

# NDSU STAFF SENATE

## Minutes

Wednesday, November 4th, 2020  
on ZOOM

- I. Call to Order 9:30 by Latterell
- II. Attendance Report by Amanda Reil – 7 absent, 4 excused, 9 visitors.
- III. Consent Agenda – ([https://www.ndsu.edu/policy/senate\\_coordinating\\_council/](https://www.ndsu.edu/policy/senate_coordinating_council/)) – No policies
- IV. Approval of Meeting Agenda – Motion for unanimous approval of the meeting agenda by Margaret Latterell; seeing no objections the agenda was adopted.
- V. Campus Kudos by Dan Nygard – David Huber, who was nominated by Bill Law and Amanda Booher, was presented with a kudos.
- VI. Speaker: Marc Wallman from IT – Many of our efforts have been directed toward instructors and the classroom. Staff seems to have adjusted well. Zoom license will be continued. One challenge with staff is that computers that are at home are missing updates and security changes as they can't be done off campus currently. Devices are being acquired that will allow for the updates to be done from home. If people are occasionally on campus with their devices updates are happening as needed. CARES act money has come in, people who requested devices are in the process of getting them. Laptops are in, and tablets are still coming. Fewer tablets than were requested are available. New security updates will be pushed out soon concerning what type of information can be sent by email. Emailing sensitive information does not constitute incidental use as it causes a lot of work with follow up if there is a security breach as people must be individually notified if that information is included. Classroom attendance has shifted online, not sure how it will impact future offerings. Students are likely to want HyFlex to continue but there are challenges involved in making the model work. Registration is including information on how a class is offered and that may impact how classes are offered in the future. Will be working to make sure that technology needs are met if the online classes continue being offered.
- VII. Student Government Report by Student Body President Matt Friedmann – student senate had Maggie Latterell as their guest speaker- thank you! Emails sent to staff notifying of Student focus Capital grant program. Due to students unable to travel last spring, the budget from that is being put towards helping students on campus now. Needs to be for student focused initiatives. Reminder that student projects are coming due and this can be a stressful time for students. Thanks for all of your hard work, being on campus and providing services to students.
- VIII. Faculty Senate Report by Faculty Senate President Florin Salajan – Faculty Senate has had a heavy agenda, due to concerns with the upcoming budget discussions. There is a budget cut projected and discussions are ongoing as to how those cuts will be implemented. Policies from the SCC being discussed at the next meetings. Many of the policies have Title IX changes which will need approval by January. Thank you to the staff for keeping campus running.
- IX. Approval of Wednesday, October 7th, 2020 Staff Senate Meeting Minutes – Motion for unanimous approval of the meeting minute by Margaret Latterell; seeing no objections the agenda was adopted.
- X. Treasurer's Report by Tina Exner – Appropriated fund: \$1,372.87, Scholarship: \$116.38, Local Fund: \$6,218.26
- XI. Advisor Comments by John Woolsey – Thank you to everyone for what you are doing. Open enrollment is ending on Friday November 6<sup>th</sup>. Flex is a separate link, but both are open now. Concerning leave thresholds; policies allow carryover of 240 hours and 40 hours or prorated equivalent must be used. Plan on using that time off if possible. The issue of many employees not using the time is being discussed by a committee, but the pandemic doesn't seem to have affected our numbers so they may not change the policy. Reading club is working their way through 360 Leadership and people are enjoying the book. Covid leave – Covid is continuing to cause challenges on campus and across the state. All types of leave are still available through Dec 31<sup>st</sup>.
- XII. Public Relations Officer Report by Olivia Scott – Thank you to those who have submitted items for posting on Facebook. Let Olivia know if you have anything to post.
- XIII. Committee Reports
  - A. Elections by Elizabeth Cronin – Need to fill open position on State Staff Senate. Wendy Baumann retired

over the summer and her position needs to be filled. Terms are 3 years, Wendy had filled one year and there are 2 years remaining on her term (until May 2022). SSS has reps from each campus and NDUS facility and elects the Legislative staff representative.

