

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

November 2, 2011

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 7, 2011	9:30 – 11:00 a.m.	MU, Great Room
January 4, 2012	9:30 – 11:00 a.m.	MU, Prairie Rose Room
February 1, 2012	9:30 – 11:00 a.m.	MU, Prairie Rose Room

Upcoming Executive Committee Meetings:

November 16, 2011	9:30 – 11:00 a.m.	Ceres Hall, Rm 116
December 21, 2011	9:30 – 11:00 a.m.	Ceres Hall, Rm 312
January 18, 2012	9:30 – 11:00 a.m.	Bison Ct Large Conf Rm

NOTE: Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Jodi Pierce prior to the meeting (231-8296 or jodi.pierce@ndsu.edu).

***All broadbanded staff members are encouraged to
attend.***

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(701)231-770*

I. Call to Order

Laura Dallmann called meeting to order at 9:30 a.m.

II. Attendance Report – Jodi Pierce

Proxies:

Kaarin Remmich for Jenny Beam
Bethany Vincent for Wendy ClarinPatty
Lloyd for Robin Davis
Jim Ross for Galen Mayfield
Aida Martinez-Freeman for Kay Modin
Bruce Steele for Jeri Vaudrin

Absent:

Chad Lindberg
Amanda Lindseth

Visitors:

President Bresciani
Provost Rafert
Laura Garske-Hermanson
Keenan Hauff
Carol Jore
Nancy Nessa
Lori Rezac – new Senator
Shelley Rice
Deven Styczyski – new Senator
Gary Totten

III. Consent Agenda

For Information - None

For Input - 220.1 (New): Administrative Leave (v2)

IV. Approval of the Meeting Agenda - MOTION: (Backen-Andersen/Dowdy) to approve agenda as changed. MOTION CARRIED.

V. Student Government Report – Keenan Hauff

- Academic Resource Center – new logo and new look.
- Trying to encourage Upper classman to visit their advisors more often.
- Student Success Tuition Model. Keenan went to Bismarck to the Interim Higher Education Funding meeting, basically to show their support and that they are cognizant of what the Higher Education is doing and just being there as a liaison.

VI. Faculty Senate Report – Gary Totten

- Faculty Senate is working on student ratings of instructors. They have piloted some new questions. Studies are being done on possible bias that may factor in to the ratings, this is an ongoing item.
- They are looking at academic standards. There is a University Committee that the Provost looks at that evaluates admission standards, grade standards etc. They are doing a study that will come to the faculty senate after it has passed through the Provost.

VII. Program – Tuition Increase/Budget Update by President Dean Bresciani and Student Success Tuition Model by Provost Bruce Rafert. Attachment 1

VIII. Treasurer's Report – Kathy Backen-Andersen

Appropriated - \$1,000.89
Agency - \$0
Local - \$3,880.88

IX. Advisor Comments – Colette Erickson – no comments

X. Reports of the Committees

A. Executive – Laura Dallmann – Executive Committee agreed to pay the travel expenses for Cole Davidson and Tim McCue with the Beyond History Books group to drive to Minot with the donations that were received.

XI. Policy 220.1 – Discussed this policy in the faculty senate meeting. The Provost and others raised some questions that need to be brought to the SCC/PCC.

B. NDUS Staff Senate – no report

C. Standing

1. **Bylaws** – Vince Anderson – no report
2. **Election** – Kris Mickelson – **MOTION:** to elect Deven Styczyski as a Senator until May 2013. MOTION CARRIED. **MOTION:** to elect Laurie Rezac until May 2013. MOTION CARRIED.
3. **Legislative** – Letha Cattanaach/Ron Fingarson - tabled
4. **Program** – Deb Haney – no report
5. **Public Relations** – Lynn Ehlen – Attachment 2
6. **Scholarship** – Matt Chaussee – no report

7. **Staff Development** – Rita Prunty/Paula Schneider/Natalie Leer – Flyers for Discover U have been sent out for the first half-day session. The second half-day session will be coming soon.
8. **Staff Recognition** – Janine Trowbridge – Campus Kudos awards will be presented at the December meeting.
9. **Valentine's Ball** – select committee members, volunteers are: Carole Huber, Kris Mickelson, Kathy Backen-Andersen, Wendy Gibson and Bill Lenarz.
10. **Gunkelman Award** – select committee members, volunteers are: Tim McCue, Shauna Petersen, Angela Backman, Bill Lenarz, Megan Paradis, April Moser and Deven Styczyski.
- D. **President's Cabinet** – LaDonna DeGeldere – President Bresciani wants feedback about the graduation ceremony: should the undergraduate and graduate ceremonies be combined or separate?
- E. **COSE** – Natalie Leer
- F. **Ad-Hoc Committees**
 1. **"Rebuild Minot Campaign"** – Kris Mickelson – Cole Davidson will pick up the van and they are going to load the van for the "Rebuild Minot Campaign" at 3:00 this afternoon. Kris Mickelson is making one last trip to Target, if anyone wants to give a last minute donation, she will add the money to hers and pick up some donation items.
 2. **Policy 103** – Kelly Bisek - Attachment 3
 3. **Senate Committee Review** – Attachment 4

XII. Old Business

- A. **Policy 158.1 (New) – E-mail as an Official Communication Method for Employees** – The changes we made last time have been rejected. See Theresa Semmens for further discussion.
- B. **Payroll Deduction Update** - tabled

XIII. New Business

- A. **Thanking supervisors for allowing their staff to participate in Staff Senate** - tabled
- B. **Traffic issues near Alumni Center** - tabled
- C. **NDSU Purchasing Card** - tabled

XIV. Announcements – Marilyn Dowdy – Please invite an international student to come to your Family Thanksgiving Holiday Celebration.

