

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING MINUTES

January 2, 2013

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:

February 6, 2013	9:30 – 11:00 a.m.	MU, Plains Room
March 6, 2013	9:30 – 11:00 a.m.	MU, Plains Room
April 3, 2013	9:30 – 11:00 a.m.	MU, Great Room

Upcoming Executive Committee Meetings:

January 16, 2013	9:30 – 11:00 a.m.	MU, Meadow Room
February 20, 2013	9:30 – 11:00 a.m.	Ceres Hall, Room TBD
March 20, 2013	9:30 – 11:00 a.m.	MU, Meinecke Board Room

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

LaDonna DeGeldere called the meeting to order at 9:30 a.m.

II. Attendance Report – Jodi Pierce – Attachment 1

III. Consent Agenda - MOTION (Trowbridge/Sheggerud): to approve the Consent Agenda. MOTION CARRIED.

For Information: Policy 129 V1 – Salary Administration Policy – Attachment 2

For Input: None

IV. Approval of the Meeting Agenda – MOTION (Trowbridge/Miller): to approve Meeting Agenda. MOTION CARRIED.

V. Student Government Report – Luke Brodeur/Jace Beehler

- Environmental Sustainability Committee – a combination of all senates, facilities management and dining services.
- National Student Exchange was here and wanted to know if we are interested in participating; we could be ready to send students out next fall.
- Student senate passed a resolution to attach an aquatics center to the wellness center. Students will be voting on it in the Spring and depending on the outcome of that vote, it will be decided if this is something we want to go forth with it.

VI. Faculty Senate Report –Harlene Hatterman-Valenti – no report

VII. Campus Kudos – Janine Trowbridge – moved to the February meeting.

VIII. Library Update – Michele Reid, Dean of Libraries & Nikki German–Attachment 3 & 4.

- Faculty Senate Committee got together and looked at various options and brought the recommendations to the faculty senate.
- Since the library has been raised to Carnegie Status and we need to be able to provide the materials in order to allow our departments the access to materials they need.
- MOTION (Bisek/Olson): to create an ad-hoc committee to review. MOTION CARRIED.
- MOTION (Styczynski/Gibson): to put the previous motion on table until we have time to review the information and then move forward. MOTION FAILED.
- Call for volunteers to create an ad-hoc committee: Vince Anderson, Kelly Bisek, Adam Christianson, Daniel Erickson and Marilyn Dowdy.

IX. Program – OUCH! Stereotypes Hurts – Evie Myers, VP Equity, Diversity, and Global Outreach

- Watched a video and had a short discussion afterward.

X. Approval of the December 5, 2012 Meeting Minutes MOTION (Lenarz/Styczynski): to approve meeting minutes. MOTION CARRIED.

XI. Treasurer's Report – Tina Exner

Appropriated Fund - \$676.27

Local Fund - \$16,862.06

Agency Fund - \$4,423.23

XII. Advisor Comments – Colette Erickson

- Additional 1% taken out of your check and an additional 1% will be given by the institution.
- Stimulation tax changes are remaining in-effect for now.

XIII. Reports of the Committee

A. Executive – Kelly Bisek – Met on 12/19/2012 we discussed the Faculty resolutions. The library and then the request to create an ombudsman – lower level mediation-type person. Bison day of honor. Valentine's Day Ball and that would be moved from a fund raising event to more of an event to bring people together.

B. Standing

1. Bylaws – Vince Anderson – Meeting scheduled for January 9, 2013.

2. Election – Laura Dallmann – no report

3. Legislative – Letha Cattnach – no report

4. Staff Development and Program – Paula Schneider - Working and planning on next Discover U. Meet after this meeting for about five minutes.

5. Public Relations – Mary Asheim – No report

6. Scholarship – Matt Chaussee – Attachment 5

7. Staff Recognition – Janine Trowbridge – no report

8. Valentine's Ball – Victoria Miller – no report

C. Gunkelman Award – William (Bill) Lenarz – May 1st in the afternoon will be the actual banquet date.

- D. NDUS Staff Senate** – Laura Dallmann, Wendy Gibson – We met last month and discussed several items. Laura Dallmann will send out an e-mail with a link – the meeting will be on 1/8/2013 at 8:30 a.m. Reserved the Century Theater for that time if anyone wants to listen to the Chancellor. Discussed salary increases. Staff Representative to the staff liaison to the State Board of Higher Education.
- E. President's Cabinet** – LaDonna DeGeldere
- F. COSE** – Natalie Leer – Meeting later this month. Laura Dallmann to send out information.
- G. Ad-Hoc Committees**

XIV. Old Business

XV. New Business

Environmental Sustainability Joint Committee - MOTION (Dallmann/Trowbridge): to create an Environmental Sustainability Joint Committee with the Faculty Senate and the Student Government. MOTION CARRIED.
Request for volunteers: 1 year terms (Angela Seeward-Marquardt and Joe Johnson).
MOTION (Trowbridge/Styczynski): moves that we cease nominations and cast a unanimous ballot for the two volunteers.

XVI. Announcements

- There will be a campus presentation offered by NDSU's Research Data Working Group (RDWG) on January 15, 2013 at 9:30 a.m. and January 17, 2013 at 2:00 p.m. (both in the MU, Arikara Room) titled, "Got Data? Now What? Best Practices for Managing your Data?" It will be a one-hour presentation and will provide an overview of how to identify data that needs to be stored and secured, options for storing, backing up, preserving and managing data, and security concerns to take into account. If you have any questions, please contact CeCe Rohwedder.
- Free services offered to faculty and staff for a free wellness screening from the Concept Pharmacy.
- Laura Dallmann wanted to remind everyone about the Relay for Life Team. She will send information out via listserv.

XVII. Adjourn

LaDonna DeGeldere adjourned meeting at 10:56 a.m.

Scheduled meetings:

- *Executive Committee: Wednesday, January 16, 2012, MU, Meadow Room*
- *Staff Senate: Wednesday, February 6, 2013, 9:30-11:00, MU, Plains Room*

Senator		J	J	A	S	O	N	D	J	F	M	A	M
Andrea	Abrahamson		No longer at NDSU										
Vince	Anderson	X			X	X	P	X	X				
Mary	Asheim	X	N	N	X	X	X	X	X				
Angela	Bachman	X	O	O	X	X	X	X	X				
Katherine	Backen-Andersen	X			X	X	X	X	X				
Gennifer	Baker	X	M	M	X	X	X	P	X				
Kelly	Bisek	X	E	E	X	P	X	X	X				
Sheila	Boyda		E	E	X	X	X	X	X				
Letha	Cattanach		T	T	X	X	X	X	A				
Matthew	Chaussee	X	I	I	X	X	X	X	X				
Adam	Christiansen	X	N	N	X	X	X	X	X				
Wendy	Clarín	X	G	G	P	X	X	X	X				
Laura	Dallmann	X			X	X	X	X	X				
LaDonna	DeGeldere	X			X	X	X	X	X				
Marilyn	Dowdy	X			X	X	X	A	X				
Lynn	Ehlen	X	N	N	X	X	P	X	X				
Daniel	Erichsen	X	O	O	X	X	X	X	X				
Jeanne	Erickson	X			X	X	X	A	X				
Christina	Exner	X	M	M	X	X	X	X	X				
Ron	Fingarson	Ex	E	E	X	X	P	W	W				
Perry	Flaten	P	E	E	X	X	X	X	X				
Wendy	Gibson	X	T	T			X	X	X				
Cathy	Giddings	X	I	I	X	X	X	X	X				
Carole	Huber		N	N	X	X	X	X	X				
Joseph	Johnson	Elected in October				X	X	X	X				
Alicia	Kauffman	X	G	G	X	X	X	X	X				
Brian	Kennedy	X			X	X	X	X	X				
Hideaki	Kikuchi	X							A				
Natalie	Leer					X		X	A				
William	Lenarz	X	N	N	X	X	X	X	X				
Chad	Lindberg	X	O	O	X	X	X	X	X				
Jerie	Little	X			X	X	X	X	X				
Brandon	Marback	X	M	M	P	X	X	X	X				
Timothy	McCue	A	E	E	X	A	P	X	A				
Kristy	Mickelson	X	E	E	X	X	X	X	X				
Vicki	Miller	X	T	T	X	X	X	X	X				
Vance	Olson	X	I	I	X	P	X		X				
Jessica	Osebold		N	N	No longer at NDSU								
Shauna	Pederson	X	G	G	X	X	X	X	A				
Jodi	Pierce	X			X	X	X	X	X				
Regina	Ranney	X			X	X		X	X				

