

NORTH DAKOTA STATE UNIVERSITY  
**STAFF SENATE MEETING MINUTES**

September 7, 2011

Memorial Union, Great Room

Staff Senate meeting minutes are archived on our Web site at:

[http://www.ndsu.edu/staff\\_senate/meeting\\_information/](http://www.ndsu.edu/staff_senate/meeting_information/)

**Upcoming Staff Senate Meetings:**

October 5, 2011	9:30 – 11:00 a.m.	MU, Plains Room
November 2, 2011	9:30 – 11:00 a.m.	MU, Great Room
December 7, 2011	9:30 – 11:00 a.m.	MU, Great Room

**Upcoming Executive Committee Meetings:**

September 21, 2011	9:30 – 11:00 a.m.	Ceres Hall, Rm 116
October 19, 2011	9:30 – 11:00 a.m.	Electrical Engineering, Rm 217
November 16, 2011	9:30 – 11:00 a.m.	Ceres Hall, Rm 116

**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 Jodi Pierce prior to the meeting (231-8296 or [jodi.pierce@ndsu.edu](mailto:jodi.pierce@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)231-770*

**I. Call to Order**

Laura Dallmann called meeting to order at 9:32 a.m.

**II. Attendance Report – Jodi Pierce**

47 Present

**Proxies:**

Shayla Durick for Matt Chaussee

Ann Marschke for William Lenarz

**Absent:**

Sheila Boyda

Wendy Clarin

Robin Davis

Carole Huber

Amanda Lindseth

Jan Lofberg

Kay Modin

Angela Seeward-Marquardt

**Visitors:**

Angela Bachmann

Keenan Hauff

Jill Spacek

Gary Totten

**III. Consent Agenda – For Information**

**MOTION:** (Trowbridge/Watson) to approve Consent Agenda. **MOTION CARRIED.**

Policy 143: Sick/Dependent Leave (v1)

Policy 320: Faculty Obligations and Time Requirements (v2)

Policy 352: Promotion, Tenure and Evaluation (v2)

Policy 609: E-mail as an Official Communication Method to Students (v2)

**Consent Agenda – For Input**

Policy 174: Policy Coordinating Committee (v3)

**IV. Approval of the Meeting Agenda** **MOTION:** (Davidson/Backen-Andersen) **MOTION CARRIED.** Add Policy 103 Ad Hoc Committee to the meeting agenda.

**V. Student Government Report – Keenan Hoff**

- Proposed Student Success Tuition Model (SSTM)

**VI. Faculty Senate Report - Gary Totten - President of Faculty Senate.**

Tom Carlson, President Elect, is the liaison for this Staff Senate. Their first meeting will be Monday, September 12<sup>th</sup>.

Two main focuses:

- Working on retention of students with the Provost and others on campus.
- SROI (Student Rating of Instructors)

**VII. Program – Meeting Procedures by Kris Mickelson - Attachment 1**

**VIII. Approval of the June 1, 2011 Meeting Minutes. MOTION:** (Mickelson/Jergenson) to approve meeting minutes. **MOTION CARRIED.** Meeting minutes approved.

**IX. Treasurer's Report – Kathy Backen-Andersen**

Agency Fund – \$0

Appropriated Fund – \$1,142.

Local Fund - \$6,413.13

**X. Advisor Comments – Jill Spacek substituting for Colette Erickson – no report**

**XI. Reports of the Committees**

**A. Executive – Laura Dallmann**

- Continued to work on the SWOT Analysis and implement a few of the things:
  - Staff Senate Appreciation Event - Ice Cream Social
  - Communications Officer being added to Bylaws
  - Suggestion Box on Website (in process)
  - Attendance reports being added to the Web site.

