

NDSU STAFF SENATE

Minutes

Wednesday, November 1st, 2023

Prairie Rose – 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 – First by Lamp, Second by Young. Passed.**
- IV. **Campus Kudos** by Kelly Todd
 - A. Trevor McNeil
 - B. Tax Implications – Kristi Steinmann
 1. Steinmann shared that over the past year, not all awardees information was properly forwarded to Payroll to properly record taxes for the gifts given to staff. These have been followed-up on accordingly.
 - a. Helgaas shared that recipients can decline the gift card portion of their Campus Kudos award if they do not want the additional tax implications.
- V. **Faculty Senate Report** by Warren Christiansen
 - A. President Christiansen was unable to attend due to a class that he teaches at that time.
 - B. Hudson attended the October Faculty Senate meeting and provided a recap of the meeting.
 1. Faculty Senate Past President Andrianova resigned her position as Past President.
 2. Andrianova added a new agenda item for Faculty Senate related to a Vote of No Confidence in NDSU Administration. Faculty Senate did not get to their new business due to a long agenda, so this item will be discussed at their November meeting. There was some initial discussion amongst senators that they did not have enough time to discuss the agenda item and cast a vote that reflects their constituents.
 - a. Question from a Senator: If Faculty Senate goes through with the Vote of No Confidence, what happens?
 - (1) Hudson/Steinmann: They would put together a formal document that states their censure. This would be an official, public document from Faculty Senate that provides their stance. It would also be an official record maintained by the University System. It does not necessarily instigate further action by the University, but makes Faculty Senates stance known.
- VI. **Student Government Report** by Kaylee Weigel
 - A. Student Senate finalized their appointments and they are now full.
 - B. They finished appointments for the Senate Restructure Committee so they can evaluate how to handle senate membership with the college reorganization.
 - C. They are discussing in-person voting for Student Government elections in the coming Spring.
 1. Question from President Steinmann: Would you have in-person voting only, or in-person and online?
 - a. President Weigel: It would be both. The in-person voting option would be to increase awareness and access to voting for students and to bring students to their offices.
 - D. They are identifying objectives for Student Government between now and March when elections start.

VII. Program

A. Provost Bertolini

1. He shared that with the recent events, he understands how Faculty voices are likely elevated and he emphasized he appreciates staff input and understands staff have been working hard even with challenging issues on campus. They are still working to hear from all members of campus.
2. Provost Bertolini touched on some of ongoing priorities set forth by President Cook and the connection to efforts of Staff Senate.
 - a. He acknowledged that Staff Senate has been a leader in emphasizing Wellbeing on-campus and has worked hard on the that as it aligns with President Cook's priorities.
 - b. They are looking at DEI recommendations from campus and the Presidents Council for Diversity, Inclusion, and Respect. There is discussion about dedicated prayer space in the memorial Union and a Native American space.
3. Question from President Steinmann: There was mention in a previous setting about a task force being put together regarding Artificial Intelligence. Are there plans regarding this yet?
 - a. He has received nominations from Deans and Chairs for faculty to participate in this Task Force. He needs to convene this group to begin conversations and look at best practices for campus. He believes there will likely be a permanent group that is put together as the nature of Artificial Intelligence changes.
4. Question from Senator Lamp: Can you provide an update to the ongoing searches for permanent positions?
 - a. The search for the Dean of Health and Human Sciences is underway. They plan to move quickly.
 - b. The search for the Dean of Engineering was postponed and will likely be reevaluated next Fall. This was done for a couple of reasons: they are undergoing fundraising for a new facility and need stability through that process, and interim Dean Kallmeyer has been doing an excellent job leading thus far.
5. Question from Senator Hudson: There could still be perception that NDSU needs to work on the treatment of Women in leadership at NDSU. What work has been done in this area?
 - a. Provost Bertolini shared frankly that they do still have work to do relating to gender equity.
 - b. There was excellent work done on the by ADVANCE but much of that work was funded by grants, whereas they need to allocate institutional resources to some of this work.
 - c. He feels that shared governance can be improved and hears that feedback from campus.
 - (1) Question from Schumacher: What are some of the tangible to-do's that have been coming from those conversations?
 - (a) Provost Bertolini stated his answer may not be satisfactory as he believes there is still discussion that needs to occur and him and President Cook are awaiting information from the surveys that went out from Staff Senate, Faculty Senate, and Student Government. He knows that providing funding for initiatives does not equate to solving problems so they need to create action items.
 - (2) President Steinmann: Steinmann shared a portion of her President's update relating to the feedback being gathered through a Staff Senate Survey that pertains to the initial question. This update can be found below in President's Report.
6. Question from Helgaas: In responding to and understanding the feedback regarding the Provost Office Reorganization, it seems that there is a faction of staff and faculty that are ready to move toward a common goal of serving students. How does NDSU begin working toward to that end?
 - a. He agrees that we do need to begin moving forward, but cannot be dismissive of the other issues and feelings across campus regarding the announced changes. He does not feel that he and President Cook are done addressing the concerns across campus regarding those changes.

