

NDSU STAFF SENATE

Minutes

Wednesday, May 3rd, 2023

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/97076422648?pwd=RnBwNlVzNFdHR3ZrRnFCVfdaeIBkdz09>

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 – Passed.**
 - A. One correction – we will be electing 3 Campus Space & Facilities Committee members instead of 2.
- IV. Campus Kudos by April Helgaas**
 - A. Joanne Borchardt
- V. Program**
- VI. Student Government Report by President Kaylee Weigel**
 - A. Austin Anderson is the new Student Body Vice-President. They were sworn in the past Sunday.
 - B. They are hoping to improve engagement on campus that was lost over COVID.
 - C. They are looking to evaluate Student Government and other campus initiatives to see how they serve students.
 - D. They are looking to promote Student Government as a forum to allow students to share their voices and concerns to help guide students toward solutions.
- VII. Faculty Senate Report by President Anastasiya Andrianova**
 - A. Faculty Senate leadership changes on May 16th which follows Commencement. Warren Christiansen will then begin his presidency.
 - B. They have one final meeting on Monday, May 8th. They also have elections at that time in addition to other open positions.
 - C. Policy 331.1 is also on their agenda.
 - D. President is looking to begin an ad-hoc to evaluate instructional continuity due to campus closures and remote instruction/remote work. They did approve an amendment to Policy 164 – Campus Closures, which will come to Staff Senate and Student Senate, but this ad-hoc will look more closely at continuity plans for instruction of courses. There will be representation from all governing bodies, a representative from the Registrars Office, the Provosts Office, and Human Resources. She recognizes that staff involvement is important as they also instruct classes or may need to support instructional activities through remote work if campus is closed but instruction continues. She will solicit ad-hoc committee members once they formally create the ad-hoc committee.
- VIII. Attendance Report by Saurabhi Satam**
 - A. Active – 47 Senators
 - B. Present – 41 Senators
 - C. Absent – 3 Senators
 - D. Excused – 3 Senators
 - E. Guests – 19 Senators
- IX. Approval of Friday, April 14th, 2023 Meeting Minutes – Passed.**
- X. Senate Coordinating Council by Joshua Schroetter**
 - A. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)

B. Input Agenda

1. Policy 331.1 – Course Syllabus
 - a. This policy will remove a requirement to have instructors include phone numbers.
 - b. There is language added to this policy recommending that instructors have course syllabi available a few days before the first class session to allow students time to prepare for their courses appropriately.
 - c. The language in the policy states “faculty”, however staff members and graduate students also instruct courses. The intention would be to approve the policy as-is and correct this wording as a housekeeping item after it is approved instead of sending it back for revisions because it would not be implemented in time for Fall 2023.
 - d. Motion to approve by Vieweg. Second by Hopkins. Passed.

XI. Treasurer’s Report by Justin Swank

- A. Funds were allocated to the Staff Picnic.
- B. NDSU hosts the State Staff Senate this summer so funds will be allocated to hosting that meeting.

XII. Staff Senate Executive Committee by Kristi Steinmann

- A. They discussed approving funding for the Staff Picnic.
- B. They discussed a report for President Cook regarding Staff Senate’s Wellbeing Initiatives.

XIII. Advisors Comments by Mark Genkinger

- A. Merit increase raises appear to be 6% this year and 4% the following year. The % represents an average increase so some employees may be slightly higher or lower. This is with Governor Burgum but was passed by the Legislature.
- B. Track Trainings - They will be working on a new platform for track training to better monitor and track required trainings.
 1. Question from Vieweg – will this apply to student employees as well?
 - a. Genkinger – Yes, this applies to all employees.
 2. Question from Steinmann – Can you clarify the merit % raises?
 - a. Genkinger – It is up to unit leaders to determine how to handle the % raises within their area.

XIV. Committee Reports

- A. **Public Relations Officer Report** by Olivia Buller
 1. Looking into using a nicer camera to photograph more staff senate related events on campus.
- B. **Day of Honor** by Corey Landowski
 1. Honoree submission forms have been reopened and will be available all year moving ahead.

Committee Reports

2. Elections by Joshua Schroetter

- a. No report

3. Legislative and Bylaws by Maggie Latterell & Kristi Steinmann

- a. No report.

4. Information Technology by Daniel Erichsen

- a. Computer orders are due to the bookstore by May 1st for the fiscal year (summer replacement).
 - i. Oct 2025 will be the end of Windows 10 support. Windows 11 will not run on many old computers so old Windows 10 machines will at that time be taken off the NDSU network. Important to keep this in mind when budgeting for computer replacements in the coming years.
- b. Computers kept off campus need to connect via VPN to get updates from NDSU.
 - i. VPN devices for home can be picked up from the Help Desk for free.
- c. NDUS started manually deleting old accounts for employees no longer with NDUS.
- d. NDSU IT is working on documentation to help users with deciding on appropriate storage solution for certain data types. Document will be placed in the IT KnowledgeBase when ready.