**B. NDUS Staff Senate – Meeting September 28<sup>th</sup> via IVAN 3:00 – 4:00 p.m. location TBA.**

### C. Standing

1. **Bylaws** – Vince Anderson (Chair) – **MOTION:** (Olson/Mickelson) to approve bylaws as amended. **MOTION CARRIED.** Updated Bylaws - Attachment 2
2. **Election** – **MOTION:** (Kris Mickelson) to elect Angela Bachman as a senator effective until May 2013. **MOTION CARRIED.**
3. **Legislative** – membership changes occurred over the summer and will be allowed one more month to meet and report back.
4. **Program** – Deb Habendank – (Temporary Chair) to meet after this meeting to elect a chair.
5. **Public Relations** – Lynn Ehlen (Chair) –Committee will meet after the Staff Senate meeting. Attachment 3
6. **Scholarship** – Matt Chaussee (Chair) – no report
7. **Staff Development** – Rita Prunty (temporary chair) – meeting after Staff Senate meeting.
8. **Staff Recognition** – Janine Trowbridge (Chair) – No report.

### D. President's Cabinet – La Donna De Geldere

- Bison Pride Fridays – get out your green/yellow gear and dress up your office on Fridays. You can take a picture of your office dressed up and send it in for the contest. Please try to attend some of the games.
  - NDSU had a Research Ad printed in a Dutch Newspaper.
  - NDSU also had an article published in a Korean Magazine.
  - De Geldere showed a new ad that was developed by University Relations. It will be sent out via e-mail to entire university.
- E. **COSE** – Natalie Leer – Just closed nominations for the Governor's Award. Leer discussed new merchandise that can be purchased on the State Employee website: <http://www.nd.gov/cose/>. Leer reminded us to please nominate people for the FISH Award.
- F. **Policy 103 Ad Hoc Committee Report** – Lois Christianson from Equity, Diversity and Global Outreach has taken the policy back. It may be changed drastically before we comment on it again. Attachment 4 – Staff Senators please send feedback to Lois Christianson.

### XII. Old Business

None

### XIII. New Business

- A. **Scholarship Fundraiser to augment the money from the Valentine's Ball** – moved to the October meeting.
- B. **ND Challenge "Rebuild Minot Challenge"** – **MOTION:** (Olson/Anderson) to create an ad hoc committee to help rebuild Minot. **MOTION CARRIED.** Members to include: La Donna De Geldere, Kelly Biske, Tim McCue, and Kris Mickelson.
- C. **Wellness Fair** – Public Relations Committee to head this up again this year.
- D. **Bison Pride Friday's** – Kris Mickelson asked one of the students to find the language on a previous years' activities to pass on to the staff.

### XIV. Announcements - none

### XV. Adjourn – Meeting adjourned by Laura Dallmann at 10:55 a.m.

#### **Scheduled meetings:**

- *Executive Committee: Wednesday, September 21, 2011, 9:30-11:00, Ceres Hall, Rm 116*
- *Staff Senate: Wednesday, October 5, 2011, 9:30-11:00, MU, Plains Room*

## Parliamentary Procedure Works!!

Have you ever been to an out-of-control meeting? A meeting where two or three items were discussed at once? A meeting where you never had a chance to express your views? A meeting where a vote was never taken and, in the end, the president made the final decision? Chances are you and several other members left the meeting feeling as if nothing was accomplished.

Meetings don't have to be that way. An orderly, well conducted meeting, on a community, county, area, or state basis, should be the goal of every officer and member. In order for a presiding officer to conduct a good business meeting, the entire membership should be informed of parliamentary procedure. Parliamentary procedure helps the officers and members follow a logical order in conducting a meeting.

*Each member should consider the five principles of Parliamentary law:*

- Courtesy and justice to all.
- Consider only one thing at a time.
- The majority rules.
- The minority must be heard
- The purpose is to facilitate action.

Courtesies are expected of all members:

- Walk to microphone, gain recognition, ask to be recognized
- Address the president as “Madam or/Mr. Chairman” or “Madam or/Mr. President”
- Make the motion
- Wait for second ( a second may be made from the floor), lack of second motion dies
- Chair restates the motion or has secretary read the motion
- Chair asks for discussion: Confine discussion to the question before the group.
  - Motion can be amended at this time,
    - If motion is amended the amendment must be voted on, then the original motion is voted on.
  - Sit down promptly when finished talking. Side bars are understandable but must maintain a low impact on the meeting
  - Refer to an officer by their official title, to members by title and name
  - If there is not discussion move on to vote
- Chair will ask for the question or a member may call for the question
- Chair will put motion to a vote
- Chair will announce the outcome of the vote: motion carries or motion doesn't carry
- Willingly accept the decision of the majority.

