

# NDSU STAFF SENATE

## Agenda

Friday, April 14, 2023 (rescheduled date)

Room of Nations – 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 – 3:01 PM**

**II. Land Acknowledgement**

**III. Approval of Meeting Agenda - Approved**

**IV. Campus Kudos by April Helgaas**

- A. Melissa Selders-Ortez
- B. Neely Benton
- C. Hollie Grande
- D. Karen Peterson
- E. JoAnne Borchardt
- F. Monte Valnes
- G. Angela Evans

**V. Program**

A. Marc Wallman – VP IT

- 1. Storing Personal Information on NDSU Equipment
  - a. Personally identifiable information of an employee should not be stored on NDSU computers. If the computer is compromised, NDSU would be required to inform employees to inform employees and inform the state of North Dakota when breaches occur.
  - b. Any information that could be personally identifiable should be done on a personal computer.
  - c. This is covered under Policy 710.
- 2. Question from Senator Swank – Where is IT at in the process of reviewing classrooms to de-instrument?
  - a. They have sent their most recent proposal to Faculty Senate. They are in a process of soliciting feedback yet and nothing has been decided for certain. De-Instrumenting would be for classrooms that have technology that is at end-of-life.
- 3. Question from Senator Hasan – He is senator who was a student – as a student, he used his One Drive which saved information from that time, but is now a student. Is this allowable now that he has transitioned to a staff member and has not removed any of those items?
  - a. As far as he is aware, this would not be an issue since the One Drive would have been from when they were a student.
- 4. Question from Senator Bernard – Are there any projects coming up this summer?
  - a. Nothing significant at the moment. There are routine computer upgrades.
  - b. The Help Desk might move from the 1<sup>st</sup> floor of the QBB to the 2<sup>nd</sup> floor, but this is not a finalized decision.

B. Elections – Joshua Schroetter

1. Nominations for Staff Senate have been extended to Wednesday, April 17<sup>th</sup> at 12:00 PM. You can self-nominate if your term is expiring, or can nominate another person you think would be a good fit for Staff Senate. Elections will occur after that.
2. Question from Senator Hasan – Will you be sending an email to Senators whose terms are ending?

a. Schroetter – Yes, he will.

- C. After all Senators are elected, information will go to all Senators about vacant Executive positions so that Senators can nominate themselves or another Senator for open positions.
- D. In the May Staff Senate meeting, all new Senators are invited to attend. At this meeting, elections are held for Executive Positions.
- E. Committee assignments are made after Senators complete an interest form about their preferences. These are assigned during the Summer by the President. Senators will serve on at least 1 committee, but can serve on multiple if they desire.

**VI. Student Government Report** by Vice President Alex D.

- A. They are hosting a thrift store, Thundars Closet, on April 25<sup>th</sup> from 10am – 2pm. You can drop off clothes or buy clothes. All of the funds raised go to the Student Emergency Fund.
- B. 4 Student Government members attended a national conference in Texas to gather new ideas for our campus.
- C. Thank you to all the staff who attended the Tri-Senate Summit.
- D. Question from Senator Bernard – are there any legislative updates from Students Government perspective?
  1. Not at this time.

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

- A. Anastassiya's term as President ends after Spring Commencement. Warren Christiansen begins his term then.
- B. They will be forming an ad-hoc committee to review their by-laws and update I
- C. HB 1446 failed in the Senate. This bill impacted faculty tenure.
- D. NDSU Staff Senate could still submit testimony
- E. SB 2247 was passed by the House which relates to Specified Concepts. The final amended version no longer includes a climate survey as it would have cost over \$1,000,000 to implement. It does prohibit non-credit diversity trainings as requirements and faculty senate believes there will be potential impacts to enrollment, faculty recruitment, and retention.
- F. There are proposed challenges to Policy 164 which is in regards to Campus Closures. They have been discussing for their past 3 meetings. An ad-hoc will likely be put together to include representation from the governing bodies to further evaluate the complex considerations of campus closures. It is unlikely a resolution to this policy will occur prior to governing bodies convening their current academic year meetings. It would be helpful to have an updated policy in place prior to potential inclement weather occurring during Fall 2023.
  1. Registrar Hunt recommends that Nancy Casper and/or himself to assist from the Registrars Office.

**VIII. Attendance Report** by Saurabhi Satam

- A. Active – 38 Senators
- B. Present – 30 Senators
- C. Excused – 1 Senator
- D. Absent – 7 Senators
- E. Guests – 20
- F. Al Bernardo retired from NDSU, so we do have 1 additional opening. Congratulations!

