

NDSU STAFF SENATE

Minutes

Wednesday, August 6th, 2025

Prairie Rose – Memorial Union

<https://ndsus.zoom.us/j/92605614935?pwd=45L59sVaGQreuWlrJwGamJkDTBTib.1>

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.

- I. Called to Order** at 9:33 am.
- II. Land Acknowledgement & Shared Governance Statement**
- III. Approval of Meeting Agenda** – Approved by unanimous consent.
- IV. Approval of Wednesday, May 7th, 2025 Meeting Minutes** – Approved by unanimous consent.
- V. Campus Kudos** by
- VI. Attendance Report** by Melissa Lamp
 - A. Senators: 61
 - B. Present: 50
 - C. Excused: 2
 - D. Absent: 9
 - E. Guests: 13
- VII. Faculty Senate Report** by Lisa Montplaisir
 - A. Travelling but there is no update as they haven't had their first meeting.
- VIII. Student Government Report** by Nic Frello/Caleb Jarvis
 - A. No update because the academic year hasn't started so haven't had a meeting yet.
- IX. Program**
- X. President's Report** by Joshua Schroetter
 - A. A lot has happened over the summer so thanks for all the work that staff does over the summer.
 - B. Federal Actions
 - 1. <https://www.ndsu.edu/federal-actions>
 - 2. A lot has happened and a lot is still going on. NDSU is still trying to figure out all the impacts of the Big Beautiful Bill that Trump signed. Some of this deals with Pell Grant eligibility and financial aid. Several things going on with the research side of things. There have been a few grants pulled from the university due to this. A lot of discussion regarding indirect costs, possibly reducing from federally negotiated 45% to 15%. Executive order targeting athletics that will have more info coming.
 - 3. Matt Diischer – Release in August regarding the Dear Colleague letter that is being addressed.
- XI. Old Business**

XII. New Business

- A. Homecoming
 - 1. Last year did a parade float for the first time in a long time. Hoping to do it again this year.
 - 2. Hopkins moves to create an ad hoc committee for Homecoming with Hopkins as chair. Hadden seconded the motion. Open for discussion. Latterell asked if need previous experience to serve on ad hoc committee. No previous experience is needed. When is Homecoming? Parade will be on Sept. 26th. You do not have to be on the committee to be on the float. Young mentioned the Staff Senate T-shirts that we wore for the parade last year. Only \$5 or \$10 to purchase from Design & Sign. More information will be sent out regarding the T-shirts later. Discussion closed. Motion passed. If interested in serving on committee, reach out to Kay Hopkins directly.
- B. Committees
 - 1. Committee assignments did not happen earlier this week but will be sent out by the end of the week. Please get together before the next meeting and invite Shwa to get the committees going. All committees will have at least one previous committee member.
- C. Budget
 - 1. Has been developed based on what previous committees have done and requested and that will be presented to President Cook. By September meeting should have a finalized budget.
 - 2. Staff Senate has done things differently regarding the budget over the years. Used to ask the VPs for funding but Pres. Cook suggested that we just go to his office for funding. COVID changed how we did things because we switched to a lot of remote things and didn't spend as much. Just now spending all the extra budget from those years.
 - 3. Giving Day
 - a. Representative from Foundation will be coming at the September meeting to discuss Giving Day.

XIII. Senate Coordinating Council by Kay Hopkins

- A. **Consent Agenda**
- B. **Input Agenda**
- C. Reminder of the procedures for SCC.

XIV. Treasurer's Report by April Helgaas

- A. Appropriated: \$1169.00 – amount from President's Office from previous budget model
- B. Local: \$235.72 – carry over from last year
- C. Scholarship: \$1914.33 – Scholarships have not been billed for the fall yet.
- D. Staff Senate Support Fund: \$251.75

XV. Staff Senate Executive Committee by Shiloh Susag

- A. Welcome Week volunteers for SNL
 - 1. Most of Exec are volunteering for move-in or not available so don't want to make it seem required.
 - 2. Anyone can sign up to volunteer either on behalf of Staff Senate or on your own.
- B. VP for RCA – working on short time line – Presidents (Faculty, Staff, Student) were able to give feedback but didn't have time to bring to all of staff.
- C. Some changes may be coming regarding the annual review process

XVI. Advisor's Comments by Mark Genkinger

- A. Director of HR and Advisor to Staff Senate
- B. Proud of the number of faces present in the room today – largest he's seen in his time here – encourages people to continue to come in person – if have issues with supervisors, let him know and he'll talk to them

- C. Making little changes can lead to bigger changes. However, you have to show up to make changes.

XVII. Other Business Reports

A. Public Relations Officer Report by Libby Hardwick-Nelson

- 1. We will be taking a group photo at the next Staff Senate meeting (September 3rd). Please wear Bison gear and attend in person if possible.

B. President's Cabinet by Joshua Schroetter

- 1. Has not met yet.

C. Staff Senate Committees

- 1. Elections by Kay Hopkins
- 2. Legislative and Bylaws by
- 3. Information Technology by Daniel Erichsen
- 4. Scholarship by
- 5. Staff Development by
- 6. Staff Recognition by
- 7. Campus Engagement by
- 8. Gunkelman Award by
- 9. **Access and Opportunity Committee by**

- a. Nancy Boyle cannot serve as the chair due to her position on campus so had to step down.
- b. Main thing about being chair will be being a representative on the President's Council for Wellbeing.

D. State Staff Senate by Jenn Young

- 1. Jenn Young went over the Committees and the goals of State Staff Senate for the upcoming fiscal year. See details below in Committee Reports.

