

NDSU STAFF SENATE

Minutes

Wednesday, March 2nd, 2022

Ballroom B – 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 – 9:33 AM**
- II. Approval of Meeting Agenda – motion to approve by Helgaas, second by Young. Passed.**
- III. Campus Kudos**
- IV. Program**
 - A. Alyssa Hagedorn, Vitalant
 - 1. Alyssa shared information about the donation options and processes that are available when NDSU entities partner with Vitalant.
 - 2. We have an upcoming blood drive on April 7th – please feel free to contact Saurabhi Satam or Alyssa Hagedorn if you have more questions.
- V. Student Government Report by Laura Friedmann**
 - A. No report.
- VI. Faculty Senate Report by Florin Salajan**
 - A. Important for us to take a moment to reflect on the war happening in Ukraine. There is a strong response from academic organizations and universities opposing the war as it impacts the citizens. There are approximately 20 educational institutions in Kyiv that are now evacuated and abandoned.
 - B. The Faculty Senate issued a statement of support for the people of Ukraine yesterday. They expect the resolution to pass.
 - C. They passed a resolution to teach about race justice, gender justice, and critical race theory and shows support for K-12 educators in their educational pursuits in these areas.
- VII. Attendance Report by Saurabhi Satam**
 - A. Present – 28
 - B. Excused – 3
 - C. Absent – 4
 - D. Proxy - 2
 - E. Guests - 12
- VIII. Senate Coordinating Council by Joshua Schroetter**
 - A. **601.1 – Primary changes are to reflect the change in name to “Care Team”**
- IX. Consent Agenda – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)**
 - A. 601.1 – Behavior Intervention Team
 - B. Motion to pass from Vieweg. Second from Young. Motion passed.
- X. Approval of Wednesday, February 2nd, 2022 Staff Senate Meeting Minutes – first from Vieweg, second from Latterell. Passed.**
 - A. There was one change brought forward to correct the spelling of name in Section J.
- XI. Treasurer’s Report by Tina Exner**
 - A. Local – \$9,234.92
 - B. Appropriated - \$1,156.22
 - C. Scholarship - \$0

1. Scholarship will be a \$0 balance moving forward since our scholarship funding is now handled through the NDSU Foundation.

XII. Public Relations Officer Report by Saurabhi Satam

- A. Social Media engagement is going well. Please “like” our Facebook page and interact with it. This helps boost the posts and page to others.
- B. They hosted the Day of Honor on February 16th. Thank you to those who attended. There is a video recording available on our website.
- C. There was a recent post about the scholarship created in memory of Ann Marschke. The post received heavy engagement and is a great way to honor a long-time NDSU Staff Member and alumna. If you would like to contribute to the scholarship fund, there is a link on the post as well.
- D. There are upcoming posts for the a “save-the-date” for the Gunkelman Award Ceremony, Campus Kudos post to encourage submissions, and a promotional post for the upcoming blood drive.

XIII. Committee Reports

- A. Elections by Maggie Latterell
 1. Kelley Todd is interested in joining in Staff Senate. Motion to close nominations and cast a unanimous ballot from, second by XXX. Passed. Congratulations Kelly!
 2. Campus Engagement is also working on a “Ask me Anything” event to help recruit senators. Keep an eye out for that.
- B. Legislative and Bylaws by Jeremy Kopp
 1. No report.
- C. Information Technology by Ben Bernard
 1. Campus is conducting a comprehensive IT Security Test at the end of the month. Biggest thing to note is there may be some phishing attempts – if you get any of those emails during the time frame or any other time, please make sure to forward them to the phishing warning email (ndsuhreportaphish@ndsuh.edu)
 2. Never approve Duo authentication attempts that you did not prompt.
 - a. If you do see one of those prompts, your password is compromised so change it right away.
- D. Scholarship by Kay Hopkins
 1. There was a blizzard on this month’s designated day for fundraising so unfortunately there was not much turnout. You can continue to go to Blaze Pizza on the last Tuesday of the month for fundraising.
 2. Scholarship applications are due on Friday, March 4th.
- E. Staff Development by Joshua Schroetter
 1. Working on getting some professional development planned this spring centered on Financial Wellness. They have confirmed Carrie Johnson and are working on a location.
 2. No guest speakers confirmed for April yet.
 3. President Bresciani will attend his last Staff Senate meeting in May.
- F. Staff Recognition by Renae Wagner/Shiloh Susag
 1. Communication has begun with Human Resources to coordinate the date of the Staff Recognition Social.
 2. Nominations for the Staff Recognition Awards can be solicited once a date is determined that allows enough time for nomination writing, voting, and informing nominees.
 3. Most of the leg-work will be done by Susag to keep the process moving once a date is determined. The Recognition Committee will handle voting.
- G. Campus Engagement by Saurabhi Satam
 1. Blood Drive is scheduled for April 7th from 8:00am – 11:30am in Shepperd Arena.
 2. Planning an “Ask me Anything” event over Zoom prior to elections. Experience senators and executive committee members will share information about their roles and experience to help build interest in Staff Senate.
 3. They are planning some fun swag or event for the end of the year.
- H. Gunkelman Award by Justin Swank
 1. They are sending out the Save the Date for their event.