Notes:

**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:

- 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.

**3. Composition of the Senate**

- a) Staff Senate will be comprised of up to sixty elected members representing the broadband classifications: 1000 Executive/Administrative/Management and 3000 Professional (combined), 4000 Technical, 5000 Office, and 6000 Crafts/Trades and 7000 Service (combined). Membership is based on fifty members representing broadband classifications and ten at-large members elected from any classification. The fifty broadbanded members are determined by the percentage of each classification as compared to the total number of NDSU broadbanded employees. Representation of each band is to be reviewed annually prior to the annual election.
- b) The ten members at large will be selected from the remaining candidates who did not fill a banded vacancy. The top ten candidates receiving the highest amount of votes during the general election will be selected as the members at large.

- c) Executive officers shall be elected from the membership of Staff Senate.
- d) The Executive Committee will consist of the President, Vice President/President Elect, Past President, Secretary, Treasurer, Membership/Attendance Officer, and three Members-at-Large.
- e) 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.

#### 45. 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 will be granted an additional two (2-) year term on the Staff Senate, if required, to complete the terms of President and Past President.~~ Any staff member elected to a at-large position filling an opening in another broadband classification shall serve a ~~one-~~

~~(1-)~~ two (2-) year

term and be limited to being elected outside of their broadband classification for no more than two (2) consecutive years.

- b) A general election to fill vacant positions shall be held annually during the months of March and April. All broadbanded staff members are eligible to vote in the general election. Terms of elected senators begin in May. The Election Committee Chair shall keep a list of names of unelected candidates, in order of the most votes to the least votes without vote totals associated with any names.
- c) In the event of an opening in a broadband classification following the general election, a secondary election will be held to fill the open position by interested staff members from other broadband classifications, with voting being limited to the elected senators. A position filled in this manner will hold office for the duration of the term of the vacating senator.
- d) Ex-officio officers appointed to the Staff Senate are not eligible to vote.
- e) The Past President shall serve as the Election Committee Chair.
- f) 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.

- g) The terms of office for the Secretary, Treasurer, ~~and~~ Membership/Attendance Officer, and Communications Officer

shall be two (2) years. Senators will be granted an additional one- (1) year term on Staff Senate, if required, to complete the terms of Treasurer, Secretary, or Membership/ Attendance Officer.

h) During a regular Staff Senate meeting, a group of five (5) or more senators can introduce a motion for the removal of a senator when that senator improperly performs the duties of a senator as described in the bylaws. The ~~accusing~~presenting senators shall be required to provide accusation(s) made against the accused senator in question, identify duties that are believed to have been improperly performed, and describe how the duties were improperly performed. A written copy of the accusations shall immediately be given to the senator in question and all members of the Staff Senate. The senator will be given an opportunity to resign on his/her own volition after receiving the accusations brought forth. If there is no voluntary resignation, at the next regular Staff Senate meeting, the senator in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations of improper performance to the full Staff Senate in attendance. Following the rebuttal opportunity, a vote must be declared as to the removal from Staff Senate using paper or electronic ballots with a majority of those members present required to carry the motion. Upon the motion carrying, the presiding officer of the Staff Senate shall declare the position vacant.

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#### 5. Duties of Senate Members

- a) Staff Senate members will attend each Staff Senate meeting and actively participate on all assigned committees.
- b) Staff Senate members who are not able to attend meetings shall find a proxy for that meeting and notify the Membership/Attendance Officer of that exchange.
- c) Following a Staff Senate meeting, the Senator will report to his/her constituency the discussions and information set forth at that meeting.
- d) Staff Senate members shall bring questions, concerns or remarks from their constituency to Staff Senate.
- e) Staff Senate members shall invite staff members to attend meetings and to encourage staff members to participate in Staff Senate.