- b. NDSU also needs to focus on recruitment and retention of students and this is also an urgent issue.
 - c. Scholarship optimization is being looked at so that funds provided for student scholarship are maximizing their value.
 - d. The Minnesota Promise implemented in Minnesota creates an urgent challenge for NDSU. President Cook has taken the lead on advocating and seeking solutions to this challenge.
- 7. Question/Comment from Vieweg: In her role she does not explicitly work on recruitment or retention and primarily supports her department in role. What are actionable ways to contribute to the goal of recruitment or retention?
 - a. President Steinmann shared that Admissions has been putting together a series of videos on this topic to help campus understand how their work can contribute to this. Recordings are available online:
 - b. Provost Bertolini: Reiterated that there are trainings/videos being put together relating to this. He also emphasized his admiration for the work that staff do to support students on-campus whether or not they directly related to retention.

VIII. Senate Coordinating Council by Fred Hudson

- A. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)
- B. **Input Agenda**
- C. Senate Coordinating Council did not have a meeting. Several policies should be ready for review at the next meeting.

IX. Attendance Report by Joshua Schroetter

- A. Present – 36 Senators
- B. Excused – 1 Senator
- C. Absent – 5 Senators
- D. Guests - 35

X. Approval of Wednesday, October 4th, 2023 Meeting Minutes – motion to approve with edits by Young, second by Young. Passed.

- A. Change top portion to stay “minutes” instead of “agenda”.

XI. Treasurer’s Report by Justin Swank

- A. President Steinmann sent the funding letters to Vice Presidents/Vice Provosts across campus requesting funds based on the % of staff in their area. They requested about \$4,200 between the VP’s and have started receiving responses already providing funding.

XII. President’s Report by Kristi Steinmann

- A. There are about 32 pages of feedback/comments from the Staff Senate Survey regarding the Provost Office Reorganization. One theme of that feedback was that staff pointed to criticism of the lack of planning for changes, so changes should be well thought-out with action plans instead of making announcements without thorough plans.
 - 1. The survey was supposed to provide feedback related to the Provost Office Reorganization, but much of the feedback stemmed beyond the Provost Office Reorganization. As a result, Office of Institutional Research and Analysis will be given the data to pull out salient points and takeaways from the survey.

XIII. Old Business

- A. Provost Office Reorganization
 - 1. No new discussion.
- B. Faculty Senate – Committee for Instructional Continuity
 - 1. Faculty Senate created an Ad-Hoc to review the policies that impact instruction during campus closures. Senator Vieweg and President Steinmann will serve on the ad-hoc committee.

XIV. New Business

- A. Ad Hoc Committee - Diversity, Equity, and Inclusion (DEI) Committee
 - 1. This Ad Hoc committee previously met prior to the creation of the Presidents Council for Diversity, Inclusion, and Respect. The senator that previously chaired this committee no longer works at NDSU and the committee has not had activity for about a year. Hopkins suggested for the ad-hoc committee to conclude.

