

NDSU STAFF SENATE

Agenda

Wednesday, February 1st, 2023

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/92677455224?pwd=OXhjWnprdENibzF1cmRTWG5aeTJBQT09>

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 – 9:32 AM

II. Land Acknowledgement

III. Approval of Meeting Agenda – Approved.

IV. Program

A. (9:35 AM) Interim Provost Bertolini – NDSU Transform

1. Interim Provost Bertolini: Recognizes there are many moving parts to NDSU Transform that can cause anxiety and raise questions, which he apologizes for. He is grateful to attend today to have a conversation.
2. Question from Emily Vieweg: In the Presentation, there was some information shared about the CAGR, which was looking at the face-to-face programs and excluded online enrollment for a particular program. It made it appear as though enrollment for that program decreased, where by her calculations it actually increased. Where does that data that is used for these calculations come from? What is the reasoning for the difference in the published results vs. what she calculated?
 - a. Jeff Boyer: The calculation Emily used was for 5 years, but the CAGR that was used by NDSU Transform was for 4 years. In Fall of 2018, NDSU did not distinguish between online vs. standard course format, so the data is combined in those situations. There also were not separate program codes in Fall of 2018 for online courses. There is not a discrepancy in the data, but a difference in how things are counted and the number of years calculated.
 - b. Jeff Boyer: If you want to discuss more about the data provided, please reach out to him or Emily Berg and they are happy to discuss and share more information.
3. Question from Zoom: Can you talk about the logic behind the faculty and staff cuts in various areas. This person has 3 faculty impacted potentially because of the teaching cuts, but it is also going to impact research areas. Was there insight into faculty staff with multiple appointments, because maybe those other appointments aren't experiencing cuts.
 - a. Response: All aspects of cutting positions was looked at in order to be equitable and fair in order to move forward. This is also why feedback is being solicited on an ongoing basis. The path that was chosen will of course cause disruptions, but they sought the path that would cause the least disruption while still allowing for re-investment in retention or new programs.
4. Question from Fred Hudson: Is there any processes to help folks who might be impacted by cuts, changes, or reductions? Are there other opportunities on campus? What should staff expect?
 - a. Response: All existing policies will be followed without exception. They want to do-right by everyone in an empathetic way.
5. Question from Fred Hudson: Are the plans to move quickly on these plans that impact staff?
 - a. Response: We want a solution that works for both the individual and NDSU on a long-term basis. There have been extreme cuts since he was a Dean and there has not been a plan to get out of it.

6. Question from Zoom: My unit has been told they cannot move forward on hiring a vacant position but the announcement shared there were no hiring freezes. Can you provide clarity on this?
- a. Response: For some positions, they have moved forward with hiring while they have waited on others. His goal is to move more slowly with hiring to make correct decisions. The problem is multi-variable and one change may impact other things. If a Dean or department head has questions or concerns, they can reach out to him to ensure they are making the right decision.
- (1) Comment From Emily Vieweg: As a staff member, many of us know that we will cover workloads in our areas when needed but that at times is in detriment to our own morale. It is difficult to say “We need this person.”

(a) Interim Provost Bertolini: This is correct and is something he is aware of.

7. Question from Zoom: How is this information being shared to students and families?
- a. Response: Laura Oster-Aaland and many deans have been sending communication to students and have set up singular points of contacts for their areas to help streamline communication and provide clarity and follow-up.
8. Question from Jen (?): With all of these different mergers, how will you make sure that the collegiate deans meet their accreditation and requirements for their particular colleges.
- a. Response: That is a good question. He is aware of the needs of those areas. They have been having conversations with the accreditation boards for the affected areas to ensure that their changes could align with requirements for the new colleges.

B. (10:00 AM) Jen Kacere – Blood Drives with Residence Life

1. Jen shared information about what it looks like to host a Blood Drive with Vitalant, the donation process, and ways that NDSU Staff Senate can support Blood Drives on-campus.
- a. Blood Drive on February 23rd, 10:30AM – 5:00PM in Cater Hall
- (1) Please consider donating blood or asking someone else to donate blood.
- (2) You can also volunteer to assist with the Blood Drive – more information will be shared with Staff Senate for those interested in volunteering.

