

Minutes

Wednesday, May 1st, 2024

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/98162102128?from=addon>

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 – 9:30 AM**
- II. Land Acknowledgement**
- III. Approval of Meeting Agenda** – Motion to approve Hopkins. Second by Swank. Passed.
- IV. Campus Kudos** by Kelly Todd
 - A. Angelica Warren
 - B. Trevor Knutson
- V. Attendance Report** by Joshua Schroetter
 - A. Active – 43 Senators
 - B. Present – 38 Senators
 - C. Excused – 1 Senator
 - D. Absent – 4 Senators
 - E. Guests – 15
- VI. New Senator Election** by Fred Hudson
 - A. Valerie Jones - STEM Educational Specialist – Nomination accepted.
 - B. Todd Phelps - Deputy Director of Athletics - Nomination accepted.
 - C. Sharijad Hasan - Associate Research Fellow UGPTI - Nomination accepted.
 - D. Amrita Ray - Milling Specialist, Northern Crops Institute - Nomination accepted.
 - E. Motion to close nominations and cast a unanimous vote by Swank. Second by Kopp. Motion passed.
- VII. Program**
 - A. 10:00 AM - Strategic Enrollment Management Plan – Seinquis Leinen
 - 1. Seinquis shared updates to the Strategic Enrollment Management Plan that is being put together. If you would like to view this presentation, you may watch the recording of the meeting.
 - a. Please note this portion of the meeting will be about 1 hour and 40 minutes into the recording.
 - b. The slides from this presentation are at the end of the minutes.
- VIII. Faculty Senate Report** by Warren Christensen
 - A. Faculty Senate elected their President-Elect at their last meeting; this was a vacated position that will become the President for the upcoming academic year. Lisa Montplaisir was elected to this position.
 - B. President Christensen thanked the Staff Senate leaders Hudson, Christiansen, and Hopkins for their work over the past year.
- IX. Student Government Report** by Garrett Kuhn
 - A. President Kuhn introduced himself as the Student Government President.
- X. Approval of Wednesday, April 3rd, 2024 Meeting Minutes** – Motion to approve by Hopkins. Second by Swank. Passed.
- XI. President’s Report** by Kristi Steinmann
 - A. End of Year Reports
 - 1. Please work on completing your End of Year Reports if you are a committee chair. There is a channel in the Staff Senate Teams that includes the report link.
 - 2. Please work on completing them by May 31st.

3. Swank shared that in the Treasurers folder of the Teams site, there is a file that should indicate spending by committee that can help you as you prepare your reports.

B. Shared Governance Summit

1. The members of the summit completed their presentation to campus. An email from Provost Bertolini was sent to campus which includes a recording of this presentation and a link to provide further feedback based on that presentation and the proposed changes to the shared principles document.

2. Additions to the principles includes a definition of what shared governance is at NDSU as well as the roles of each President of the governing bodies as they work with NDSU administration. They added roles and responsibilities for NDSU administration and the President, which primarily comes from ND (North Dakota) Century Code. They also discussed and looked to clarify that some decisions made at NDSU are based on authority of the person making the decision and personnel matters.

3. Changes to the guiding document do not require a formal vote and adoption through SCC.

XII. New Business

XIII. Old Business

A. Bylaws Updates – Shiloh Susag

1. Discussion led to request to remove any indication that Staff Senate requires a representative to the Food Insecurity task Force. This was struck from the Bylaws Track-Changes version being voted on.

a. Motion to approve Bylaws Updates with this change by Swank, second by Hopkins. Passed.

XIV. Elections

A. Staff Senate Executive Team

1. President Elect (Multi-Year term)

a. Nomination for Joshua Schroetter who have accepted their nomination. Introduction of the nominee. Motion to close nominations and cast a unanimous ballot by Hopkins and second by Swank. Motion passed. Joshua Schroetter was elected as President Elect.

2. Treasurer (2-year term)

a. Nomination for Justin Swank who has accepted their nomination. Introduction of the nominees. Motion to close nominations and cast a unanimous ballot by Vieweg, second by Hopkins. Motion passed. Justin Swank was elected as Treasurer.