Senator		J	J	A	S	O	N	D	J	F	M	A	M
Lori	Rezac		No longer at NDSU										
CeCe	Rohwedder	X	N	N	P	X	X	X	X				
Paula	Schneider	X	O	O	X	X	X	A	X				
Angela	Seewald-Marquardt	X			X	A	X	X	X				
Nathan	Sheggerud	X	M	M	P	X	X	X	X				
Anna	Sheppard		E	E	X	X	X	X	X				
Julie	Sherwood	X	E	E	X	X	X	X	P				
Mary	Sinner	X	T	T	X	X	X	P	X				
Deven	Styczynski	X	I	I		X	X	X	X				
Dale	Summers	X	N	N	X	X	X	X	X				
Elizabeth	Thompson	X	G	G	X	X	X	X	X				
Janine	Trowbridge				X	X	X	A	X				
Jeri	Vaudrin				X	X	X	A	X				
Sheila	Watson	X	No longer at NDSU										
Elizabeth	Worth	X			P	P	X	X	X				

A – Absent

Ex – Excused

M – Medical

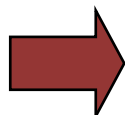
P – Proxy

W – work conflict

X – Present

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 Melissa Lamp first so that a clean policy can be presented to the committees.

SECTION: *Section 129: Salary Administration Policy*

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).

It has been requested, on behalf of the Presidents' Office, that we remove language in the policy that allows for post-probationary increases. Because of the budget constraints we have been under for the past few years, the President has not been allowing this practice. Now it will be formalized in NDSU policy.

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

Office of Human Resources/Payroll
colette.erickson@ndsu.edu

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:

University

Senate:

Staff Senate:

President's

Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or melissa.lamp@ndsu.edu

North Dakota State University Policy Manual

SECTION 129 SALARY ADMINISTRATION POLICY

SOURCE: NDSU President NDUS Human Resource Policy Manual, Section 5

1. Philosophy and Objectives

The primary purpose of salary administration at North Dakota State University is to attract and retain well-qualified individuals who can best contribute to the University's stated mission. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively. To provide the University with the ability to use its limited resources most effectively, salary administration aims, in priority order, to:

first, be responsive to market influences with consideration for internal equity (see Definitions portion of this policy);

second, recognize different performance levels among employees;

third, acknowledge the basic financial needs of all employees; and

fourth, take into consideration the costs of turnover (for training, research start-up and indirect as well as direct recruitment) and the adverse effects of inadequate salaries on the need for supervision, employee morale and institutional image.

2. Methods and Guidelines

NOTE: The ability to make salary adjustment decisions at the campus level depends on legislative action and State Board of Higher Education (SBHE) guidelines. In years when no campus discretion is authorized, most of the following process will not be applicable.

2.1 Salary adjustments are divided into two main categories:

- a) annual budgeted salary adjustments and
- b) other salary adjustments.

2.1.1 Annual budgeted salary adjustments are based on one or more of the types described in Definitions portion of this policy. When campus-wide salary adjustments are provided by legislative and SBHE action, the campus decision process is as follows:

- a) President's Office provides any relevant legislative or Board directives regarding salary adjustments after consultation with the NDUS office staff and the Chancellor's Cabinet.
- b) The President and Vice Presidents determine priority needs of the institution that require use of salary dollars (faculty promotions, new positions and/or

reallocations) based on information from sources such as deans, directors, department chairs, the Office of Human Resources/Payroll, the Office for Equity, Diversity, and Global Outreach, the Presiding Officer of the Faculty Senate, the President of the Staff Senate, the Program Review Committee, and Planning, Priorities and Resources Committee.

- c) The President and the Vice Presidents establish guidelines, using institutionally recognized market and internal equity data and input from the campus community. They communicate the guidelines to be used in making adjustment decisions, indicating the proportion of salary dollars allocated to each type (see Definitions). These types and proportions are determined according to institutional needs and initiatives whenever campus-wide adjustments are possible.
- d) Once the types and proportions have been determined, the President and Vice Presidents allocate remaining salary adjustment pools to their respective administrative units.
- e) Unit administrators, using the guidelines established by the President and Vice Presidents, allocate the salary pools within their units.
- f) Within the units, each administrator/supervisor develops individual salary adjustment recommendations using performance documentation and other data appropriate to that year's guidelines (institutionally recognized internal equity or market studies, for example).
- g) Unit administrators review and discuss recommendations and documentation for the recommendations (performance documentation, institutionally recognized market or internal equity data) with the administrator/supervisor, adjust the recommendations and/or forward the recommendations to the appropriate vice president.
- h) Prior to recommending the final salary adjustments to the President, each Vice President will consult with the Director of Human Resources/Payroll and/or the Vice President for Equity, Diversity, and Global Outreach to review implications of the recommended adjustments for the campus as a whole and to advise the Vice Presidents on whether there is appropriate documentation for the adjustment, the potential impact on equity generally or whether the proposed adjustment is in compliance with policy.
- i) President presents the budget including salary adjustments to the Chancellor.
- j) Following SBHE approval of the budget, administrators/supervisors, when possible, will inform each employee of his/her salary for the coming fiscal year and the basis for the salary decision prior to the distribution of the University's annual salary notifications.

2.1.2 Other salary adjustments ~~include post-probationary adjustments for staff,~~ job family or band reassignment adjustments (if applicable), promotions (nonfaculty), market, internal equity and responsibility adjustments including interim appointments and significant administrative assignments (see Guidelines for Other Salary Adjustments portion of this policy.).

3. Process for Impartial Review of Salary Adjustment Decisions

Current grievance policies are available as a means to provide an impartial review of a salary adjustment decision. An employee who thinks that the decision concerning his/her salary is inappropriate may request a review by choosing one of the following options.

3.1 The first is based on the type of appointment the individual holds:

- a) Staff employees: NDSU Policy Manual, Section 230, Grievance Procedure for Conditions of Employment.
- b) Faculty: NDSU Policy Manual, Section 353, Grievances - Faculty. This grievance procedure is available to instructors, assistant, associate and full professors, lecturers and graduate teaching assistants.
- c) Nonfaculty, nonbanded employees: NDSU Policy Manual, Section 230, Grievance Procedure for Conditions of Employment. The Staff Personnel Board described in Step 4 will consist of other nonfaculty, nonbanded employees.

3.2 The second is available to any employee when his/her salary decision is alleged to have been made on the basis of an employee's race, color, religion, national origin, sex, disability, age, Vietnam Era Veteran's status, sexual orientation, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer: NDSU Policy Manual, Section 156, Equal Opportunity Grievance Procedures.

4. Distribution and Communication of the Policy

To facilitate the understanding of salary administration at NDSU, this policy will be included in the NDSU Policy Manual, the Faculty Handbook and any employee handbooks prepared by units within the University. In addition, an annual notice about this policy will be published in an appropriate spring issue of the University's staff and faculty newsletter (currently It's Happening at State).

5. Definitions

At NDSU, annual salary adjustments are based on one or more of the following:

5.1 Cost of living adjustment is an across-the-board amount related to—but not necessarily the same as—the changes in the cost of living (determined by the Consumer Price Index which reflects the changes in the cost of various consumer items during the previous 12 month period). Cost of living adjustments become part of an individual's salary base.

5.2 Internal equity is a comparison of salaries for similar positions at NDSU (or in the University System and/or State government when there is a limited basis for comparison at NDSU) based on appropriate and relevant data including these factors: previous related experience outside the university, a sustained change in responsibility that is more or less than what is considered normal for that type of position, education, or responsibility level within a group of similar positions at NDSU. Internal equity adjustments become part of an individual's base salary. NOTE: length of service is relevant for internal equity ONLY in the context of performance; that is, consideration of performance should override length of service in salary decisions.

5.3 Market or external equity is the comparison of NDSU salaries with those of other employers in the applicable recruitment area based on bona fide and relevant data. While NDSU may recruit nationally to fill a position, the salary may be established by using institutionally recognized, regional data. Market or external equity adjustments become part of an individual's base salary.