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#### 45. 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. The resulting vacancy on the Executive Committee shall be filled by a special election, as outlined in section 5i).
- 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 of the votes. The President shall cast the deciding vote in the case of a tie.
- h) During a regular Staff Senate meeting, a group of five (5) or more senators can introduce a motion for the removal of an officer when an officer improperly performs the duties of an office as described in the bylaws. The senators shall be required to provide accusation(s) made against the officer in question, identify duties that are believed to have been improperly performed, and describe how the duties were improperly performed. A written copy of the accusations shall immediately be given to the officer in question and all members of the Staff Senate. The officer will be given an opportunity to resign on his/her own volition after receiving the accusations brought forth. If there is no voluntary resignation, at the next regular Staff Senate meeting, the officer in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations of improper performance to the full Staff Senate in attendance. Following the rebuttal opportunity, a vote must be declared as to the removal from his/her office or to the removal of him/her from the Staff Senate using paper or electronic ballots with a majority of those members present required to carry the motion. Upon the motion carrying, the presiding officer of the Staff Senate shall declare the office vacant.
- i) With the exception of the President and Past President, any vacated office of the Staff Senate Executive Committee shall be filled by a special election at the first regular Staff Senate meeting following the vacancy.
- j) When the President's office is vacant, the Vice President/President Elect completes the remainder of that term, and then serves his/her elected term consecutively. The vacant Vice President/President Elect position shall be filled by a special election, as outlined in section 5i, but shall not automatically become President Elect. A new Vice President/President Elect will be elected during the next general election. The Past President position shall be appointed, as outlined in section 5d).
- k) After being elected to Vice President/President Elect, this senator will be granted an additional two- (2-) year term on the Staff Senate, if required, to complete the terms of President and Past President.

## 6. Duties of the Officers

### a) The President

1. Presides over all meetings of the Staff Senate and Executive Committee;
2. Ensures 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. Ensures 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 Appropriated, Local and Agency funds, with approval from the Executive Committee, in the absence of the Treasurer;
9. Shall serve as a representative on ~~the University-Faculty~~ Senate with full rights of a senator on senate matters;

10. Shall serve as a representative on the Senate Coordinating Council committee and shall have the full rights of senators in Senate Coordinating Council matters;

- ~~10~~11. Gives presentations to promote Staff Senate at the New Employee Orientation;
- ~~11~~12. Attends the annual Staff Recognition Luncheon as a Staff Senate representative and presents the award recipients;
- ~~12~~13. 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
- ~~13~~14. Shall cast tie-breaking votes in all Executive Committee sessions.

### b) The Past President

1. Serves as an active member of the Executive Committee, providing continuity in the administration of the Staff Senate;

2. Shall serve as a representative on the Senate Coordinating Council committee and shall have the full rights of senators in Senate Coordinating Council matters;

- ~~2~~3. Serves as an adviser to current and proposed activities, using previous Executive
- ~~3~~4. Committee experience to give a historical perspective;
- ~~4~~5. Serves as the Election Committee Chair;
- ~~5~~6. Maintains current election results and contacts prospective senators following a vacancy in Staff Senate membership; and
- ~~6~~7. Shall be responsible to review and update the committee binders, including collection of binders from the past chairs.

### 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. Shall serve as a representative on the Senate Coordinating Council committee and shall have the full rights of senators in Senate Coordinating Council matters;

- ~~3~~4. Serves on the Policy Coordination Committee; and

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45. Carries out additional duties as assigned by the President.

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 Appropriated, Local and Agency funds with approval from the Executive Committee; and
5. 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.

f) The Communications Officer

1. Acts as campus liaison for Staff Senate.
2. Chairs the Public Relations Committee.
  - a. Reports issues and actions at each general Staff Senate meeting.
  - b. Posts information on homepage, campus television, *It's Happen ing a t State*, and the *Messenger*.
  - c. Submit press releases to appropriate media off campus.
3. Sits on the Staff Senate Executive Committee.
  - a. Works closely with standing committees to promote Staff Senate activities.

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. Coordinates the Orientation/Mentor Program for all new senators; and

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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. Ensure 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 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.
16. Any officer can approve email notices sent to the NDSU Staff listserv as well as the Staff Senate listserv.

