

NDSU STAFF SENATE

Minutes

Wednesday, May 4th, 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 – 9:33 AM**
- II. Approval of Meeting Agenda – motion by Helgaas, second by Swank. Passed.**
- III. Campus Kudos**
 - A. Joel Beseler Thompson
 - B. Terry Mulvaney
- IV. Program**
 - A. President Bresciani
 1. President Bresciani highlighted the successes that NDSU is celebrating as he ends his time as President which include research productivity, facility improvements, fundraising efforts, and staff and faculty excellence.
- V. Student Government Report** by Christian Walth
 - A. President Christian Walth and Vice President Alex Duerr introduced themselves and shared the key points of their platform they will be implementing through out the coming year.
- VI. Faculty Senate Report** by Florin Salajan
 - A. Faculty Senate has their last meeting on Monday prior to having a recess. They have a full agenda of policies to discuss.
 - B. They are discussing the proposed Shared Governance guiding principles document put together between the three senates.
 - C. They are discussing a policy related to academic freedom.
 - D. There is a MoU between Faculty Senate and the Governor
 - E. This is President Salajan’s last report as he transitions out of the role after Commencement. He expressed his thanks and gratitude for the collaboration between our senates.
- VII. Attendance Report** by Maggie Latterell
 - A. Present - 36
 - B. Absent - 4
 - C. Excused - 3
 - D. Guests - 24
- VIII. Senate Coordinating Council** by Joshua Schroetter
 - A. Most items are under the Consent Agenda with one policy to be discussed in New Business which relates to academic freedom.
- IX. Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)
 - A. Policy 320: Faculty Obligations and Time Requirements
 - B. Policy 327: Evaluation of Academic Administrators
 - C. Policy 331.1: Course Syllabus
 - D. Policy 335: Code of Academic Responsibility and Conduction
 - E. Policy 352: Promotion, Tenure, and Evaluation

- F. Policy 823: Financial Conflict of Interest – Public Health Service, National Science Foundation or Other Applicable Sponsored Research
- G. Motion to approve Consent Agenda by Young, second by Cronin. Passed.
- X. Approval of Wednesday, April 6th, 2022 Staff Senate Meeting Minutes** – motion to approve by Swank, second by Young. Passed.
- XI. Treasurer’s Report** by Tina Exner
 - A. Appropriated - \$859.83
 - B. Local - \$8,839.25
- XII. Public Relations Officer Report** by Olivia Buller
 - A. There were lots of pictures taken from the events we’ve been having in the past few weeks. Please keep taking them and sending them to her to be posted on our Facebook page or website.
- XIII. Committee Reports**
 - A. Elections by Maggie Latterell
 - 1. 1 Senator missed the deadline to re-nominate themselves.
 - 2. Motion to close nominations and cast a unanimous ballot to elect Emily Hoadley by Latterell, second by Young. Passed. Congratulations!
 - B. Legislative and Bylaws by Jeremy Kopp
 - 1. No report.
 - C. Information Technology by Ben Bernard
 - 1. No report.
 - D. Scholarship by Kay Hopkins
 - 1. They made their award decisions and notices will be going out soon.
 - 2. Their final fundraiser with Blaze Pizza is on Tuesday, May 30th.
 - E. Staff Development by Joshua Schroetter
 - 1. No report.
 - F. Staff Recognition by Shiloh Susag
 - 1. No report.
 - G. Campus Engagement by Saurabhi Satam
 - 1. End of Year Picnic on Thursday, May 19th – please come and celebrate the end of the semester!
 - H. Gunkelman Award by Justin Swank
 - 1. The ceremony is today, May 4th. It is being held at the Alumni Center and can be seen on Zoom.
 - I. Environmental Sustainability by Joshua Schroetter
 - 1. No report.
 - J. State Staff Senate by April Helgaas
 - 1. They are putting together plans for their in-person meeting.
 - K. Joint Committees
 - 1. Campus Space and Facilities by Jen Young.
 - 2. Campus Space & Facilities by Ben Bernard
 - a. Parking
 - (1) Permit rates were set at \$185 in 2012 and they do not anticipate this rate changing.
 - (2) They acquired Elim lot by Barry hall as a pay lot.
 - (3) Question about why parking has pay lots – helps to mitigate costs of snow removal, pay for striping, signage, salaries, etc.
 - b. NDSU master Plan Capital Projects
 - (1) There are plans for an Agronomic, Pathology, & Soils Field Lab Facility which replaces Walster, Wiidakas, South Lord & Burnham Greenhouse, Potato Research, Sugar Beet Research. Walster will be repurposed while others are torn down.
 - (2) 3 state-funded projects for Engineering, Research Laboratory, and Facilities.
 - (3) Any construction at NDSU that exceeds \$700,000 requires legislative approval.
 - (4) Music building will undergo renovation from private donations.
 - (5) Sudro Animal Facility being constructed.
 - c. Current Projects

- (1) Indoor practice facility for Athletics.
- (2) Outdoor track will be finished once weather warms up.
- (3) Sugihara is open and running; Dunbar has also been demolished.
- (4) Skywalks are being built and they hope to complete by early August.
- (5) Ladd Hall will utilize some space for Ag. Engineering. They will also be renovating the 2nd floor.
- (6) Steam Work happening near the R lot across from Reed Hall. Roads won't need to be closed for majority of project. They will also work on the Steam tunnels at Albrecht/Centennial intersection after graduation.
- (7) Peltier complex which is kitty-corner from Wellness Center is being designed and they hope to start bidding the project in late April.
- (8) Counseling Center is moving to SGC for the next academic year while 2nd floor of Cere is renovated.

