

NDSU STAFF SENATE

Minutes

Wednesday, March 6th, 2024

Prairie Rose – Memorial Union

Zoom - <https://ndsus.zoom.us/j/94625852819?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 – 9:32 AM**
- II. Land Acknowledgement**
- III. Approval of Meeting Agenda** – motion to approve by Buller, second by Vieweg. Passed.
- IV. Campus Kudos** by Kelly Todd
 - A. Bryan Lim – Catering Supervisor
- V. Program**
 - A. Becky Bahe – Curricular Approach
 - 1. Becky Bahe provided information regarding the Curricular Approach that non-academic units utilize in their work with students. If you would like more information, you can watch the recording of this meeting.
 - B. Mike Ellingson – Campus Projects Updates
 - 1. Mike Ellingson provided updates on campus projects. If you would like more information, you can watch the recording of this meeting.
- VI. Faculty Senate Report** by Warren Christensen
 - A. No report.
- VII. Student Government Report** by Kaylee Weigel
 - A. Student Body Government elections start on Monday, March 11th when campaigning begins.
- VIII. Attendance Report** by Joshua Schroetter
 - A. Active – 40 Senators
 - B. Present – 35 Senators
 - C. Excused – 2 Senators
 - D. Absent – 3 Senators
 - E. Guests – 30
- IX. President's Report** by Kristi Steinmann
 - A. The Shared Governance Summit has been scheduled for March 30th. A consultant will serve as their facilitator for the summit. After the summit concludes, there will be an update to the Principles on Shared Governance that NDSU governing bodies utilize. They will put together presentations to share those changes. The last step would be to have all the governing bodies review and adopt the changes.
- X. New Business**
 - A. Microsoft Teams – Daniel Erichsen

1. Daneil shared information about the transition of Staff Senate to Microsoft Teams. For a brief training on how our Teams site is set up, please watch the recording of this meeting, or reach out to Daniel Erichsen.

XI. Old Business

XII. Senate Coordinating Council by Fred Hudson

A. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)

1. 350.1 – Board Regulations on Academic Freedom and Tenure; Academic Appointments
2. 352 – Promotion, Tenure, & Evaluation
3. Motion to approve the Consent Agenda by Young, second by Vieweg. Passed.

B. **Input Agenda**

1. 132 – Developmental Leave
 - a. There are housekeeping changes needed regarding who the request is routed to. There is another housekeeping change relating to how the request form is referenced so it does not go directly to DocuSign but goes to the NDSU webpage with more information.
 - b. Motion to approve 132 – Developmental Leave by Swank, second by Young. Passed.

XIII. Approval of Wednesday, February 7th, 2024 Meeting Minutes

- A. Correction of the spelling of Warren's last name.
- B. Motion to approve changes by Latterell, second by Young. Passed.

XIV. Treasurer's Report by Justin Swank

- A. There are some expenses pending from the Puzzled Escape Room event.

XV. Staff Senate Executive Committee by Kay Hopkins

- A. Executive Committee discussed the upcoming elections processes and timelines.
- B. There were planned Bylaws updates, but one of those items related to a Diversity, Equity, and Inclusion Committee. It was recommended that NDSU legal counsel review this policy prior to being presented and adopted so there are no issues with the specified concepts legislation passed by the ND Legislature last year. Feedback has not been received yet but it should be on the April agenda for consideration.

XVI. Advisors Comments by Mark Genking

- A. No report.

XVII. Committee Business

- A. Public Relations Officer Report by Olivia Buller
- B. President's Cabinet by Kristi Steinmann
- C. **Elections by Fred Hudson**
 1. Additional information about elections is shared below in the Committee Reports. Fred elaborated that they have also sent election information to solicit nominations through the Staff Listserv as well.
- 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 Melissa Lamp
2. University Business Hours by Shiloh Susag

N. Day of Honor by Corey Landowski

XVIII. Announcements

A.