## **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 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; and 5) is chaired by the Communications Officer.-~~
- f. Scholarship Committee: administers the Broadbanded Staff Scholarship on an annual basis as outlined by the *Classified Staff Scholarship Endowment* (revised 9/23/93), by determining number and amount of scholarships based on available funds; by designing, updating, and disseminating application forms; and by selecting recipients. The committee also administers discretionary Staff Senate scholarships when additional funds are made available.
- 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.
- h. Staff Recognition Committee: reviews the guidelines for and administers awards, including Campus Kudos. The committee also provides recognition to staff who are recipients of outside awards. This committee shall be represented by seven (7) members: one elected from each band and the remainder appointed by the Staff Senate president from a list of recommended potential appointees, forwarded from the Staff Senate body.
  - i. Valen tin e's Ball Co mm ittee: meets with rep res en tatives f rom staff, faculty  
and S tud en t Go vern men t to p lan and imp lemen t th e Valen tin e's Ball, whose funds will subsequently be used for scholarship purposes.

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j. Gunkelman Awards Committee: meets to select through campus nomination those persons qualified to receive an award.

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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.

~~ba)~~ University Senate-Senate Coordinating Council Committees

1. ~~University~~ Senate Coordinating Council Representatives

The Staff Senate shall be represented on University Senate Coordinating Council Senate by ~~four-three (4 3)~~ Staff Senate representatives: the ~~president and three (3) elected representatives~~ president, past president and vice president to ensure the continuity of information and expertise. These Staff Senate representatives shall have the full rights of senators in University Senate-Senate Coordinating Council matters. The Staff Senate will nominate and vote annually for these representatives.

2. University Senate Coordinating Council Committees

The Staff Senate shall elect a senator as a representative to each University Senate Coordinating Council 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: three (3) Staff Senators will serve and recommends policies for Facilities as part of the committee.

b) Library Committee: two (2) Staff Senators as part of the 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.

~~b)~~ c) University Athletics Committee: two (2) Staff Senators serve to 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.

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d) Equal Opportunity Hearing Panel: the selection of this panel shall be comprised of six (6) Staff Senate members, appointed by the Staff Senate President from a list of senators forwarded to the president or members of the Staff Senate Executive Committee, and in consultation with that same Committee, serving with six (6) appointed faculty members, and six (6) appointed students, acting in accordance with procedures and Policy 156.

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c) Other Committees/Advisory Boards/Councils/Ad-Hoc Committees

1. 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 with the exception of the NDUS Staff Senate. 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): one (1) senator charged with the task of combining and centralizing campus beautification efforts.

b) ND Council of State Employees (COSE) (3-year term: two (2) representative ~~a-members~~ of Staff Senate and one (1) alternates ~~s~~ 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) North Dakota University System (NDUS) Staff Senate (3-year term: 3 members of the NDSU Staff Senate at the time of election with one representative vote. A 9 member shall become an ex-officio senator of the NDSU Staff Senate with no voting privileges at the end of his/her third elected term or if not re-elected to a new term): serve the staff employees of the NDUS colleges and universities as a forum to consider matters, concepts and developing trends related to staff, promoting communication among the SBHE, the NDUS Chancellor and staff employees of the System's institutions.

i. Representatives and alternates shall rotate positions annually with the representative rotating out and being eligible for re-election as Alternate 2; Alternate 1 moving into will assume the Representative position and Alternate 2 moving into the Alternate 1 position. There will be one member elected each year.

ii. The Alternate 2 position shall be the open position in any official annual election year.

iii. If multiple openings, special elections shall be held to complete the remainder of the vacant Alternate 1 position with the new representative completing the remaining term of office, then continuing for the new three (3) year term.

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2. 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 required to attend all Staff Senate meetings. Senators who must be absent from a Staff Senate meeting are required to send a proxy. Any regular broadbanded employee who is a non-senator can be designated as the proxy and will have all the rights and privileges of the Senator that is absent. Absent Senators shall notify the Membership/Attendance Officer with the name of their proxy. The proxy will sign in on the attendance sheet listing his/her name and for whom he/she is substituting. A Senator who has two absences will be contacted by the Membership/Attendance Officer. A Senator's position will be considered vacated after three absences where no proxy has been assigned and no committee participation has been reported. In the event that a proxy was assigned but failed to appear for the meeting, that senator's absence shall be waived. 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.

## 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 general 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 and the election will take place. Election will be by a plurality of those members present and voting at the Staff Senate meeting.
3. If there are no candidates from the previous general election, the vacancy will be advertised in *It's Happening at State*, in the Staff Senate minutes, and sent to the NDSU Staff listserv 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 plurality of those members present and voting at the regular Staff Senate meeting.
4. The vacancy will be filled until the completion of the unexpired term or the return of the person on extended leave.
5. Staff from the vacant broadband classification shall have the opportunity to fill a vacancy before it is opened to staff from another broadband classification.

