

NDSU STAFF SENATE

Minutes

Wednesday, September 3rd, 2025

Prairie Rose – Memorial Union

<https://ndsu.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.

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

I. Called to Order at 9:31 am and Quorum Check (Quorum met).

II. Land Acknowledgement & Shared Governance Statement

III. Approval of Meeting Agenda - Approved by unanimous consent

IV. Approval of Wednesday, August 6th, 2025 Meeting Minutes - Approved by unanimous consent

V. Campus Kudos by

VI. Attendance Report by Melissa Lamp

- A. Senators: 60
- B. Present: 53
- C. Absent: 6
- D. Guests: 29

VII. Faculty Senate Report by Lisa Montplaisir

- A. 1st meeting in August – following staff lead of hitting the road running
- B. Sort of had a recap meeting and just getting going again with the new academic year.
- C. Next Monday will be the first business meeting.

VIII. Student Government Report by Nic Frello/Caleb Jarvis

- A. None present.

IX. Program

- A. Miranda Rutten – Giving Day
 - 1. The Foundation does the fundraising for NDSU.
 - 2. 10th year of doing Giving Day at NDSU.
 - 3. Shifting it off of Giving Tuesday (Tuesday after Thanksgiving) – hoping for better weather with shifting it earlier
 - 4. Giving Day will be Oct. 14-15 for 1890 minutes (8 am on Oct 14 through afternoon of Oct 15)
 - 5. Staff Senate has two funds: Scholarship and Department (Staff Support)
 - 6. Call to Action: Make sure sharing all the information about Giving Day
 - 7. April Helgaas: Questions:

- a. Giving Day Ambassadors? They will be available again. It's called Advocates.
 - b. Logos, etc. for posting on our social media, webpage, etc.: Yes, there is a resources page that has all the graphics. Will send link to Shwa to share.
- 8. Fred Hudson asked about the new system: Giving Day is on a new platform that is common across higher education for Giving. Integrates with their system better and is more user friendly than old platform.
- 9. October 1st is when early giving will open up.
- B. Tentative for October: President Cook will come speak.

X. President's Report by Joshua Schroetter

- A. President's Cabinet has not officially met yet. Only meet a couple of times a semester instead of once a month.
- B. Federal Actions
 - 1. <https://www.ndsu.edu/federal-actions>
 - 2. No major changes recently.
- C. Fall Campus Planning Retreat
 - 1. Three major topics
 - a. Strategic Planning
 - b. Legislative Session and Recap
 - (1) Budget implications
 - c. Cindy Roth from Budget Office gave a higher level explanation of the new Tuition Budget Modeling
- D. Strategic Planning
 - 1. Group trying to determine what the exec committee for the strategic planning will be. Also discussion on who should serve on the committee. Shwa will probably be serving on the exec committee. There will be several teams meeting over the fall semester.

XI. Old Business

- A. Budget – gotten some of the appropriated dollars but still waiting on some of the local dollars.

XII. New Business

XIII. Senate Coordinating Council by Kay Hopkins

A. Consent Agenda

- 1. 156 – Discrimination, Harassment, and Retaliation Complaint Procedures
- 2. 156.1 – Title IX Complaint Procedures
- 3. 162 – Sexual and Gender Based Harassment and Sexual Misconduct
- 4. 601 – Rights and Responsibilities of Community: A Code of Student Conduct
- 5. Kopp moved to recommend the consent agenda to the President for approval. Steinmann seconded. Motion passed.

B. Input Agenda

- 1. 162.1 – Consensual Relationships
 - a. Laura Oster-Aaland and Chris Wilson came to discuss the changes to the policies.
 - (1) Policy has been under consideration for some time.
 - (2) Had not been revised since being instituted in 1993.
 - (3) Helps protect people and university from potential fallout from romantic relationships.
 - (4) Two parts to the policy: reporting and prohibiting. Exceptions to the policy will be run through the HR office. Conflict management plans will be developed through HR instead of just by supervisors, allowing for continuity across campus.

- b. Kopp – goal of previous policy was to prevent power differential. Rewritten policy is less clear.
 - (1) Wilson: Previously, there was no standard for what was a power differential and the members of the relationship could decide they don't need to report. The new policy allows HR to determine if the relationship needs a conflict management plan.
 - (2) Oster-Aaland: Came out of Equal Opportunity office because of situations where the relationship ended and a complaint was filed.
- c. McCall – asked about open records access
 - (1) The reporting and complaints are open records access.
- d. Kopp asked about LGBTQIA+ community and potentially forcing someone to come out of the closet if they aren't ready.
 - (1) Difference between public record and being made public.
 - (2) Steinmann: Is there a way to make the public record safer for those that have to report?
 - (a) Wilson: there will not be the opportunity for redaction. We can make changes in records retention. Can also minimize the information that is collected.
- e. Latterell: asked about language regarding romantic relationships – younger people don't necessarily consider their sexual encounters as a relationship.
 - (1) Oster-Aaland – the broader definition of romantic relationships should cover whatever the younger people
 - (2) Follow up question: While the definition might cover everything, there is some ambiguity over what constitutes the start of the relationship (reporting must be done within 2 weeks of the start of the relationship).
- f. Wilson: Reminder that this policy doesn't cover two undergraduates in a relationship or people who are married.
- g. Graduate students – seem most at risk related to this policy. Boyle: All graduate students go through Title IX/Equal Opportunity training yearly that covers consensual relationships. Montplaisr: There are departments that provide trainings for TAs and RAs but it is not universal across campus.
- h. Bernard moved to close discussion. Blake seconded. Motion carried.
- i. Hopkins moved to recommend. Diischer seconded. Motion carried.