- d. COVID funding for HVAC and the removal of older facilities has drastically decreased deferred maintenance for our spaces on campus.
- e. Residence Life facilities to be focused on in near future.

3. This report is an abridged version that can be provided by Ben Bernard or Jennifer Young for those interested.

4. Library by Alicia LaFerriere

- a. They met on 4/22/22.
- b. Gate counts are down at the library despite being open in-person again.
- c. They are reducing their materials budget as a part of budget reduction.
- d. They have a data visualization lab they hope to open this fall.
- e. They received funding for a podcasting lab that they hope to complete soon.

5. University Athletics by Corey Landowski

- a. No report.

6. Learning Space Advisory Committee by Tina Exner

- a. No report.

7. Student Voice Project by Joshua Schroetter

- a. Schroetter sent out their most recent draft if you are interested in reviewing.

L. Ad Hoc Committees

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

- a. No report.

2. Shared Governance by Kay Hopkins

- a. Hopkins will be sending out the draft of the guiding principles document after this meeting so that senators may review and provide feedback. It will be discussed at our June meeting and it will be voted on by each senate to adopt those practices.

3. Remote Work by Kristi Steinmann

- a. They received 648 completed responses from their survey.
- b. They are still analyzing the data, but one strong theme is that many staff do not want roles to become fully remote but to be provided flexibility that allows for remote work with some structure.
- c. They plan to work toward a proposal for President Cook shortly after he starts.

XIV. Advisor Comments by Mark Genkinger

A. Information for annual salary increases will go to managers and directors soon so they can begin implementing raises as needed.

B. The Staff Recognition Social was on Friday, April 29th.

C. The Quarter Century Club recognition dinner is this Friday, May 6th.

XV. Executive Committee by Fred Hudson

A. They met on April 20th for their last meeting as the current Executive Committee. They primarily discussed the guiding principles document.

XVI. President's Cabinet by Maggie Latterell

A. No report.

XVII. Old Business

- A. No old business.

XVIII. New Business

- A. Policy 325 – Academic Freedom
1. The policy has existed for some time, but due to recent changes made by Faculty Affairs committee of Faculty Senate. The policy was well written, but did miss the inclusion of staff who conduct research. Feedback was provided to include staff in this policy as they also engage in research.
 - a. Young provided feedback that the policy does not indicate academic freedom for staff that teach courses.
 - (1) Hudson will present this feedback for further consideration prior to voting on the policy.

XIX. Outgoing Senator Recognition

- A. Thank you to Tina Exner for her service to Staff Senate over the past 10 years as she transitions out.

XX. Elections

- A. President-Elect - Nomination for Kristi Steinmann, who has accepted the nomination. Introduction of the nominee. Motion by Young/Hopkins to close nominations and cast a unanimous ballot. Motion passed.
- B. Treasurer - Nomination for Justin Swank, who has accepted the nomination. Introduction of the nominee. Motion by Vieweg/Steinmann to close nominations and cast a unanimous ballot. Motion passed.
- C. Membership/Attendance - Nomination for Saurabhi Satam, who has accepted the nomination. Introduction of the nominee. Motion by Hopkins/Young to close nominations and cast a unanimous ballot. Motion passed.
- D. Public Relations - Nomination for Olivia Buller, who has accepted the nomination. Introduction of the nominee. Motion by Helgaas/Young to close nominations and cast a unanimous ballot. Motion passed.
- E. IT Chair - Nomination for Daniel Erichsen, who has accepted the nomination. Introduction of the nominee. Motion by Cronin/Steinmann to close nominations and cast a unanimous ballot. Motion passed.
- F. Member-at-Large (x3) - Nominations for April Helgaas, Corey Landowski, Kay Hopkins, Jenna Reno, Emily Vieweg, Maggie Skrogstad, MD Sharijad Hasan. All have accepted the nomination. Introductions of the nominees and their reasons for being interested in the position. Polls conducted; first elected is Kay Hopkins, second elected is April Helgaas, third elected is Corey Landowski.
- G. IT Committee Member - Nomination for Megan Bouret., who has accepted the nomination. Introduction of the nominee. Motion by Steinmann/Vieweg to close nominations and cast a unanimous ballot. Motion passed.
- H. Campus Space and Facilities Member (x2) - Nomination for Jennifer Young, Ben Bernard, and MD Sharijad Hasan, who have all accepted the nomination. Introduction of the nominee. Polls conducted; first elected is Jennifer Young, second elected is Ben Bernard.
- I. Library Committee Member - Nomination for Alicia Laferriere, who has accepted the nomination. Introduction of the nominee. Motion by Young/Landowski to close nominations and cast a unanimous ballot. Motion passed.
- J. University Athletics Committee Member (x2) - Nomination for Corey Landowski and Nate Robideau, who have accepted the nominations. Introduction of the nominees. Motion by Swank/Young to close nominations and cast a unanimous ballot. Motion passed.
- K. Learning Space Advisory Committee Member - Nomination for Emily Vieweg, who has accepted the nomination. Introduction of the nominee. Motion by Steinmann/Swank to close nominations and cast a unanimous ballot. Motion passed.

XXI. Transition of Presidency

- A. Thank you to Maggie Latterell as she concludes her term as Past President, Fred Hudson as he begins serving as the President, and to Joshua Schroetter as he transitions into Past President.

XXII. Announcements

- A. Staff Senate purchased some blank thank-you cards so that senators may write a thank-you card to President Bresciani as he transitions out of his role. Senators may complete one by contacting Carin Engler.

XXIII. Adjourn – 11:13 AM

Scheduled meetings:

- Staff Senate: Wednesday, May 18th, 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.