5.4 Performance adjustment is one based on level of performance identified through documentation, including an established review process. Performance adjustments may be made in one of two ways:

- a) As a one-time payment when performance has been exceptionally meritorious in the preceding year. This type of adjustment does not become part of the salary base and is made as a single payment. The source of salary funding may dictate the availability of this option.
- b) As a range of adjustments based on sustained meritorious performance. This type of adjustment becomes a part of the salary base.

6. Guidelines for Other Salary Adjustments

All staff positions are assigned to a salary band. The bands include job families with market levels for each position. (NDUS Human Resource Policy Manual 5.1)

Individual salary adjustments may be made throughout the year for the following reasons:

~~6.1 Post-probationary adjustments for broadbanded staff. Upon successful completion of the initial six-month probation period an employee may be eligible for a salary adjustment up to 5%. The amount of the adjustment may vary, depending on such factors as performance, internal equity, initial salary and budget. A responsibility review form must be completed and submitted with the NDSU Change Form 101 requesting approval of the probationary adjustment (NDUS Human Resource Policy Manual 5.1.3).—~~

6.21 Non-broadbanded staff. When an employee moves from one position to another involving an increased level of responsibility, the employee may receive a salary adjustment appropriate for the new level of responsibility. The adjustment must be consistent with internal equity and market and is subject to approval of the appropriate dean/director, vice president and the President.

6.32 The equity adjustments for staff are normally limited to ten percent but may exceed that amount with supportive documentation (NDUS Human Resource Policy Manual 5.1.6).

6.32.1 Equity adjustments. On a case-by-case basis, significant internal inequities may arise outside the annual salary review process described in 2.1. In these unusual situations, a request for an adjustment may be initiated. Factors generally considered are directly related experience, job performance and level of responsibility. The decision to request an equity adjustment should include consultation with the Office of Human Resources/Payroll and/or the Vice President for Equity, Diversity, and Global Outreach, whichever is appropriate, and appropriate documentation should accompany the NDSU Change Form 101.

6.32.2 Market adjustments. A market adjustment is intended to mitigate a documented external inequity using North Dakota University System recognized market data. Market adjustments are normally limited to ten percent but may exceed that amount

with supportive documentation and appropriate administrative approval. Market adjustment proposals must consider institutional internal equity.

6.43 Responsibility adjustments including interim and administrative appointments

6.4.1 Adjustments for substantial, documented reassignments or changes in the duties/responsibilities within the same position may be initiated after consultation with the appropriate vice president or president. Documentation should accompany the NDSU Change Form 101.

6.4.2 For staff employees, rationale will include changes in the level of responsibility as documented by a Position Description; and changes in band and/or job family.

6.4.3 Adjustments for interim appointments and administrative assignments are limited to the period for which these assignments are made and do not become part of the salary base. For staff interim appointments, increases should not be given for interim periods of less than thirty days and staff employees may not retain the higher compensation level for more than thirty days after the interim period ceases to exist. (NDUS Human Resource Policy Manual 5.1.3.1).

6.54 The attainment of a degree or license does not automatically result in a salary adjustment. In some cases an adjustment for market and/or internal equity may be appropriate. Such adjustments should be recommended on the basis of the same type of documentation required for other market or internal equity adjustments.

HISTORY:

New November 1995 Amended
November 1996 Amended January
1997 Amended May 1997
Amended December 1998
Amended July 1999 Amended
August 1999 Amended October
2005 Amended October 2007
Housekeeping July 2010 Amended
October 2010 Housekeeping
February 14, 2011 Housekeeping
April 8, 2011

NDSU Libraries in Crisis: Status and Recommendations for the Future

This document is a statement of deep concern by the NDSU Faculty regarding continued deterioration of the Libraries and the inevitable negative impact of that decline on the University's ability to compete for students and to accomplish its land-grant mission.

Background

The NDSU library has languished with an inadequate appropriated materials budget for decades. The cumulative effects of this inadequacy has now manifested in an accelerating decline in the size of the library staff, availability of new resources, and access to existing resources. It has put the accessibility of current knowledge and information by NDSU students, faculty and staff far behind that of their peers at other institutions, including the University of North Dakota.

Maintenance of even our inadequate holdings has required a growing and increasingly unstable infusion of supplementary funds from the central administration near the end of each fiscal year. Table 1 lists the amounts of those "bailout" funds since FY2005. It should be noted here that, in addition to the supplements listed in Table 1, the VPRCATT and Center for Protease Research have made significant contributions to help defray the cost of NDSU's subscription to SciFinder Scholar. Clearly, this stifling mechanism for funding our libraries has a long history that predates extraneous factors such as the fiscal shortfall left by the Chapman administration and the national economic downturn that began in 2008. This history is consistent with the inadequate funding being endemic to the NDSU budgeting process and punctuates the need for a new approach.

In its ongoing effort to maintain some respectability in its electronic subscriptions and holdings, the Library has cut virtually all paper subscriptions, including journals, magazines, and newspapers. Vacated staff positions have gone unfilled and Library personnel have renegotiated database access wherever possible in order to minimize costs. The student library fee was doubled in 2011 and, as shown in Figure 1, that fee increase put the fraction of the FY2013 budget funded by student fees at 19%. Despite these and other increased efficiencies, the FY2013 budget fell \$450K short of the cost of the Library's paltry subscriptions. In order to meet the library's contractual obligations, nearly a quarter million dollars was forcibly reallocated from the already pathetic budgets of the colleges. There has been no book budget for the past four years. Additional information regarding the library shortfalls is provided in the Appendix.

In addition to the concern articulated herein, the NDSU Faculty's collective concern was quantified in the 2011-12 COACHE Faculty Job Satisfaction Survey wherein all faculty cohorts ranked the NDSU Library in the lowest categories, both among its peers *and* among all COACHE institutions. Additionally, the 2006, 2008 and 2010 Noel-Levitz Student Satisfaction Inventories showed student satisfaction with the Library resources and services to be significantly lower than their sense of its importance.

Strength of the University. Focus on growth in recent years by the NDSU Administration and a dedicated Faculty has resulted in the classification of NDSU as a Research University of Very High Research Activity (RU/VH) by the Carnegie Commission on Higher Education. The Faculty takes pride in having been ranked with this group, and in the stature it brings to a degree from NDSU.

Table 1.

FY	Supplement Amount	Source
2013	\$420,000	Provost/Collages
2012	\$200,000	Provost
2011	\$400,000	Provost
2010	\$350,000	Provost
2009	\$150,000	President
2008	\$375,000	Provost
2007	\$125,000	Provost
2006	\$40,000	
2005	\$187,500	

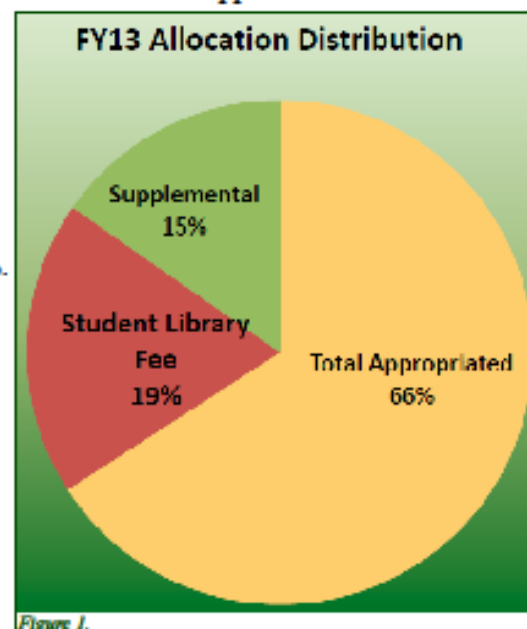


Figure 1.

Significant Weakness. However, it is important to recognize that future success of our University is not a foregone conclusion of this classification. In order to continue its grouping with the 108 research universities in this elite category, NDSU will not only have to sustain, but grow the activity and productivity that earned it's place in that group. Figure 2 reveals that NDSU's only remaining up-to-date access to the World's knowledge base its electronic database subscriptions. And those lag severely behind even its IPED peers. It is worthy of note that, of the four institutions in Figure 2, none are among the six ranked as RU/VH in our IPED group of fifteen universities. Without substantial growth in NDSU's library holdings, the Faculty is concerned that fulfillment of NDSU's mission, much less maintaining the RU/VH ranking, will soon begin to slip beyond our reach. Hence, we herewith aim to initiate a campus dialog with the goal of developing and implementing a strategy to address the deficiencies in our Libraries.

