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Finding Aid to the NDSU Staff Senate Print Material

NDSU Staff Senate

Print Material, 1986-Present

2 linear ft.

Record Group 32.3

[History](#)

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OVERVIEW

Access: The collection is open under the rules and regulations of the University Archives.

Provenance: This is an on-going collection with material arriving through departmental records transfers, the university campus mail, or donations by various individuals.

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HISTORY

The NDSU Staff Senate originated from a Staff Senate Steering Committee that was organized in the fall of 1988 as a group of classified staff involved in the NDSU presidential search. As the group met with the presidential candidates, specific staff related needs were discussed. One of the issues was the need for a voice, similar to that of the Faculty [University] Senate and Student Senate.

After the selection of Dr. Jim Ozbun as President, the original committee stayed together to discuss the forming of a staff senate. Materials were obtained from Colorado State University, University of Wyoming, and Moorhead State University [Minnesota State University Moorhead] related to staff

organizations. The committee studied this material and began to draft a Constitution and Bylaws. On January 1, 1990, the NDSU Staff Senate was established with the encouragement and approval of the president of the university.

SCOPE AND CONTENT

The records, with numerous gaps, contain [Executive Committee Minutes](#) (1990-2000; 2003-2007), [Senate Agendas and Minutes](#) (1989-present), [Meeting Schedules](#) (1997-1999), [Committee Materials](#) from the following committees: Computing, Election, Executive, General Education, Library Advisory, NDUS Compensation, Program, Scheduling & Registration, Space & Facilities, Staff Development, Steering, and University Athletics. Additionally incorporated are [Drafts and Revisions to the Constitution & By-Laws](#), as well as Goals, Directories, samplings of [Publications](#) (*Staff Senate Update & Staff Senate Messenger*), and Activities. Also included is extensive information on [Budget/Treasury](#) (1988-1999).

BOX AND FOLDER LIST

Finding Aid & History sheet - 10/10/1989; Discs: Staff Senate agendas – 2005-2006;
Staff Senate & State Senate Executive Committee minutes (2005-2006, 2006-2007)

Executive Committee (est. 1/1/1990) Minutes

5/1990-8/1990
9/1990-8/1991
9/1991-8/1992
9/1992-8/1993
9/1993-8/1994
9/1994-8/1995
9/1995-8/1996
9/1996-8/1997
9/1997-8/1998
9/1998-8/1999
9/1999-8/2000
9/2000-8/2001
4/2003–4/2004
4/2005-7/2005
8/2005-6/2006
8/2006-4/2007

Senate Agenda & Minutes

1989-1990:

1/1990 - notice: meeting change

1990:

- 5/1990 – meeting minutes
- 6/1990 – agenda & meeting minutes
- 7/1990 – preliminary agenda, agenda & meeting minutes
- 8/1990 – preliminary agenda, agenda & meeting minutes

1990-1991:

- 9/1990 – meeting minutes
- 10/1990 – agenda & meeting minutes
- 11/1990 – agenda & meeting minutes
- 12/1990 – preliminary agenda, agenda & meeting minutes
- 1/1991 – agenda & meeting minutes
- 2/1991 – agenda & meeting minutes
- 3/1991 – agenda & meeting minutes
- 4/1991 – agenda & meeting minutes
- 5/1991 – agenda & meeting minutes
- 6/1991 – agenda & meeting minutes
- 7/1991 – agenda & meeting minutes
- 8/1991 – agenda & meeting minutes

1991-1992:

- 9/1991 – agenda & meeting minutes
- 10/1991 – agenda & meeting minutes
- 11/1991 – agenda & meeting minutes
- 12/1991 – agenda & meeting minutes
- 1/1992 – agenda & meeting minutes
- 2/1992 – agenda & meeting minutes
- 3/1992 – agenda & meeting minutes
- 4/1992 – agenda & meeting minutes
- 5/1992 – agenda & meeting minutes
- 6/1992 – meeting minutes
- 7/1992 – agenda & meeting minutes
- 8/1992 – agenda & meeting minutes