(a) www.ndsu.edu/reslive/blooddrive

C. (10:15 AM) Anthony Faris – Gallery Coordinator/ Curator of Collections at Memorial Union Gallery

1. March 1st – 5-7PM – Zig Jackson will be at the Memorial Union Gallery to share stories, conversation, and connect with others in the NDSU community. Please consider attending.

V. **Campus Kudos** by April Helgaas

- A. Dorreen Kramer
B. Michele Sherman

VI. **Student Government Report** by President Christian Walth

- A. No report.

VII. **Faculty Senate Report** by President Anastassiya Andrianova

A. Legislative Session – One of the bills being tracked was SB 2247 which was covering divisive concepts that had some prohibitions on particular topics. This bill has been heavily amended but is not yet on the ND Legislature tracking website, so it was unclear on what the amendments are. As of now, there is no vote on SB 2247. There was also mandated biannual climate surveys that are provided to the ND Legislature.

B. HB 1446 relates to tenure. It currently proposes a 4-year pilot program to review tenured faculty which would eventually lead to providing institutional presidents to terminate tenured faculty without appeal. This bill has also been amended but is not yet available on the website. The Council of College Faculties in the ND system passed a resolution in opposition to HB 1446. There is a hearing on HB 1446 on Friday, February 3rd in the morning, so they have been preparing testimony and support to have submitted for this hearing in a timely manner.

VIII. **Attendance Report** by Saurabhi Satam

- A. Active Senators - 39
B. Present - 34
C. Absent - 2
D. Excused - 3
E. Guests - 52

IX. Approval of Wednesday, January 4th, 2023 Meeting Minutes – Approved.

X. Senate Coordinating Council by Joshua Schroetter

A. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)

1. Policy 159 - Injury Claims Against NDSU and State Risk Funding
2. Policy 164 – Emergency Procedures
3. Policy 811 – Allowable Cost Principles
4. A motion to approve the Consent Agenda by Young, second by Emily Vieweg. Approved.

B. **Input Agenda**

1. Policy 153 – Smoke Free Facilities (Tobacco-Free Campus)
 - a. Emily Hegg, Kelly Buettner-Schmidt and Nancy Turrubiates were present to share information about the proposed changes.
 - b. To summarize the changes, NDSU has been a smoke-free campus since 1990. NDSU is the only campus in the state that is not tobacco-free. The policy was submitted to improve the health and wellness of staff, faculty, and students on-campus. The language expands to any property owned by NDSU. There was an addition of vaping products to the policy as this is more prevalent among the student population.
 - c. Question from Senator – there are agriculture staff that live in NDSU-owned residences at research centers. Can those staff use tobacco products in those cases?
 - (1) This policy has been in-place since 1990, so it would include those properties, but more attention would need to be given to an instance such as that.
 - d. Question from Senator – what does enforcement of this policy look like? Whose responsibility is it?
 - (1) The way the policy is written is that there would be reminders provided to faculty, staff, and students what the policy is. There would be education provided if the policy were to change. Enforcement is difficult and they do not intend to ask any particular faculty, staff, or student to be enforcement of the policy. The overall goal is to help push toward a healthier campus, so for any community members impacted negatively by this change, they would like to steer them toward resources that the institution and state provides to help encourage changes to health and wellness. A cultural change is important, but sometimes the administrative change is an important step in that direction.
 - e. Motion to approve policy as written by Hopkins, second by Swank. Motion fails.
 - (1) Discussion centered on the impact this policy would have on staff who live on university-owned property as a provision of their employment. The language in the policy does not clarify the impact on those areas or those staff, whereas the Alcohol policy does not broader language that allows exceptions to certain staff, faculty, facilities, etc.
 - f. Motion to amend the verbiage to clarify language about the Research Extension Centers by Swank, second by Vieweg. Motion passed as amended.
 - (1) Motion by Cronin to amend the motion to state that the policy writers consult with the Research Extension Center to garner more specific feedback. Swank accepted as a friendly amendment.

XI. Treasurer’s Report by Justin Swank

- A. No report.

