NDSU STAFF SENATE

Agenda

Wednesday, April 3rd, 2024
Prairie Rose – Memorial Union
Zoom - https://ndsu.zoom.us/j/94625852819?from=addon

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. **Campus Kudos** by Kelly Todd
    A. Darla White – Administrative Secretary
    B. Deborah Kvittum – Academic Assistant
    C. Krisanne Mogck – Assistant to the Director of Athletics
V. **Program**
VI. **Faculty Senate Report** by Warren Christensen
VII. **Student Government Report** by Kaylee Weigel
VIII. **Attendance Report** by Joshua Schroetter
IX. **Approval of Wednesday, March 6th, 2024 Meeting Minutes**
X. **Recognition of Outgoing Senators**
    A. Megan Bouret
    B. Ryan Eagle
    C. Sharijad Hasan
    D. Tammy Heupel
    E. Emily Hoadley
    F. Kelly Todd
XI. **Announcement & Welcome to New Senators**
XII. **President's Report** by Kristi Steinmann
    A. End of Year Reports
    B. Vice Provost for Faculty Affairs – Governance Involvement
    C. Shared Governance Summit
XIII. **New Business**
    A. DEI Committee Resolution – Emily Vieweg
    B. Bylaws Updates – Emily Vieweg
XIV. **Old Business**
XV. **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 325 – Academic Freedom
XVI. **Treasurer's Report** by Justin Swank
    A. Appropriated:
    B. Local:
    C. Scholarship:

XVII.   **Staff Senate Executive Committee** by Kay Hopkins

XVIII.   **Advisors Comments** by Mark Genkinger
- A.   Gallup Employee Engagement Survey

XIX.   **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
- 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
- M.   Ad Hoc Committees
  1. Engagement/Service in Job Descriptions by Melissa Lamp
  2. University Business Hours by Shiloh Susag
- N.   Day of Honor by Corey Landowski

XX.   **Announcements**

XXI.   **Adjourn**

Scheduled meetings:
- Staff Senate: Wednesday, May 1st, 2024, 9:30 am by Zoom or Prairie Rose– Memorial Union
- Executive Committee: Wednesday, April 24th, 2024, 9:30 am by Zoom or Peace Garden – Memorial Union

Scheduled Program:
- April – Senator Elections
- May – Executive & Committee Elections

Committee Reports Submitted through Qualtrics Form:
1) Public Relations Officer Report by Olivia Buller
2) Elections by Fred Hudson
   - **SENATOR ELECTIONS**
     - February 28: Message to Staff Senators with terms ending this spring to remind them to be ready to reapply. Fred
       - NOMINATIONS
         (a) March 4: Message to all staff indicating nominations is open (nominations will be open until March 15). Fred
         (b) March 11: Reminder message to all staff to complete nominations. Fred
       - ELECTIONS
         (a) March 22: Message to all staff indicating election of nominated staff members is open (election will be open until March 28). Fred
            Note: time is required between nominations and elections to give me time to contact anyone nominated by someone else to ensure they want to be considered in the election
         (b) March 26: Reminder message to all staff. Fred
       - RESULTS
         (a) April 2: Message from Kristi indicating results plus welcome content for new Senators to join May meeting (also set up a Turning Point account, etc.). Kristi
   - **EXECUTIVE TEAM AND JOINT COMMITTEE ELECTIONS**
     - April 8: message to all Staff Senators about open positions and election at May 2024 Staff Senate meeting (including info about process, Turning Point, etc.). Fred
     - April 15: reminder
     - April 22: reminder (or could go with May meeting materials)
3) Legislative and Bylaws by Shiloh Susag/Maggie Latterell
   - The items planned to be voted on in March needed to be pushed to April.
     - DEI Committee – sent to legal counsel for review for any issues with specified concepts legislation that passed ND (North Dakota) Legislature last spring.
     - Bylaws updates – mostly formatting/grammar but won't occur until other material changes are voted on which had to be pushed back.
     - The Parliamentarian/Historian - Executive Committee further discussed this role and decided to table any action on it. A Parliamentarian is supposed to maintain a level of neutrality, which led to discussion on how electing this position might mean a senator forgoes some of their ability to participate in meetings which defeats the spirit of being a senator to begin with. The Executive Committee discussed ways they can better prepare themselves and Staff Senators for utilizing parliamentary procedure including training at the first meeting of the academic year.
4) Information Technology by Daniel Erichsen
   - Zoom Phone rollout continues. Check the FAQ for info on tips and tricks as well as dates and schedules.
   - MFA (Multi Factor Authentication) for Blackboard will roll out for faculty over spring break. Announcements will be sent. Students will move over at the start of the summer term.
   - Please only use approved AI (Artificial Intelligence) tools for meetings. Zoom has a free option available as part of its service and it is approved for usage.
   - Data transfer from X Drive to Teams has been completed, please confirm that all of your files are in the new location.
   - Contact the IT Committee if you have any questions.
5) Scholarship by Corey Landowski
   - The application for both staff and staff dependents are live through March 15th with additional reminders to submit applications coming in the next week.
6) Staff Development by Melisa Lamp
7) Staff Recognition by Nazrin Ferdousi / Kelly Todd
   - Upcoming: The NDSU Staff Recognition Awards Event is planned for April 18th from 1pm-2:30pm.
8) Campus Engagement by Olivia Buller
   - Thank you to those that attended the Barry Hall Relaxation and Wellbeing Event on Tuesday March 5th. A survey will go out to those that attended the event to gather feedback. We also have a Brain Break planned for

Tuesday, April 9 in Meadowlark from 9:00am to 11:00am, so be sure to stop by for a bit of reprieve in your day. More details will be coming soon about our end of year event – be on the lookout for that.

9) Gunkelman Award by Jen Young / Amolia Schumacher
   - CHANGE OF DATE: New date is Thursday, March 2nd at 3:00 pm
     - Nominations will be opening in early March, be on the lookout for emails!
10) State Staff Senate by Emily Vieweg
11) Joint Committees
   - Campus Space and Facilities by Jen Young
   - Library by Alicia LaFerriere
   - University Athletics by Corey Landowski
   - Learning Space Advisory Committee by Emily Vieweg
12) Ad Hoc Committees
   - Engagement/Service in Job Descriptions by Melissa Lamp
   - University Business Hours by Shiloh Susag
     - The survey received about 375 responses, mostly from staff. An additional push to faculty is planned, then the committee will reconvene to begin reviewing the results.
13) Day of Honor by Corey Landowski