5. Scholarship by Kay Hopkins

- a. No report

- 6. **Staff Development by MD Sharijad Hasan**
 - a. No report
- 7. **Staff Recognition by April Helgaas**
 - a. No report
- 8. **Campus Engagement by Olivia Buller/Jordan DiPalma**
 - a. Please invite and encourage your office to attend the Staff Senate Picnic, Thursday, May 18th: 2-4 pm. Also, if you are able to bring an outdoor game, sign up using the SignUpGenius that went out via email this week.
- 9. **Gunkelman Award by Jenna Reno**
 - a. Come celebrate with us May 3rd from 3-4pm at the Alumni Foundation, we will be awarding a great recipient with the 2023 Gunkelman Award. Cookies and beverages will be provided. We had 80+ nominations this year which is almost double from previous year.
- 10. **State Staff Senate by Kay Hopkins**
 - a. No report

C. **Joint Committees**

- a. **Campus Space and Facilities by Ben Bernard**
- b. **Library by Alicia LaFerriere**
 - (1) No report
- c. **University Athletics by Corey Landowski**
 - (1) Details in attached report (04_18_2023__UAC_Minutes.docx.pdf)
- d. **Learning Space Advisory Committee by Emily Vieweg**
 - No report (next meeting is May 1 at 3:00)
- e. **Student Voice Project by Jordan DiPalma**
 - (1) No report

D. **Ad Hoc Committees**

- a. **Diversity, Equity, and Inclusion (DEI) Committee by Joshua Schroetter**
 - (1) The PCDIR met in mid-April to discuss the committees top priorities to send to President Cook. The PCDIR has one final meeting in May to wrap up our remaining work. The ad-hoc has no meetings planned with the PCDIR wrapping up work for the academic year.
- b. **Service by Joshua Schroetter**
 - (1) No report

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

- 1. No report

XV. **Old Business**

XVI. **New Business**

XVII. **Outgoing Senator Recognition**

- A. Jordan DiPalma
- B. Nate Robideau
- C. Pete Lambertz

XVIII. **Welcome to new Senators**

XIX. **Elections**

- A. President
 - 1. Nomination for Nazrin Ferdousi and Kay Hopkins who have all accepted the nomination. Introduction of the nominees. Polls conducted; Kay Hopkins is elected.
- B. Secretary
 - 1. Nomination for Nazrin Ferdousi, MD Sharijad Hasan, and Shiloh Susag who have all accepted the nomination. Introduction of the nominees. Polls conducted; Shiloh Susag is elected.
- C. Member-at-Large (x3)
 - 1. Nomination for Thomas Abbey, MD Sharijad Hasan, April Helgaas, Corey Landowski, and Emily Vieweg have all accepted the nomination. Introduction of the nominees. Polls conducted; First elected is April Helgaas, second elected is MD Sharijad Hasan, third elected is Corey Landowski.
- D. IT Committee Member

1. Nomination for Nazrin Ferdousi and Ethan Smith who have all accepted the nomination. Introduction of the nominees. Polls conducted; Ethan Smith is elected.

E. Campus Space and Facilities Member (x3)

1. Nomination for Thomas Abbey, MD Sharijad Hasan, Ethan Smith, and Jennifer Young who have all accepted their nomination. Introduction of the nominees. Polls conducted; first elected is Jennifer Young, second elected is Thomas Abbey, third elected is MD Sharijad Hasan.

F. Library Committee Member

1. Nomination for Emily Vieweg, Jenna Reno, and Alicia LaFerriere. who all accepted their nomination. Introduction of the nominees. Polls conducted; Alicia LaFerriere. is elected.

G. University Athletics Committee Member (x2)

1. Nomination for Corey Landowski and Jenna Reno. Introduction of the nominees. Motion by Vieweg/Young to close nominations and cast a unanimous ballot. Motion passed.

H. Learning Space Advisory Committee Member

1. Nomination for Vieweg who have all accepted the nomination. Introduction of the nominees. Motion by Latterell/Swank to close nominations and cast a unanimous ballot. Motion passed.

I. State Staff Senate (x3)

1. This was initially missed on the nomination form and will need to be voted on at our June meeting. Please keep an eye out for updates if you are interested.

XX. Transition of Presidency

A. Thank you to Joshua Schroetter as he concludes his term as Past President, Kristi Steinmann as she begins serving as the President, and to Fred Hudson as he transitions into Past President.

XXI. Announcements

A. President Cook – Legislative Update – Friday, May 5th, 1:30 – 2:30 PM

B. Staff Senate Picnic – May 18th – 2 – 4 PM, Churchill Field

C. Gunkelman Award Ceremony – Wednesday May 3rd, 3 PM, Alumni Center

XXII. Adjourn – 11:01 AM

Scheduled meetings:

- Staff Senate: Wednesday, June 7th, 2023, 9:30 am by Zoom or Prairie Rose– Memorial Union

- Executive Committee: Wednesday, May 17th, 2023, 9:30 am by Zoom or Nueta – Memorial Union