XII. Committee Reports

- A. Public Relations Officer Report by Olivia Buller
- B. President’s Cabinet by Maggie Latterell
- C. Elections by Joshua Schroetter
- D. Legislative and Bylaws by Maggie Latterell
- E. Information Technology by Daniel Erichsen
- F. Scholarship by Kay Hopkins
- G. Staff Development by MD Sharijad Hasan
- H. Staff Recognition by April Helgaas

- I. Campus Engagement by Olivia Buller/Jordan DiPalma
- J. Gunkelman Award by Jenna Reno
- K. State Staff Senate by Kay Hopkins
- 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 Jordan DiPalma
- M. Ad Hoc Committees
 - 1. Engagement/Service in Job Descriptions by Melissa Lamp
 - 2. Diversity, Equity, and Inclusion (DEI) Committee by Jordan DiPalma
- XIII. Day of Honor** by Corey Landowski
 - A. Ceremony is February 8th – 2:00PM
- XIV. Staff Senate Executive Committee** by Kristi Steinmann
 - A. Discussion was around Wellbeing Initiatives.
- XV. Advisors Comments** by Mark Genkinger
 - A. Performance Reviews should be happening and they are due by 3/31.
 - B. Merit Raises are still being discussed by the Legislature and nothing has been confirmed as of yet.
 - C. Expanding on the Interim Provosts discussion from earlier; change like NDSU Transform does not happen here very often, but it does happen often in other types of work places. It is a change that can elicit negative emotions, but it is a thoughtful process that is being undergone. Many types of organizations make changes quickly with less consideration. Please stay engaged, ask questions, continue to pay attention.
- XVI. Old Business**
 - A. Staff Senate Wellbeing Initiatives
 - 1. This was put together by the Executive Committee to provide guidance on wellbeing initiatives that will be worked toward for the coming years. President Hudson is welcoming feedback on those initiatives. Please review and send feedback to President Hudson or anyone on the Executive Committee so that final changes can be made.
- XVII. New Business**
 - A. NDSU Transform Staff Open Forum – Zoom, February 10th, 3 – 4PM
 - 1. With President Cook and Interim Provost Bertolini
- XVIII. Announcements**
- XIX. Adjourn – 11:23 AM**

Scheduled meetings:

- Staff Senate: Wednesday, March 1st, 2023, 9:30 am by Zoom or Prairie Rose– Memorial Union
- Executive Committee: Wednesday, February 15th, 2023, 9:30 am by Zoom or Nueta – Memorial Union

Committee Reports

Wednesday, February 1, 2023

Prairie Rose – Memorial Union

XX. AD HOC COMMITTEES

A. **Diversity, Equity, and Inclusion (DEI) Committee by Jordan DiPalma**

Submitted bylaw revisions last semester. Awaiting new date for the PCDIR to learn more about the University's strategy and how this committee can align

B. **Engagement/Service in Job Descriptions by Joshua Schroetter**

We met as a committee on January 20th and had a great conversation on how to best move forward with this committee. We have two representatives from Human Resources, Briana Schute and Erin Bahr, who provided good insight on the current HR processes. A future meeting will be scheduled shortly to set committee goals and how to conduct research of other institutions. We also discussed a potential staff survey to learn more about how staff view the current volunteering climate on campus.

XXI. **CAMPUS ENGAGEMENT by Olivia Buller/Jordan DiPalma**

Collaborating with Residence Life to promote and help staff their large Blood Drive.

Blood Drive (Feb 23rd, 10:30 am – 5:00 pm / Cater Hall / Sign up will come out via email)

Started Planning the End of Year Picnic - more details to come (May 18th, 2 – 4 pm / Churchill Field (Rain Location, Oceti Sakowin Ballroom)

XXII. **DAY OF HONOR by Corey Landowski**

Final committee meeting on January 27 to approve the program and any last minute details. The event is scheduled for February 8th at 2:00 PM.

XXIII. **ELECTIONS by Joshua Schroetter**

General Elections will be happening in April, and we have quite a few vacancies on Senate. If you are interested in returning as a Senator, more information will be coming during our March meeting.

Currently recruitment efforts are starting up to meet with NDSU staff and provide more information about Staff Senate. One of the main focuses is recruiting from underrepresented areas on campus in our 7000 and 8000 job bands. Lastly, if you know someone who might be interested in Staff Senate, please invite them to a future meeting to see how things operate. We are encouraging all Senators to help with recruitment through sharing about Staff Senate where appropriate and inviting guests to future meetings.