E. Joint Committees

- 1. Campus Space and Facilities by Jenn Young, Ben Bernard, Megan Hubbard
- 2. Library by Alicia LaFerriere
- 3. **University Athletics by Connor Copeland**

- a. The other representative is leaving NDSU so will have an election at September meeting.

- 4. Learning Space Advisory Committee by Alicia LaFerriere

F. Ad Hoc Committees

G. Day of Honor by

XVIII. Announcements

- A. Alicia LaFerriere – Bison Ready program – started sending out informational emails about it last Friday; students were still working through course activation issues; working on where graduate students were charged the incorrect rate – program allows students to pay a flat rate for course materials versus paying for each item; have a webpage on the bookstore site with more information.

- B. Welcome Week Volunteer – Highly encourage to welcome students as they walk through the gate on the Monday of the first week of classes. You don't have to sign up, just show up between 10:00 and 10:10 to welcome students. Provost also sent out email about all the volunteer opportunities.

- C. Will be bringing printed copies of the agenda so that we don't have to share the agenda on the screen. This way we would be able to see senators and guests online easier.

- D. Matt Diischer – Some structural changes in the way confidential intake is being done due to a staff member (Megan) leaving. There will be an email going out the middle of August with all the updates. SAPA – Prevention will still live with Student Health, Advocacy will live in their office.

- E. Kylee Davis – Fall 2026 opened and have almost 200 applications already. Numbers are looking good so far.
- F. Melissa Lamp – reminder that you have the privilege to take a class for free.
- G. Traveling Book Club was put together last spring – please contact Shwa and he'll get you in touch with who you need to get the books.

XIX. Adjourned at 10:18 am.

Staff Senate Meetings:

Regular meetings: All in Prairie Rose in the Memorial Union unless otherwise noted.

- September 3, 2025
- October 1, 2025
- November 5, 2025
- December 3, 2025
- January 7, 2026
- February 4, 2026
- March 4, 2026 – Will be in Reimers Conference Room in the McGovern Alumni Center
- April 1, 2026
- May 6, 2026

Exec committee:

- August 13, 2025
- September 17, 2025
- October 15, 2025
- November 12, 2025
- December 17, 2025
- January 21, 2026
- February 18, 2026
- March 18, 2026
- April 15, 2026
- May 20, 2026

Committee Reports Submitted through Form:

- 1) Public Relations Officer Report by Libby Hardwick-Nelson
 - No report.
- 2) Elections by Kay Hopkins
 - No report.
- 3) Legislative and Bylaws by
 - No report.
- 4) Information Technology by Daniel Erichsen
 - No report.
- 5) Scholarship by
 - No report.
- 6) Staff Development by
 - No report.
- 7) Staff Recognition by
 - No report.
- 8) Campus Engagement by
 - No report.
- 9) Gunkelman Award by

- No report.

10) State Staff Senate by Jenn Young

- In person meeting held in June, where did officer elections and set priorities for the upcoming academic year.
 - Interim Chancellor Brent Sanford visited and discussed staff issues with us, including salaries, digital accessibility, professional development, AI, and tuition waivers.
 - Officer elections: Anna Kinney (UND) moved to Past-President; Mike O'Toole (DCB) moved to President; Greg Carlson (CTSO) elected Vice President; Jenn Young (NDSU) elected Secretary; Heather Halverson (MiSU) elected Communications Officer; HRC Representative election was deferred to July meeting – nominee (Mindy Oconnor [MaSU]) was not present to accept nomination.
 - SBHE update:
 - 1st executive session dealt with leadership changes across the system
 - 2nd executive session dealt with the Ray Holmberg case
 - Discussed Presidential compensation
 - Still discussing tenure
 - HRC update:
 - Discussion regarding measles – what can they require of employees – basically decided each campus should come up with their own process
 - Committees for the upcoming year:
 - Professional Development – Greg Carlson (CTSO) chairing – will be focusing on disseminating professional development opportunities to all NDUS employees.
 - Legislative Task Force/Bylaws – Anna Kinney (UND) chairing – will be focusing on updating the Constitution and Bylaws.
 - Staff Recognition – Heather Halverson (MiSU) chairing – this committee will be charged with helping decide who gets the “Chancellor” award once the details are finalized at the Chancellor’s Office level.
 - Staff Affairs – Carol Campbell (WSC) chairing – will be focusing on tuition waivers and how to make it more equitable across the system along with other issues that may arise affecting staff.
 - Executive – Mike O'Toole (DCB) chairing – consists of elected officers – will meet as needed to address any issues that may arise between regular meetings
 - Discussion regarding summer work hours and work from home options – representatives from different institutions stated what their institution does
- July meeting
 - SBHE update:
 - Minutes, agendas, and any videos are available at the following link: [North Dakota University System | Agendas, Minutes & Videos](#)
 - Continue work on tenure issues
 - Continued discussion on presidential compensation
 - Discussion on roll of Chancellor on campus – will be looking at what want/need from a chancellor
 - HRC update:
 - No HRC meeting since last NDSSS meeting.
 - Mindy Oconnor (MaSU) accepted nomination as representative and was elected.
 - Anna Kinney (UND) mentioned that she had been at a conference and met someone from the Utah system. The Utah system has just reconfigured their educational benefits (tuition waivers) to be system-wide, not just campus specific.

11) Joint Committees

- Campus Space and Facilities by Jenn Young, Ben Bernard, Megan Hubbard

- No report.
- Library by Alicia LaFerriere
 - No report.
- University Athletics by Connor Copeland
 - No report.
- Learning Space Advisory Committee by Alicia LaFerriere
 - No report.
- Access and Opportunity Committee by
 - No report.

12) Ad Hoc Committees

13) Day of Honor by

- No report.