

## Minutes

Wednesday, April 6, 2016

- I. Meeting called to order at 9:31 AM by Gennifer Sprecher.
- II. **Attendance Report** by Diane Harrison. Quorum was met and several guests are attending.
- III. **MOTION** by Tyler Perkins / Anna Sheppard to approve the Consent Agenda. **MOTION CARRIED.**
  - A. **Policies for Information**
    - 1. Policy 352 – Promotion, Tenure and Evaluation
  - B. **Policies for Information Only with Housekeeping Changes:**
    - 1. Policy 818 – Procurement Standards on Federal Agreements
  - C. **Items for Input**
    - 1. Policy 718 – Public/Open/Restricted Records
- IV. **MOTION** by Ryan Brinkman /Tyler Perkins to approve the meeting agenda. **MOTION CARRIED.**
- V. **Campus Kudos** – Lori Askew: Four total recipients were awarded Campus Kudos today: Anna Johnson, Student Manager of the West Dining Center, and Tran Brunsberg, Jeff Gimbel, and Amber Rasche of Information Technology.
- VI. **Program**
  - A. Carol Cwiak, VALOR Program – The VALOR Program is an ally program for vets. Booklets were provided describing how members of the NDSU community can become an ally for veterans on campus and all are invited. Emails will be coming out soon inviting interested persons to join in a training program, however, you do not need to be an official ally to take this training.
  - B. Matt Larsen, NDSU Athletic Director: Larsen shared an update on NDSU Athletics. They've had great athletic successes over the past year, but are also proud that NDSU student athletes have an average 3.37 cumulative GPA. They are outstanding students of good character who also take time to give back to the community. Department reorganization, branding, and reducing the costs of attendance for student athletes have been among key improvements made recently. Improved health and training facilities and an upgraded softball complex are positives also. Athletes are recruited from all over the US but the majority are from the Midwest.
- VII. **Student Government Report** – No Report.
- VIII. **Faculty Senate Report** – Dennis Cooley – Policy 151 updates went to the Assistant Attorney General; deemed primarily applicable to the President. A forum is planned for late April or early May to discuss with staff and faculty how best to support and advocate for NDSU with our representation in ND.
- IX. **Staff Senate Video update:** The PR Committee is actively working on updating the video by getting new content, video clips, images, etc. Video clips were taken at this meeting, also.
- X. **MOTION** by Ryan Brinkman / Chad Lindberg to approve the March 9, 2016 Staff Senate Meeting Minutes. **MOTION CARRIED.**
- XI. **Treasurer's Report** by Tina Exner –
  - A **Scholarship Fund: \$1179.12**
  - B **Appropriated Fund: \$0**
  - C **Local Fund: \$8475.81**
- XII. **Advisor Comments** – No Report.
- XIII. **Committee Reports**
  - Bylaws** by Laura Dallmann – The State Staff Senate paragraph was edited to explain the term of membership. Staff Senate members are elected for 2 year terms yet State Staff Senate members are expected to serve 3 years so if not re-elected to NDSU Senate, members would be expected to serve as 'ex-officio' in that third year. **MOTION** by Tyler Perkins / Eric Gorecki to accept the language change as presented. Further discussion led the committee to state that they will rework the verbiage and return with updates in May.
  - A. **Election** by Wendy McCrory – New guests visiting today are interested in becoming part of Staff Senate; elections take place in May. All should consider roles you may be interested in and be ready to come forward in May as these are filled.