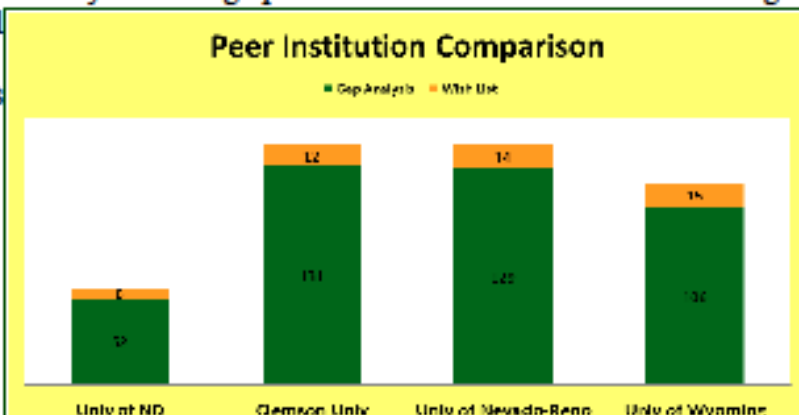


Figure 2. Numbers of electronic databases to which NDSU's peers have access and which are unavailable through NDSU Libraries. The orange sections indicate numbers of databases at the peer institutions that are on NDSU's "wish list."

The Goal

The Faculty strongly encourages NDSU's Central Administration to implement a strategy (*vide infra*) to grow the library holdings and database access to *at least* the average level of NDSU's IPED peer institutions. Since this crisis has developed over many years, we realize that it will not be alleviated overnight. However, as this is a matter of considerable urgency, achievement of this goal should be put on a *maximum* time line of five years. In the interest of establishing a stable line of funding for the Library, the Faculty recommends that both appropriated and privately endowed funds be aggressively pursued and dedicated to maintaining competitive library holdings. These budget allocations should be adjusted for inflationary increases on an ongoing basis. Additionally, the Library should receive supplemental funding to rebuild its current book holdings in both print and electronic formats.

Given that NDSU's academic units are already operating with increasingly inadequate budgets, the Faculty feels it would be destructive and discouraging to continue taking fiscal resources from academic departments and colleges. This dampens campus enthusiasm and only prolongs a stable solution to the Library's crisis. Hence, the Faculty strongly contends that the Library's needs should be funded with *new* resources, not by enforcing reallocation of academic college and department budgets.

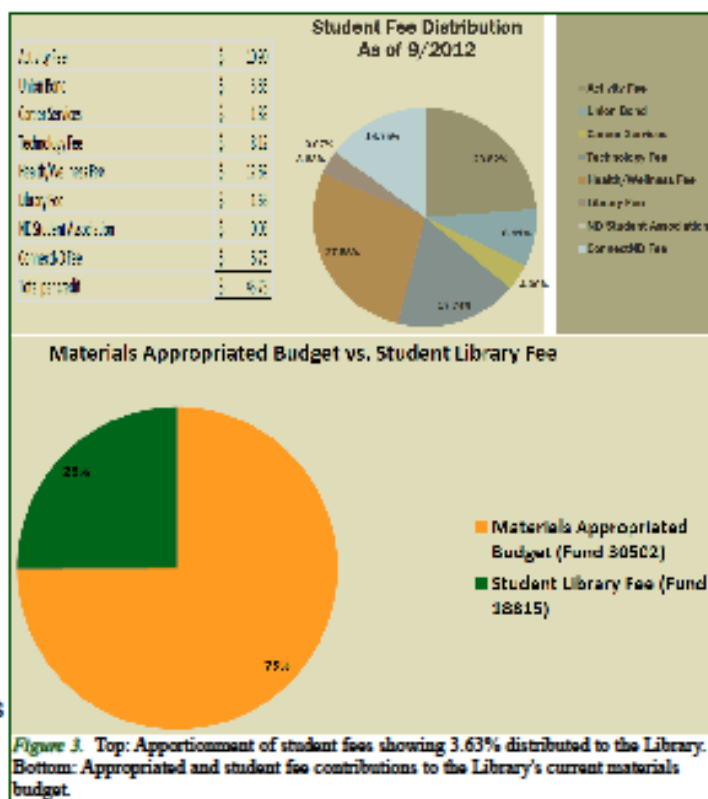
Recommended Strategies

The Faculty suggest that the NDSU Administration vigorously explore at least the following three funding streams. Success in putting any or all of these mechanisms in place would contribute significantly to the management of the Library's fiscal crisis. Lest we continue to fall further behind the peers with whom we compete for students and research funding, it is critical that allowance be made on an ongoing basis for the effects of inflation on the cost of maintaining the Library's holdings and access to modern databases. As our nation recovers from its economic downturn, NDSU should plan for an annual inflation rate of approximately 8% in the cost of materials and databases.

Increase appropriated funding through the prospective new higher education funding model. The Faculty has been made aware that NDSU could see a significant increase in its appropriated budget through the highly anticipated new higher education funding model. In that event, the Faculty recommends that a fraction of those funds be permanently allocated to the Libraries. It is further suggested that such an allocation be sufficient to put the Libraries on a fiscal trajectory to establish *at least* the average holdings of its peer institutions.

Increase privately endowed collections and expand private donations to the libraries. Work with the Development Foundation to launch fund-raising campaigns aimed at establishing endowments for long-term support of the Libraries. The Faculty is aware that there has been hesitancy in launching such campaigns based on the notion that donors do not want to support infrastructure for which the state *should be* appropriating sufficient funds. However, there is precedence for private support of the Libraries. For example, the Germans from Russia Heritage Collection is privately funded. The Library's ongoing decline from crisis to a state of peril, the University needs to give serious consideration to private funding as a means of minimizing further erosion of this crucial academic resource. One approach that NDSU and the Development Foundation could take is to name the Libraries after a private donor whose generosity is sufficient to endow some specified fraction of the Library's collections. This would be no different, in principle, than renaming Stevens Auditorium after the corporate donor who funded the renovation of that basic infrastructure.

Increase the student library fee. Although the student library fee was doubled last year (*vide supra*) it remains but a small fraction of the total student fees. The Faculty recognizes that to continue raising student fees to manage this ongoing crisis is unreasonable. However, in the light of its relatively small stature among other student fees and the gravity of the Library's situation, the Faculty recommends one more doubling of the student library fee. Such an increase would raise the student fee contribution to the materials budget above the current level of 25% (Figure 3). However, it would avoid further cuts in holdings and database access for FY2014, thereby providing time for the University to develop and implement a new long-term strategy for funding the Libraries. It is important to recognize that our students have been heroically supportive of their University through its recent budgetary challenges. Therefore, out of respect and appreciation for that support, the Faculty feels that the new funding strategy should not rely on substantial increases in student fees in the near to medium term.

