

NDSU STAFF SENATE

Minutes

Wednesday, September 6th, 2023

Hidatsa – Memorial Union

Zoom - <https://ndsu.zoom.us/j/97076422648?pwd=RnBwNlVzNFdHR3ZrRnFCVfdaeIBkdz09>

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** – Motion to approve by Vieweg, second by Lamp. Passed.
- IV. Campus Kudos** by Kelly Todd
 - A. Campus Kudos will be awarded in October.
- V. Student Government Report** by Kaylee Weigel
 - A. They are working on appointments and filling their Senate. There have been challenges with the college reorganization.
 - B. Gratitude towards staff was expressed as many staff positively impacted Welcome Week through their work or by volunteering.
 - C. They are working to boost overall activity of Student Government this year as it has dipped in prior years.
- VI. Faculty Senate Report** by Warren Christiansen
 - A. No report.
- VII. Program**
 - A. The Village – Employee Assistance Program – Jara
 1. Jara shared information about the Employee Assistance Program available to NDSU employees through The Village.
 - a. Jara’s presentation will be available on the recorded version of the meeting.
- VIII. Attendance Report** by Joshua Schroetter
 - A. Active – 42 Senators
 - B. Present – 37 Senators
 - C. Excused – 2 Senators
 - D. Absent – 3 Senators
 - E. Gests – 10 Guests
- IX. Approval of Wednesday, August 2nd, 2023 Meeting Minutes** – Motion to approve by Vieweg, second by Lamp. Approved.
- X. Approval of Wednesday, June 7th, 2023 Meeting Minutes** – Motion to approve by Young, second by Swank. Approved.
- XI. Senate Coordinating Council** by Fred Hudson
 - A. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)
 1. Policy 128 - Timeslip Payroll and Electronic Timekeeping/Temporary Staff
 2. Policy 130 - Annual Leave
 3. Policy 164 - Emergency Procedures
 4. Policy 304 - Academic Staff and Executive/Administrative Positions - Procedures for Filling
 5. Policy 322 – Equitable Workload
 6. Policy 326 - Academic Misconduct

7. Policy 335 - Code of Academic Responsibility and Conduct
8. Policy 601 - Code of Student Conduct
9. Motion to approve Consent Agenda by Young, second by Abbey. Passed.

B. Input Agenda

1. Policy 103 - Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings

a. Question by Vieweg – Under section 2.1 it states temporary positions are limited to 12 months, and after that the position must be filled by conducting a search. Is that at the discretion of the provost or other leadership? Vieweg is not certain that is being followed with adjunct positions.

(1) There was clarification provided that this piece is not referring to adjunct positions.

b. Question by Swank – requested clarification on which job bands are impacted by the changes being proposed in the policy. There are inconsistencies in the language right now that does not make it clear which temporary positions are impacted.

c. Motion to table discussion until October Staff Senate meeting by Schroetter, second by Vieweg. Passed.

2. Policy 152.2 - Membership in Professional and Service Organizations

a. Question from Vieweg – does this policy get into specifics of the memberships relate specific to your position, or if it allows latitude to be more broadly applied to professional interests or education?

(1) Hopkins – Supervisors would be able to evaluate if the request falls within the area of technical and professional subscriptions.

b. Question from Schroetter – does the use of the word “discretionary” funding need to be changed prior to a vote? If what is meant is non-appropriated funding, it should state that to be clear.

c. Motion to accept if language is clarified to state “non-appropriated” funding instead of “discretionary” by Vieweg, second by Swank. Approved.

3. Policy 153 - Smoke-Free Facilities

a. Changes made since it was last presented included exceptions to the properties or residences impacted by the policy due to the fact that some facilities are living spaces for university employees. This exception now mimics the exceptions in the alcohol policy.

b. Question by Cronin – based on how the policy is written, how is enforcement of the policy handled at extension sites for extension-sponsored events.

c. Motion to approve by Swank, second by Vieweg. Motion is rescinded by Vieweg and Swank.

d. Motion to table discussion by Swank, second by Young. Passed.

4. Policy 331.1 – Course Syllabus

a. Kopp – Is there a reason why it is not required for syllabi to be made available, instead of the current language that states “endeavor to”.

(1) Schroetter – many instructor contracts do not start until 1 day prior to the start of the semester, so having a requirement to require that it is available would be difficult to implement.

(2) Lamp – this policy helps push our institution toward a best-practice of having syllabi available in a timely manner. Faculty Senate has approved this policy which is their indication that they agree with the sentiment.

b. Motion to approve by Vieweg, second by Abbey. Passed.

XII. Treasurer’s Report by Justin Swank

A. Appropriated: \$1,169

B. Local: \$4,800

C. Scholarship: Low at the moment but it is bolstered during the academic year when they raise funds.

XIII. President’s Report by Kristi Steinmann

XIV. Staff Senate Executive Committee by Kay Hopkins

- A. Staff Senate Budget
 - 1. Tabled to October meeting.
- B. Staff Senate Storage
 - 1. Tabled to October meeting.
- XV. Advisors Comments** by Mark Genkinger
 - A. No report.
- XVI. Committee Business**
 - A. Public Relations Officer Report by Olivia Buller
 - B. President’s Cabinet by Kristi Steinmann
 - C. Elections by Fred Hudson
 - 1. Membership Officer Election
 - a. No nominations were submitted electronically.
 - b. Schroetter self-nominated.
 - c. Motion to close nominations and cast a unanimous ballot by Swank, second by Kopp. Passed. Schroetter was elected.
 - D. Legislative and Bylaws by Shiloh Susag/Maggie Latterell
 - 1. First meeting will be on Wednesday, September 6th.
 - 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
 - L. Joint Committees
 - 1. Campus Space and Facilities by TBD
 - 2. Library by Alicia LaFerriere
 - 3. University Athletics by Corey Landowski
 - 4. Learning Space Advisory Committee by Emily Vieweg
 - 5. Student Voice Project by TBD
 - M. Ad Hoc Committees
 - 1. Engagement/Service in Job Descriptions by Melissa Lamp
 - 2. Diversity, Equity, and Inclusion (DEI) Committee by TBD
 - N. Day of Honor by Corey Landowski
- XVII. Old Business**
- XVIII. New Business**
 - A. Homecoming Engagement
 - 1. Motion to create an ad-hoc committee for Homecoming Engagement by Schroetter, second by Swank. Passed. Schroetter will chair the committee and will solicit members via email since Homecoming is coming up quickly. Please watch for more information from him.
 - B. University Business Hours
 - 1. Tabled to October meeting.
 - C. Coat Drive
 - 1. There is a student group looking to coordinate a Coat Drive during the Fall Semester. More information will be coming, but it is likely that Campus Engagement will assist and more information will be forthcoming.
- XIX. Announcements**
- XX. Adjourn – 11:01 AM.**

Scheduled meetings:

- Staff Senate: October 4th, 2023, 9:30 am by Zoom or Prairie Rose– Memorial Union

- Executive Committee: Wednesday, September 20th, 2023, 9:30 am by Zoom or Peace Garden – Memorial Union