3. Membership/Attendance Officer (2-year term)

a. Nomination for Melisa Lamp who have accepted their nomination. Introduction of the nominees. Motion to close nominations, call the question, and cast a unanimous ballot by Swank, second by Hopkins. Motion passed. Melisa Lamp was elected as Membership/Attendance Officer.

4. Information Technology Officer (2-year term)

a. Nomination for Daniel Erichsen who has accepted their nomination. Introduction of the nominees. Motion to close nominations, call the question, and cast a unanimous ballot by Swank, second by Hopkins. Motion passed. Daniel Erichsen was elected as the Information Technology Officer.

5. Public Relations Officer (2-year term)

a. Nomination for Libby Hardwick-Nelson who has accepted their nomination. Introduction of the nominees. Motion to close nominations, call the question, and cast a unanimous ballot by Swank, second by Young. Motion passed. Libby Hardwick-Nelson was elected as the Public Relations Officer.

6. Member at Large (3 positions, 1-year term)

a. Nomination for Sharijad Hasan, Jennifer Young, April Helgaas, Amolia Schumacher, Todd Phelps, and Emily Vieweg who have accepted their nominations. Introduction of the nominees. Polls conducted; first elected is Amolia Schumacher, second elected is April Helgaas, third elected is Jennifer Young. Congratulations to our new Members-At-Large.

B. Staff Senate Joint Committee Positions

1. Campus Space and Facilities Committee Member (3 positions, 1-year term)

- a. Nomination for Jennifer Young, Alicia LaFerriere, Ben Bernard, and Todd Phelps, who have accepted their nomination. Introduction of the nominees. Polls conducted; first elected is Todd Phelps, second elected is Jennifer Young, and third elected is Ben Bernard.
2. IT Committee Member (1 position, 1-year term)
 - a. Nomination for Ben Bernard who has accepted their nomination. Introduction of the nominees. Motion to close nominations, cast a unanimous ballot, and call the question by Swank, second by Hopkins. Motion passed. Ben Bernard is elected to the IT Committee.
3. Learning Space Advisory Committee Member (1 position, 1-year term)
 - a. Nomination for Alicia LaFerriere who has accepted their nomination. Introduction of the nominees. Motion to close nominations, cast a unanimous ballot, and call the question by Swank, second by Hopkins. Motion passed. Alicia LaFerriere is elected to the Learning Space Advisory Committee.
4. Library Committee Member (1 position, 1-year term)
 - a. Nomination for Alicia LaFerriere who has accepted their nomination. Introduction of the nominees. Motion to close nominations, cast a unanimous ballot, and call the question by Swank, second by Hopkins. Motion passed. Alicia LaFerriere is elected to Library Committee.
5. State Staff Senate (1 position, 3-year term)
 - a. Nomination for Justin Swank who has accepted their nomination. Introduction of the nominees. Motion to close nominations, cast a unanimous ballot, and call the question by Kopp, second by Hopkins. Motion passed. Justin Swank was elected to State Staff Senate.
6. University Athletics Committee Member (2 positions, 1-year term)
 - a. Nomination for Corey Landowski and Todd Phelps who have accepted their nomination. Introduction of the nominees. Motion to close nominations, cast a unanimous ballot, and call the question by Vieweg, second by Hopkins. Motion passed. Corey Landowski and Todd Phelps were elected to the University Athletics Committee.
7. Diversity, Equity, and Inclusion Committee Chair (1 position, 1-year term)
 - a. Nomination for Emily Vieweg and Aleisha Lokken who have accepted their nomination. Introduction of the nominees. Polls conducted. Aleisha Lokken was elected to the Diversity, Equity, and Inclusion Committee Chair.

XV. Senate Coordinating Council by Fred Hudson

- A. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)
 1. **133.1 - Tuition Waiver – Spouse/Partner and Dependents**
 2. **336 – Examinations and Grading**
 3. **153 – Smoke Free Facilities**
 4. **350.1 - Board Regulations on Academic Freedom and Tenure**
 5. **361 – Emeritus/Emerita Titles**
 6. **331.1 - Course Syllabus**
 7. Motion to approve the Consent agenda by Hopkins. Second by Latterell. The question was called by Swank. Motion passed.
- B. **Input Agenda**

XVI. Treasurer’s Report by Justin Swank

- A. No report.