- B. **Legislative** by Ryan Brinkman – Ryan shared information from the discussion with an NDUS representative re: the possible transfer of IT servers to another campus. It could be an expensive and lengthy process, and there is no funding to accomplish it at this time. More clarity is needed on what can or cannot be transferred; there are concerns surrounding research data and security, and staff cuts. (*Attachment A: Staff Senate Report - HB 1003 Servers & NDUS, and an excerpt from Faculty Senate Minutes*)
- C. **Public Relations** by Angela Bachman – Kayli and Amanda are working hard on the video update project. Wednesday, August 31<sup>st</sup> is the Red Hawks Welcome Back Event sponsored by Staff Senate. It includes a picnic prior to the game and be watching for email coming out to alert you to purchase those tickets. Shirts that were ordered have arrived so see Angela to pick up your order.
- D. **Information Technology** by Vince Anderson – No Report.
- E. **Scholarship** by Carin Engler – The scholarship application deadline is Friday night.
- F. **Staff Development & Program** by Carly Gunnerson & Kelly Haugen – Watch for the Equine workshop info coming out in April.
- G. **Staff Recognition** by Anna Sheppard – Winners have been selected. There are staff from each job band area. The Staff Recognition Social is Wednesday, April 13 at 1:30 PM.
- H. **Campus Relations** by Jered Pigeon – Please see our website to donate to Relay for Life. More volunteers are needed for the event, also.
- I. **Gunkelman Award** by Lynn Ehlen – The committee will meet today to make their final selection. Ceremony is May 4<sup>th</sup> at the Alumni Center, and all are invited to attend.
- J. **State Staff Senate** by Daniel Erichsen – Their next meeting is April 25<sup>th</sup> and NDSU Senate will make our presentation to them. Please share ideas for this presentation with Daniel.
- K. **Environmental Sustainability** by Gennifer Sprecher – April 20<sup>th</sup> is the campus Waste Audit at 2:30 PM, and the Safety Office will host it inside the garages at Thorson Maintenance, for wind protection while trash sorting.
- L. **Ad-Hoc Committees**
  - 1. **POLO shirt committee** by Angela Bachman – A total of 21 shirts were sold. Thanks to all who ordered, and Staff Senate make this opportunity available again in the fall.
  - 2. **Administrator training initiative** by Gennifer Sprecher – No Report.
- M. **Executive Committee** by Jim Osland – No Report.
- XIV. **President's Cabinet** by Wendy McCrory – No meeting this time. (See Attachment B for March President's Cabinet update)
- XV. **Old Business**
- XVI. **New Business**
- XVII. **Announcements** – Gennifer Sprecher said the Bike Share Program will offer a discount for staff or faculty for one year and details will be emailed to Staff Senate. Ryan Brinkman shared that Residence Life is hosting a Late Night Breakfast again during finals prep time, and they need volunteers to assist students as last year there were over 1000 students who took part in the event. There are two shifts on May 9<sup>th</sup> (8:45-10pm or 9:45-11pm) on campus; it will be held in the REC. Deadline to sign up is April 18<sup>th</sup>. Carin Engler said there are still openings for student jobs in Residence Life, also. Ben Bernard said have a group of students and faculty working on a Georgetown competition (\$5M in awards) for environmental efficiency projects and there is a website with games and opportunities to win prizes – please log on and support this to help Fargo get closer to winning the competition.
- XVIII. Meeting was adjourned at 10:50 AM by Gennifer Sprecher.

Scheduled meetings:

- Staff Senate: Wednesday, May 4, 2016, 9:30 – 11 a.m. in Plains Room, Memorial Union
- Executive Committee: Wednesday, April 20, 2016, 9:30 – 11 a.m. in Mandan Room, Memorial Union

## **ATTACHMENT A:**

### **Subject: Staff Senate Report - HB 1003 Servers & NDUS**

#### Executive Summary:

NDUS has been tasked by the legislature to consolidate various IT services, although NDUS was not appropriated any additional funding to do so. NDUS plans to first work with the institutions that want to move their services to NDUS. NDUS is in the midst of establishing the appropriate policies and guidelines and will be seeking funding in the next legislative assembly to further implement the functional consolidation plan.

NDUS plans to have a migration plan for NDSU by July. We do not yet have a clear idea of what IT services this will impact. Email will move back to NDUS administration sometime after summer 2017.

1: The 64th Legislative Assembly passed HB 1003 during the 2015 session. Section 8 of that bill creates a new section to chapter 15-10 of the North Dakota Century Code requiring consolidation of specific IT services.

SECTION 8. A new section to chapter 15-10 of the North Dakota Century Code is created and enacted as follows: Required use of electronic mail, file server administration, database administration, application server, and hosting services. Each institution and entity under the control of the state board of higher education shall obtain electronic mail, file server administration, database administration, research computing, storage, application server, and hosting services through a delivery system established by the board. The board shall establish policies and guidelines for the delivery of services, including the transition from existing systems to functional consolidation, with consideration given to the creation of efficiencies, cost savings, and improved quality of service.

2: Faculty Senate invited Dr. Lisa Feldner, Interim Chief of Staff & Vice Chancellor for Information Technology and Institutional Research, NDUS to discuss how NDUS planned to move forward to implement the consolidation of IT services across NDUS and how this policy would impact NDSU during their March 21 meeting.

3: See attached excerpt of the NDSU Faculty Senate March 21st meeting minutes regarding the discussion with Dr. Feldner. Minutes also contain the relevant NDUS project planning descriptions.

4: The NDUS implementation plan currently is:

The CTS team has divide this project into three overlapping phases: Data Collection & Analysis (DC&A), Policy and Procedure (P&P), and Migration and Reporting (M&R).

DC&A Phase: All campuses have provided an inventory of IT infrastructure managed by the IT department. We have visited each campus and met with the Presidents and IT teams. We are currently analyzing the information provided to develop a plan on how to best consolidate our IT infrastructure. Our current timetable is to have the draft plan for DCB, WSC, DSU and MaSU complete by the end of March and to review them with those campuses. We plan to have the rest of the campuses completed and have a migration plan by July.

P&P Phase: CTS is in the process of drafting policy and procedure language for review by the CIO Council, Chancellor's Cabinet, and ultimately the SBHE. Other councils or groups may be included as requested by the Chancellor.

M&R Phase: Actual consolidation would start over the summer using the limited funds that are currently available. Business cases will be written for consolidation efforts that would need additional funding. An overall summary report will be provided to the Legislature by January.

