

NDSU STAFF SENATE

Minutes

Wednesday, April 6th, 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 – 9:32 AM**
- II. Approval of Meeting Agenda** – Motion to approve by Hopkins, second by Steinmann. Motion passed.
- III. Campus Kudos**
- IV. Program**
 - A. Learn More About Staff Senate!
 - 1. Various senators shared their experience in Staff Senate and the reasons they joined.
- V. Student Government Report** by Laura Friedmann
 - A. No report.
- VI. Faculty Senate Report** by Florin Salajan
 - A. Shared Governance ad-hoc committee has been working toward a shared document that helps define practices. It will be a topic of discussion at next Faculty Senate meeting to provide input and feedback.
 - B. Faculty Senate passed a resolution in support of Ukrainian faculty, staff, and students given the conflict that is ongoing and impacts the lives of so many people domestically and abroad.
- VII. Attendance Report** by Saurabhi Satam
 - A. Present: 29
 - B. Excused: 1
 - C. Absent: 6
 - D. Proxy: 1
 - E. Guests: 16
- VIII. Senate Coordinating Council** by Joshua Schroetter
 - A. They had a brief meeting in March but no policies for this month.
- IX. Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)
- X. Approval of Wednesday, March 2nd, 2022 Staff Senate Meeting Minutes** – Motion to approve by Swank, second by Young. Motion passed.
- XI. Treasurer’s Report** by Tina Exner
 - A. Appropriated: \$1,075.13
 - B. Local: \$9,189.19
- XII. Public Relations Officer Report** by Olivia Buller
 - A. No report.
- XIII. Committee Reports**
 - A. Elections by Maggie Latterell
 - 1. Election information will be coming prior to our May meeting.
 - 2. You can nominate yourself to be a senator or nominate someone else to join staff senate.
 - B. Legislative and Bylaws by Jeremy Kopp
 - 1. Ben Bernard – our legislation recently re-districted so there are some elections happening in the near future.

2. Our state legislation is likely to be in a situation where they have a healthy budget and they are also the group that votes on pay increases and benefits for State employees which includes all of us. Now would be a good time to exercise your right to engage in conversation with your legislators to advocate for appropriate changes that coincide with inflation or desire for remote work.
 - 3.
- C. Information Technology by Ben Bernard
1. IT is conducting a Zoom-bombing PSA campaign due to an incident that occurred in March. While many of us are familiar with Zoom, we might not use the security features to their full extent.
 - a. Set your meeting to only allow Screen Sharing with Hosts or Co-hosts to prevent a guest or attendee you don't know to share their screen without permission.
 - b. If you are hosting a meeting that allows for guests outside the institution, it is a good practice to assign a co-host/moderator who can help keep an eye on things for you while you host the meeting.
 - c. Zoom has a feature in its toolbar that says "Security", where there is a button that says "Suspend All Activity" which ends chat, screen sharing, audio, and video for everyone in the meeting. This is a good option to regain control of your meeting if something were to happen. It also an option to simply "End Meeting" if the situation is no longer within your control.
 - d. Require authentication for guests of your meeting. If the meeting is only for NDSU affiliated guests, you can require them to use their authenticated login. In addition, you can set up a waiting room or passcode requirement.
 - (1) One easy way to determine if someone should be in your meeting is if their name says "guest", but you are using an authenticated login, it should automatically show their name.
 - (2) You can communicate with your waiting room through chat as well and ask who the participants are.
- D. Scholarship by Kay Hopkins
1. They have gathered all the applications for their scholarships and scored them. They should be able to determine recipients this week and begin providing the awards soon.
 2. They have two more nights for fundraising at Blaze Pizza in April and May on the last Tuesday of each month.
 3. There are now links on our website to give funds directly to the Staff Senate Scholarship funds through the NDSU Foundation. You can find those links and more information here: https://www.ndsu.edu/staff_senate/scholarships/
 - a. Question from Engler: Can you do a payroll deduction to give funds?
 - (1) Hopkins: Believe so. There is a way to set up a recurring gift when you navigate to the Foundation's website.
- E. Staff Development by Joshua Schroetter
1. They had an event last month for Financial Check-up and are meeting soon to plan one more event
- F. Staff Recognition by Renae Wagner/Shiloh Susag
1. Nominations for the Staff Recognition Awards close tonight at 11:45 PM (Wednesday, April 6th).
 2. Please submit Campus Kudos Awards. We do have one for May! Stay tuned to see who it is.
- G. Campus Engagement by Saurabhi Satam
1. They are looking at merchandising of some kind in the Summer.
 2. There is a Blood Drive tomorrow and they still have spots available to donate. There is a national shortage of blood available, so please consider donating when you see Blood Drives on-campus.
- H. Gunkelman Award by Justin Swank
1. Nominations are now closed and they received 33 unique nominees. They'll be reviewing them this week and meeting on Friday to select their winner. The ceremony and reception will be on May 4th.
- I. Environmental Sustainability by Joshua Schroetter
1. No report.
- J. State Staff Senate by April Helgaas
1. They met on March 21st virtually.