1992-1993:

- 9/1992 – agenda & meeting minutes
- 10/1992 – agenda & meeting minutes
- 11/1992 – agenda & meeting minutes
- 12/1992 – agenda & meeting minutes
- 1/1993 – agenda & meeting minutes
- 2/1993 – agenda & meeting minutes
- 3/1993 – agenda & meeting minutes
- 4/1993 – agenda & meeting minutes
- 5/1993 – agenda & meeting minutes
- 6/1993 – agenda & meeting minutes
- 7/1993 – agenda & meeting minutes
- 8/1993 – agenda & meeting minutes

1993-1994:

9/1993 – agenda & meeting minutes
10/1993 – agenda & meeting minutes
11/1993 – agenda & meeting minutes
12/1993 – agenda & meeting minutes
1/1994 – agenda & meeting minutes
2/1994 – agenda & meeting minutes
3/1994 – agenda & meeting minutes
4/1994 – agenda & meeting minutes
5/1994 – agenda & meeting minutes
6/1994 – agenda & meeting minutes
7/1994 – agenda & meeting minutes
8/1994 – agenda & meeting minutes

1994-1995:

9/1994 – agenda & meeting minutes
10/1994 – agenda & meeting minutes
11/1994 – agenda & meeting minutes
12/1994 – agenda & meeting minutes
1/1995 – agenda & meeting minutes
2/1995 – agenda & meeting minutes
3/1995 – agenda & meeting minutes
4/1995 – agenda & meeting minutes
5/1995 – agenda & meeting minutes
6/1995 – agenda & meeting minutes
7/1995 – agenda & meeting minutes
8/1995 – agenda & meeting minutes

1995-1996:

9/1995 – agenda & meeting minutes
10/1995 – agenda & meeting minutes
11/1995 – agenda & meeting minutes
12/1995 – agenda & meeting minutes
1/1996 – agenda & meeting minutes
2/1996 – agenda & meeting minutes
3/1996 – agenda & meeting minutes
4/1996 – meeting minutes
5/1996 – agenda & meeting minutes
6/1996 – agenda & meeting minutes
7/1996 – agenda & meeting minutes
8/1996 – agenda & meeting minutes

1996-1997:

9/1996 – agenda & meeting minutes
10/1996 – meeting minutes
11/1996 – agenda
12/1996 – agenda & meeting minutes
1/1997 – agenda & meeting minutes

2/1997 – agenda & meeting minutes
3/1997 – agenda & meeting minutes
4/1997 – agenda & meeting minutes
5/1997 – agenda & meeting minutes
6/1997 – agenda & meeting minutes
7/1997 – meeting minutes
8/1997 – meeting minutes

1997-1998:

9/1997 – agenda & meeting minutes
10/1997 – agenda & meeting minutes
11/1997 – agenda & meeting minutes
12/1997 – agenda & meeting minutes
1/1998 – agenda & meeting minutes
2/1998 – agenda & meeting minutes
3/1998 – agenda & meeting minutes
4/1998 – agenda & meeting minutes
5/1998 – meeting minutes
6/1998 – meeting minutes
7/1998 – agenda & meeting minutes
8/1998 – agenda & meeting minutes

1998-1999:

9/1998 – agenda & meeting minutes
10/1998 – agenda & meeting minutes
11/1998 – meeting minutes
12/1998 – agenda & meeting minutes
1/1999 – agenda & meeting minutes
2/1999 – agenda & meeting minutes
3/1999 – agenda & meeting minutes
4/1999 – agenda & meeting minutes
5/1999 – agenda & meeting minutes
6/1999 – agenda & meeting minutes
7/1999 – meeting minutes
8/1999 – meeting minutes

1999-2000:

9/1999 – agenda & meeting minutes
10/1999 – agenda & meeting minutes
11/1999 – agenda & meeting minutes
12/1999 – meeting minutes
1/2000 – meeting minutes
2/2000 – meeting minutes
3/2000 – agenda & meeting minutes
4/2000 – agenda & meeting minutes
5/2000 – agenda & meeting minutes