XVII. Staff Senate Executive Committee by Kay Hopkins

XVIII. Advisors Comments by Mark Genkinger

XIX. 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
 - 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 Melisa Lamp
 - 2. **University Business Hours by Shiloh Susag**
 - N. Day of Honor by Corey Landowski
- XX. Transition of Presidency**
- A. President Steinmann transitioned the leadership of Staff Senate to President Hopkins. Thank you, Kristi Steinmann, for your service to Staff Senate!
- XXI. Announcements**
- XXII. Adjourn – 11:32 AM**

Scheduled meetings:

- Staff Senate Meeting: August 7th, 2024 – Location TBD
- Executive Committee: Wednesday, May 22nd, 2024, 9:30 am via Zoom

Scheduled Program:

Committee Reports Submitted through Qualtrics Form:

- 1) Public Relations Officer Report by Olivia Buller
 - No report.
- 2) Elections by Fred Hudson
- 3) Legislative and Bylaws by Shiloh Susag/Maggie Latterell
 - DEI Resolution was passed at the prior Staff Senate Meeting.
 - At the May meeting, the committee will share a draft of changes to the Bylaws including items recommended during the April Staff Senate meeting. A summary of changes will be shared to make discussion and voting easier.
- 4) Information Technology by Daniel Erichsen
 - Current IT Cost Saving Initiatives
 - Classroom technology advisory group will be formed in the fall
 - Software licensing for campus wide programs being reviewed
 - Printing cost saving initiative underway
 - Help Desk and Card Center moving to QBB 206 (by Fall 24 semester)
 - Purchase computers before May 1st to ensure they arrive by the end of the fiscal year
 - MFA for Blackboard will be turned on for students at start of summer semester
 - Zoom Phone project should be completed in early June for departments
- 5) Scholarship by Corey Landowski
- 6) Staff Development by Melisa Lamp
 - No report.
- 7) Staff Recognition by Nazrin Ferdousi / Kelly Todd
- 8) Campus Engagement by Olivia Buller
 - We are hosting the End of Year Gathering on Thursday, May 16th from 2 – 4 pm in Thundar's Game Room. Please attend and encourage other staff across campus to attend as well. Also, thank you to those that attended our Brain Break in April, we had a great turnout!
- 9) Gunkelman Award by Jen Young / Amolia Schumacher
- 10) State Staff Senate by Emily Vieweg
 - Met April 8th.
 - SBHE update:
 - Met 1st week of April at Minot State
 - Envision 2035:
 - (a) Reports were due middle of March and the final project at the end of the month; will have a month to look over them and then discuss at the retreat
 - (b) Some discussion regarding catching up financially to industry and state counterparts in order to retain staff and faculty who are good at what they do
 - (c) Document should be very solid but document to action may be a long, winding path
 - Hired a company to look at retirement plans – evaluate the companies and processes we currently use and see if it's the best
 - (a) Make sure we don't do the same thing as with health insurance – just because it's more cost effective doesn't make it the best
 - No HRC update
 - Other business:
 - Task force chair updates
 - (a) Legislative: nothing right now
 - (b) Tuition waiver: now part of the Envision 2035
 - (c) Artificial Intelligence Effects on Staff: no update
 - (d) Guidance on Campus Closures/Remote Working Days: Completed.

- June face-to-face meeting
 - (a) Scheduled to be hosted by DCB
 - (b) After discussion, came up with Tuesday afternoon/Wednesday morning on June 4th and 5th
- Staff Senate Fundraising discussion
 - (a) Looking if someone can attend the May meeting – won't be able to speak to specifics of each college but can speak generally
 - (b) Each university/college has own legal counsel that can go to for specific questions

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11) Joint Committees

- Campus Space and Facilities by Jen Young
- Library by Alicia LaFerriere
 - No report.
- University Athletics by Corey Landowski
- Learning Space Advisory Committee by Emily Vieweg

12) Ad Hoc Committees

- Engagement/Service in Job Descriptions by Melisa Lamp
- University Business Hours by Shiloh Susag
 - Data was collected. The Office of Institutional Research and Analysis is assisting in compiling the data. The committee will meet once the summary is provided and discuss next steps.

13) Day of Honor by Corey Landowski