- B. Legislative and Bylaws by Jeremy Kopp – One update to the bylaws to discuss. Changes to the removal of a senator process to add clarification to the voting process and the results of the vote. Motion to adopt those changes by Kopp. Seconded by Cronin. Motion for amendment to the bylaws passed.
- C. Information Technology by Ben Bernard – No report.
- D. Scholarship by Kay Hopkins – If you have any ideas for fundraising please contact Kay.
- E. Staff Development by Cora Crane – No report.
- F. Staff Recognition by Dan Nygard – Received 33 nominations in response to email solicitation. In the process of notifying the nominees of the results. Should be completed by the end of the week. Thank you to everyone who submitted a nomination.
- G. Campus Engagement by Wendy Leach – Blood drive planned for Dec. 9 from 8-11. Look for more information by email.
- H. Gunkelman Award by Megan Ramsett – The ceremony was held on October 15<sup>th</sup>, this years winner was Dr. Ed Deckard in Plant Sciences. We had an ok turnout and the ceremony went smoothly. Thank you to everyone who helped with planning or nominations. Planning for 2021 is coming soon.
- I. Environmental Sustainability by Carin Engler – We went ahead and ordered 3 clean plastic tote containers for holiday lights recycling and 3 vinyl stickers for them. This way we can use them year after year. Masks – the last of the masks were sent to One Stop. So we have supplied masks to One Stop, Trio, Multicultural, and Study Aboard/International office. It was probably close to 100 masks in total. Thanks to Sara Sunderlin in the Apparel department for helping out with this project! I will try to schedule a meeting sometime soon.
- J. Senate Coordinating Council by Margaret Latterell – meeting cancelled
- K. State Staff Senate by April Helgaas – April is president elect for State Staff Senate. Meetings have been Covid related and short lately. The State Board of Higher Education met September 24<sup>th</sup> and their meeting was also mostly Covid related. There is conversation on campus regarding doing Covid related surveys/climate surveys to their staff regularly. Results from covid surveys going to Covid management teams.  
Discussion on how to support staff. NDUS has been lacking initiatives to address this year, past initiatives have included the recent changes to FMLA and the Friday after Thanksgiving initiative. Friday after Thanksgiving has been dropped at the NDUS level. Campus closure decisions are being left to the discretion of each campus, UND is still planning to pursue getting the day off after the current legislative session. Philip Hunt presented the idea to Provost Fitzgerald to have that Friday and a couple of days after Christmas off as a thank you gesture and as support for mental health for staff on campus. Kopp/Hopkins motion to have Executive draft a resolution in support of having the days off. Discussion. General support expressed from senators and Faculty representative. Woolsey expressed concerns about authority and financial impact on the University. Helgaas will put together a draft of previous discussions.  
Idea presented to change tuition waiver model to include cross campus options instead of being limited to the campus that employment is through. Seeking feedback on the idea. Poll for level of support on NDSU Staff senate.  
NDSU has a suggestion box on the staff senate site at:  
[https://www.ndsu.edu/staff\\_senate/suggestion\\_box/](https://www.ndsu.edu/staff_senate/suggestion_box/)  
Please use it to submit suggestions for initiatives that SSS can address.  
As an example Minot campus has tried to get the staff schedule changed to have a 4 day 10 hour schedule in the summer.
- L. Joint Committees
  - 1. Campus Space and Facilities by Ben Bernard – No report.
  - 2. Library by Alicia LaFerriere – No report.
  - 3. University Athletics Shiloh Susag – No report.
  - 4. Learning Space Advisory Committee by Tina Exner – met on Monday, revised policy on class room reservations. Forwarded changes to the next steps.

5. Student Voice Project by Amanda Booher – Talked about voting and elections this month. Asked that NDSU maintain support of groups regardless of election outcome. See email notes.

**M. Ad Hoc Committees**

1. 30<sup>th</sup> Year Anniversary by Carin Engler – A window display in the union was decorated- the quotes submitted were really nice. A video has been put together and posted on the SS page and FB. Mask samples had been received but were unacceptable. Masks ordered by Ag Extension were nice so we are going through the same company they did to order masks.
2. Campus Food Insecurity Taskforce by Carin Engler – Thank you for all of the donations, picking up at 16 departments this afternoon. Pop up Event will be held tomorrow at Niskanen. Swipe out hunger is being run through the Dean of Students. Will be included in the NDSU Giving Day. We have space in the bookstore for a permanent pantry. Meeting on Monday to address logistics. This will allow for partnering with Great Plains Food Bank.
3. Diversity, Equity, and Inclusion (DEI) Committee by Jordan DiPalma – Meeting working on how to assist with Gift of Life Garden. Exploring funding sources and finding out what has been done before. Flu shot event on campus is being organized to eliminate barriers to getting the shots. Event will be next week Tuesday (main campus) and Thursday (downtown), email with info will go out this week.

<https://www.signupgenius.com/go/10C0D4BA8AC22A5F5C07-ndsu> main campus

<https://www.signupgenius.com/go/10C0D4BA8AC22A5F5C07-barry> downtown

**XIV.** Executive Committee by Josh Schroetter – Emily Berg reached out to talk about a staff survey regarding how Covid is affecting staff. Survey will be coming out soon. Email Maggie if you have concerns about the semester schedule for meetings, but at this point there is no plans to change the schedule.

**XV.** President’s Cabinet by Elizabeth Cronin – Marissa Pacella at United way presented about current campaign, the focus this year is on preventing homelessness. <https://www.unitedwaycassclay.org/> Preparations are ongoing for the legislative session. Laura Oster-Aaland reported on launch of Kindess campaign by Student Activities. Additionally they are in the final stages of interviews for a financial aid director. From Jane Schuh, faculty fellow positions for faculty who have run successful undergraduate research programs will work on a pilot program for “mentor the mentor” for undergraduate researchers. Looking to hire another fellow to work on RU in partnership with UND. From Margaret Fitzgerald, participation has started in an assessment academy. This is a four-year project to help us approve assessment and address concerns HLC has had in past. It was a very positive way to look at assessment and how it can approve student learning. Academic Affairs is kicking off budget reduction exercise. From Laura McDaniel, 24 days of kindness campaign is asking students to share why they are wearing masks.

**XVI.** Old Business

**XVII.** New Business

A. Election to fill the open position on State Staff Senate. Motion by Cronin/Leach nominating April Helgaas to the open 2 year term. Motion Cronin/Leach for Unanimous Ballot. Motion Passed. Nomination by Kay Hopkins for one year term opened by April Helgaas to be filled by Kay Hopkins. Motion to cast unanimous ballot by Booher/Exner. Motion Passed.

**XVIII.** Announcements

**XIX.** Adjourn 11:11 by Latterell.