XV. Adjourn

Meeting adjourned at 11:03 a.m.

Scheduled meetings:

- *Executive Committee: Wednesday, November 16, 2011, 9:30-11:00, Ceres Hall, Room 116*
- *Staff Senate: Wednesday, December 7, 2011, 9:30-11:00, MU, Great Room*

NDSU Proposed Student Success Tuition Model (SSTM)

Per request of the North Dakota University System, NDSU was required to review options for a new tuition model:

1. The model must have a neutral financial effect to the student and the university (revenue neutral).
2. This review is for undergraduate and professional students. Graduate students have not been reviewed.

	Current Model	SSTM
Cost per credit	<ul style="list-style-type: none"> • 12 or more credits pay for 12 credits • 11 credits or less pay per credit 	<ul style="list-style-type: none"> • 12 or more credits pay for 15 credits • 11 credits or less pay per credit
Financial aid eligibility	Full time credits 12	Full time credits 12
Residency rates	<p>Complex residency categories (4) including a 266% Non-Resident rate.</p> <ul style="list-style-type: none"> • This results in a higher incidence of tuition waivers for undergraduate and graduate students. 	<p>Simplifies the residency rate categories by eliminating the 266% Non-Resident rate.</p> <ul style="list-style-type: none"> • Less undergraduate and graduate student tuition waivers needed with the elimination of the 266% Non-Resident rate
Tuition rate structure	Complex tuition rate structure with additional cost for DCE courses, program fee and course fees in addition to the full-time tuition rate. Creating confusion for parents and students when financial planning for college	<p>Simplifies the tuition rate structure by incorporating DCE tuition, program fees and course fees into the full-time tuition rate, with some possible exceptions:</p> <ul style="list-style-type: none"> • Courses with the 'internet' delivery mode may need to be analyzed further to determine the proper rate structure. • Programs such as Pharmacy and Architecture will have a differential tuition rate to incorporate program fees from the standard tuition rate. • Programs that do not receive differential tuition rates will be adjusted for program and course fees absorbed into the overall tuition cost through an increased adjustment to the program's allocated budget during the first year of transition

Impacts of the proposed SSTM:

- Charging for 15 credits to full-time students potentially provides an incentive for students to take 15 credits rather than 12 credits, which can shorten time to degree completion.
- The SSTM will compliment other initiatives to increase student retention rates, admission standards and improved time to degree completion.
- The SSTM will compliment initiatives by the Legislature's Higher Education Committee to review alternative funding methods for higher education that rewards student outcomes.

Public Relations Committee Report

November 2, 2011

Wrapping up the homecoming float business, we submitted receipts for \$282.54 for building materials and candy. Many of the items purchased for the float can be reused on future floats and are in storage on campus.

On October 12th we had a booth in the Wellness Fair. It was a great display about the importance of vaccinations and a big thank you goes to Jeri Little and the Vet and Micro Science department for all the work they put into creating it. We had 73 people register for the door prizes which were an iPod shuffle donated by Vet and Micro and two fruit and veggie bowls and a giant bag of Skittles donated by Gate City Bank. I would also like to thank the committee for all their help in putting this together and manning the booth.

Respectfully submitted,

Lynn Ehlen, Chairman

NDSU Staff Senate
Ad Hoc Committee Report

Policy 103: Equal Opportunity Employment

November 2, 2011

Committee Members: Robin Davis, Galen Mayfield, Kristy Mickelson, Vance Olson, Kelly Bisek

On October 6th committee members, Galen Mayfield, Kristy Mickelson & Kelly Bisek met with Lois Christianson, Equal Opportunity Specialist from the Office of the Vice President for Equity, Diversity and Global Outreach to discuss the most current revisions to Policy 103: Equal Opportunity Employment. Lois has made extensive changes to the proposed policy to provide clarification regarding when an internal or external search is required and what circumstances might warrant an exception to the search requirements. She has also provided clarification where Policy 103 conflicts with other current policies at NDSU. The committee members appreciated the consideration that Lois has given regarding our input. In general the policy seems to move in the direction that balances the ability of a manager to promote from within and still meet critical standards for providing equal opportunities to staff both internal and external to NDSU.

As of October 28, 2011 the newest revision of the policy had not been forwarded to the Senate Coordination Committee for review.

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NDSU Staff Senate
Ad Hoc Committee Report

For Review of Staff Senate Committees

November 2, 2011

Committee Members: Anna Shepard, April Moser, Letha Cattanach, Kelly Bisek

The committee members met on Wednesday Oct. 26th to discuss the objectives for the committee and determine a process for gathering information.

Tentative objectives:

- 1) Assess committees to ensure the activities are current and in-line with the staff senate mission
- 2) Review committee descriptions, update and expand to provide greater detail
 - a. Explore opportunities to promote information about committees
- 3) Assess reporting requirements to determine if communication can be more efficient between the committees and the senate
- 4) Explore options to improve transitions for committees from one year to the next.
- 5) Review committee structures

The group discussed creating a survey to gather information about the committees to get a better understanding of what the committee's purpose is, how often they meet and what is the timeline for annual activities? We also want to determine what practices for transition currently exist and whether or not resources for the committee are adequate. We will be contacting senators later in November to request this information from them.

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