2. There were not many things to discuss from State Board of Higher Education because they have been busy with presidential searches.
3. There was some conversation about salary compensation stemming from discussions about presidential salaries and conversation in general. There did not seem to be an action, rather just discussion.
4. It was shared that VCSU has already drafted a Remote Work Policy that they are voting on in their April senate meetings. This was shared when it was brought up that NDSU created an ad-hoc. There is a great deal of interest from around State Staff Senate to see how these efforts go.
5. UND Staff Senate is looking at creating a policy about PTO opportunities for volunteering. It would be additional PTO set aside to allow an employee or departments to use their time to volunteer somewhere within the community. They are watching closely to see how it goes.

K. Joint Committees

1. Campus Space and Facilities by Ben Bernard
 - a. First meeting is next week.
2. Library by Alicia LaFerriere
 - a. They have scheduled a meeting for this month.
3. University Athletics by Corey Landowski
 - a. Jared Franek (NDSU wrestling) was awarded the NCAA Elite 90 Award
 - (1) The Elite 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.
 - b. Graduate Positions within Athletic Academics are being funded by a private donor.
 - c. Spring seasons are underway.
 - d. Phase 1 of the Nodak Insurance Football Performance Complex is expected to be completed in September.
 - e. The Terrance Dahl and Donna Beres Track Complex will open in the Fall of 2022 as the new home of men's and women's outdoor track and field.
 - f. Dakota Field upgrade done at the end of the summer to make the facility suitable for soccer only.
 - g. Tharaldson Park (softball facility) upgrades will be done this summer.
 - h. The capital goal was 586 million across 6 years and was exceeded.
 - i. Ratifications to the NCAA Constitution across all divisions with transformational committees ongoing.
 - j. Mental health initiatives now moving to the forefront of conversations.
 - k. One-time transfer policy for student-athletes to be immediately eligible at a new institution without needing to sit out a competition season.
 - l. They must complete the attached Intent to Transfer and NCAA Transfer Portal Signature documents before outside contact.
 - m. The Athletic Department can remove financial aid depending on when this occurs but often allows the student-athlete to maintain funding for the term.
 - n. Student-athletes must now complete an NCAA education module before transferring.
 - o. Students can withdraw their names from the portal at any point, but NDSU doesn't have many that decide to return.
4. Learning Space Advisory Committee by Tina Exner
 - a. New registration system will call for individuals in each department to put edits and descriptions to their courses. There is a timeline for implementation.
5. Student Voice Project by Jeremy Kopp
 - a. Schroetter sent out their latest document with the agenda.
 - b. They recently did a Mental Health survey through Qualtrics which had a strong response so you can see that data as well.

- L. Ad Hoc Committees
 - 1. Diversity, Equity, and Inclusion (DEI) Committee by Jordan DiPalma
 - a. No report.
 - 2. Shared Governance by Kay Hopkins
 - a. Similar to what President Salajan shared, she will be sharing the feedback from Faculty Senate to our working group to also provide feedback and edits.
 - 3. Remote Work by Kristi Steinmann
 - a. They have met several times in the past month.
 - b. They have a draft of a survey that will go to staff and supervisors. They recognize that some faculty and administrators supervise staff so it is important to have feedback that is objective when they put together a proposal for the new President.

XIV. Advisor Comments by Mark Genkinger

- A. The Quarter-Century Club Banquet is on Friday, May 6th this year. It will be used to honor the past 3 years honorees. There are about 80 honorees that have been invited.

XV. Executive Committee by Fred Hudson

- A. Hudson provided an overview of who sits on the Executive Committee and scope of what they do for our guests.
- B. Executive Committee had an opportunity to meet with every Presidential Candidate and after Dr. Cook was successfully chosen, he invited the Executive Committee back to visit with him when he was on-campus on March 6th. Overall, we were impressed that he came prepared to discuss the many things we discussed during his interview and he seems committed to continuing conversation.

XVI. President's Cabinet by Maggie Latterell

- A. They have been primarily discussing the upcoming presidential transition.
- B. Registrar Hunt provided information about commencement.

XVII. Old Business

- A. No Old Business.

XVIII. New Business

- A. No New Business.

XIX. Announcements

- A. The May meeting tends to be a little longer with elections. President Bresciani will also be attending for his final address to Staff Senate.
- B. Take Back the Night is tonight at 5:30pm.
- C. Presidents Council for Wellbeing is organizing some "Walks for Wellbeing" in the coming weeks to provide some networking and wellness opportunities.
- D. NDSU Prom is still looking for volunteers. Please consider assisting if you're able.

XX. Adjourn

Scheduled meetings:

- Staff Senate: Wednesday, May 4th, 2022, 9:30 am by Zoom or in Prairie Rose Room
- Executive Committee: Wednesday, April 13th, 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.