**IX. Approval of Wednesday, February 1<sup>st</sup>, 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/](https://www.ndsu.edu/policy/senate_coordinating_council/))
  1. Policy 361 – Emeritus/Emerita Titles
    - a. Previously approved by governing bodies but was reviewed by legal, but many items were determined to be not allowed. Updates reflect changes to unallowable benefits.
  2. Policy 129 – Salary Administration

- a. Previously approved, but Faculty Senate had made changes to the language used to describe the required trainings by employees.
- 3. Policy 156 – Discrimination, Harassment, and Retaliation Complaint Procedures
  - a. There was clarity of the procedure on what happens when more evidence is provided in between a notice of action that would make the complaint ineligible to continue through the process.
- 4. Policy 503 – Receipting
  - a. Customer Accounts Services does not deposit cash as often as they used to. Due to the cost of having a secure truck pick up the funds, they changed the frequency of pick-ups for cash.
- 5. Motion to approve Consent Agenda by Senator Young, second by Senator Swank. Passed.

**B. Input Agenda**

**XI. Treasurer’s Report** by Justin Swank

**XII. Staff Senate Executive Committee** by Kristi Steinmann

- A. They discussed Legislative updates extensively, but many of those updates are now null since the policies have been voted down.

**XIII. Advisors Comments** by Mark Genkinger

- A. Legislative session should come to an end by the end of the month. The most recent update they have heard regarding this is 6% this year and 4% next year.
  - 1. To clarify, this is an average of 6%/4% which might not be a straight % for each employee, but rather reflects an average increase.
- B. Staff Recognition Social
- C. The Quarter-Century Club Banquet is coming up.
- D. Question from Swank – How is the employment anniversary determined to decide when to receive their recognition?
  - 1. They used the ending of fiscal years, but are looking at a way to better capture anniversaries in a timely manner.
  - 2. If an employee thinks they might have been missed, they can reach out to Kristina Astrup in Human Resources to double-check.
- E. There are about 100 out-standing performance reviews yet. HR will be following-up with supervisors soon. Failure to have a review on file can impact eligibility for merit raises.

**XIV. Staff Recognition** by April Helgaas/Shiloh Susag

- A. Staff Recognition Awards were presented at the Staff Recognition Social which had a very good turn out.
- B. There are plans to send a notice through listservs and It’s Happening at State announcing the winners.
- C. Suggestions were provided by Senators:
  - 1. Zoom Link for future presentations.
  - 2. Ability to provide more awards in each category if there is only 1 non-recipient.

**XV. Committee Reports (for details, see Committee Updates document)**

- 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. Campus Engagement by Olivia Buller/Jordan DiPalma
- I. Gunkelman Award by Jenna Reno
- J. State Staff Senate by Kay Hopkins
- K. 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

- L. Ad Hoc Committees
  - 1. Engagement/Service in Job Descriptions by Melissa Lamp
  - 2. Diversity, Equity, and Inclusion (DEI) Committee by Jordan DiPalma
- M. Day of Honor by Corey Landowski

**XVI. Old Business**

- A. Staff Senate Wellbeing Initiatives

**XVII. New Business**

- A. NDSU Transform
  - 1. NDSU Staff Open Forum With President Cook, Provost Bertolini, and other members of Administration
    - a. April 11<sup>th</sup> – 4:00 PM – Zoom only
    - b. This meeting was held on the scheduled date. There is another time set aside in May. President Hudson is soliciting feedback on if folks think this would continue to be valuable time. Please connect with President Hudson or President-Elect Steinmann.
- B. Tri-Senate Summit
  - 1. Austin Anderson from Student Government proposed and put together a Summit for the three governing bodies.
  - 2. Suggestion from Senator Young – it would be nice to have one after the October Faculty Senate meeting to discuss what each bodies goals are for the year, and another one in the Spring to reflect on accomplishments from the year.

**XVIII. Announcements**

- A. ASK – Admins Sharing Knowledge – Melissa Lamp
  - 1. There is a Microsoft Teams group that supports staff who might have questions or need assistance with something that administrative staff typically assist with. This group has been going well and is a tool that anyone is welcome to join.
  - 2. There is also a Knowledge Base on the NDSU website for IT and one that is being implemented for Faculty.
    - a. <https://www.ndsu.edu/cms/kb/faculty/>

**XIX. Adjourn**

Scheduled meetings:

- Staff Senate: Wednesday, May 3rd, 2023, 9:30 am by Zoom or Prairie Rose– Memorial Union
- Executive Committee: Wednesday, April 19<sup>th</sup>, 2023, 9:30 am by Zoom or Nueta – Memorial Union

## **Committee Reports**

### **I. Public Relations Officer Report** by Olivia Buller

No report

### **II. Day of Honor** by Corey Landowski

No report

### **III. President's Cabinet** by Maggie Latterell

A. Student Government shared their priorities with the cabinet - they had already had a conversation with the President and Vice Provost.

