

Minutes

NDSU STAFF SENATE

Wednesday, October 1st, 2025

Prairie Rose – Memorial Union

<https://ndsu.zoom.us/j/92605614935?pwd=45L59sVaGQreuWlrJwGamJJkDTBTib.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. Attendance Report** by Melissa Lamp
 - A. Senators: 58
 - B. Present: 47
 - C. Absent: 4
 - D. Guests: 36
- III. Land Acknowledgement & Shared Governance Statement**
- IV. Approval of Meeting Agenda** – Approved by unanimous consent
- V. Approval of Wednesday, September 3rd, 2025 Meeting Minutes** - Approved by unanimous consent
- VI. Campus Kudos** by April Helgaas/Nazrin Ferdousi
 - A. Hope Ray – Academic Advising
 - B. Susan Finneseth – AES School of Natural Resource Sciences
 - C. April Helgaas – Animal Sciences, Ag Economics
 - D. Kathy Christianson – Plant Sciences
 - E. Jessica Anderson – Center for Accessibility and Disability Resources
 - F. Robert Cuchna – University Police and Safety Office
 - G. Olivia Stiller – University Police and Safety Office
- VII. Program**
 - A. President Cook
 - 1. Feels really good about where we are at with shared governance with leadership here.
 - 2. Says thanks to all staff for helping getting the semester off and running. Appreciative of how hard staff work here.
 - 3. State of University done early and not during Homecoming. Wanted to do it then because there are so many activities during Homecoming. It also allowed him to focus on Homecoming and not worry about messing up the State of University address.
 - a. Enrollment – dropped for a long time and have stabilized the last three years, almost 4100 students living on campus – about a third of our student population, a lot of universities have gone to a lot of online. Has gotten dual credit authorization for Cass County. Have had a very parochial policy but that has pivoted some. Dual credit will help with enrollment. Some of the

- investments that we've made, including professional advising, helps with retention. Doing a lot of good things but can't stop making progress. Have graduated more students than in the past.
- b. Research numbers are solid. Uncertainty regarding the US Government shut down. A lot of movement on that to keep things running. Heidi has sent out a couple of emails regarding federal funding.
- c. Gallup work – two big things – need for more professional development and need to do better around recognition
- d. Continue to prioritize industry partnerships – student internships and job placements as well
- e. University Relations – great work with the website and branding, great event for the roll out – said at previous university there was a lot of work that went to a new website and branding and when it was rolled out, it sort of flopped. – kudos to the group led by Katherine Kloby that worked really hard on the website and branding – we haven't been doing well about getting our story out
- f. Facilities – Mike Ellingson is retiring, a lot of stuff going on, no student or institutional debt. Not pushing funding onto students, all legislative or fundraised money for the new buildings on campus, lot of buildings built 20 years ago that we are still paying for and that hurts (5 buildings with 30 year bonds)
- g. Honors College – roll out and better implementation of AI into education; seeing opportunities when others see limitations, especially with AI. Either need to figure out how to embrace it or will fall behind. This is part of the goal of Honors College.
- 4. Peltier Institute for Ag Tech was announced Sept. 30th. A large donation from the Peltier family to fund that. Peltier family traces back to the first female to graduate from NDSU (Burgum Hall is named after her).
- 5. New Horizon – \$16 million to invest into students; \$4 million going into student success and the other \$12 million going into new academic programs in health, engineering, and agriculture
- 6. Strategic planning lies ahead and there's going to be a lot of hard work with that.
- 7. Ben Bernard – How can we get involved on the AI side of the Honors College?
 - a. Cook has meeting with Kimberly Wallin and will ask – not only for AI but the other aspects as well
- 8. Fred Hudson – Can you comment on Endeavor Park?
 - a. Brenda Willend – relatively new CEO of the Endeavor Park – has new vision for the park and bringing new industry and entrepreneurship opportunities, more funding from DOD – got \$5 mill from the legislature and also another \$5 mill if get a match.
 - b. Was called NDSU Research Park but they are and aren't NDSU so changed the name to clarify that relationship
- 9. Legislative side
 - a. Talked to the trustees
 - (1) Big topics – how we are funded by the legislature – underfunded compared to the other research university in the state - \$20-30 million short if we were treated equally – there is a funding formula committee looking at that
 - (2) Other topic around scholarship and optimization – comparing UND, MSUM, and NDSU – the other two scholarship you better and we have the largest endowment – need to work on that – long term planning and changing will take about 5 years to figure out

VIII. Faculty Senate Report by Lisa Montplaisir

- A. Working on several of the same things as Staff Senate
- B. Lisa also sits on CCF –
 - 1. CCF is 3 representatives from each of NDSU and UND, 2 representatives from each of the 4-year institutions, and 1 representative from each of the 2-year institutions
 - 2. They meet monthly as a whole group and have been having meetings every other week trying to address some of the faculty issues.

