

NDSU STAFF SENATE

Meeting Minutes

Wednesday, June 1st, 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 – 9:30AM**
- II. Land Acknowledgement**
- III. Approval of Meeting Agenda**
 - A. Motion to approve by Latterell, second from Engler. Approved.
- IV. Campus Kudos**
 - A. Valerie Jones
- V. Program**
- VI. Student Government Report by Christian Walth**
 - A. No report.
- VII. Faculty Senate Report by Anastasiya Andrianova**
 - A. President Andrianova started on May 17th.
 - B. They last met on May 9th; the faculty senate executive committee sent a letter to Governor Burgum about an MoU that initiated a partnership to attract students to higher education away from North Dakota. Their letter is intended to disapproval of this measure and to call into question the quality of the education those students would receive.
 - C. UND passed a resolution similar to the one that NDSU did regarding instruction about inclusion.
 - D. They approved of the guiding principles for Shared Governance. They are grateful that Student Senate and Staff Senate were also apart of this conversation.
 - E. They postponed some work until next academic year starts.
- VIII. Attendance Report by Saurabhi Satam**
 - A. Present: 35
 - B. Proxy: 1
 - C. Absent: 8
 - D. Guests: 16
- IX. Senate Coordinating Council by Joshua Schroetter**
 - A. Policy 325 – Academic Freedom
 1. Feedback from previous meeting about including staff in the language that describes researches was brought to the SCC. As it was the end of the year, the feedback will be implemented and voted on at the start of the academic year but no anticipated push-back on this change.
- X. Consent Agenda – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)**
- XI. Approval of Wednesday, May 4th, 2022 Staff Senate Meeting Minutes – motion to approve by Latterell, second by Swank. Passed.**
- XII. Treasurer’s Report by Justin Swank**
 - A. Appropriated: \$834.83
 - B. Local: \$7,212.48
- XIII. Public Relations Officer Report by Olivia Buller**
 - A. No report.

XIV. Committee Reports

- A. Elections by Joshua Schroetter
 - 1. No report.
- B. Legislative and Bylaws by Jeremy Kopp
 - 1. No report.
- C. Information Technology by Daniel Erichsen
 - 1. During the last meeting they discussed several projects going on. One major one was the phone and voicemail upgrades and that is likely wrapping up now. Many staff got new phones that should include caller-ID now.
 - 2. Another discussion point was storage needs as it relates to services that store data and recordings. There will be some communication going out to departments about limitations to what can be stored and for how long it can be stored.
- D. Scholarship by Kay Hopkins
 - 1. No report.
- E. Staff Development by Joshua Schroetter
 - 1. No report.
- F. Staff Recognition by Shiloh Susag
 - 1. Thanks to Kristina Astrup for facilitating Campus Kudos this morning.
 - 2. Campus Kudos can be submitted through the summer and can be discussed by the committee prior to the September Staff Senate meeting.
- G. Campus Engagement by Saurabhi Satam
 - 1. There was an end-of-year picnic that was very successful and they received lots of feedback about it being a great event. They had nearly 100 staff attend, and had no leftover food!
- H. Gunkelman Award by Justin Swank
 - 1. No report.
- I. Environmental Sustainability by Joshua Schroetter
 - 1. No report.
- J. State Staff Senate by April Helgaas
 - 1. Face-to-face meeting is in Dickinson on June 21st and June 22nd. April will be transitioning into the role of Past President at this meeting and is looking forward to the next Presidents' leadership.
- K. Joint Committees
 - 1. Campus Space and Facilities by Ben Bernard
 - a. There is a lot of construction on-campus as you have likely noticed.
 - 2. Library by Alicia LaFerriere
 - a. No report.
 - 3. University Athletics by Corey Landowski
 - a. No report.
 - 4. Learning Space Advisory Committee by Emily Vieweg
 - a. No report.
 - 5. Student Voice Project by Joshua Schroetter
 - 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. They updated guidelines were sent out by President Hudson – it was approved by Faculty Senate and Student Senate. It is a guiding document to help establish how we approach Shared Governance at NDSU.
 - b. We will vote on this piece during New Business.
 - c. Question from Satam – Did Faculty Senate have any suggested changes?
 - (1) Hopkins – the version shared with Staff Senate was the version they also approved, so no changes.
 - 3. Remote Work by Kristi Steinmann

a. In May, they were hopeful that they would have results ready to be shared by the time President Cook was starting. They were unable to meet that initial goal, but they are almost done finalizing their findings and are hoping to send more information to Staff Senate at the end of this week. Below are some highlights but detailed information will be shared later.

- (1) They expected a stronger gap between staff and supervisors supporting remote work, but the gap was smaller than anticipated.
- (2) More staff want to be on-campus at last part-time.
- (3) Based on the number of staff indicating the importance of the ability to work remote, it is clear that this is a key issue for retention of staff.
- (4) Open comments section addressed things like work-life balance, potential for positive impacts on mental health, concerns about face-to-face interactions with students, concerns about supervising remote staff, potential concerns about which staff are allowed to work remote vs. unable, concerns that staff should be present for students, points about students already utilizing virtual means to connect with staff, etc.
- (5) Senators Steinmann, Hudson, Schroetter, and Advisor Genkinger met with President Cook to begin looking at this information and to see what next steps should be. Likely going to bring in Faculty Senate leadership as well.
- (6) Additional comments by Advisor Genkinger:
 - (a) President Cook was planning to check with the NDUS System Office to check for any potential concerns about implementing such a policy.
 - (b) President Cook appears supportive of implementing such a policy; appears likely that a policy is close to being implemented in the coming months.

XV. Advisor Comments by Mark Genkinger

A. No updates beyond what was shared above.

XVI. Executive Committee by Kristi Steinmann

A. Primarily discussed the remote work ad-hoc and survey. No other updates.

XVII. President's Cabinet by Maggie Latterell

- A. Final cabinet meeting with President Bresciani and first cabinet meeting with President Cook.
- B. President Cook has a link to provide feedback on his webpage through NDSU. He is also working hard to meet lots of folks at NDSU through lots of meetings, socials, and an upcoming tour of North Dakota.
- C. Discussion that retention is everyone's responsibility on-campus and the importance of finding out how to better serve students once they get here.
- D. Discussed their status as an R1 institution and discussed how to celebrate and share their story better.
- E. Discussed faculty and staff recruitment and retention including the remote work policy being discussed by Staff Senate.
- F. President Cook will be speaking to all the new students during Orientation.

XVIII. Old Business

XIX. New Business

- A. Shared Governance
 1. Question from Latterell – is there an approach for changes or addendums to this guiding document in the future?
 - a. Hopkins – Believe that it would be approached similar to actual policy to propose changes and have all the governing bodies discuss together.
 - b. Schroetter – There are still ongoing discussions between the governing bodies executive committees about how to continue to collaborate and improve as well.
 2. Motion to adopt the guidelines by Schroetter, second by Latterell. Passed.
 3. With the approval of the Shared Governance guiding principles, the ad-hoc is disbanded.

XX. Announcements

XXI. Adjourn – 10:11 AM

Scheduled meetings:

- Staff Senate: Wednesday, September 7th, 2022, 9:30 am by Zoom or TBD in-person location

- Executive Committee: Wednesday, June 15th, 2022, 9:30 am by Zoom or Room of Nations

***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.