B. Presentation from Safeguard Global - they're now going to be the ones who hire our remote employees (we still set the guidelines and select who we want, but they work for this company for paperwork simplicity)

C. Leadership Assembly on March 28 focused on three strategic investments

1. Bison Bridge program

- a. August 15-17 and ongoing mentorship
- b. funded for 50 students in 2023
- c. application close May 1

2. New Advising Model

- a. professional advisors for all\* first and second year students
- b. moving from prescriptive to developmental advising model

3. New Academic Programs a. working to increase completion and enrollment while meeting the workforce needs of ND

- b. Dr Sarah Cray spoke about NDSU Online
- c. Dr Stacy Duffield spoke about Early Entry

### **IV. Committee Reports**

#### **A. Elections** by Joshua Schroetter

A campus wide email will be going out this week with a link for nominations for Senators. Additionally, an email will go out to all Senators who have terms ending in May to let them know and to encourage them to run again if they are interested. Lastly, all guests are getting a custom email this week as well to thank them for attending and letting them know that if they want a Senator position that nominations are open, as well as reminding them about serving as proxies and encouraging them to continue attending.

#### **B. Legislative and Bylaws** by Maggie Latterell & Kristi Steinmann

No report

#### **C. Information Technology** by Daniel Erichsen

1. Blackboard Ultra update upcoming - lots of testing happening within LAIC

2. NDUS Security Debrief

- a. Nothing but passwords were stolen (no other personal info so no risk of identity theft)
- b. Steps are being taken to tighten security

3. NDSU has a few workspaces for PowerBI, not a campus wide license

4. Aruba VPN reminder - computers that are mostly off-campus needs to be on a VPN/Aruba and turned on as much as possible so they can get needed security updates

5. Computer orders needed by May 1st for current fiscal year

- a. Bookstore currently has stock on hand

6. Contact the HD to have email access removed from employees who leave NDSU

- a. Accounts do not have specific expiration date
- b. NDUS is working on provisioning process for old accounts, hopefully to be ready within the year

c. NDUS AD has over 500K accounts, Email over 400K

7. Duo Prompt will look differently soon as it is getting updated and pushed out to services

a. USB key good option for MFA authentication

#### **D. Scholarship by Kay Hopkins**

Blaze pizza fundraiser brought in \$37.32 this month. We have one more of these on April 26th. Applications for scholarships are in and scored by committee members, we're just in compiling and decision stages at the moment. Awardees should be notified by mid-April. We should be able to award \$2,250 this year in total. There are a number of applicants for both dependent and staff scholarships.

#### **E. Staff Development by MD Sharijad Hasan**

1. The Staff Development Committee members met on March 22, 2023, and explored many options for Spring events, from an ice cream social to a half-day speaker. After considering the current changes taking place at NDSU that are already asking for everyone's extra time, and significant conversation, we decided it is more supportive of staff to postpone any event opportunities until next Fall. We want to support staff through the transition and celebrate "coming out on the other side" after the dust has settled.

2. The program section speaker for the April meeting will be Dr. Collen Fitzgerald, VP Research & Creative Activity.

#### **F. Staff Recognition by April Helgaas**

The SRC committee just completed review of nominations for the Staff Recognition Awards. Shiloh will be compiling the scores and passing along the winners to HR. As a reminder, the Staff Recognition Award Social will be held on April 13<sup>th</sup> from 1:30 – 3:00pm in the MU Ballroom. We have 6 Campus Kudos to present at the April meeting due to the weather related campus closure that cancelled our March meeting. Two award recipients are unable to attend the meeting and they elected to have their awards sent through campus mail, but the nomination will still be read at the meeting.

#### **G. Campus Engagement by Olivia Buller/Jordan DiPalma**

Planning an end of year picnic celebration and looking for better ways to engage all staff including facilities and dining staff.

Current date for Picnic: May 18th 2-4 pm

#### **H. Gunkelman Award by Jenna Reno**

The nomination process for the Gunkelman Award closed on March 31. Event will be in person May 3rd from 3-4pm @ Alumni Center (Zoom option will not be happening this year).

#### **I. State Staff Senate by Kay Hopkins**

Nothing much to report, other than I've added the summer in-person meeting to the agenda for the April meeting - which was scheduled for April 10, but may be moved to April 17. I have volunteered to run logistics on our end (since we're hosting) - but I hope to get more details and help after that meeting.

#### **J. Joint Committees 1. Campus Space and Facilities by Ben Bernard**

No report

#### **2. Library by Alicia LaFerriere**

No report

#### **3. University Athletics by Corey Landowski**

The committee is meeting/has met on April 4th so they will be reflected in the May Staff Senate meeting.

#### **4. Learning Space Advisory Committee by Emily Vieweg**

No report

#### **5. Student Voice Project by Jordan DiPalma**

No report

**K. Ad Hoc Committees 1. Diversity, Equity, and Inclusion (DEI) Committee by Joshua Schroetter**

We met as a group on March 2nd to discuss the work being done in the PCDIR. The group gave valuable feedback on some working documents and Schroetter will present those at the next PCDIR meeting on April 5th. Another meeting will be scheduled in mid/late April to discuss how Staff Senate can further assist the newly established goals of the PCDIR.

**2. Service by Joshua Schroetter**

As a group, we have decided to pause our work until some of the other campus-wide transitions are completed or further along. Several members of the group are busy assisting with NDSU Transform and the Financial Reorganization, so we will revisit this in late April / early May to see how the group is doing and potentially continue the work.