3. She also serves as the CCF representative to SBHE. Now visits frequently with Anna Kinney, the staff representative to SBHE.
- C. October meeting is dedicated to faculty senate priorities – what can they do to make NDSU better?
 1. How do faculty work with staff counterparts better? Not just university-wide but within individual units. How can they help enhance and build better relationships? This is not just an NDSU issue. Hears from all 11 campuses at CCF and Anna Kinney hears from all 11 campuses.
 2. Policy
 - a. Workload equity – great disparity across units – this is focused on faculty but recognizes that there are also workload inequities for staff – working for better resolution
- D. SBHE – conversation around searches – have policies for presidential searches and want SBHE to follow those policies – no policy currently for Commissioner

IX. Student Government Report by Nic Frello/Caleb Jarvis

- A. No representative present.

X. President's Report by Joshua Schroetter

- A. Federal Actions
 1. <https://www.ndsu.edu/federal-actions>
 2. Government went into a partial shutdown and there's a lot of uncertainty around it. Heidi Grunwald sent out an email to campus that told a lot of important information.
 - a. In the email Heidi sent out, there was a reference to the Association of Public and Land-Grant Universities (APLU) and provided a link that is constantly updating what is going on with the federal government. It's a very accurate, very useful, and constantly updated website so consider using that as a resource if you want to know what's going on.
<https://www.aplu.org/our-work/4-policy-and-advocacy/aplu-federal-government-shutdown-resources/>
- B. Leadership Assembly
 1. Email was sent out. What is in those emails is what is discussed in those meetings. They don't have anything secret within those meetings.
 - a. Honors College
 - b. Accreditation process – more information will be coming out soon
 - c. Phishing – many attempts across campus to get your information, be very diligent with your emails and don't click the link within the email. They are trying to log into PeopleSoft so they can change your direct deposit information. Do not approve any DUO requests that you have not initiated.
 - (1) Mark Genkinger – if you hit the DUO, the University is no longer liable for the money. Once the direct deposit is sent out to the wrong bank, the money is gone.
 - (2) Maggie Latterell – are we seeing the same thing with student employees?
 - (a) Mark Genkinger – Both full-time employees and student employees, anyone who gets a paycheck – also expense reimbursements because they use the same direct deposit methodology
 - (3) Ben Bernard – if you have a question about the legitimacy of an email, send to IT Service Center
- C. Provost Search
 1. No major updates. Next month Kristi Steinmann will have updates. May hear some stuff soon.

XI. Old Business

XII. New Business

- A. Homecoming Parade Ad-hoc
 1. Did a lot of really good work. Miranda Schlichting helped haul the float stuff from and to the closet. April Helgaas helped get non-candy things to throw out. Huge turnout for the parade.
 2. Ad-hoc is now disbanded with final report from Kay Hopkins since they have met their goal.
- B. Engagement Survey
 1. Survey – October 13-31 will be round 2 of the survey.

2. Please take the survey. The same 13 questions with a few extra questions with an email coming out soon about those.

XIII. Senate Coordinating Council by Kay Hopkins

- A. Policies are posted in the General channel in a folder called “SCC” under “Files”.
- B. Due to ND Century Code, we can not vote to approve or not approve but can give our recommendations to President Cook.
 1. NDCC 15-10-73: *The president of an institution under the control of the state board of higher education may adopt policies, procedures, and directives for the institution, with input but no authoritative control from faculty and others through shared governance. The commissioner of higher education and the state board of higher education may overturn or amend the president's policies, procedures, and directives.*
- C. **Consent Agenda**
 1. 352 – Promotion, Tenure and Evaluation
 - a. Faculty spent a lot of time on this last spring. New change has to do with post-tenure review. Change in the policy was due to changes at the legislative level.
 2. Motion to approve Consent Agenda by Maggie Latterell; second by Sharijad Hasan; no discussion (discussion called for 3 times); motion approved.
- D. **Input Agenda**

XIV. Treasurer’s Report by April Helgaas

- A. Appropriated: \$6580.00
- B. Local: \$1735.72
- C. Scholarship: \$1914.33
- D. Staff Senate Support Fund: \$251.75