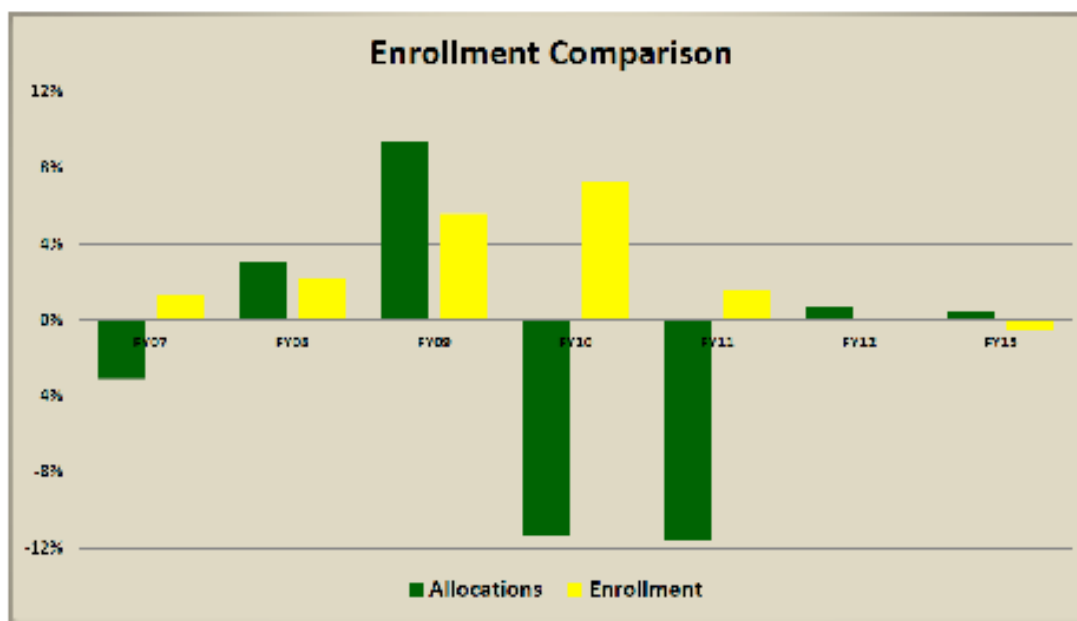
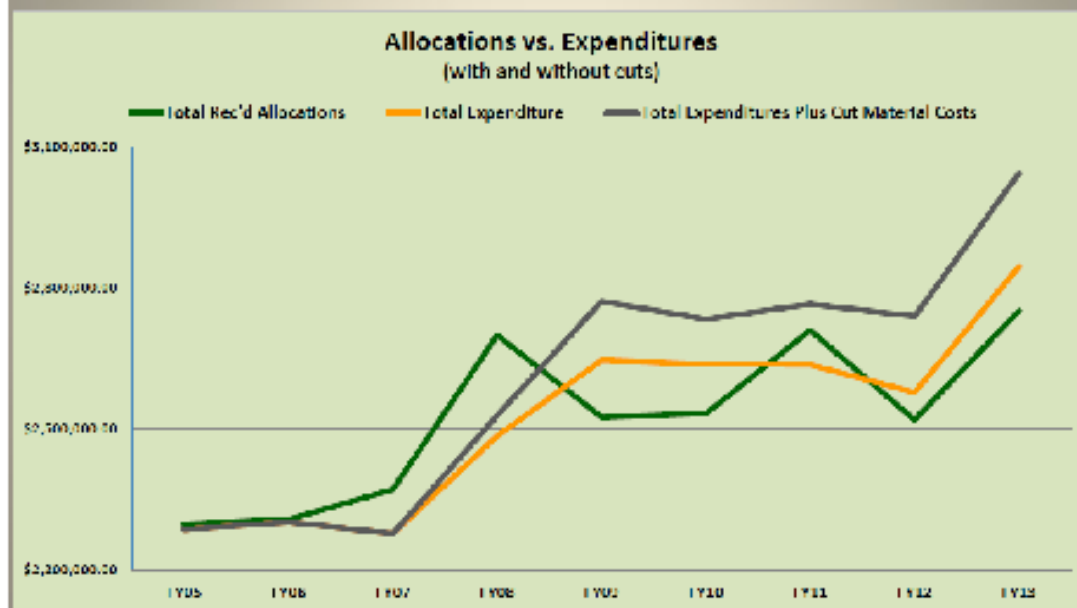


Respectfully submitted by the Faculty Senate Library Committee.

9 November, 2012

Appendix

Total allocations include state appropriations, student library fee, and supplemental from Provost's Office and Colleges



Material Budget for FY05-FY13

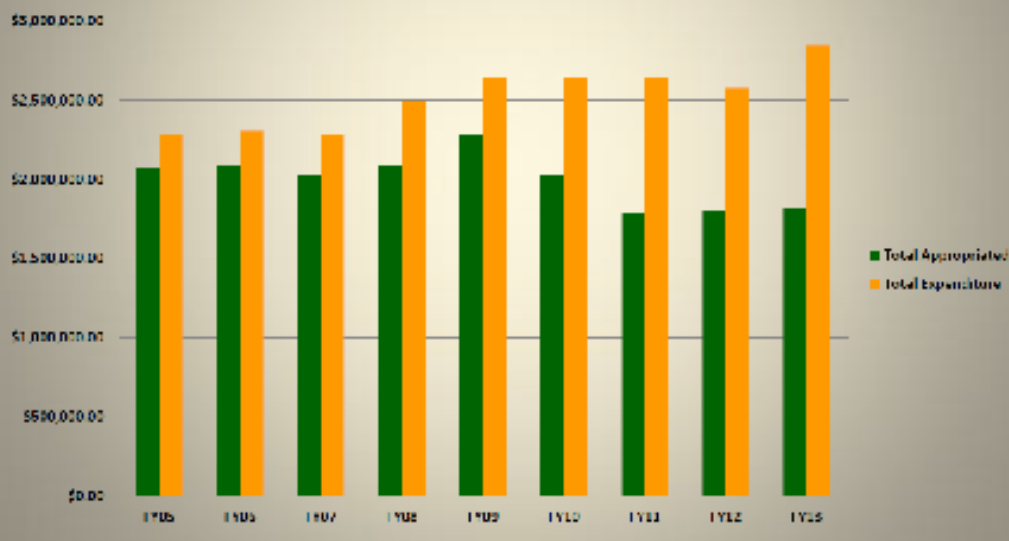
Material Expenditures vs. Material Allocations for FY05-FY13



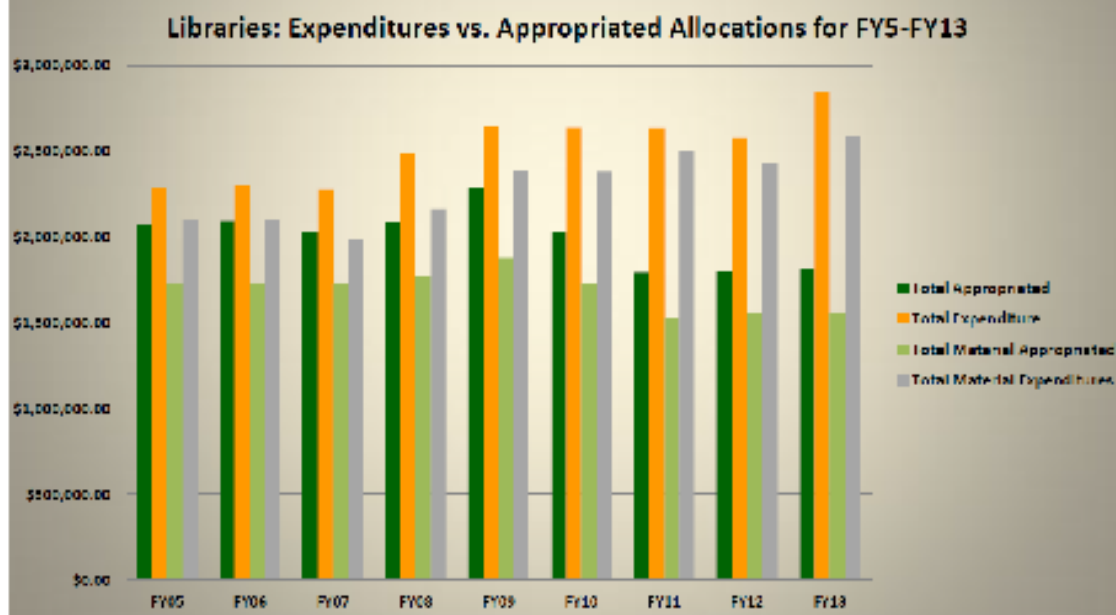
Each year supplemental income becomes more important to the Libraries' budget.

