

# NDSU STAFF SENATE

## Minutes

Wednesday, October 5th, 2022

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/92677455224?pwd=OXhjWnprdENibzF1cmRTWG5aeTJBQT09>

*We collectively acknowledge that we gather at NDSU, a land grant institution, on the traditional lands of the Oceti Sakowin (Dakota, Lakota, Nakoda) and Anishinaabe Peoples in addition to many diverse Indigenous Peoples still connected to these lands. We honor with gratitude Mother Earth and the Indigenous Peoples who have walked with her throughout generations. We will continue to learn how to live in unity with Mother Earth and build strong, mutually beneficial, trusting relationships with Indigenous Peoples of our region.*

Information and reminders on hybrid meetings can be found at the bottom of the agenda\*.

- I. Call to Order – 9:30 AM**
- II. Land Acknowledgement**
- III. Approval of Meeting Agenda – Approved.**
- IV. Campus Kudos** by April Helgaas
  - A. Caribou Coffee Baristas
  - B. RCA – Fred Hudson, Aaron Reinholz, Sheri Anderson, Cassie Johnson, Kristy Shirley, Cindy Elson
  - C. Lydia Hendricks
- V. Program** - Patti Heisler (Instructional Systems and Training Developer for NDUS Core Technology Services)
  - A. Register for CTS Trainings: [https://ndus.co1.qualtrics.com/jfe/form/SV\\_bJEicT2zknPw9BI](https://ndus.co1.qualtrics.com/jfe/form/SV_bJEicT2zknPw9BI)
  - B. Online Schedule of Trainings: <https://cts.ndus.edu/services/training/microsoft-training/>
- VI. Student Government Report** by Christian Walth
  - A. They have wrapped up Welcome Week events and Homecoming events.
  - B. They are working on advocating for funding to support student mental health across the university system. They have also helped expand the Green Bandana Project to 5 campuses in the university system with a goal of expanding to 8 this year.
  - C. The Student Government Commissions have started meeting for the year.
- VII. Faculty Senate Report** by Anastasiya Andrianova
  - A. President Cooks inauguration was last week where each body was able to emphasize their priorities for the year.
  - B. Faculty Senate is focusing on Budget and Strategic Planning, Diversity, Equity and Inclusion, Internationalization and Global Engagement, Student Retention, and Faculty Retention and Wellbeing.
  - C. They are excited about the formation of the President’s Research Council.
  - D. They have many policies for their next week which are the same ones that Staff Senate has on their agenda this month.
  - E. They are confirming their committee memberships with the aim of aligning committee work to their priorities and the Presidents pillars.
- VIII. Attendance Report** by Saurabhi Satam
  - A. Absent: 2
  - B. Present: 36
  - C. Excused: 1
  - D. Guests: 20
- IX. Senate Coordinating Council** by Joshua Schroetter
- X. Consent Agenda** – (policy details here: [https://www.ndsu.edu/policy/senate\\_coordinating\\_council/](https://www.ndsu.edu/policy/senate_coordinating_council/))
  - A. Policy 129 – Salary Administration Policy
  - B. Policy 151 - Code of Conduct
  - C. Policy 156 - Discrimination, Harassment, and Retaliation Complaint Procedures
  - D. Policy 333 – Class Attendance Policy

- E. Policy 361 - Emeritus/Emerita Titles
- F. Policy 710 – Computer and Electronic Communications Facilities
- G. Policy 803 -Restricted Gifts vs. Grant Policy
- H. Motion to approve Consent Agenda by Helgaas, second by Hopkins. Passed.

**XI. Approval of Wednesday, September 7<sup>th</sup>, 2022 Meeting Minutes – Passed.**

**XII. Treasurer’s Report** by Justin Swank

- A. Local: \$7,768.94
- B. Appropriated: \$1,169.00

**XIII. Public Relations Officer Report** by Olivia Buller

- A. No report.

**XIV. Committee Reports**

A. Elections by Joshua Schroetter

- 1. Melissa Lamp is interested in joining Staff Senate. Motion to close nominations and cast a unanimous ballot by Hopkins, second by Satam. Motion passed. Congratulations Melissa!

B. Legislative and Bylaws by Maggie Latterell

- 1. They met on 10/3/22 – they are encouraging senators to determine their polling place and voting district for upcoming elections in North Dakota and Minnesota.
- 2. They will be sending each committee their portion of the by-laws for review. This will allow the Legislative and Bylaws committee to determine if that matches the scope of their work and accurately reflects their work. Please meet and discuss prior to the November 2<sup>nd</sup> Staff Senate meeting.

C. Information Technology by Daniel Erichsen

- 1. No report.

D. Scholarship by Kay Hopkins

- 1. Blaze Pizza fundraiser for September raised \$33.00. The next fundraiser is on October 26<sup>th</sup> from 5:00pm – 8:00pm.
- 2. They are hosting a Costume Contest on October 31<sup>st</sup>!
  - a. Individuals may enter for \$10.
  - b. Groups may enter for \$20.
  - c. Costumes must be in good taste and appropriate for work.
  - d. Photos should be sent to Kay Hopkins. They will be posted on the Staff Senate Facebook page and the winner will be determined by whichever photo receives the most “likes” or “hearts”.

