significant issues with the budget at NDSU that will affect us?

- The Budget relates to enrollment/grants/etc.
- Everyone to some degree is effected

Will Interim President Hanson have any discretionary funds available to him?

Chancellor Goetz is not knowledgeable enough about those funds to answer the question.

Dr. Hanson is leaving Waldorf College. Waldorf is being sold. This was an opportunity for him to look at other opportunities. He turned down another position in Kansas to come here.

Public Relations (PR) - What are the plans of the Board or System Office?

- Chancellor Goetz's meeting today is the first step in handling the Press and issues that are currently happening. He plans to talk about what's good and not the negatives. There are challenges and frustrations. The message the public is hearing may not be the entire story. PR needs to be able to focus on good that the University is and does as opposed to focusing on the bad.
- When Chancellor Goetz first came here he gave all the PR committees a charge to do better as a university and a complete system.

Are the State's population and/or legislation for us or against us?

We have a lot of support, but we hear more of the stuff against us. We are not unique as far as Higher Ed in ND, it's in other states as well. Higher Ed is constantly in change, it has to be dynamic. Totally different than it was 10 years ago. Whatever we put out (our media dept) is a little tainted. Board to take a stand that it's not just NDSU that has these issues.

Role of Statewide Staff Senate

- Role that Staff Senate has in the eyes of the Board
 - It has been positive.
 - Lines of communication have been opened.
 - Senators can appear and speak at board meetings. This is a building process. A major objective to have representation on the Board.
 - Constitutional Issues – Student Member. Faculty – non-voting member and it continues.
 - It is a growing process and time will tell where it all leads.
 - Our priority is building bridges and creating relationships to help with the lines of communication being open.