(no supplementals included)

Libraries: Expenditures vs. Appropriated Allocations



Total allocations and expenditures vs. total material allocations and expenditures



FY 2011-2012 Cuts

- In FY11 the Libraries took a 10% cut, which was made permanent in FY12, and lost all salary savings allocations, also eliminating/impacting services:
 - No appropriated book budget (restricted to endowed accounts)
 - Cut hours at Main Library and Branch Libraries
 - Closed Chemistry Branch to key access only
 - Subscription cuts (local newspapers, print periodicals, microfilm and fiche, continuations)
 - But preserved online database subscriptions

FY 2013 Materials Budget Shortfall

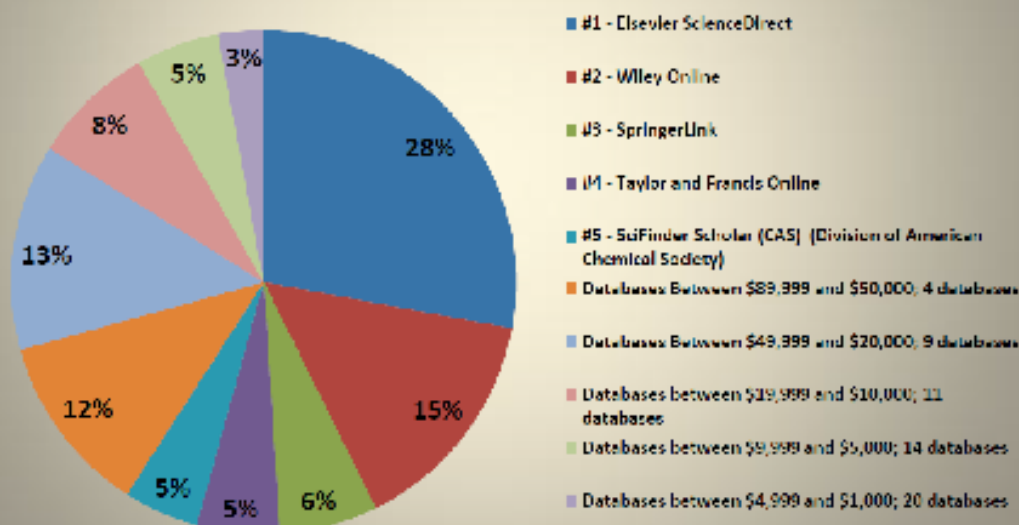
- \$420,000 covered by
 - Provost (\$200,000)
 - Colleges (\$220,000)
- Cut list of print subscriptions \$34,000
- No book budget (4th year)
- Gap Analysis – database subscriptions compared with selected peers

Supplemental Materials Funding Student Library Fee

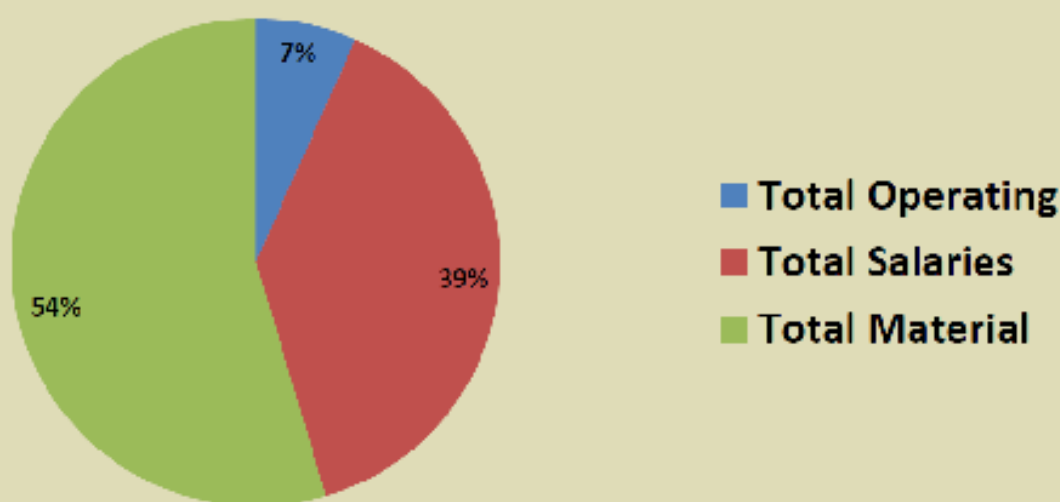
- FY 13: est. \$520,000
- FY 12: \$515, 774
- FY 11: \$517,890
- FY 10: \$256,164

List of top 63 databases: top 5 take up 59% of budget, or approx \$1.2 million

NDSU Libraries' Most Expensive Databases



FY13 Material Exp vs. Operating Exp



FACULTY SENATE LIBRARY COMMITTEE

Jace Beehler	Student, Undergraduate
Xuefeng (Michael) Chu	College of Engineering & Architecture
John Cox	College of Arts, Humanities & Social Sciences
Debjyoti Dwivedy	Student, Graduate
Nicole German	College of Human Development & Education
Thomas Ihle	College of Science & Mathematics
William Lenarz	Staff Senate
Maggie Lee Mackowick	College of Pharmacy, Nursing, & Allied Sciences
Kim Owen	Division of Information Technology
Kenton Rodgers	Graduate & Interdisciplinary Studies
Senay Simsek	College of Agriculture, Food Systems & Natural Resources
Christina Weber	Faculty Senate
Limin Zhang	College of Business
Michele Reid	Libraries

FACULTY SENATE LIBRARY COMMITTEE RECOMMENDATIONS

- *Increase appropriated funding through the prospective new higher education funding model.*
- *Increase privately endowed collections and expand private donations to the Libraries.*
- *Increase the Student Library fee. (Note that a proposal to double the fee is already pending.)*

STRUCTURAL BUDGET ISSUES

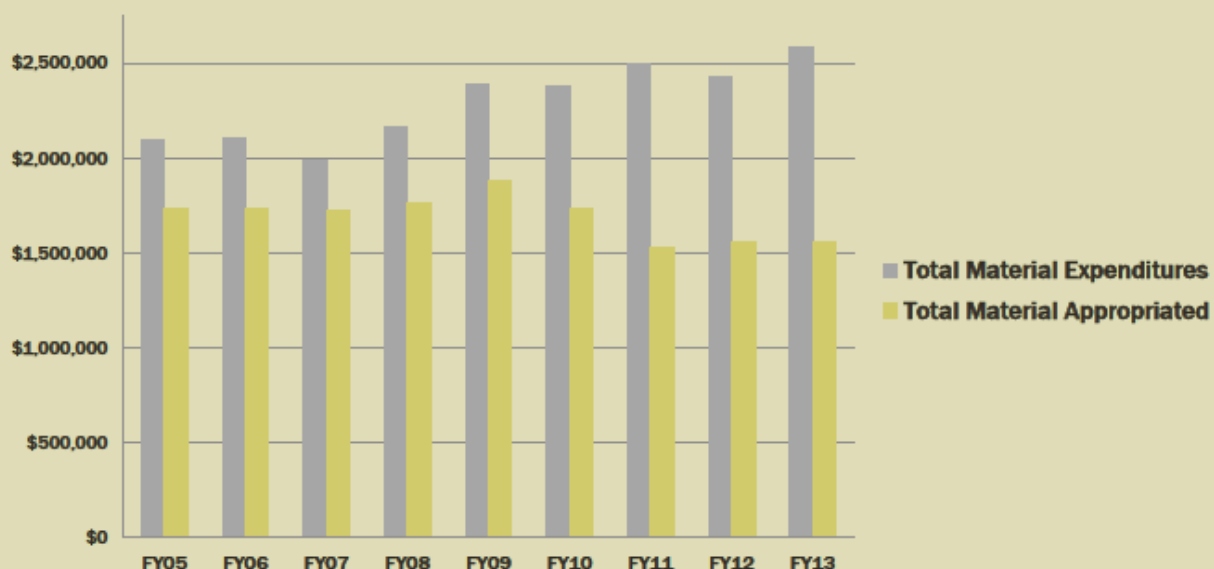
- History of inadequate appropriated funding going back decades
- Materials and operating budgets have historically outpaced funding (appropriations and Student Library Fee)
- In FY11 the Libraries took a 10% cut, made permanent in FY12, and lost all salary savings allocations, also eliminating/impacting services:
 - No appropriated book budget (restricted to endowed accounts)
 - Cut hours at Main Library and Branch Libraries
 - Closed Chemistry Branch to key access only
 - Subscription cuts (local newspapers, print periodicals, microfilm and fiche, continuations)
 - But preserved online database subscriptions

