

NDSU STAFF SENATE

Agenda

Wednesday, October 4th, 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**
- II. Land Acknowledgement**
- III. Approval of Meeting Agenda**
- IV. Faculty Senate Report** by Warren Christiansen
- V. Campus Kudos** by Kelly Todd
 - A. Kaelen Napoleon
 - B. Trevor McNeil
 - C. Becky Hellman Tangen
 - D. Adam Walter
- VI. Student Government Report** by Kaylee Weigel
- VII. Senate Coordinating Council** by Fred Hudson
 - A. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)
 - B. Input Agenda
 - 1. Policy 103 - Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings
 - 2. Policy 153 - Smoke-Free Facilities
- VIII. Attendance Report** by Joshua Schroetter
- IX. Approval of Wednesday, September 6th, 2023 Meeting Minutes**
- X. Treasurer's Report** by Justin Swank
- XI. President's Report** by Kristi Steinmann
- XII. Old Business**
- XIII. New Business**
 - A. Provost Office Reorganization
 - B. University Business Hours
 - C. Coat Drive
 - D. Faculty Senate – Committee for Instructional Continuity
- XIV. Staff Senate Executive Committee** by Kay Hopkins
 - A. Staff Senate Budget
 - B. Staff Senate Storage
- XV. Advisors Comments** by Mark Genkinger
- XVI. Committee Business**
 - A. Public Relations Officer Report by Olivia Buller
 - B. President's Cabinet by Kristi Steinmann
 - C. Elections by Fred Hudson
 - D. Legislative and Bylaws by Shiloh Susag/Maggie Latterell
 - E. Information Technology by Daniel Erichsen
 - F. Scholarship by Corey Landowski

- G. Staff Development by Melisa Lamp
- H. Staff Recognition by Nazrin Ferdousi / Kelly Todd
- I. Campus Engagement by Olivia Buller
- J. Gunkelman Award by Jen Young / Amolia Schumacher
- K. State Staff Senate by Emily Vieweg
 - 1. Campus Closures / Remote Work
- L. Joint Committees
 - 1. Campus Space and Facilities by Ben Bernard
 - 2. Library by Alicia LaFerriere
 - 3. University Athletics by Corey Landowski
 - 4. Learning Space Advisory Committee by Emily Vieweg
 - 5. Student Voice Project by TBD
- M. Ad Hoc Committees
 - 1. Engagement/Service in Job Descriptions by Melissa Lamp
 - 2. Diversity, Equity, and Inclusion (DEI) Committee by TBD
- N. Day of Honor by Corey Landowski

XVII. Announcements

XVIII. Adjourn

Scheduled meetings:

- Staff Senate: November 1st, 2023, 9:30 am by Zoom or Prairie Rose– Memorial Union
- Executive Committee: Wednesday, October 18th, 2023, 9:30 am by Zoom or Peace Garden – Memorial Union

Committee Reports Submitted through Qualtrics Form:

- 1) Public Relations Officer Report by Olivia Buller
- 2) Elections by Fred Hudson
 - No report
- 3) Legislative and Bylaws by Shiloh Susag/Maggie Latterell
 - The committee will be reading through both Bylaws and Constitution individually, then convening as a group to review and make suggested edits. Anything that would amount to a substantive change to process, procedure, a position, etc. will end up needing more feedback solicited.
- 4) Information Technology by Daniel Erichsen
 - Zoom Phone project is moving forward. The goal will be to have as close to zero physical phones on campus as possible. IT will start the initial rollout inside of the IT division at the end of the year.
 - Classroom deinstrumentation will affect approximately 6 classrooms over the next 3 years. Little to no impact for faculty and students expected from the removal of these spaces out of the pool.
- 5) Scholarship by Corey Landowski
 - No report
- 6) Staff Development by Melisa Lamp
 - The Staff Development Committee is working on planning an event for Fall 2023. More information will be coming out soon.
- 7) Staff Recognition by Nazrin Ferdousi / Kelly Todd
- 8) Campus Engagement by Olivia Buller
- 9) Gunkelman Award by Jen Young / Amolia Schumacher
 - Amolia and Jen will meet on Oct. 18th to discuss when to have the first full committee meeting and get on the same page being co-chairs.
- 10) State Staff Senate by Emily Vieweg
 - Campus Closures / Remote Work (Will discuss in meeting)
- 11) Joint Committees
 - Campus Space and Facilities by Jen Young
 - Will be meeting on October 9th. Will have more information to present at next month's meeting.
 - Library by Alicia LaFerriere
 - No report
 - University Athletics by Corey Landowski
 - No report
 - Learning Space Advisory Committee by Emily Vieweg
 - Updates to Sugihara Rm 252 – whiteboard painted the whole front of the classroom as requested by faculty
 - Student Scheduling Survey – still in development – currently postponed
 - NDUS policy update
 - Scheduling policy 406.2 Class Starting Times – moving to policy 406 Academic Calendar
 - IT Updates – Classroom Deinstrumentation
 - The rooms slated for deinstrumentation have low tech usage, and would be deinstrumented at end-of-tech-life.
 - The deinstrumented rooms would be pulled out of the classroom rotation and repurposed based on Faculty, Staff, and Facilities feedback.
 - Faculty Senate Update – Warren Christensen came to talk up the Learning Assistance Program
 - Airtable – room reservation software – for 5 users, \$1200 per year – will go to Faculty Senate, Staff Senate, and Chairs/Heads for approval. The LSEC committee voted unanimously to adopt this product and move forward.
 - <https://myusf.usfca.edu/ets/lse/learning-spaces-on-campus>
 - Interactive/Filtered tables showing classrooms, seating, tech, etc.
- 12) Ad Hoc Committees
 - Engagement/Service in Job Descriptions by Melissa Lamp
 - Diversity, Equity, and Inclusion (DEI) Committee by TBD

13) Day of Honor by Corey Landowski

- No report