

# NDSU STAFF SENATE

## Minutes

Wednesday, May 7<sup>th</sup>, 2025

Prairie Rose – Memorial Union

<https://ndsus.zoom.us/j/93466557519>

*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.*

*Shared governance is the collaborative process through which we develop campus policies, practices, and initiatives that support the common good of our institution. As members of the NDSU community, we are committed to living out our institutional mission and values toward our strategic goals and aspirations, in alignment with the shared governance principles of transparency, responsibility, good faith and respect. In doing so through shared governance, we shall adhere to the framework established by the Constitution of North Dakota and the North Dakota Century Code, while acknowledging the delegated authority granted to each institution and their respective presidents by the State Board of Higher Education.*

Information and reminders can be found at the bottom of the agenda\*.

- I. Call to Order – 9:31 AM**
- II. Land Acknowledgement & Shared Governance Statement**
- III. Approval of Meeting Agenda** – Motion to approve by Latterell, seconded by Young. Passed.
- IV. Approval of Wednesday, April 2<sup>nd</sup>, 2025, Meeting Minutes** – Motion to approve by Latterell, seconded by Young. Passed.
- V. Campus Kudos** by Carin Engler / April Helgaas
  - A. Betsy Boyer
  - B. Pat Hanson
  - C. Casey Charon
  - D. Amy Scott
  - E. Tania Molden
  - F. Andrea Ludwig
  - G. Chris Hamre
  - H. Justin Miller
  - I. LaDonna De Geldere
  - J. Kari Schmitz-Eilertson
  - K. Paige Martinson - student
- VI. Attendance Report** by Melissa Lamp
  - A. Active – 63 Senators
  - B. Present – 58 Senators
  - C. Excused – 1 Senators
  - D. Absent – 4 Senators
  - E. Guests - 43
- VII. Faculty Senate Report** by Lisa Montplaisir
  - A. Thank you to the STaff Senate leadership. President Montplaisir extended her thanks and appreciation to the staff she has gotten to work with this year.

- B. ND Legislature concluded on Saturday April 3<sup>rd</sup>. The Governor has not finished signing all the bills quite yet.
- C. The Faculty Senate has their final meeting on May 12<sup>th</sup>. Elections will occur then so they will know their leadership team for the upcoming year at the conclusion of that meeting.

**VIII. Student Government Report** by Nic Frello / Caleb Jarvis

- A. President Frello and Vice President Jarvis introduced themselves.
- B. Nic and Caleb's campaign pillars were:
  - 1. Increase ticket quota for student tickets to NDSU Football games.
  - 2. Lessen overall reliance on email/listservs (alternative media outlets)
  - 3. Create a committee called Senate Outreach Committee that brings together colleges and the organizations that fall under their college.
  - 4. Re-ignite the Spring Involvement Expo in order to maintain student engagement throughout the Spring semester.
  - 5. Restart the Student Government Newsletter.
  - 6. Expand upon the Goods for the Herd Food Pantry through Student Government.

**IX. Program**

**X. President's Report** by Kay Hopkins

- A. Legislative Session Updates
  - 1. Many of the items that were being monitored ended up failing in the Legislature or are pending at the Governors level for signature.
- B. Federal Actions
  - 1. <https://www.ndsu.edu/federal-actions>

**XI. Outgoing Senator Recognition**

- A. Roland Hall
- B. Sheila Tindall
- C. Carin Engler
- D. Amolia Schumacher
- E. Jeff Hanson

**XII. Elections** by Kristi Steinmann

- A. President-elect, 3-year term
  - 1. Nominations for Shiloh Susag; accepted their nominations. Introduction of the nominee. Motion to close ballots and cast a unanimous vote by Kopp, seconded by Young. Motion passed. Shiloh Susag was elected as President-Elect.
- B. Secretary, 2-year term
  - 1. Nominations for Nazrin Ferdousi who has accepted their nomination; nomination for Jennifer Young who has accepted their nomination. Introduction of the nominees. Ballots were cast. Jennifer Young was elected as Secretary.
- C. At-large Executive Members (3), 1-year term
  - 1. Nominations for Connor Copeland who has accepted their nomination; Narin Ferdousi who has accepted their nomination; Jeremy Kopp who has accepted their nomination; Corey Landowski who has accepted their nomination; and Kristi Steinmann who has accepted their nomination. Motion to close nominations by Latterell, seconded by Young. Introduction of the nominees. Ballots cast. Kristi Steinmann, Corey Landowski, and Jeremy Kopp were elected as At-Large Executive Committee Members.
- D. Campus Space and Facilities Committee Members (3), 1-year term