XV. Staff Senate Executive Committee by Shiloh Susag

- A. Two items related to committees wanting feedback
 1. Recognition – some feedback there
 2. Bylaws – went through it and gave some high level changes
- B. Informal feedback regarding the Chancellor Search
 1. That concluded. SBHE did select the interim chancellor and changed the title to Commissioner.
 2. Fred Hudson asked about what the feedback was
 - a. Develop a policy for selecting a Chancellor in the future. Seems counter to how we have to do things at the institutions – have a policy and procedure for selecting presidents.
- C. Giving Day is October 14th and 15th – have two funds for Giving Day: scholarship and support fund

XVI. Advisor’s Comments by Mark Genkinger

- A. Engagement survey – 2nd one – start on Oct. 13th and go through Halloween – strongly encourage you to participate – there will be an open ended question (don’t know what the question will be exactly) – important to participate to help encourage movement – change doesn’t happen quickly but look for the small things that can become bigger things
 1. Ben Bernard – what changes do you think staff need to make going forward?
 - a. Would like to see more of a “we” mentality rather than faculty vs. staff. Need to figure out how we can work better together. If we could all get out of our own lanes and help each other and also be more respectful and kind to each other.
- B. Annual Benefits Enrollment period – Dates are Oct. 20th to Nov. 7th.
 1. Trying to get information about what the changes will be so they can communicate that. In the past, get updates one week before enrollment.
 2. Changes in health plans, flex spending accounts.
 3. Flex spending accounts have to be enrolled in annually. Same for the health savings account too.
 4. Make sure you are looking at your paychecks to see what’s coming out of it. Make sure reviewing your benefits to see if they are inline with what you want and expect.
- C. Pleased to see the number of people involved in Staff Senate.

XVII. Other Business Reports – Check end of agenda for more reports.

- A. Public Relations Officer Report by Libby Hardwick-Nelson
- B. Staff Senate Committees
 - 1. Elections by Kay Hopkins
 - 2. Legislative and Bylaws by Jeremy Kopp/Kristi Steinmann
 - 3. Information Technology by Daniel Erichsen
 - 4. Scholarship by Jenna Reno
 - 5. **Staff Development by Melissa Lamp**
 - a. Academics Fair:
 - (1) If you know a department that would like to participate in the fair, let the committee know.
 - (2) Will also have Staff Senate table.
 - b. Real Colors:
 - (1) Sign up so they know how many coming.
 - 6. Staff Recognition by Nazrin Ferdousi/April Helgaas
 - 7. **Campus Engagement by Maggie Latterell**
 - a. Email regarding Kindness Cards was sent out by Maggie.
 - b. Has signs for egg carton collection if you want one.
 - c. Brain Break on Monday.
 - 8. Gunkelman Award by Jenn Young/Tyre Leapaltd
 - 9. Access and Opportunity Committee by Val Jones
- 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/Matt Diischer
 - 4. Learning Space Advisory Committee by Alicia LaFerriere
- E. Ad Hoc Committees
 - 1. **Homecoming 2025 by Kay Hopkins**
- F. Day of Honor by Jeremy Kopp/Corey Landowski/Kristi Steinmann

XVIII. Announcements and Open Discussion

XIX. Adjourned at 10:50 am.

Staff Senate Meetings:

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

- 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:

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

Business Reports Submitted through Form:

A. Public Relations Officer Report by Libby Hardwick-Nelson

- No report.

B. Staff Senate Committees

1. Elections by Kay Hopkins

- No report.

2. Legislative and Bylaws by Jeremy Kopp/Kristi Steinmann

- No report.

3. Information Technology by Daniel Erichsen

- No report.

4. Scholarship by Jenna Reno

- No report.

5. Staff Development by Melissa Lamp

- Mark your calendars for two big events:

1. November 4, 1-3, Second Annual Academic Programs Fair

ACADEMIC PROGRAMS FAIR

**OCETI SAKOWIN
BALLROOM**

**NOVEMBER 4, 2025
1:00 PM-3:00 PM**

**Explore courses
& degrees**

**Use your employee
tuition waiver**

**Learn about online
and evening classes**

Network with colleagues

Go back to school!



NDSU

STAFF SENATE

Hosted by NDSU Staff Senate Professional Development Committee
For info or accommodations, contact melissa.lamp@ndsu.edu

2. December 10, 9:30-11:30, Real Colors Workshop for Current Staff Senators

JOIN US! Real Colors Workshop®



Real Colors®

NDSU STAFF SENATE

Imagine having the ability to clearly communicate your thoughts and ideas to clients, friends, and family. Picture yourself having a unique level of insight into the things that motivate you and others. Envision achieving all the things you want from life, both personally and professionally.

The key is Real Colors®.

Real Colors® is a dynamic workshop experience using a personality type test.