XXIV. **GUNKELMAN AWARD by Jenna Reno**

Just getting started with event details, ordering supplies and setting up speakers (Master of Ceremony and speaker/s to introduce nominees). Publicity details getting started too, "Save the date" email to campus coming soon. Event May 3rd 3-4pm Alumni Center.

XXV. **INFORMATION TECHNOLOGY by Daniel Erichsen**

Budget

- One-time money from CARES : will come up for refresh and is not in the budget
- Several IT funding requests are with the legislators right now

Classroom deinstrumentation

- Currently only soliciting feedback on how to move forward (no decisions made)
- Classroom list was created based on usage and feedback

INFORMATION TECHNOLOGY (CONT.)

Google Storage

- NDSU managed to get below our assigned storage quote, so no new charges

Zoom storage

- Implemented 270 day retention for recordings
- Old recordings went into trash and can be recovered by the host for 30 days
- Storage went from 25TB to 4TB with the change

Windows 11 in labs in fall

- Windows 10 end of life is Oct 2025
- Computer orders are being filled more quickly

Security reminders/updates

- NDUS update on security breach
 - Very likely no personal information stolen
 - Worked with several outside parties who helped with the investigation
- Don't email tax returns, W2s from NDSU accounts or store them on NDSU computers/drives
- IT uses LastPass for our passwords
 - Had a security breach, so we are investigating other options
 - Possibly offering the service to other departments on campus soon (at a fee), hopefully before the end of the spring semester
 - LastPass currently \$72/person/year

XXVI. JOINT COMMITTEES

A. Campus Space and Facilities by Ben Bernard

No report

B. Learning Space Advisory Committee by Emily Vieweg

No report

C. Library by Alicia LaFerriere

No report

D. Student Voice Project by Jordan DiPalma

Will start meeting with students in February. I will share out take aways from those meetings with Fred so they can be included in the minutes.

E. University Athletics by Corey Landowski

Meeting for the spring semester has yet to be scheduled.

XXVII. LEGISLATIVE AND BYLAWS by Maggie Latterell & Kristi Steinmann

NDSU is tracking bills here - https://www.ndsu.edu/president/legislative/bill_tracking/

NDSU governing bodies are collaborating with UND's governing bodies to track several bills - we'll share more info and host a listening session next Wednesday, February 8 at 9:30 AM here in Prairie Rose. We encourage folks to reach out to their elected officials and share your thoughts (not using NDSU resources of course :)

Thanks to all who submitted bylaw updates - we'll work on those after the legislative session wraps up.

XXVIII. PUBLIC RELATIONS by Olivia Buller

Looking into featuring our different committees on our social media to highlight the work that they are doing as well as showcase what Staff Senate does leading up to elections.

XXIX. SCHOLARSHIP by Kay Hopkins

December Blaze pizza event brought in \$5.27. Upcoming dates for Blaze nights are Jan. 25 and Feb. 22

Scholarship applications are live online for both staff and dependents and we have several applicants already.

Deadline for application is March 10, 2023. Per my count (with some help from Justin) I think we have \$500.95 spendable right now. And our new allocation from the endowment is \$1,716.

XXX. STAFF DEVELOPMENT by MD Sharijad Hasan

Committee members met on January 12, 2023, and acceded to hold program sessions with a speaker outside of the administrative area. Based on that, Anthony Faris from MU gallery has been invited to present at 10:15 am in the meeting. However, based on the changes in the staff senate general meeting structure and with the help of executive committee members, this committee appreciates and supports the inclusion of more program section speakers to discuss the recent changes and events happening on campus.

This committee is still looking for speakers and creating a how-to document for future committee members. One of the speakers is Megan Orcholski, who has been contacted, and a potential date for her to be on campus is the last week of March. The budget has been updated based on that.

The survey form for comprehending NDSU Staff's preference for professional/personal life development is still in templates and should be available before the March general meeting.

XXXI. STAFF RECOGNITION by April Helgaas

We have received quite a few campus kudos nominations and are working with folks to get them scheduled to attend upcoming meetings to receive the awards. We are going to be starting on the Staff Recognition awards shortly.

XXXII. STATE STAFF SENATE by Kay Hopkins

Following the legislature - I'm sure there will be more to report in a month or two. A reminder if there are campus goings on that we'd like to share with them to please get those to me kay.hopkins@ndsu.edu

Submitted by Fred Hudson, Staff Senate President.