

Minutes

Wednesday, April 1st, 2020

- I. **Call to Order – 9:31 am**
- II. **Attendance Report** by Carin Engler – 35 present, 1 absent, 6 excused, 10 guests. Quorum met.
- III. **Consent Agenda** – Motion by Booher/Bernard to adopt the consent agenda. Motion passed.
 - A. **Policy 132: Developmental Leave**
- IV. **Approval of Meeting Agenda - adopted**
- V. **Campus Kudos- none**
- VI. **Speaker –postponed until another date.**
- VII. **Student Government Report - no report**
- VIII. **Faculty Senate Report – no report**
- IX. **Approval of Wednesday, March 4th, 2020 Staff Senate Meeting Minutes – adopted**
- X. **Treasurer’s Report** by Tina Exner – No report.
- XI. **Advisor Comments** by John Woolsey –Training is being done with both staff and managers about the Families First act (HR 6201) on how to respond to the current situation. Recordings of this and FAQ are available online. HR is working on a spreadsheet to work with proper types of labeling for time off as PeopleSoft doesn’t have accurate labels for everything we are encountering in response to the new law. We are still working to interpret the CARES act and will have more information on that as it becomes available. This is unprecedented times- we have been doing many new things to keep functioning and provide as many services as possible in new and creative ways. Thank you for working to get everything adjusted quickly. Keep up the good work being there for both students and other employees. Please try and get work reviews done- deadline was yesterday, aiming for April 17th if possible. Reach out by email or phone if you have further questions.
- XII. **Committee Reports**
 - A. Bylaws by Wendy Leach – Proposed bylaws changes presented and questions addressed. The Campus engagement and public relations committees and will be combined back to one. A PR officer will be added to the Executive committee. Text for Environmental committee added to the committee section. Will also combine Legislative and bylaws committee. Change to section 2 made for consistency with previous change and other changes made for clarity. Move to accept Bernard/Swank. Motion passed
 - B. Elections by Amanda Booher – Nominations ended last week. 9 new, 18 renewal. Elections are open now. Everyone is broken down by broadband- with a representative number of positions open per band. If a given broadband is full members can be a member at large. Elections close on Friday, April 3rd at 5pm. Elections will be held at the May meeting- think about positions you may be interested in. President elect, Treasure, Membership officer, PR chair, IT officer, Exec Committee member at large, Staff recognition committee chair, campus spaces and facilities, Library, Athletics, learning spaces are all positions available. There are a lot of great positions available please consider them.
 - C. Legislative by Megan Bouret – no report
 - D. Public Relations by Kate Nelson DeShaw – Newsletter is looking for updates, these can be based on your end of the year updates.
 - E. Information Technology by Ben Bernard – Thanks to all the staff who’ve been working to make things work for everyone. Links about possible security challenges when working at home. Please consider these possible problem when working from home, especially if you are working with secure data.
<https://www.sans.org/security-awareness-training/sans-security-awareness-work-home-deployment-kit?msc=PR>
<https://security-awareness.sans.org/sites/default/files/2020-03/02-SSA-WorkingFromHome-FactSheet.pdf>