### b) Unfilled Vacancies

1. In the event a Staff Senate position is not filled due to lack of (a) candidate(s) from a broadband classification, the vacancy will be advertised in *It's Happening at State*, in the Staff Senate minutes, and sent to the NDSU Staff listserv, seeking (a) candidate(s)

from that broadband.

2. 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.
3. The Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a plurality 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.
4. In the event of (a) continued opening(s) in a broadband classification following the general election and seeking other candidates within the vacant broadband classification, a secondary election, with voting being limited to the elected senators in attendance, will be held to fill the open position(s) by interested staff members from other broadband classifications.

## **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.
- b) A record of proceedings shall be kept to include the agenda and minutes, and shall be posted at [www.ndsu.edu/staff\\_senate](http://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.

## **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 two readings prior to voting on changes.

## **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 September 24, 2008; Amended April 14, 2010; Amended April 24, 2010; Amended

- September  
7, 2011.

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

8.17.11

## Public Relations Committee Report September 7, 2011

The Public Relations committee has been very busy over the summer. We have had several meetings to plan the Homecoming float and the next issue of the Messenger. For the float we are featuring the Homecoming theme of "Feel Free to Roam . . . but Remember your Home" by depicting a Bison football player roaming through some famous world landmarks toward "home" the FargoDome. Walking alongside the float will be Staff Senate members wearing different world costumes with some Bison gear to show school spirit and will be handing out the candy. The float will be assembled during the week before Homecoming and if anyone wants to help with that they should contact April Moser. Also, if anyone has anything they would like to include in the Messenger they can contact Jeri Vaudrin.

Respectfully submitted,

Lynn Ehlen

Chairman, PR Committee

## Feedback on Policy 103

During the June 1, 2011 Staff Senate meeting, a committee was formed to draft an initial response to proposed changes to NDSU policy 103: "Opportunity/Affirmative Action Policy on the Announcement of Position Openings." While the proposed changes were limited in scope, the staff senate committee decided to provide feedback about the policy as a whole. The committee feels that there are a number of areas that should be improved.

### Issues

Policy 103 applies to both faculty and staff recruitment. The committee's understanding is that recent changes to the policy were crafted in order to encourage fairness in the recruitment of academic department heads. While the committee sympathizes with the issues at play, the issues are very different for staff promotions.

In short, the policy revisions require supervisors to announce every job on an internal or local basis. It also requires a search committee be formed for every job opening. However, the policy does not distinguish between truly new positions, promotions, and changed job duties.

This policy seems to be in conflict with "Policy 240: Changing Positions – Staff", as that policy allows the manager to promote or transfer an employee to a different position based on past job performance.

As staff members, we see that Policy 103 has had the following effects on staff recruitment and promotion:

1. It discourages managers from promoting excellent employees into new positions or substantially changed positions. It has become unclear to managers whether or not they have the ability to promote from within.

2. It requires a formal search committee and recruitment. This can be a costly effort in terms of time and financial resources. In addition, there have been cases where a promotion has been challenged on the basis of policy 103.
3. It removes the authority of managers to reward, and therefore encourage, good work, with promotions.
  - a. Promoting from within increases moral for employees and gives them a clear path forward in their career. It also allows managers the flexibility to assign employees new responsibilities in order to meet changes in demand.
    - i. All of these factors are properly the responsibility of managers but is not clear if they have the ability to use promotion as a motivational tool any longer.
4. Policy 103 has been inconsistently applied. For example, the IT division was told to conduct a formal recruitment, including a search committee, to fill openings for two interim positions. As the goal of interim positions is to provide quick leadership while a more comprehensive search is undertaken, this seems counterintuitive, unproductive, and paralyzes the ability of the division to make decisions quickly. At the same time, two other divisions were able to move personnel into new permanent positions without any recruitment or search whatsoever.
5. It turns the recruitment process into a hoop to jump through, rather than a method for hiring excellent staff. When a manager is confronted with the requirement to perform a formal search prior to promoting an excellent employee, it is likely that he or she will try to write the job description specifically for the intended employee, rather than performing the objective and fair recruitment that the policy intends.

