

NDSU STAFF SENATE

Agenda

Wednesday, October 4th, 2023

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/97076422648?pwd=RnBwNlVzNFdHR3ZrRnFCVfdaeIBkdzO9>

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 – 9:31 AM

II. Land Acknowledgement

III. Approval of Meeting Agenda – Motion to approve by Young, second by Vieweg. Passed.

IV. Faculty Senate Report by Warren Christiansen

A. President Christiansen expressed his gratitude for President Steinmann’s leadership in navigating the recent happenings regarding the Provost Officer reorganization.

B. Faculty have shared various opinions and feelings regarding the recent changes and impacts to administrative leadership. President Christiansen emphasized that in his role his aim is to represent faculty and that is challenging with a broad swath of opinions on the most recent changes. He is working with faculty, President Cook, and Provost Bertolini to figure out how they can work together on various items and share perspective.

C. President Christiansen acknowledged that he has heard from many staff that they do not feel they are able to share their voices and speak up in the same manner that faculty are able to, which is a difficult position to be in and a difficult situation to fix.

D. President Christiansen also shared that he has also been receiving phone calls from faculty who are also concerned about stating who they are or what department they are in while voicing their opinion for concerns over how their viewpoint might be used negatively against them. He believes that for some faculty, this stems from the difficulties of working through their graduate/PhD. programs where they were unlikely to have had a voice, and then to begin to work toward tenure which can also be stressful, difficult, and time-consuming.

1. He shared that while this might lead faculty to have some concerns over retaliation of their own while they’ve been working hard and making sacrifices to get to a tenured position, they might not fully appreciate that protections and freedom of expression that tenure provides compared to the position staff are in.

E. Faculty Senate, Staff Senate, and Student Government will be collecting feedback from their constituent groups about the reorganizations that were announced and be responsible for reviewing that feedback and sharing back with the President and Provost. This was done so that the feedback provides an additional layer of anonymity and ownership of that feedback is within the shared governance structure.

F. Faculty Senate meets on Monday, October 9th, and he is not certain at this moment what action will be proposed at that meeting relating to the changes.

G. For some faculty, this instance of change or lack of shared governance is the latest in a trend of actions by NDSU leadership over several years, and it be the “straw that broke the camels back”.

V. Campus Kudos by Kelly Todd

A. Kaelen Napoleon

B. Trevor McNeil

C. Becky Hellman Tangen

D. Adam Walter

VI. Student Government Report by Kaylee Weigel

- A. President Weigel thanked staff for their involvement with Homecoming.
- B. They have been working with Accounting to work on access to budgets for student organizations with the recent budget model changes.
- C. They have finished working on a green space reservation request.
- D. They funded a Multicultural Education Program recently, which is the first one of the year and they hope to have more throughout the year.
- E. They have started a mentorship program to help student organizations and boost retention in student organizations.
- F. Question from a Senator – has Student Government been planning to do any lobbying with the State Legislature during the Special Session?
 - 1. Tentatively, they do not. They have been working with administration and their advisor to determine if/when it is imperative to have student input on a North Dakota response to the Minnesota North Star Promise. They are on “standby” to provide student input if necessary.
 - a. Follow-up question: Does North Dakota Student Association plan to bring anything up during the Special Session?
 - (1) It was not discussed at their meeting in the prior month yet. She will share with then North Dakota Student Association President that it could be discussed at their next meeting.

VII. Senate Coordinating Council by Fred Hudson

- A. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)
- B. Input Agenda
 - 1. Policy 103 - Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings
 - a. Dr. Alan Denton attended the meeting to provide clarification on the questions provided at the previous Staff Senate Meeting.
 - (1) The goal of the revisions to the policy was to further bolster equity on-campus.
 - (a) One question regarded the 8000 and 9000 bands. Clarification was provided that Policy 103 does not impact those job bands.
 - (b) One of the questions was about the use of the word “temporary” when describing positions. The use of this word has caused confusion because the 9000 band is for temporary positions already. Policy 103 explicitly states which bands are impacted, and 9000 band is not included within that band.
 - (c) Angela Fowler provided additional context on which job bands are impacted, which are the 0000 and 20000 bands only.
 - b. The policy was meant to limit the duration to temporary positions in the impacted bands to 12 months.
 - c. Voting on the policy was tabled as revisions were needed both to account for Staff Senate recommendations and because the policy refers to positions that no longer exist with the most recent changes to the Provost Office.
 - 2. Policy 153 - Smoke-Free Facilities
 - a. The policy was reviewed again by the impacted departments and extension agents. Additional context was provided that many extension agents are funded by NDSU and the county in which they work, and in some cases the property on which they live is not NDSU-owned as a result.
 - b. Request was to add a statement to the policy that states, “For NDSU Extension County Programs, any local tobacco laws or policies will supersede NDSU policy and the employees of NDSU Extension County Programs are exempt from enforcing NDSU Policy 153 in spaces not owned by NDSU.”
 - (1) Schroetter pointed out that this may be unnecessary by nature of being implied. Legal Counsel will be able to chime in when they review it.
 - c. Motion to table a vote and provide feedback by Hopkins, second by Young. Passed.

