

## Minutes

# NDSU STAFF SENATE

Wednesday, November 5<sup>th</sup>, 2025

Prairie Rose – Memorial Union

<https://ndsus.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 9:30 am.

**II. Land Acknowledgement & Shared Governance Statement**

**III. Attendance Report and Quorum Check** by Melissa Lamp

A. Final attendance report will be in the minutes.

**IV. Approval of Meeting Agenda** by unanimous consent.

**V. Approval of Wednesday, October 1<sup>st</sup>, 2025 Meeting Minutes** by unanimous consent.

**VI. Campus Kudos** by April Helgaas/Nazrin Ferdousi

- A. Brynn Rawlings – Communications & Media Relations
- B. Beth Dahl – Extension Food & Nutrition
- C. Carlee Schroeter – Microbiological Sciences
- D. Amanda Cordova – School of Education
- E. Jess Jung – College of Arts & Sciences Dean's Office
- F. John Grindahl – Agriculture Communication
- G. Krista Caldwell – Accounting

**VII. Program**

A. Jeff Boyer

- 1. Vice Provost for Assessment and Strategic Management; accreditation liaison officer
- 2. Accreditation
  - a. 10 year cycle that we're a part of
  - b. On site visit this past month was the end of the previous cycle and the start of the next cycle
  - c. Met with team but they aren't allowed to say anything but highlighted a few strengths
    - (1) Commitment to mission and to contributing to state
    - (2) Commitment to student success and wellness – whole student focus; called out student case workers
    - (3) Shocked by amount of legislative support that we have
    - (4) Acknowledged some challenges
      - (a) Research funding uncertainty
    - (5) A lot of initiatives ongoing
    - (6) Impressed for responsiveness to program agility in response to workforce needs

- d. That team stayed in Fargo an extra day to work on draft of initial report; Jeff will see the draft to ensure that there are no factual errors in the report (i.e. people's titles, numbers, etc.) but he can't make any commentary
  - e. The report will eventually go to HLC board for reaffirmation
    - (1) Has no doubt we will get reaffirmed but they will give us areas that we need to work on more.
    - (2) Decision may be as early as January but may be April or June.
3. Strategic Planning Process
- a. Currently in strategic planning cycle for 2021-2026
    - (1) Started working on it in Fall 2019.
    - (2) January 2020 were working to finalize it, February 2020 few last tweaks, March 2020 – rough time – had to transfer to emergency operations and switch to remote teaching
    - (3) Took awhile to get back to “normal”
    - (4) Then switched leadership of the University – President Cook wanted to focus the strategic plan and identified his 5 key areas
    - (5) Spring 2025 – President Cook wanted to start process of next strategic planning
    - (6) HLC was offering a course on strategic planning charter – Jeff asked if we could send a small team (Shwa, Lisa, Senquist, Katherine Burkland, Jace Beehler, and Jeff Boyer) and President Cook said yes – team went and came back and worked on a charter to present to President
    - (7) At same time, in conversation with Arizona State's University Design Institution (<https://udi.asu.edu/>) – Michael Crow has been an excellent leader – brought Arizona State from a small, public institution to a top university in innovation, sustainability, and global impact
      - (a) Partners with universities to set them on a transformation pathway
      - (b) ASU does not have a strategic plan because Michael Crow does not believe in strategic planning but does believe in strategy
    - (8) Census day – same enrollment number as last two years after 7 years of decline; impressive that we could stay the same in the current climate (lower population, lower rate of HS grads attending higher ed at any level).
      - (a) Presented President Cook with UDI plan for moving forward.
    - (9) UDI has a 3-phase process
      - (a) Reimagine New Solutions: <https://udi.asu.edu/programs-services/reimagine-higher-education-transformation>
      - (b) Redesign for Transformative Change: <https://udi.asu.edu/programs-services/redesign-higher-education>
      - (c) Rebuild for Increased Capacity: <https://udi.asu.edu/programs-services/rebuild-higher-education-transformation>
    - (10) UDI focuses on 6 University Design Imperatives critical to transformation.
      - (a) Modernized university mission
      - (b) Diversified partnerships and financial models
      - (c) Transformative learner experience
      - (d) Agile and inclusive leaders and culture
      - (e) Robust digital solutions
      - (f) Collaborative and civic-minded research and discovery
    - (11) Outputs
      - (a) Findings and Design Options Reports
        - (i) Insights and innovation opportunities derived from Discovery Sessions