- F. Scholarship by Kay Hopkins – good number of applications for both dependent and staff scholarships, will be awarding close to \$2,300. Decisions on funds are being done now. Very little fundraising was done this year, but scholarships will still be awarded next year.
- G. Staff Development by Kristi Steinmann – Will not be having an in person DiscoverU this semester, but will meeting next week to discuss online options.
- H. Staff Recognition by Dan Nygard – Letters were sent to notify winners, HR will deliver certificates by campus mail a fall reception will occur. Thanks to everyone on the committee and who submitted nominations. Kudos are being held for now, but might be awarded in May.
- I. Campus Engagement by Nate Robideau – Charity drives on hold for now. You can drop items off at the Emergency Pantry or hang on to them until we meet again and I'll bring them to the Pantry
- J. Gunkelman Award by Megan Ramsett – Nominations closed yesterday, 58 nominations were submitted. Award ceremony postponed until next fall on October 15th. Thank you to everyone who wrote nominations.
- K. Environmental Sustainability by Kate Nelson DeShaw – FABO fashion show theme was sustainability. They are doing the show virtually so we are still helping promote and participating in the event. This will be the last thing we do this semester, more info on it to come.
- L. Senate Coordinating Council by Margaret Latterell – Policy 151 went through (code for conduct) Policy 722 (export control passed).
- M. State Staff Senate by April Helgaas – meetings have been on hold- but should be holding one soon.
- N. Joint Committees
 - 1. Campus Space and Facilities by Ben Bernard – no report
 - 2. Library by Alicia LaFerriere – will be meeting soon, OER conference was well supported across the state. Will be meeting next week.
 - 3. University Athletics Shiloh Susag – Physical activity halted for now. Students are still in residence halls, but seasons may be suspended indefinitely. Facility fundraising raised 22 mil for football, 4.5 mill softball space. Student athlete GPA 3.34 average. NCAA changes will be coming to the transfer portal for how long student need to wait before playing. Looking at compensation for students when their likeness or name are used for promotion. Concern about moving schools for money. NCAA eligibility for spring athletes- additional year available regardless of standing. No decision for winter sports yet although they missed their championships. Student Athlete committee made request for regalia, they were denied but are appealing the decision.
 - 4. Learning Space Advisory Committee by Wendy Leach – Meeting was held on Monday March 30th, bad experience with audio, poor reception. 2 classrooms being proposed in the Science hall, discussion about the setup. Also with AGHill, what needs that instructors are looking for.
- O. Ad Hoc Committees
 - 1. 30th Year Anniversary by Carin Engler – No report.
 - 2. Campus Food Insecurity Taskforce by Carin Engler – Next meeting April 7th on Zoom. Unknown status for Student resolution.

XIII. Executive Committee by Margaret Latterell – Discussed moving forward with the pandemic. Talked about zoom, staff recognition and Gunkelman and how to do reports.

XIV. President's Cabinet by Elizabeth Cronin – met Monday, shared updates on how everyone has been impacted. Shout out to Dining and Residence Life for adapting quickly and doing an excellent job. Lots of emails between campus presidents discussing how to respond to the current situation. NDSU has been helping the rest of the University system get through. It's been challenging but we're making it work. Financial impact- refunds are a revenue loss so these issues are being worked on, unsure what the long term effects will be.

XV. Old Business

XVI. New Business

XVII. Announcements

A. Announcements about the Provost search continue to be sent by Dr. Charles Peterson, chairperson of the search committee. Current information and updates to the search can always be found at the Provost Search 2020 website:

<https://www.ndsu.edu/president/about/provostsearch2020/>

The search has been extended through the end of summer, hopefully candidates will visit in the fall and start in January.

- B. HRs Covid19 response and FAQ site <https://www.ndsu.edu/hr/>
- C. HR will be sending an invitation to online training about working remotely and how to manage people while working remotely. The Village is working remotely and can help people online, particularly in response to isolation
- D. IT FAQ https://www.ndsu.edu/its/lai_homepage/working_remotely/
- E. Please reach out to Casey Peterson, Dean of Students, if you or a student you know have questions or concerns regarding student success or wellbeing.
- F. Office of Teaching and Learning and the Counseling center on campus is doing blog posts that may help in addressing the stresses of work and school and have other resources available as well.
https://www.ndsu.edu/otl/faculty_resources/reading_corner/teaching_online/
<https://www.dce.ndsu.nodak.edu/otlweb/blog/sample-page/>
- G. Regarding the paid version of Zoom – please go through the official NDSU account to aid in troubleshooting and support. Request can be submitted on the NDSU IT site. Encouraging the use of Blackboard for classwork, Teams also has a chat and other options for working remotely and collaborating. Reach out to Daniel Erichsen with questions.
- H. Student Health Service clinic and pharmacy are still open and seeing students
- I. Watch for updates on how the next meeting will be handled.

XVIII. Adjourn 10:35

Scheduled meetings:

- Staff Senate: Wednesday, May 6th 2020, 9:30 – 11 AM online
- Executive Committee: Wednesday, April 15th 2020, 9:30 AM online