E. Staff Development by MD Sharijad Hasan

- 1. They are organizing the Program presenters for the semester. Next month, President Cook will be presenting. Vice President Fitzgerald will be presenting in December.
- 2. They are looking to revive the DiscoverU series for professional development for staff.
- 3. They will be sending a survey to Staff Senate soon to solicit feedback about what things staff would like to see within meetings or external events.

F. Staff Recognition by April Helgaas

- 1. There were a lot of nominations for this month but not everyone could attend, so there will be a few guests in November. There are also new nominations they will be voting on soon.

G. Campus Engagement by Olivia Buller/Jordan DiPalma

- 1. They are two weeks away from their Wellness event for staff.
  - a. October 19<sup>th</sup>, 2-4pm, MU Ballroom.
  - b. There will also be an event in Barry Hall 3 one week after that.
  - c. There will be yoga, massage therapists, and Jen Quinette will be there to present proper ergonomics for your workstation.

H. Gunkelman Award by Jenna Reno

- 1. No report.

I. State Staff Senate by Kay Hopkins

- 1. State Staff Senate has been working on improving their campus updates because those are reported to the State Board of Higher Education each month. If you have something you want reported, you can email those to Kay Hopkins. ([kay.hopkins@ndsu.edu](mailto:kay.hopkins@ndsu.edu))

2. There is an upcoming legislative session.
3. Tuition waivers are not consistent across NDUS so they are discussing how they can more fairly implement this.
4. Staff retention and morale of high importance to them. There is a group of senators looking at proposing a Fall Break.
5. There was a recent change to p-card purchasing and gift-giving that some campuses felt was a significant change, while NDSU has been following policy for some time.
6. Parent Leave is being discussed and looked at.
7. Bernard – Has there been discussion specifically related to inflation-adjustments to salary?
  - a. Hopkins – There has not yet but it can be brought back to State Staff Senate.
8. Steinmann – Was the discussion around a Fall Break to give students a break where staff continue to work or is it meant to close offices?
  - a. Hopkins – Generally looking at a break from work since a break for students where staff are still present is not necessarily the break they are looking for.

J. Joint Committees

1. Campus Space and Facilities by Ben Bernard
  - a. They have not met yet for the year.
  - b. Mike Ellingson, Director of Facilities Management, was interviewed by the Forum and highlighted the many projects occurring on campus right now.
2. Library by Alicia LaFerriere
  - a. They have many projects happening right now. The library received a grant for a portable laser, they are working on a digital fabrication lab, podcast room, relaxation room, obtaining a drone license, book delivery service, digitizing some items in the library, and there is discussion starting around a Presidential Library in Medora for President Bresciani.
3. University Athletics by Corey Landowski
  - a. Their first meeting is scheduled for October 21<sup>st</sup>.
4. Learning Space Advisory Committee by Emily Vieweg
  - a. No report.
5. Student Voice Project by Jordan DiPalma
  - a. They Diversity, Equity, and Inclusion commission of Student Government has started meeting and are discussing the direction they would like to go this year.

K. Ad Hoc Committees

1. Diversity, Equity, and Inclusion (DEI) Committee by Jordan DiPalma
  - a. They are having a brief meeting on October 5<sup>th</sup> to look at becoming a permanent committee by creating by-laws.

**XV. Executive Committee** by Kristi Steinmann

- A. They have met and are discussing their priorities for the upcoming year. One theme that emerged is Staff Wellbeing which aligns with Faculty Senate and President Cook's plans.
  1. This could take the form of wellbeing events, better outreach to staff across campus and across NDSU, or advocating for things that impact Staff Wellbeing.
- B. There is also a push to bolster Senator leadership by actively engaging in committee work and aligning committee work with Staff Senate and institutional priorities.

**XVI. President's Cabinet** by Maggie Latterell

- A. They had a presentation from Bill Burns about the Counseling Center, trends they are seeing over the last few years, etc. A point of emphasis was that students in crisis will always have access to a counselor.
- B. They discussed enrollment goals for the entire campus.

**XVII. Advisors Comments** by Mark Genkinger

- A. The Total Rewards survey by the Chancellor's office closed recently. Hopefully this data helps influence the legislature during the upcoming biennium.
- B. Remote Work – Genkinger is working with Laura McDaniel about announcing Remote Work. There will also be Q&A sessions for staff and supervisors about how to implement Remote Work.

**XVIII. Old Business**

**XIX. New Business**

- A. President's Council for Diversity, Inclusion, and Respect
  - 1. The committee is being re-tooled to help focus in their efforts. They are looking for representation from various constituent groups including Staff Senate. The Executive Committee nominated Schroetter to be their representative

**XX. Announcements**

- A. November Meeting – President Cook will be in attendance.
  - 1. Please be prepared with your reports.
  - 2. President Cook will also be attending the Executive Committee meeting in October.
- B. After Meeting Lunches – Kristi Steinmann
  - 1. Please consider joining Steinmann and other fellow senators after Staff Senate meetings each month. This is a great opportunity to build connections.
- C. Walk for Wellness Events – Kristi Steinmann
  - 1. Many Walk for Wellness events coming up – you will receive detailed information in your inbox about dates, times, and locations.

**XXI. Adjourn – 10:47 AM**

Scheduled meetings:

- Staff Senate: Wednesday, November 2<sup>nd</sup>, 2022, 9:30 am by Zoom or Prairie Rose– Memorial Union
- Executive Committee: Wednesday, October 19<sup>th</sup>, 2022, 9:30 am by Zoom or Nueta – Memorial Union