XIV. Treasurer's Report by April Helgaas

- A. Appropriated: \$6580.00
- B. Local: \$235.72
- C. Scholarship: \$1914.33 – has been allocated for fall scholarships but not doled out yet
- D. Staff Senate Support Fund: \$251.75

XV. Staff Senate Executive Committee by Shiloh Susag

- A. Exec Committee will be reviewing the Bylaws at the next exec meeting to help guide the Bylaws Committee.
- B. The three presidents met with the Foundation on Friday. Discussed potentially identifying a donor for some sort of matching donations. Look for more information if it can come together in the next couple of weeks.

XVI. Advisor's Comments by Mark Genking

- A. Make sure you're keeping up to date with Vector Training.
 - 1. There was an issue with a notification for Credit Card training. It was fixed. You don't need to contact someone to get it fixed.

- B. Oct. 13-31 will be the second round of the Gallup engagement survey.
- C. Benefits open enrollment will run Oct. 20 to Nov. 7. That is the window for making changes for the next year. You will need to reenroll in the Flex Spending accounts because they don't automatically reenroll. Astrup: Please check your benefits even if you aren't making changes.
 - 1. Amount was raised for Flex Spending accounts but Kristina Astrup can't remember the exact amount.
- D. Make sure checking your email and duo pushes. Be careful with phishing emails. Don't approve duos that you didn't initiate. Several people have had paychecks stolen. Unfortunately, NDSU can't do anything about it because you technically approved it.

XVII. Other Business Reports

- A. Public Relations Officer Report by Libby Hardwick-Nelson
- B. Staff Senate Committees
 - 1. **Elections by Kay Hopkins**
 - a. University Athletics Committee
 - (1) Matt Diischer self-nominated
 - (2) Latterell moved to cease nominations and cast a unanimous ballot. Boyle seconded. Diischer gave a little background on himself. Motion carried.
 - b. Chair of Access and Opportunity Committee
 - (1) Lamp nominated Val Jones. Jones accepted.
 - (2) Diischer moved to close nominations and cast a unanimous ballot. Latterell seconded. Motion carried. Jones gave a little background on herself.
 - 2. Legislative and Bylaws by
 - 3. Information Technology by Daniel Erichsen
 - 4. Scholarship by
 - 5. Staff Development by Melissa Lamp
 - 6. Staff Recognition by
 - 7. Campus Engagement by
 - 8. Gunkelman Award by Jenn Young and Tyre Leapaltd
 - 9. Access and Opportunity Committee by
- C. State Staff Senate by Jenn Young
- D. 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
 - 4. Learning Space Advisory Committee by Alicia LaFerriere
- E. Ad Hoc Committees
 - 1. Homecoming 2025 by Kay Hopkins
 - a. Committee met. Hopkins will be putting in the paperwork for the float later this week. A sign up sheet for decorating, walking in the parade, and cleaning up will be forthcoming.
 - b. Staff Senate shirts are available for purchase. Kay will send out more information later.
- F. Day of Honor by Jeremy Kopp, Corey Landowski, Kristi Steinmann

XVIII. Announcements and Open Discussion

- A. Committee Reports: There is a link to submit reports. Jenn Young also said they could be emailed directly to her.
- B. Agenda Items: You can bring anything up when approving the agenda or during the open discussion. Also, you can email Shwa before the meeting to have it added.

C. Library has switched to card only access after 5 pm and on weekends.

XIX. Adjourned at 11:07 am to go take group photo at the large Bison statue.

Staff Senate Meetings:

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

- 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:

- 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
 - Windows 10 support ending: Just a little over 1 month until support for Windows 10 will end. Make sure your computer is ready. [Upgrading User Machines to Windows 11](#)
 - PaperCut printing update: Our new printing solution is online. Please check out the FAQ page: [PaperCut FAQs](#)
 - Cybersecurity update: Do not respond to MFA requests (DUO push to your phone or other device) unless you requested it. [Multi-Factor Authentication \(MFA\)](#)
 - Website Update: Our new NDSU website is live. Please take a moment to review your area's pages and ensure that all information is correct.
- 5) Scholarship by
 - No report.
- 6) Staff Development by Melissa Lamp
 - No report.
- 7) Staff Recognition by
 - No report.
- 8) Campus Engagement by
 - No report.
- 9) Gunkelman Award by Jenn Young
 - Met on 8/29. Jenn Young will be chair with Tyre Leapaltd serving as co-chair. Spent the time with introductions and giving a layout of how the committee will go. Plan on meeting again in December to assign duties for the spring semester.
- 10) State Staff Senate by Jenn Young
 - Not many updates. SBHE hadn't met yet. HRC representative was absent from August meeting. Trying to get committees up and running with representatives from the different institutions. Jenn Young will be on Bylaws; Andrea Ludwig will be on Staff Recognition; Corey Landowski will be on Staff Affairs; and Kristina Astrup will be on Professional Development.
 - The only committee with an update at the August meeting was Staff Affairs. Carol Campbell (chair, WSC) has done some research from around the country on what other university systems do for tuition reimbursement as a kicking off point for this committee. There's no need to reinvent the wheel if other systems already have something good in place.
- 11) Joint Committees
 - Campus Space and Facilities by Jenn Young, Ben Bernard, Megan Hubbard
 - Meeting has not been scheduled for the fall yet. Mike Ellingson is retiring in October. Retirement Celebration is 10/2 from ten to noon in the Prairie Rose Room.
 - 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

- Homecoming 2025

13) Day of Honor by Jeremy Kopp, Corey Landowski, Kristi Steinmann

- No report.