VIII. Attendance Report by Joshua Schroetter

- A. Present – 33 Senators

- B. Excused – 6 Senators
- C. Absent – 3 Senators
- D. Guests - 62

IX. Approval of Wednesday, September 6th, 2023 Meeting Minutes – Motion to approve Swank, second by Hadden.

X. Treasurer’s Report by Justin Swank

- A. Appropriated - \$1,169.00
- B. Local - \$4,808.91
- C. Scholarship - \$2,277.48
 - 1. Scholarships have not been paid out yet. This balance will decrease.

XI. President’s Report by Kristi Steinmann

- A. The last few weeks have been very busy with the reorganization of the Provost Office.
- B. President Steinmann wanted to clarify that the email where Steinmann and Hudson shared information about the dismissal of Dr. Bilen-Green. In that communication, Steinmann and Hudson shared their perspective on the decisions that had been made but wanted to make it clear that they were not speaking on behalf of Staff Senate as a whole.

XII. Old Business

XIII. New Business

- A. Provost Office Reorganization
 - 1. The floor was opened for discussion regarding the Provost Office Reorganization.
 - a. Vieweg – One of her concerns was that the reorganization occurred hastily and without significant input from impacted stakeholders.
 - b. Lamp – The sudden announcement of the changes felt similar to the change to the business processes at NDSU. In general, the Provost Office restructure was not the first time that it felt like change happened suddenly and without the opportunity for Shared Governance. This seems to happen to staff frequently.
 - c. Swank – It feels that communication has broken-down significantly over the past year and this situation is part of that. Swank feels that improved communication would improve perception and the process of change at NDSU.
 - d. Helgaas – It is important that employees at NDSU remember they are in a right-to-work state. Personnel situations are personal to that person. If it were her role that had been impacted, she would not have wanted her personnel issues made public in the manner that they had been. There is a balance to
 - e. Schmidt McCullough– she has not worked here a long time. She came from environments where decisions are made with far less input by employees, and while she understands that these things can be upsetting, it is important to have perspective and understand that we do have more opportunity for input than many places would provide for. It is also important to remember that at the end of the day, we are here to serve students and there might be other issues more pertinent to serve those students.
 - f. Lamp – She feels that there are instances where advocating for ourselves also goes hand-in-hand with advocating for our students so that we can best serve them.
 - g. Kopp – While it is fair to feel that the communication of these decisions was not handled well, it is also worth considering how we respond to situations instead of reacting. Public protests during Homecoming does not assist in the image we create of NDSU to students, families, etc. and impacts our ability to recruit and retain students. The input of faculty, staff, and students is important when these things happen, but it it’s also important to balance that response with an appropriate approach that can be constructive.
 - h. Hegstad – Karin Hegstad shared information relating to Women in Leadership positions at NDSU. She acknowledged that attending and sharing some information as a woman in an administrative leadership position could be difficult but she felt it important to share her perspective.

(1) Hegstad shared a document identifying women administrators who hold leadership positions through administration, directors positions, chairs, deans, management, etc.

(2) Hegstad does not feel that the dismissal of Dr. Bilen-Green is not related to the treatment of women in leadership from the staff perspective. She acknowledged that from the faculty perspective, there might be differing perspectives.

(3) Hegstad shared that some of the Financial Transform processed have not adjusted as smoothly as she would have liked and understands where some frustration might come from.

(a) Otto – Senator Otto thanked Hegstad for sharing her stance within Staff Senate and asked if she would feel empowered to share this perspective within Faculty Senate.

i. Hunt – Hunt shared that he thinks the most-vocal opinions on issues that come up might be disproportionately heard. There might be many faculty and staff who do not agree with the loudest voices on the current issues but they make up a silent majority. He feels that the current campus climate does not allow for constructive discord. There are often people jumping to opinions and conclusions without the full context of a situation, which does not allow us to work together in a manner that honors shared governance as intended. As a result, a lot of our issues become very public. There are articles in the Forum and Chronicle of Higher Education about the discourse on our campus. In order to move forward and adapt to the current environment of Higher Education, campuses need to be more nimble in responding to change.

j. Swank – Swank reiterated that Staff Senate should be a place for staff at any level to voice their concern.

k. Schmidt McCullough – Schmidt-McCullough encouraged others to take ownership of the work they have control over in their area and to push for change. If you notice a peer or student who is concerned about sharing their voice, you can help them by accompanying them and encouraging them to speak up.

l. Bernard – Bernard expressed his thanks to administrators who have shared their opinions today while identifying themselves as staff. He also shared that if there are staff concerned about leaving anonymous feedback online, he is happy to help them see how to do that. Lastly, he shared that 3 President’s Councils provided feedback over the course of the prior year that led to the decisions relating to the most recent changes.

m. Nelson – Nelson thanked everyone who has spoken up and shared their voice so far. Her observation on some of the fear on-campus might stem from a lack of belonging on-campus. Her area of study is campus climate and campus culture and some of our issues are related to academic culture that other campuses also experience.