STRUCTURAL BUDGET ISSUES

- Increasing need to support teaching and research with very high Carnegie status
- Peer data: severely underfunded compared to peer institutions and UND
- Have always had access to DCE funding; however, this one-time end of year local funding never added to base appropriations
- Libraries have increased efficiencies and cost containment measures, such as
 - renegotiated more advantageous vendor contracts in last 4 years
 - moved funding from operating to materials
 - saving \$50K per year beginning FY13 with move to ExLibris Alma system (had to wait until the end of the 5 year contract with Innovative negotiated during interim period)
 - drastic reduction of print journals-cancellations based on use data

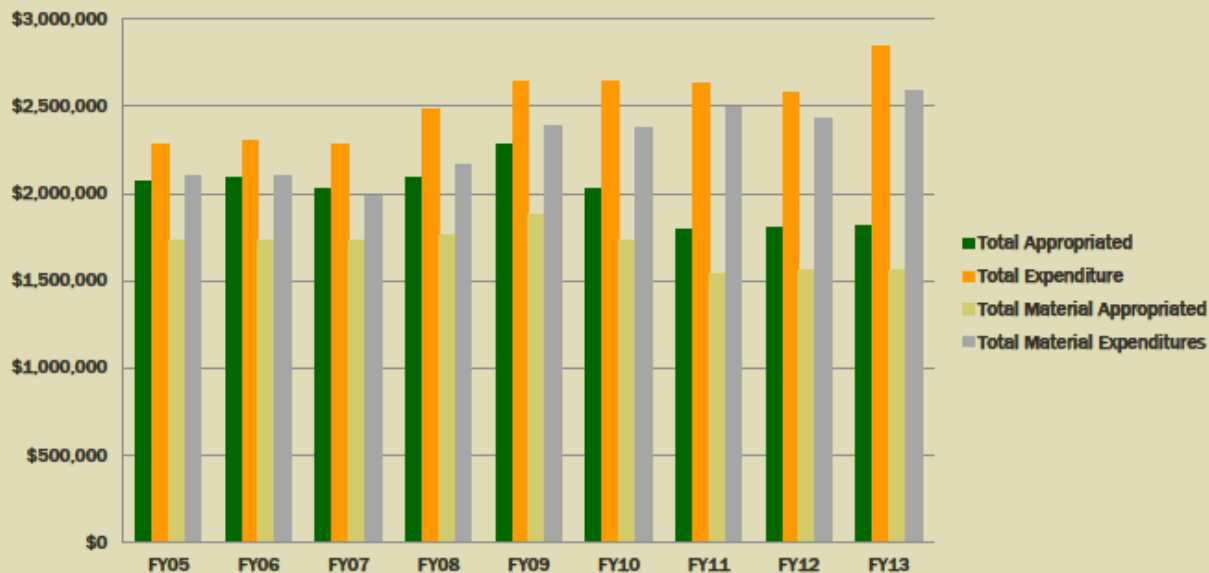
MATERIALS ONLY

Material Expenditures vs. Material Allocations for FY05-FY13



TOTAL BUDGET VS. MATERIALS BUDGET

Libraries: Expenditures vs. Appropriated Allocations for FY05-FY13



FY13 MATERIALS SHORTFALL

- \$420,000 covered by
 - Provost (\$200,000)
 - Colleges (\$220,000)
- Cut list of print subscriptions \$34,000
- No book budget (4th year)
- Gap Analysis – database subscriptions compared with selected peers

SURVIVAL THROUGH SUPPLEMENTAL ALLOCATIONS

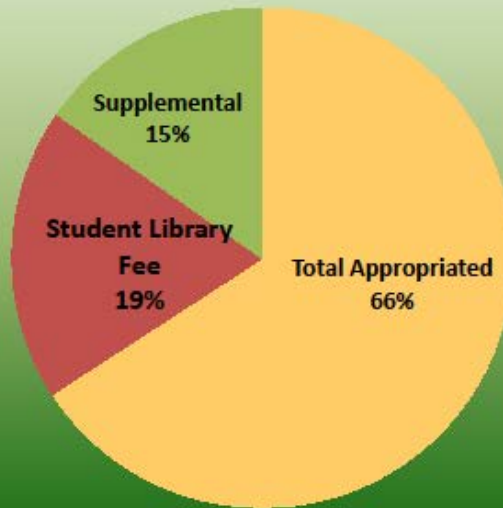
- FY 13: \$420,000 (Provost and Colleges)
- FY 12: \$200,000 (Provost)
- FY 11: \$400,000 (Provost)
- FY 10: \$350,000 (Provost)
- FY 09: \$150,000 (President)
- FY 08: \$375,000 (Provost)
- FY 07: \$125,000 (Provost)

STUDENT LIBRARY FEE

- FY 13: est. \$520,000
- FY 12: \$515, 774
- FY 11: \$517,890
- FY 10: \$256,164