1. Nominations for Ben Bernard who has accepted their nomination; nominations for Megan Hubbard who has accepted their nomination; and nomination for Jennifer Young who has accepted their nomination. Introduction of the nominees. Motion to close nominations and cast a unanimous ballot by Discher, seconded by Kopp. Ben Bernard, Megan Hubbard, and Jennifer Young were elected.
- E. IT Committee Member, 1-year term
  1. Nomination for Ben Bernard who was accepted their nomination. Introduction of their nominee. Motion to close nominations and cast a unanimous ballot by Kopp, seconded by Young. Passed. Ben Bernard was elected as IT Committee Member.
- F. Learning Space Advisory Committee Member, 1-year term
  1. Nomination for Alica Laferriere who has accepted their nomination. Introduction of the nominee. Motion to close nominations and cast a unanimous ballot by Schumacher, seconded by Latterell. Motion passed. Alicia Laferriere was elected as Learning Space Advisory Committee Member.
- G. Library Committee Member, 1-year term
  1. Nomination for Ben Bernard who was accepted their nomination; Nomination for Alica Laferriere who has accepted their nomination. Introduction of the nominees. Ballots cast. Alicia Laferriere was elected as Library Committee Member.
- H. State Staff Senate Member, 3-year term
  1. Nomination for Corey Landowski who has accepted their nomination. Introduction of the nominee. Motion to close nominations and cast a unanimous ballot by Laterrell, seconded by Young. Motion passed. Corey Landowski was elected as State Staff Senator.
- I. University Athletics Committee Member (2), 1-year term
  1. Nominations for Connor Copeland who has accepted their nomination; nominations for Corey Landowski who has declined their nomination; nomination for Shea Mattingly who has accepted their nomination. Introduction of the nominees. Motion to close nominations and cast a unanimous ballot by Discher, seconded by Laterrell. Motion passed. Connor Copeland and Shea Mattingly were elected to the University Athletics Committee.
- J. Access and Opportunity Committee Chair, 1-year term
  1. Nomination for Nancy Boyle who has accepted their nomination. Introduction of the nominee. Motion to close nominations and cast a unanimous ballot by Laterrell, seconded by Young. Motion passed. Nancy Boyle was elected as the Access and Opportunity Committee Chair.

**XIII. New Business**

**XIV. Old Business**

- A. Staff Senate Budget
  1. Traveling Book Club
    - a. An email was sent about the availability of the Traveling Book Club titles and how to borrow them.
  2. Promoting Staff Senate
    - a. There are plans to purchase some type of door clings/badges to purchase for staff to use at their offices to indicate to others they are a staff senator.
  3. Upgrade Tabling Decor
    - a. New tabling decor will be purchased.

**XV. Senate Coordinating Council by Kristi Steinmann**

- A. **Consent Agenda**
  1. 143 - Sick/Dependent Leave
  2. 170 - Payment of Meals for Staff and Guests
  3. 304 - Academic Staff and Executive/Administrative Positions

4. 335 - Academic Integrity in Instructional Contexts
5. 337 - Grade Appeals Board
6. 352 - Promotion, Tenure and Evaluation
7. 824 - Institutional Base Salary (New)
8. Motion to approve Consent Agenda by Latterell, seconded by Steinmann. Passed.

**B. Input Agenda**

1. Policies 333 - Class Attendance, 515 – Travel Employee were moved to the Input Agenda.
2. 333 - Class Attendance
  - a. Discussion
    - (1) Discher shared that the Class Attendance policy underwent some significant changes in the prior year already based on feedback from the Dean of Students office. These new changes were not brought forth by the same office.
    - (2) Schroetter provided additional context that the requestor wanted to move the policy change forward to gather additional feedback.
    - (3) Helgaas inquired whether there is a consequence to students who are absent more than the 40% threshold indicated in the change.
      - (a) There is no consequence listed in the policy right now, which was also a consideration of the Senate Coordinating Council.
    - (4) Schumacher shared that in some instances, based on course availability, some programs that limit the number of re-takes available to students.
  - b. Motion to not recommend the acceptance of this policy change by Discher; seconded by XXX. Discher abstained. Motion passed. This change will not be recommended for acceptance by Staff Senate.
3. 515 – Travel Employees
  - a. There is one part of this policy that creates an inconsistent window of time for the meal periods, particularly around the lunch hour for employees in travel status. It does not mimic the start/end times similar to the breakfast or dinner period.
  - b. Motion to send the noted inconsistency of policy/OMB interpretation to Legal Counsel to address with OMB by Kopp. Seconded by Hadden. Motion passed.
  - c. Motion to recommend policy for acceptance without edits by Schroetter, seconded by Steinmann. Motion passed.