6/2000 – agenda & meeting minutes

7/2000 – agenda & meeting minutes

8/2000 – agenda & meeting minutes

2000-2001:

9/2000 – agenda & meeting minutes

10/2000 – agenda & meeting minutes

11/2000 – agenda & meeting minutes

12/2000 – agenda & meeting minutes

1/2001 – agenda & agenda & meeting minutes

2/2001 – agenda & meeting minutes

3/2001 – agenda & meeting minutes

4/2001 – agenda & meeting minutes

5/2001 – agenda & meeting minutes

2001-2002:

10/2001 – meeting minutes

11/2001 – meeting minutes

12/2001 – meeting minutes

1/2002 – meeting minutes

2/2002 – meeting minutes

3/2002 – meeting minutes

4/2002 – meeting minutes

5/2002 – meeting minutes

6/2002 – meeting minutes

2002-2003:

9/2002 – meeting minutes

10/2002 – meeting minutes

11/2002 – meeting minutes

12/2002 – meeting minutes

1/2003 – meeting minutes

2/2003 – meeting minutes

4/2003 – meeting minutes

5/2003 – meeting minutes

6/2003 – meeting minutes

2003-2004:

9/2003 – draft minutes & meeting minutes

10/2003 – draft minutes & meeting minutes

11/2003 – meeting minutes

1/2004 – draft meeting minutes

2/2004 – draft meeting minutes

3/2004 – draft meeting minutes

4/2004 – meeting minutes

5/2004 – meeting minutes

2004-2005:

9/2004 – meeting minutes

10/2004 – meeting minutes
11/2004 – meeting minutes
12/2004 – meeting minutes
1/2005 – meeting minutes
4/2005 – meeting minutes
5/2005 – meeting minutes
6/2005 – agenda & meeting minutes

fall 2005:

9/2005 – agenda & meeting minutes
10/2005 – agenda & meeting minutes
11/2005 – agenda & meeting minutes
12/2005 – agenda & meeting minutes

spring 2006:

1/2006 – agenda & meeting minutes
2/2006 – agenda & meeting minutes
3/2006 – agenda & meeting minutes
4/2006 – agenda & meeting minutes
5/2006 – agenda & meeting minutes

fall 2006:

9/2006 – agenda & meeting minutes
10/2006 – agenda & meeting minutes
11/2006 – agenda & meeting minutes
12/2006 – meeting minutes

spring 2007

1/2007 – agenda & meeting minutes
2/2007 – agenda & meeting minutes
3/2007 – agenda & meeting minutes
4/2007 – agenda & meeting minutes
5/2007 – agenda & meeting minutes

fall 2007

9/2007 – meeting minutes
10/2007 – meeting minutes
11/2007 – meeting minutes
12/2007 – meeting minutes

spring 2008

1/2008 – meeting minutes
2/2008 – meeting minutes
3/2008 – meeting minutes
4/2008 – meeting minutes
5/2008 – meeting minutes
6/2008 – agenda & meeting minutes

fall 2008

8/2008 – agenda & meeting minutes
9/2008 – meeting minutes

10/2008 – meeting minutes
11/2008 – agenda & meeting minutes
12/2008 – meeting minutes

spring 2009

1/2009 – agenda & meeting minutes
2/2009 - agenda & meeting minutes
3/2009 – agenda & meeting minutes
4/2009 – NO Meeting
5/2009 – agenda & meeting Minutes
6/2009 – agenda & meeting minutes

Meeting Schedules

Senate & Executive Committee:

1997-1998
1998-1999

Committees

Duties of Officers & Board of Directors information – n.d.
Correspondence – 1990-2003 [gaps]
1997-1998; 2003, 2004-2005

Bylaws Committee (SEE Bylaws, Polices and Goals)

Computing (CPU) Committee (SEE By-laws, Policies and Goals)