The goal is to provide participants with the skills to:

- understand human behavior
- uncover motivators specific to each temperament
- improve communication with others



Current Staff Senators



Wednesday, December 10th



9:30am-11:30am



Prairie Rose, MU

Registered participants will receive a Real Colors® personality instrument. The assessment book is yours to keep, courtesy of Staff Senate.

For questions or accommodations, contact the Staff Senate Professional Development Committee @melissa.lamp@ndsu.edu.



Facilitated by Kristina Astrup, certified Real Colors® Facilitator.

- We will be sending out more information soon!

6. Staff Recognition by Nazrin Ferdousi/April Helgaas

- Met on August 14th and elected Nazrin Ferdousi as chair and April Helgaas as co-chair. Decided to start accepting nominations for Campus Kudos in September.
- Met on September 5th. Discussed Campus Kudos launch timeline and how to manage the large number of initial submissions. Decided to recognize 7-8 per month on a FIFO (first in, first out) basis. Discussed a Core Value Award to be started in January 2026. Assigned committee members tasks to keep everyone engaged.

7. Campus Engagement by Maggie Latterell

- We're celebrating State Employee Appreciation! Check out the website for printable cards to share some words of appreciation with a colleague! We'd challenge you to write/share some INSIDE your department and some OUTSIDE your department!
- Join us on Monday, October 6th (1-3PM) in MU-Nueta for the first Brain Break of the semester! We're talking books! Come chat, bring books to pass on to others, and meet new campus friends!
- This year we're continuing to support Goods for the Herd but shifting how we do it. We'll be collecting empty egg cartons ALL YEAR. We can save money by buying eggs in bulk, but we need containers to put them in. We'll take paper, plastic, foam! Any type you have – we want!

1. Drop off locations include:

- a. ACE Tutoring (West Dining Center – Lower Level)
- b. Admissions Office (Ceres)
- c. Student Affairs and Institutional Equity Office (Old Main)
- d. Student Government Office (Memorial Union)

8. Gunkelman Award by Jenn Young/Tyre Leapaltd

- No report.

9. Access and Opportunity Committee by Val Jones

- No report.

C. State Staff Senate by Jenn Young

1. Met on Sept. 8th.

2. Several campuses were getting ready to participate in Homecoming parades.
3. A couple of campuses mentioned what they do to help retain new employees. DSU partnered with Sodexo, who does their dining, to get free lunch cards to take new employees to lunch one time during their first few weeks of work. VCSU has a welcome/info card for new employees and they also receive a VCSU shirt.
4. BSC is working on getting some events that are more encompassing of all employees and breaking down the staff/faculty barrier.
5. VCSU has their vice president of Staff Senate attending Faculty Senate meetings and are waiting on Faculty Senate to assign a rep to attend Staff Senate meetings.
6. SBHE had their retreat in mid-August
 - Big topics this year will be sub-120 bachelors degrees and dual credit/early enrollment.
 - Two legislative interim committees that they will be keeping an eye on: Higher Ed Institutions Committee – How is the NDUS system composed? (<https://ndlegis.gov/assembly/69-2025/committees/interim/higher-education-institutions-committee>) and Higher Ed Funding Review Committee – looking at the funding equation that is used for our system (<https://ndlegis.gov/assembly/69-2025/committees/interim/higher-education-funding-review-committee>)
 - Conversation regarding shared resources – benefit for smaller campuses to provide more stability in certain offices (i.e. if someone in payroll leaves, the entire department is shifted to a new person with no continuity). Goal is not to replace staff but to provide more stability for the smaller campuses.
7. Discussion regarding Chancellor position – SBHE appoint a new one versus conducting a search
 - Since ND SSS's last meeting, SBHE has met and appointed Interim Chancellor Sanford as Commissioner Sanford, using Commissioner instead of Chancellor to align with ND's Constitution and Century Code language.

D. Joint Committees

1. Campus Space and Facilities by Jenn Young/Ben Bernard/Megan Hubbard
 - Meeting has not been scheduled for the fall yet. Mike Ellingson is retiring on October 2nd and Brent DeKrey will assume the role of NDSU Director of Facilities Management on October 3rd. Retirement Celebration for Mike Ellingson is 10/2 from ten to noon in the Prairie Rose Room.
2. Library by Alicia LaFerriere
 - No report.
3. University Athletics by Connor Copeland/Matt Diischer
 - No report.
4. Learning Space Advisory Committee by Alicia LaFerriere
 - No report.

E. Ad Hoc Committees

1. Homecoming 2025 by Kay Hopkins
 - Report will be given in meeting.

F. Day of Honor by Jeremy Kopp/Corey Landowski/Kristi Steinmann

- No report.