Submitted by:  
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Excerpt from March Faculty Senate Minutes:

## Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

March 21, 2016

- S. Haring – Constituents are concerned about there being no section or guidelines for forming a review committee for evaluating the Provost, Vice Provost's or VP's. This section exists for every other evaluation criteria.
  - M. Secor-Turner said that these positions have never been evaluated before, and in terms of function how it should work. They suggested maybe they should get some reviews under their belt and figure out what might be the best composition of those committees to form rather than setting up a rigid rule now of who should be on those committees, rather they would have the flexibility to try a few of them before they roll out a concrete way to do it.
  - S. Haring said a loose guideline could be formed. There could be a committee on committees to decide how that might work.

MOTION (Platt/Strand): approve Policy 327.

- M. Strand was wondering who initiates the process of the review of the Provost.
  - M. Secor-Turner said the policy says a review committee will be formed consisting of tenured faculty, relevant administrators, and staff.

MOTION PASSED WITH A VOTE OF 29-5-2. The following senators or their substitutes voted aye: T. Barrett, A. Braaten, B. Braaten, C. Cwiak, S. Duffield, J. Frenzel, J. Gao, G. Gramig, J. Hageman, T. Hall, C. Hargiss, M. Harvey, E. Hilliard, F. Huseynov, K. Krishnakumar, F. Marais, K. McPhee, C.A. Platt, B. Pruess, S. Salem, M. Secor-Turner, S. Shaik, M. Strand, L. Thomas, A. Ungar, T. West, D. Wyum, M. Yang, and S. Zhong, the following senators or their substitutes voted nay: M. Christenson, E. Gillam, S. Haring, K. Noone, and M. Smith, the following senators or their substitutes abstained: S. Herren and S. Vetter.

- b. Policy 352 – Composition of PTE ([attachment 4](#)) – Alan Denton – for input and vote
  - A. Denton – proposed revision. ([attachment 5](#))
  - Another issue raised was why can't associate deans serve? Inserted new subsection of 5.4.
  - Defining conflict of interest wording in section 5.5.
    - Gramig asked who would decide if a relationship constituted a conflict of interest.
      - Denton explained each dept. or college could make it more precise to their own needs.

MOTION (Pruess/Harvey): approve Policy 352. MOTION CARRIED WITH UNANIMOUS CONSENT.

### VI. New Business

- a. Dr. Lisa Feldner – NDUS – Discussion of NDSU and NDUS servers in light of current law. ([attachment 6](#)) She explained that something will be written (policy, MOU, guidelines, etc.) explaining that if something doesn't make sense, they will leave it on the campus for them to maintain. Each thing will be reviewed and see what the rationale is for moving or not moving and what are the efficiencies of doing so.
  - S. Duffield asked how it would impact the daily life of a faculty member. Will it impact the way we do our email or the way our learning management systems work?
    - Dr. Feldner said it shouldn't. They would not want to move something that is working well. She used Blackboard as an example, if it is hosted in the cloud, it would be left alone. She said they are developing a process where there would be a "waiver" of certain things on each campus that they would not want to see moved. However, this is a law so they would need to show rationale of why it wouldn't make sense to move it. She said that there are some nice things about getting services together and reducing the number of logins for students. Dr. Feldner said their goal is not to impact anything that we are currently receiving, they are hoping to make it better. They are taking the schools who want NDUS to take over their servers first and looking at other things later.
  - M. Strand asked where the NDSU server would be located and how was that location chosen.
    - Dr. Feldner said that this is part of the guidelines that need to be developed. The servers might not be in just one place. It might be at the NDUS data center or certain things could be housed at NDSU or

## **ATTACHMENT B:**

### **President's Cabinet - March 21, 2016 Meeting**

Financial situation is pretty tight right now. It is unknown if another allotment of budget cuts is coming or not because now oil is going up. Stay tuned.

Dr. Alvarez wanted to thank all those who have donated Delta miles. It will allow for about 8-12 scholarships.

Matt Larsen talked about the Pro Day this coming Thursday. It will be closed to the public but very good for the athletes invited. Lots of scouts show up and it's a big deal that they are coming to the Fargo area again to host such a day. That means our area has talent. The Pro Day doesn't have to be for just NDSU athletes but can include local athletes also. Matt also mentioned Clay Ream, who is a wrestler, received the Elite 90 award.

Development foundation has raised over 1/3 of its \$25 million goal. The foundation is also working on the house project for the 1600 block of University Drive. They are trying to be thoughtful to all while planning it.

### **President's Cabinet - March 28, 2016 Meeting**

NDSU was accredited for the next 10 years. All criteria were met. Dr. Ingram thanks the accreditation committee for all their hard work. Dr. Ingram also talked about what was learned from the Lisa Feldner talk at Faculty Senate. What Lisa said was that most things shouldn't change for us at NDSU.

Marc Wallman reported that the Cyber Security Conference went great. They want to keep it on campus for the future but because of growth, they are pushing the capacity of the Union to be able to host it there.

Ken Grafton reported that budget cuts have made Ag Center and Extension reorganize. They will only hire needed positions right now and have had to ask campuses to do some of their work.

Chris Wilson and Laura McDaniels have been meeting with area businesses to explain what we do here and how it works and that sometimes politically, we can't fight back to negative publicity. Anti-NDSU is what others think of us but NDSU is Pro-ND.

Innovation Challenge is scheduled for April 13, 2016 at 9:30am at Island Park.