- (ii) Institutional strengths, challenges, including a transformation readiness assessment using UDI's Design Imperatives
    - (iii) Potential design options for further exploration through Transformation Roadmap development
  - (b) Transformation Roadmap and Implementation Plan
    - (i) Clarify vision and future aspirations including stakeholder and community inputs
    - (ii) Map pathways for how NDSU can activate its vision
    - (iii) Identify critical
  - (c) Outcomes
    - (i) Deeper dialogue
  - (d) Timeline
    - (i) Engagement will occur over the next approximately 9 months
- b. Questions:
  - (1) Do we continue this process if there's a change in leadership?
    - (a) The President isn't doing the work – his perspective is important but the work is done by the institution
  - (2) How much does it cost to work with ASU?
    - (a) A couple \$100k to partner – spent close to that in the past; have some one time money to sponsor this work
    - (b) Kay – Any of the other companies mentioned before are of similar price ranges.
  - (3) How does this compare with the other strategic planning processes? Do they interact or conflict with?
    - (a) They are making sure that they are in alignment. Strategic enrollment management, budget management, etc.
  - (4) If have an idea we want to share, how do we share it? Share it with Shwa? Share it with steering committee? Share it in the Discovery Sessions?
    - (a) All of the above and can reach out to Jeff Boyer directly. Also, Share Your Ideas – that is actively managed.
  - (5) One of the challenges of strategic planning is we are in a period of exponential change – how do we make sure that the strategic plan is more of a living document that can change with needs?
    - (a) We have always been in flux for strategic planning. Five-year plans are too long. Need shorter time frames so can be more adaptable.

#### **VIII. Faculty Senate Report by Lisa Montplaisir**

- A. Things working on relate to the strategic planning, the past legislative session, preparing for the next legislative session
- B. Next Monday will be discussing reduced credit degrees – less than 120 hours but at least 90 hours
  - 1. Student, staff, and faculty representatives were directly asked at the last SBHE meeting what their constituents felt about the reduced credit degrees
  - 2. CCF was unanimously opposed but have to think about it more.
  - 3. Faculty Senate will be discussing this.
  - 4. There are guidelines about how this will be implementing these degrees – each institution would start with 1 or 2 degrees that they collect data on over a 5 year period.
- C. SBHE – tenure
  - 1. Tension between faculty and staff on what tenure means
  - 2. Also tension between different faculty on what tenure means
  - 3. Kevin Black thinks faculty should be taking the lead on what tenure means so team working on what tenure requirements are.

4. One thing looked at – having a minimum of the highest degree you are teaching (i.e. can't just have a Bachelors if teaching a Masters or PhD program).

D. Centralization of hiring process

E. Question regarding students' opinion on reduced credit degrees and internships.

1. ND Student group voted 41-0 opposed to reduced credit hours
2. Most internships are paid, some fields still unpaid – want more internship opportunities

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

A. Class schedules conflict

B. Start of year, Senate was very backlogged

1. Spent a lot of time discussing and correcting procedural errors that have been recurring over the last few years
2. Had to reappoint, reapprove, and re-swear in all executives and senators to their positions and committee assignments.

C. Senate Outreach Committee

1. Newly implemented committee
2. Reaching out to clubs and organizations to coordinate times where members of committee can present to clubs and organizations to be a direct pipeline of pertinent information coming out of student government and give direct access for representatives to answer their questions and address their concerns.
3. Want to use this committee to drive further feedback and input on the proposed Memorial Union renovation and expansion
  - a. Presentation with a digital survey to take following the presentation.
  - b. At the beginning of the spring semester, the committee will begin a digital media push, tabling in the Union, and handing out flyers to help spread awareness of the project as it gets closer to the vote.