B. University Business Hours

1. Susag shared that Executive Committee discussed gathering feedback from campus about feelings toward the official business hours of the university. He suggested an ad-hoc committee be formed to discuss current business hours, potential changes to business hours, and potentially solicit feedback related to NDUS holidays and work days in close proximity to those holidays. He reiterated that the ad-hoc would be to gather information, and that information might reinforce that no change is desired, or that change could be proposed to administration, but there is not a formal policy that could be amended.

a. Motion create an ad-hoc committee to solicit campus feedback on university business hours by Vieweg, second by Bernard. Passed.

(1) Anyone interested in serving on the ad-hoc can reach out to Shiloh Susag.

C. Coat Drive

D. Faculty Senate – Committee for Instructional Continuity

1. Vieweg volunteered to serve on the Committee for Instructional Continuity.

XIV. Staff Senate Executive Committee by Kay Hopkins

A. Staff Senate Budget

B. Staff Senate Storage

XV. Advisors Comments by Mark Genkinger

XVI. Committee Business

- A. Public Relations Officer Report by Olivia Buller
- B. President’s Cabinet by Kristi Steinmann
- C. Elections by Fred Hudson
- D. Legislative and Bylaws by Shiloh Susag/Maggie Latterell
- 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 Emily Vieweg
 - 1. Campus Closures / Remote Work
- 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 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. Announcements

XVIII. Adjourn – 11:31 – AM.

Scheduled meetings:

- Staff Senate: November 1st, 2023, 9:30 am by Zoom or Prairie Rose– Memorial Union
- Executive Committee: Wednesday, October 18th, 2023, 9:30 am by Zoom or Peace Garden – Memorial Union

Committee Reports Submitted through Qualtrics Form:

- 1) Public Relations Officer Report by Olivia Buller
- 2) Elections by Fred Hudson
 - No report
- 3) Legislative and Bylaws by Shiloh Susag/Maggie Latterell
 - The committee will be reading through both Bylaws and Constitution individually, then convening as a group to review and make suggested edits. Anything that would amount to a substantive change to process, procedure, a position, etc. will end up needing more feedback solicited.
- 4) Information Technology by Daniel Erichsen
 - Zoom Phone project is moving forward. The goal will be to have as close to zero physical phones on campus as possible. IT will start the initial rollout inside of the IT division at the end of the year.
 - Classroom deinstrumentation will affect approximately 6 classrooms over the next 3 years. Little to no impact for faculty and students expected from the removal of these spaces out of the pool.
- 5) Scholarship by Corey Landowski
 - No report
- 6) Staff Development by Melisa Lamp
 - The Staff Development Committee is working on planning an event for Fall 2023. More information will be coming out soon.
- 7) Staff Recognition by Nazrin Ferdousi / Kelly Todd
- 8) Campus Engagement by Olivia Buller
- 9) Gunkelman Award by Jen Young / Amolia Schumacher
 - Amolia and Jen will meet on Oct. 18th to discuss when to have the first full committee meeting and get on the same page being co-chairs.
- 10) State Staff Senate by Emily Vieweg
 - Campus Closures / Remote Work (Will discuss in meeting)
- 11) Joint Committees
 - Campus Space and Facilities by Jen Young
 - Will be meeting on October 9th. Will have more information to present at next month's meeting.
 - Library by Alicia LaFerriere
 - No report
 - University Athletics by Corey Landowski
 - No report
 - Learning Space Advisory Committee by Emily Vieweg
 - Updates to Sugihara Rm 252 – whiteboard painted the whole front of the classroom as requested by faculty
 - Student Scheduling Survey – still in development – currently postponed
 - NDUS policy update
 - Scheduling policy 406.2 Class Starting Times – moving to policy 406 Academic Calendar
 - IT Updates – Classroom Deinstrumentation
 - The rooms slated for deinstrumentation have low tech usage, and would be deinstrumented at end-of-tech-life.
 - The deinstrumented rooms would be pulled out of the classroom rotation and repurposed based on Faculty, Staff, and Facilities feedback.
 - Faculty Senate Update – Warren Christensen came to talk up the Learning Assistance Program
 - Airtable – room reservation software – for 5 users, \$1200 per year – will go to Faculty Senate, Staff Senate, and Chairs/Heads for approval. The LSEC committee voted unanimously to adopt this product and move forward.
 - <https://myusf.usfca.edu/ets/lse/learning-spaces-on-campus>
 - Interactive/Filtered tables showing classrooms, seating, tech, etc.
- 12) Ad Hoc Committees
 - Engagement/Service in Job Descriptions by Melissa Lamp
 - Diversity, Equity, and Inclusion (DEI) Committee by TBD

13) Day of Honor by Corey Landowski

- No report