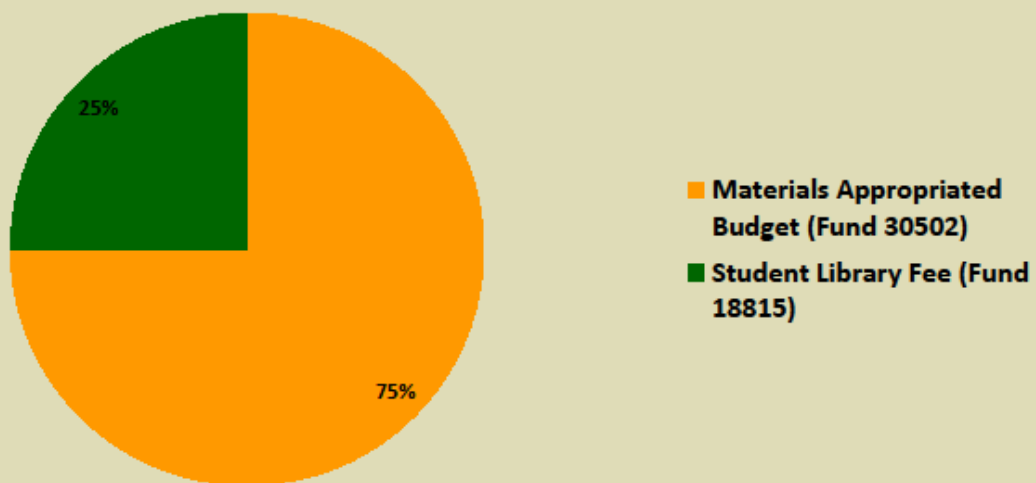
FY13 ALLOCATION DISTRIBUTION

FY13 Allocation Distribution



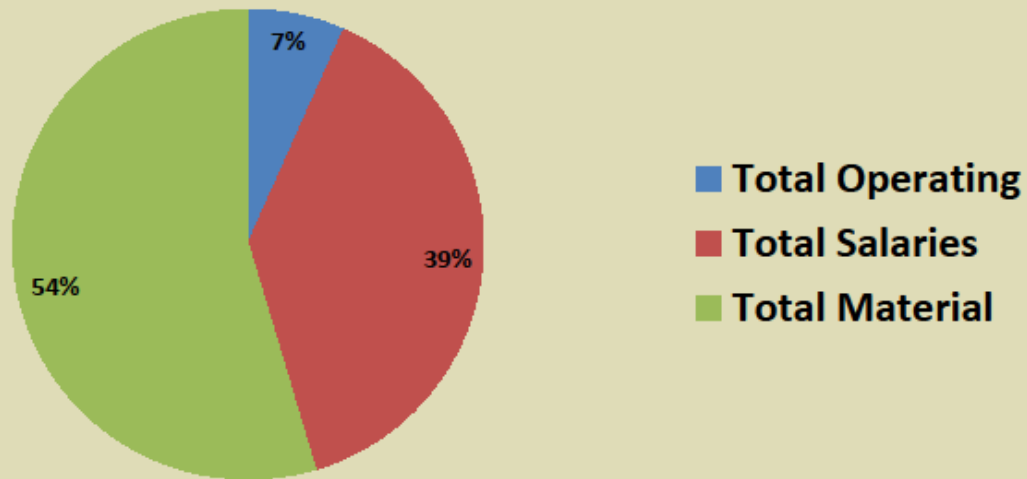
MATERIAL WITHOUT SUPPLEMENTAL

Materials Appropriated Budget vs. Student Library Fee

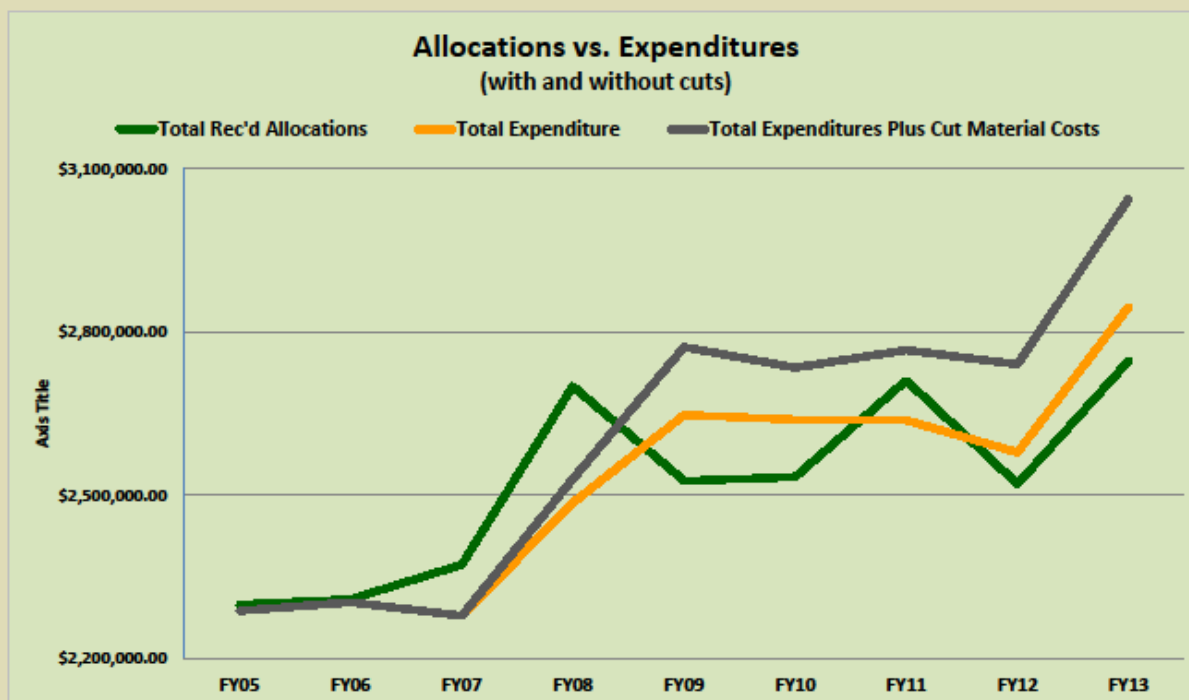


EXPENDITURE COMPARISON

FY13 Material Expenditures vs. Operating Expenditures

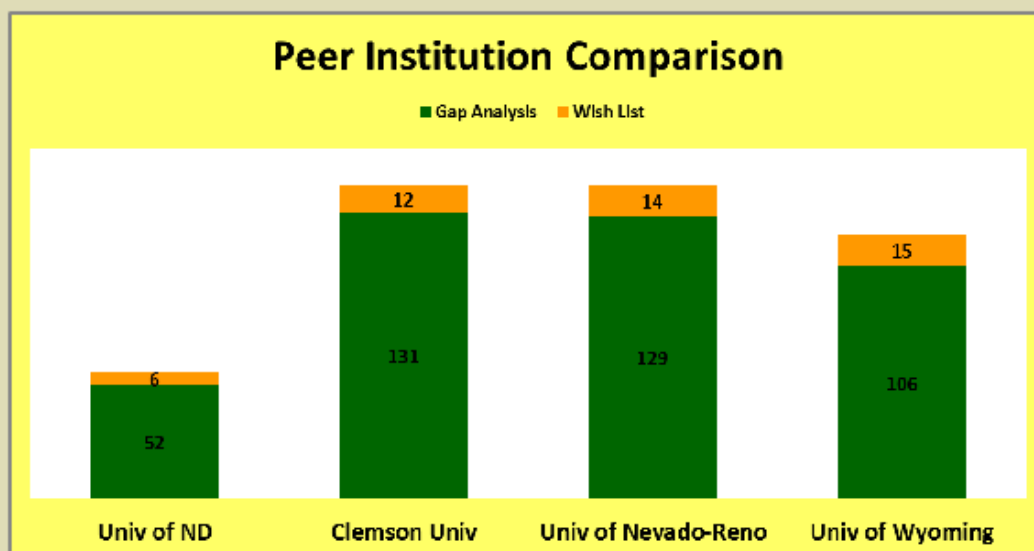


ALLOCATIONS VS. EXPENDITURES (WITH AND WITHOUT CUTS)

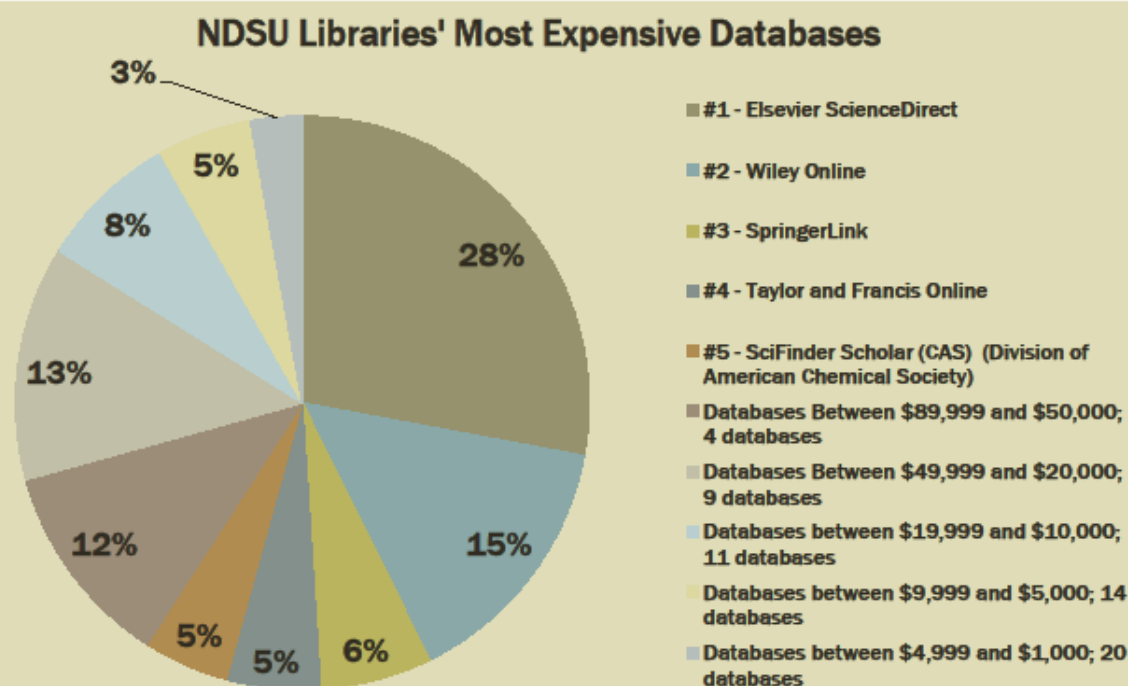


PEER COMPARISON

(# OF DATABASES PEERS HAVE THAT WE DON'T)



MOST EXPENSIVE DATABASES



FACULTY SENATE LIBRARY COMMITTEE FALL SEMESTER CHARGE

- Solicit feedback re structural issue from respective colleges and senates for comments/suggestions
- Announced to faculty
- Committee's recommendations to Faculty Senate and Staff Senates and Provost
- Dean and librarians available to attend any college, department meetings
- Student fee advisory board

Scholarship Committee Update

The Scholarship Committee is working on revising the wording for the current Memorandum of Understanding (MOU) for the "Classified Staff Scholarship". Since the last revisions on this document were in 1993, there is considerable need to have it reviewed. We have been in discussions with the Alumni Foundation regarding what needs to happen to get a revised MOU on file with them and will be looking at modifying the document to more clearly detail how funds are handled including potential additional contributions to the endowment.

The application window for scholarships is also fast approaching. The scholarship committee will determine when applications will go live in the coming month and report that at the February Staff Senate meeting. Please contact Matt Chaussee or Angela Seewald-Marquardt with any questions.

Respectfully Submitted,

Matthew Chaussee