## Remedies

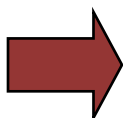
1. Policy 103 and/or Policy 240 should be clarified to eliminate the apparent conflict between them.
2. There should be different recruitment policies for staff and faculty. The nature of the job, promotion, and management is very different between staff and faculty.
3. If there is a significant concern about the fairness of promotions, recruitments, and hiring within the staff ranks, perhaps NDSU should sponsor education in these areas for managers.
4. Trust, but verify. Perhaps managers could be given significant leeway in hiring, but HR and/or Equity and Diversity could conduct audits, field complaints, etc. after the fact. This would put the focus on enforcement instead of prevention. There are benefits and costs to both, but enforcement is preferable if the bad behavior is rare.
5. Perhaps administration within a division, including the position manager/supervisor could be given the authority to determine whether their departments' needs require a promotion from within, an internal search, or an external search. After all, the manager is in the best position to know how to provide the services his or her department provides to NDSU. That said, managers should be required to provide a written justification of their promotion and hiring decision(s).

### **Staff Senate Committee Members**

- Kristy Michelson
- Kelly Bisek
- Galen Mayfield
- Robin Davis
- Vance Olson

# Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed, if not it will be sent back to you for completion.



*If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.*

**SECTION:**    **SECTION 103:** Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s)).**

*1 item was stricken from the current policy to represent the intended wording coming from the Commission on the Status of Women Faculty in Fall 2011. The first sentence in #2 is removed.*

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

*Faculty Senate (Commission on the Status of Women Faculty)*

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

*This portion will be complete by Kim Matzke-Ternes*

**Policy**

**Committee:**            Presented to PCC may 11,2011; changes made and V2 routed to Staff, Faculty & President's council

**Faculty Senate:**      05/12/2011 routed for input

**Staff Senate:**        05/12/2011 routed for input

**President's Council:**      05/12/2011 routed for input

**If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or [kim.matzke-ternes@ndsu.edu](mailto:kim.matzke-ternes@ndsu.edu)**

*The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy.*

*If you have suggestions on formatting, please route them to [kim.matzke-ternes@ndsu.edu](mailto:kim.matzke-ternes@ndsu.edu).*

*All suggestions will be considered, however due to policy format guidelines, they may not be possible.*

*Thank you for your understanding!*

## SECTION 103: EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE ANNOUNCEMENT OF POSITION OPENINGS

### SOURCE: NDSU President

The following policy has been developed after consultation with the University General Counsel, the Director of Human Resources/Payroll, the Vice President for Equity, Diversity and Global Outreach, and the President's Council. These position announcement requirements must be followed in making any appointment to a payroll position for which the individual will receive fringe benefits.