2. Nominations should be opening soon – there was the concern with Qualtrics, but they should be ready now that it's working again.

3. Please consider nominating anyone you think is deserving.

I. Environmental Sustainability by Joshua Schroetter

1. No report.

J. State Staff Senate by April Helgaas

1. April was unable to attend the last State Staff Senate Meeting due to some travel concerns with weather and sick family. Hopkins was also in attendance and brought forward some discussions about pay concerns relating to determining salaries and pay scales. Suggestions were brought forward to seek information how salaries are determined and what tools are used to determine market value.

K. Joint Committees

1. Campus Space and Facilities by Ben Bernard

a. No report.

2. Library by Alicia LaFerriere

a. No report.

3. University Athletics by Corey Landowski

a. No report.

4. Learning Space Advisory Committee by Tina Exner

a. No report.

5. Student Voice Project by Jeremy Kopp

a. No report.

L. Ad Hoc Committees

1. Diversity, Equity, and Inclusion (DEI) Committee by Jordan DiPalma

a. No report.

2. Shared Governance by Kay Hopkins

a. No report.

XIV. Advisor Comments by Mark Genkinger

A. Performance Reviews are happening this month. It is critical to complete those this month. It is important to complete as it impacts merit-based raises.

XV. Executive Committee by Fred Hudson

A. Day of Honor went very well. There was a larger team working on it than normal; they worked in coordination with students as well to combine their efforts. Special thanks to Satam, Steinmann, Helgaas, Schroetter, Hopkins, and Engler. They helped to bring this event together.

B. There is a recorded version available on the website.

C. 8 faculty & staff and 1 student were honored.

XVI. President's Cabinet by Maggie Latterell

A. Met on Monday. President Bresciani primarily spoke about the timeline for transition.

B. Bresciani is still presiding over commencement in May.

C. President Cook is most likely arriving sometime in June while assuming the role on July 1.

D. Student Government is beginning elections soon.

XVII. Old Business

XVIII. New Business

XIX. Announcements

A. Kendra Otto – Registration and Records Analyst. She had reached out to Staff Senate previously asking about remote work and what other departments about what their approach to remote work was. She began receiving private messages and information about how others were experiencing, but they were concerned about how their supervisors might respond.

1. She would like to reinvigorate the discussion about remote work for university staff. There is an existing policy, but the university as a whole has not provided more defined, equitable parameters that impact the institution broadly. Believes its important to begin this conversation as we transition into a new president.

a. Is there interest from others within Staff Senate?

b. Thoughts from HR director on the policy?

- c. Could Staff Senate create an ad-hoc committee to explore ideas or thoughts surrounding remote work?
2. Discussion from Senate:
 - a. There is support to create an ad-hoc committee to create a formalized stance.
 - b. Staff Senate Executive Committee met with each presidential candidate and this was a primary point of conversation and questions, so the incoming president should be aware as well.
 - c. Other institutions have been able to recruit or retain staff because they have more flexible and accommodating policies.
 - d. There does not appear to be any discussion at the state-wide level. Our peer institutions are primarily outside of the state of North Dakota based on our student population and research activity, but UND could be a strong partner within the state.
 - e. Ad-Hoc committees can include non-senator members but must be chaired by a current senator.
 - f. Has Faculty Senate explored this already?
 - (1) If they have been, it would look different because they are governed differently and have some policies administered differently.
3. Genkinger:
 - a. The remote work policy was put together quickly as COVID began and was primarily put together by Payroll as there are tax implications.
 - b. What we should be evaluating is a work-from-home policy.
 - c. Understands the importance of moving forward with some sort of policy. It does impact employee engagement and implementing something can positively impact our work force.
 - d. Likely requires a hybrid approach and should include some well-defined parameters.
4. Motion to create an ad-hoc committee to explore by Steinmann, second by Latterell. Passed.
 - a. Schroetter is soliciting interest for members of the ad-hoc.
 - (1) Genkinger recommends having members that are representative of the various bands of staff.

B. April Staff Senate Meeting will have breakfast that is more of a full-spread of food to encourage potential senators to join us and increase our in-person attendance.

XX. Adjourn – 10:47 AM

Scheduled meetings:

- Staff Senate: Wednesday, April 6th, 2022, 9:30 am by Zoom or in Prairie Rose Room
- Executive Committee: Wednesday, March 16th, 2022, 9:30 am by Zoom or Peace Garden Room

***Hybrid Meeting Reminders**

Here are a few friendly reminders and best practices for hybrid meetings:

If connecting via Zoom:

- Connect several minutes before the meeting to make sure your equipment is working and give you time to troubleshoot if needed.
- Turn on your video if you have a webcam and leave it on for the duration of the meeting.
- Mute your microphone when you are not speaking.
- The chat and hand raising features will be available to those joining from a computer and will be monitored by a member of the Exec team.

If attending in person:

- Please do all speaking into one of the available microphones so others joining virtually can hear everything.

- Say your name before you speak. Some of our senators will be joining via Zoom and will not be able to see who is speaking.

Other notes:

- Meetings will be recorded through Zoom.
- Voting will take place by voice in person and via Zoom.