2. Motion to conclude the DEI ad-hoc, second by Schumacher. Passed.
3. Bylaws and Legislative Committee will create a draft of the addition of a standing DEI Committee when they work on changes to the bylaws.

XV. Staff Senate Executive Committee by Kay Hopkins

- A. They discussed updates to the search for the Vice President for Communication & Marketing.
- B. They discussed the Coat Drive that recently concluded.
- C. There is a new online platform for student advising called Civitas, which should start being utilized in the Spring.
- D. Phones on campus are changing to Zoom Phones. If you need more information, connect with your IT liaison.
- E. Staff Senate Executive Committee began discussing the structure of the Executive Committee and what the needs of that group are.
 1. Staff Senate Presidential Term – an Executive Committee Ad-Hoc was formed to discuss what it might look like to change the length of the President Term.

XVI. Advisors Comments by Mark Genkinger

XVII. 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
- M. Ad Hoc Committees
 1. Engagement/Service in Job Descriptions by Melissa Lamp
 2. University Business Hours by Shiloh Susag
 - a. Question from Helgaas: Is there an update on what work is being done with this committee?
 - (1) Susag: The committee recently met for the first time. They discussed approaches to solicit campus feedback, and expect to conduct a survey. There would likely be various versions targeted to staff, faculty, and students with additional questions relating to department/unit supervisors who make decisions around office coverage as well.
- N. Day of Honor by Corey Landowski

XVIII. Announcements

XIX. Adjourn – 11:00 AM.

Scheduled meetings:

- Staff Senate: Wednesday, December 4th, 2023, 9:30 am by Zoom or Prairie Rose– Memorial Union
- Executive Committee: Wednesday, November 15th, 2023, 9:30 am by Zoom or Peace Garden – Memorial Union

Scheduled Program:

- December – Anne Johnson and Zeb Watkins on gen Z and how to talk to people about NDSU

- January – President Cook
- February – Jolie Graybill, Dean of Libraries
- March – Mike Ellingson, Campus Updates

Committee Reports Submitted through Qualtrics Form:

- 1) Public Relations Officer Report by Olivia Buller
 - Check out our Staff Senate Facebook page for upcoming Campus Kudos highlights.
- 2) Elections by Fred Hudson
 - No report.
- 3) Legislative and Bylaws by Shiloh Susag/Maggie Latterell
 - Committee members are currently reviewing bylaws and constitution for procedural and grammatical changes. A draft of changes will be put together for Staff Senate to review and vote on. We are discussing how to gather feedback from Staff Senate on larger changes the body might see as necessary that would have more impact than procedural updates or grammatical fixes.
- 4) Information Technology by Daniel Erichsen
- 5) Scholarship by Corey Landowski
- 6) Staff Development by Melisa Lamp
- 7) Staff Recognition by Nazrin Ferdousi / Kelly Todd
 - No report.
- 8) Campus Engagement by Olivia Buller
 - Thank you to all that participated in our Relaxation Event last week, we had a good turnout and plan to send a survey to those who attended to gather feedback. Also keep a look out for future events!
- 9) Gunkelman Award by Jen Young / Amolia Schumacher
 - No report.
- 10) State Staff Senate by Emily Vieweg
- 11) Joint Committees
 - Campus Space and Facilities by Jen Young
 - They will be meeting on Nov. 14th at 9:00. This is a rescheduling of the meeting that was supposed to have occurred on Oct. 9th.
 - Library by Alicia LaFerriere
 - University Athletics by Corey Landowski
 - Learning Space Advisory Committee by Emily Vieweg
- 12) Ad Hoc Committees
 - Engagement/Service in Job Descriptions by Melissa Lamp
 - University Business Hours by Shiloh Susag
 - Several senators and NDSU staff members volunteered for the committee. The members will be senators Shiloh Susag, Kay Hopkins, Carin Engler, Kendra Otto, Roland Hall, and staff members Andrea Ludwig and Tania Molden. The first meeting is scheduled for Monday, October 30th.
- 13) Day of Honor by Corey Landowski