1. If the appointment is to be .50 FTE or more and the expectation is that the appointee will serve for more than four months, the position shall be announced throughout the appropriate recruiting area as defined in Sections [200](#) and [103.1](#) of this Manual. Generally speaking, the recruiting area for faculty and professional administrative positions is considered to be on a national level, and the recruiting area for broadbanded technical, office, craft and trades, and service positions to be the Fargo-Moorhead area and the ten-county region surrounding the institution.
  - 1.1  
When a position vacancy occurs and there is a pool of regular employees appropriately qualified for transfer or promotion (including former employees covered by Reduction in Force policy, [Section 223](#)), a unit supervisor may choose to advertise a vacant position internally for a minimum of one week prior to initiating an external search. The procedures for these internal searches will be the same as those external searches (see Section [202](#) or Section [304](#)). The Office for Equity, Diversity and Global Outreach (for non-banded positions) or the Human Resources/Payroll Office (for broadbanded positions), in consultation with the unit supervisor, will be responsible to determine whether a pool of appropriately qualified employees exists.
2. For any titled or compensated appointment, a position announcement is required. Unit supervisors are required to announce the position on an internal or local basis. That means that an announcement must be distributed within the University and to the faculty or staff of the particular academic or administrative unit involved. Affirmative action efforts must be undertaken to ensure that qualified minority individuals, females and individuals with disabilities are included in the applicant pool. Distributing the position announcement to the other Tri-College University institutions or within the Fargo-Moorhead community is also encouraged.
3. Recruitment for all full-time, regular administrative, academic and professional broadbanded staff positions (all those in the 1000, 2000 or 3000 job categories) shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to search committees. The search committee shall be involved in recruiting, screening and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from under represented and protected groups. Selection from the group of finalists of the individual to fill the position is the responsibility of the unit administrator. The Vice President for Equity, Diversity, and Global Outreach or the Director of Human Resources/Payroll, depending on the type of position, shall be considered an ex officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.
4. Although unit leaders are required to post throughout the University any position that offers an important promotional opportunity to employees in other departments, the formal procedures for filling positions (see [Sections 202](#) for broadbanded positions and [304](#) for non-banded) shall be optional in the following cases. Whenever an appointment is based on one of the following options, the specific option should be noted in the remarks section of the [NDSU Hiring Form \(100\)](#) or on the [NDSU Change Form \(101\)](#) and relevant documentation attached:
  - 4.1  
Timeslip employment which is not identified as a payroll budget appointment.
  - 4.2  
The transfer or promotion of an employee within a department or office, provided that the employee is fully qualified for the new position and was originally hired through a competitive search. This exception excludes faculty positions.
  - 4.3  
The transfer of a faculty member from special appointment status to a probationary appointment, provided that he or she had secured the special appointment on a nationally competitive basis.
  - 4.4  
The appointment of an employee to fill a vacant administrative position on an acting basis, normally for a period not to exceed one year, while a search is being conducted for a regular appointee.
  - 4.5  
When there is concurrence by the hiring department, reassignment due to
    - a) an injury resulting in worker's compensation award and subsequent retraining

b) a reduction-in-force.

#### 4.6

With prior approval, the temporary appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This temporary appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.

Note: To use this option, proposal writers should indicate their intention on the transmittal form and provide a letter of explanation when the proposal is submitted to the Office of Sponsored Programs Administration. Those submitting proposals for internal funding that are not reviewed in Sponsored Programs Administration should contact the Office for Equity, Diversity and Global Outreach prior to submitting the proposal.

#### 4.7

An externally funded appointment as a postdoctoral fellow, research scientist or broadband research professional in a department where the individual has just completed an NDSU graduate degree and the assignment involves continuation of the research used for the individual's thesis/dissertation. This appointment is limited to the period for which funding has been given and normally may not exceed two years.

#### 4.8

When an employee, at time of hire or within 2 years of employment, has a spouse or partner who is fully qualified and interested in a university position, the department or unit administrator is responsible to:

- contact Human Resources/Payroll Office and/or the relevant academic department(s) as soon as possible (depending on the spouse's/partner's education and experience); and
- encourage the spouse/partner to locate positions that they feel they are fully qualified for and make an appointment with a staff member in Human Resources/Payroll Office and/or with the head/chair of the appropriate unit to review the spouse's/partner's education and experience.

The hiring department will make the final hiring decision.

#### 4.9

At the request of the appropriate supervisor, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:

- a) the employee had a satisfactory performance record; and
- b) the employee is returning to a position requiring similar qualifications and having similar responsibilities; and
- c) the position is within the department where he/she worked at the time of resignation.

#### 4.10

The appointment of a post doctoral fellow (postdoc) who comes to NDSU with a newly appointed faculty member on whose research project the postdoc is currently working. The postdoc may not transfer to other NDSU employment without being hired through the usual recruitment/selection process.

5. Regardless of the position announcement procedures that are followed, all employment decisions within the University are subject to equal opportunity laws and regulations and NDSU's Equal Opportunity and Non-Discrimination [Policy 100](#). In addition, all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to the equal opportunity monitoring system defined in Sections [202](#) and [304](#) of this manual.
6. Exceptions to this policy may be authorized by the President in unique circumstances.  
A request for the Presidential exception is initiated by the hiring department and forwarded through the appropriate supervisory line to the unit's dean or director. If there is support from the dean or director, the request is forwarded to the appropriate vice president. If the request is supported by the vice president *after* consultation with the Vice President for Equity, Diversity, and Global Outreach and the unit's dean and director, it is forwarded by the vice president to the President for consideration.