XIX. Adjourn -

Scheduled meetings:

- Staff Senate: Wednesday, March 6th, 2023, 9:30 am by Zoom or Prairie Rose– Memorial Union
- Executive Committee: Wednesday, February 21st, 2023, 9:30 am by Zoom or Peace Garden – Memorial Union

Scheduled Program:

- April – Senator Elections
- May – Executive & Committee Elections

Committee Reports Submitted through Qualtrics Form:

1) Public Relations Officer Report by Olivia Buller

2) Elections by Fred Hudson

- **SENATOR ELECTIONS**

- February 28: Message to Staff Senators with terms ending this spring to remind them to be ready to reapply. Fred
 - **NOMINATIONS**
 - (a) March 4: Message to all staff indicating nominations is open (nominations will be open until March 15). Fred
 - (b) March 11: Reminder message to all staff to complete nominations. Fred
 - **ELECTIONS**
 - (a) March 22: Message to all staff indicating election of nominated staff members is open (election will be open until March 28). Fred

Note: time is required between nominations and elections to give me time to contact anyone nominated by someone else to ensure they want to be considered in the election
 - (b) March 26: Reminder message to all staff. Fred
 - **RESULTS**
 - (a) April 2: Message from Kristi indicating results plus welcome content for new Senators to join May meeting (also set up a Turning Point account, etc.). Kristi

- **EXECUTIVE TEAM AND JOINT COMMITTEE ELECTIONS**

- April 8: message to all Staff Senators about open positions and election at May 2024 Staff Senate meeting (including info about process, Turning Point, etc.). Fred
- April 15: reminder
- April 22: reminder (or could go with May meeting materials)

3) Legislative and Bylaws by Shiloh Susag/Maggie Latterell

- The items planned to be voted on in March needed to be pushed to April.
 - DEI Committee – sent to legal counsel for review for any issues with specified concepts legislation that passed ND (North Dakota) Legislature last spring.
 - Bylaws updates – mostly formatting/grammar but will not occur until other material changes are voted on which had to be pushed back.
 - The Parliamentarian/Historian - Executive Committee further discussed this role and decided to table any action on it. A Parliamentarian is supposed to maintain a level of neutrality, which led to discussion on how electing this position might mean a senator forgoes some of their ability to participate in meetings which defeats the spirit of being a senator to begin with. The Executive Committee discussed ways they can better prepare themselves and Staff Senators for utilizing parliamentary procedure including training at the first meeting of the academic year.

4) Information Technology by Daniel Erichsen

- Zoom Phone rollout continues. Check the FAQ for info on tips and tricks as well as dates and schedules.
- MFA (Multi Factor Authentication) for Blackboard will roll out for faculty over spring break. Announcements will be sent. Students will move over at the start of the summer term.
- Please only use approved AI (Artificial Intelligence) tools for meetings. Zoom has a free option available as part of its service and it is approved for usage.
- Data transfer from X Drive to Teams has been completed, please confirm that all your files are in the new location.
- Contact the IT Committee if you have any questions.

5) Scholarship by Corey Landowski

- The application for both staff and staff dependents are live through March 15th with additional reminders to submit applications coming in the next week.

6) Staff Development by Melisa Lamp

7) Staff Recognition by Nazrin Ferdousi / Kelly Todd

- Upcoming: The NDSU Staff Recognition Awards Event is planned for April 18th from 1pm-2:30pm.

8) Campus Engagement by Olivia Buller

- Thank you to those that attended the Barry Hall Relaxation and Wellbeing Event on Tuesday March 5th. A survey will go out to those that attended the event to gather feedback. We also have a Brain Break planned for Tuesday, April 9 in Meadowlark from 9:00am to 11:00am, so be sure to stop by for a bit of a reprieve in your day. More details will be coming soon about our end of year event – be on the lookout for that.

9) Gunkelman Award by Jen Young / Amolia Schumacher

- CHANGE OF DATE: New date is Thursday, March 2nd at 3:00 pm
 - Nominations will be opening in early March, be on the lookout for emails!

10) State Staff Senate by Emily Vieweg

11) Joint Committees

- Campus Space and Facilities by Jen Young
- 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
 - The survey received about 375 responses, mostly from staff. An additional push to faculty is planned, then the committee will reconvene to begin reviewing the results.

13) Day of Honor by Corey Landowski

ORIENTATION CONNECTION CREW

SUMMER
· 2024 ·

Orientation and Welcome Week take MANY hands to run smoothly. Right now, we're looking for some help to spread the word about our summer jobs for undergraduate students. You know talented students, they might just need a little nudge...

Positions we're hiring:

- Connection Crew
 - Primarily June with optional July & August dates
 - \$15/hour
- Event Planning Interns
 - May 28-September 6
 - \$16/hour
- Special Populations Experience Intern
 - May 28-September 6
 - \$16/hour

****FREE campus housing for the duration of employment****

[Additional Information](#)

[Applications](#)

Due March 15 at 11:59PM

Questions about the jobs or application process?

Please contact [Margaret Latterell](#)