**XVI. Treasurer's Report by April Helgaas**

- A. Appropriated: \$5,240.78
- B. Local: \$579.22
- C. Scholarship: \$191.33
- D. Staff Senate Support Fund: \$251.75

**XVII. Staff Senate Executive Committee by Joshua Schroetter**

**XVIII. Advisors Comments by Mark Genkinger**

- A. With the ND Legislature wrapping up, merit raises should be 3% and 3% for each of the upcoming fiscal years. Raises are effective July 1<sup>st</sup>.
- B. Starting August 1<sup>st</sup>, newly hired employees at state institutions will be given 40 hours of annual leave upon starting that must be used within the first calendar year of their employment. This is in addition to their accrued leave.

**XIX. Committee Business**

- A. Public Relations Officer Report by Libby Hardwick-Nelson
- B. President's Cabinet by Kay Hopkins

- C. Elections by Kristi Steinmann
- D. Legislative and Bylaws by Shiloh Susag / Jeremy Kopp
- E. Information Technology by Daniel Erichsen
- F. Scholarship by Jena Reno/Corey Landowski
- G. Staff Development by Melissa Lamp
- H. Staff Recognition by Carin Engler / April Helgaas
- I. Campus Engagement by Maggie Latterell
- J. Gunkelman Award by Jen Young / Joshua Schroetter
- K. State Staff Senate by Emily Vieweg/ Jen Young
- L. Access and Opportunity Committee by Amolia Schumacher
- M. Joint Committees
  - 1. Campus Space and Facilities by Jen Young
  - 2. Library by Alicia LaFerriere
  - 3. University Athletics by Corey Landowski/ Todd Phelps
  - 4. Learning Space Advisory Committee by Alicia LaFerriere
- N. Ad Hoc Committees
- O. Day of Honor by Jen Young

**XX. Announcements**

**XXI. Adjourn 11:33 AM**

Staff Senate Meetings:

The first meeting of the next academic year will be held on the first Wednesday in August. More information about the meeting location, zoom link, and time will be shared as we get closer to this date.

Scheduled Programs:

Committee Reports Submitted through Form:

- 1) Public Relations Officer Report by Libby Hardwick-Nelson
  - No report.
- 2) Elections by Kristi Steinmann
  - No report.
- 3) Legislative and Bylaws by Shiloh Susag/Jeremy Kopp
  - No report.
- 4) Information Technology by Daniel Erichsen
  - No report.
- 5) Scholarship by Jena Reno/ Corey Landowski
  - Scholarship by Jena Reno/Corey Landowski
    - Committee has selected staff and dependent scholarship recipients:
      - 4 staff were selected at \$100 each - \$400 total
      - 4 dependents were selected, 2 at \$400 each and 2 at \$250 each - \$1,300 total
    - Communication emails going out to recipients this week
- 6) Staff Development by Melisa Lamp
  - No report.
- 7) Staff Recognition by Carin Engler/ April Helgaas
  - Individual Staff Recognition Award Winners:
    - Amanda Susag, Jana Daeuber, Jeff Kittilson, Shelley Horne, Angela Evans, Anna Adkins, Diane Goede, Ron Koehler

- Team Staff Recognition Award Winner:
  - EDRF Project Team: Sheri Anderson, Cassie Johnson, Kirstin Saulsbury, Scott Payne, Cindy Graffeo, Zane Gernhart, Val Kettner, and Amy Kain

8) Campus Engagement by Maggie Latterell

- Thank you for your donating time and items all year to Goods for the Herd!
- Thank you for joining us at Brain Breaks!
- Save the date for our end of year gathering: Thursday, May 22 – 2-4PM in Thundar’s Game Room – stop by, bring a friend, connect with our staff community!

9) Gunkelman Award by Jen Young / Joshua Schroetter

- No report.

10) State Staff Senate by Jen Young / Emily Vieweg

- Minutes are included as an addendum below.

11) Joint Committees

- Campus Space and Facilities by Jen Young
  - No report.
- Library by Alicia LaFerriere
  - No report.
- University Athletics by Corey Landowski
  - No report.
- Learning Space Advisory Committee by Alicia LaFerriere
  - No report.
- Access and Opportunity Committee by Amolia Schumacher
  - No report.

12) Ad Hoc Committees

13) Day of Honor by Jennifer Young

- No report.