Report – 10/8/1997 & 11/12/1997

BOX 2

Election Committee

1990-1991
1992-1993
Reports, memoranda, membership lists, new senators – 1992/93-2001 [bulk 1999-2001]
Presidential Search Interviews – 2/1995
1997-1998
1998-2006
2003-2004, 2004-2005, 2005-2006

Executive Committee

Purposes – 5/5/n.d.
Minutes on disc – 8/2000

General Education Committee

Memorandum – 12/1991

Library Advisory Committee

Report – 2/4/1998

NDUS Compensation Committee

Report – 2/1998

Program Committee

Year-end report – 7/1999-5/2000

Scheduling & Registration Committee

Report – 1/8/1998

Space & Facilities Committee

Memorandum – 1998

Staff Development Committee

"Walk this Weigh" - 2/1997; "Funding Opportunity" - 3/1997

"Winter Games" - 1/1998; "Computer Training Classes" – 3/1998

"Change - Why Me?" - 2004-2005

"Make it F.U.N." - 1/31/2006

Steering Committee

Organizational Materials – 1986-1989

University Athletics Committee

Minutes – 11/5/1997

By-laws, Policies and Goals

Parliamentary Procedure – n.d.

Initial Bylaws – Public Employees Council – n.d.

Memo - Higher Education Computer Network – n.d.

Constitution & by-laws

drafts – n.d.

5/4/1989

11/7/1989 (draft)

11/13/1989 (drafts)

12/8/1989 (drafts)

12/15/1989 (drafts)

1990 (disc)

4/15/1990 (by-laws rev 2/1991)

4/10/1991

3/11/1992 (rev.)

1/13/1993 (rev. by-laws)

4/12/1995 (rev.)

3/13/1996

10/15/1997

Updated bylaws – 4/14/2004

Approved Revisions to by-laws – 1990-1998

NDUS Legislation – 1/30/1991

Approval of NDSU Policy Statement and Regulations on the Use of Alcohol & Other
Drugs by Students, Faculty & Staff – 4/1992

Goals & Objectives:

1992-1993

193-1994

1994-1995

1995-1996

1996-1997

under revision – 1997

under revision – 2003

Policy 139 Leave With Pay – 7/1997

Brochure - An Executive Summary of the NDSU Priority Implementation Strategies for
the NDUS 1998-2004 Strategic Plan

By-laws – Computer Planning and Goals Committee – 10/18/2000

Executive summary of the Roundtable report and the State Board of Higher Education
(SBHE)'s objectives for 2001-2002

Directories

Staff Senate Directories:

Telephone tree – c. 1994-1995

1996-1997

1997-1998

1998-1999

1999-2000

2000-2001

2001-2002

2002-2003

2003-2004

Surveys

Staff & Staff Senate Perceptions of Staff Senate (CLASSIFIED) – n.d.

Member survey - 1996

Noel-Levitz Student Satisfaction Survey – reports, results - 2001-2002

Publications

Staff Senate Update- Fall 1990, 1991-1992

Staff Senate Messenger - 2004-2005: 2/2005, 3/2005

Staff Senate Messenger - 2005-2006: 10/2005 (2), 2/2006 (2)

Staff Senate Messenger - 2006-2007: 9/2006, 12/2006

Topics of the Month

1996-1999

1999-2002

2003-2004

2004-2005

Service Projects

Blood Drive Invitations/flyers:

1996

1997

1998

2001

2003

Holiday Collection for Troops – 12/2003

Budget: Treasurer's Reports/Receipts/Memos/Information

Presentation to Legislature - 1988

1994-1995

1996-1997 Miscellaneous

1996-1997 Miscellaneous (Continued)

6/1997

7/1997

8/1997

9/1997

10/1997

11/1997

12/1997

1/1998

2/1998

3/1998

4/1998

5/1998

6/1998

7/1998

8/1998

9/1998

10/1998

11/1998

12/1998

1/1999

2/1999

3/1999

4/1999

5/1999

6/1999

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