D. Senior Senators – all senators have been paired with a senior senator and have to complete a project.

1. Reserving reflection rooms and prayer mats for students
2. Purchasing NDSU apparel to donate to the Bison Threads program
3. Providing more changing tables in men's bathrooms
4. Adding water bottle filter attachments to drinking fountains in dorms
5. Purchasing classroom supplies for instructors
6. Egg cartons for Goods for the Herds

E. Met with Athletics

1. Discussed opportunities to better the student experience at athletic events, including possibility of a student meal deal. Athletics will be bringing this up with the Fargo Dome, SHAC, and their vendors. Ideally, for football games, the vendors right next to the student section would provide discounted meal options for students when they present their student ID.
2. Also discussed opportunities for athletics to aid in highlighting and showcasing our clubs and student organizations on campus. Recently, the women's soccer team had a club and student org themed game, which allowed students to table for their organizations at the game. Goal is to increase exposure to all available opportunities for engagement while incentivizing more student attendance at events

F. Begun planning to bring back the Spring Involvement Expo

1. Want clubs and organizations to make a larger recruitment push in the spring to target transfer students as well as first-year students who may want to settle in before branching out.

G. Listserv changes made last year

1. Old "student-announce" listserv is no longer active
2. Current listservs are "campus-announcements", "campus-involvement", "campus-events", and "student-government".

3. Additional information can be found here:

[https://www.ndsu.edu/sites/default/files/fileadmin/sg/Technology/ListServ\\_Guidelines.pdf](https://www.ndsu.edu/sites/default/files/fileadmin/sg/Technology/ListServ_Guidelines.pdf)

## **X. President's Report by Joshua Schroetter**

- A. President Cook's announcement about being a finalist in Iowa State's presidential search
  1. No comments or questions were mentioned.
- B. Federal Actions
  1. <https://www.ndsu.edu/federal-actions>
  2. No updates due to government shut-down
- C. President's Cabinet
  1. Most updates were regarding Honors College – nothing that hasn't been shared, are opening up applications for students and hope to have a decision made by December
  2. Executive director position will be opened up soon
  3. Strategic planning update
  4. Brief updates about convention center and engagement center in Fargo
    - a. One location for the convention center would be up by the FargoDome
  5. Provost Search update
  6. Stacy Duffeld update on internship opportunities
  7. Brief updates on engagement survey – included in email that went out
    - a. Shift from unengaged to engaged
- D. Leadership Assembly
  1. Email went out that covered everything that was covered in Leadership Assembly
- E. Provost Search
  1. Last candidate is on campus today
  2. Attend open forum today and provide feedback on candidate

## **XI. Old Business**

- A. Giving Day
  1. Thanks to all that donated or shared information
    - a. 19 total donations targeted to Staff Senate
    - b. Saw donations to both funds for a total of ~\$915

## **XII. New Business**

- A. Membership
  1. Thanks to all that responded to the membership survey.
    - a. Feedback was all over the place.
    - b. Also some feedback on the election process.
  2. By-laws and Legislative committee does two primary things
    - a. In Legislative years, very hard to do anything but follow the legislative session.
    - b. In the off years, the Bylaws are reviewed. Our Bylaws have not been reviewed from start to finish in a long time. We made a very quick change in the Bylaws to our membership requirements in order to accommodate an influx of people interested in. 60 senators is about 4% of broad-banded employees; 75 senators is about 5%
    - c. Does it make sense to have staff representation by job bands? How do we get some jobs better represented on Staff Senate? For janitorial staff that starts at 3:00, do they really want to attend a meeting at the end of their work day? For facilities, it's hard for them to sit in a meeting for 2 hours if there's an emergency on campus that they need to be addressing. For dining, it's hard for them to take 2 hours out of food prep to attend a meeting.
  3. Maggie: do we have any information on how peer institutions handle this?
    - a. Shwa – will put that on his list of things to look in
    - b. Young – UND is looking at their membership structure as well
    - c. Alicia: if look at peer institutions, would we look at just land grant or similar enrollment?

(1) All institutions – the more information, the better.

**XIII. Senate Coordinating Council** by Kay Hopkins

**A. Consent Agenda**

1. 103 – Recruitment of Position Openings
2. 103.1 – Recruitment for Executive/Administrative/Managerial/Academic Staff and Other Non-Banded Positions (0000, 1000 and 2000 positions)
3. Moved to recommend policies by Steinmann; second by Kopp; discussion called for 3 times; vote called; motion passed.

**B. Input Agenda**

- C. Shwa asked if a week has been enough time to review policies – got several nods that it was.
- D. Having discussions on what it means when a group recommends with changes – i.e. if Staff Senate recommends and then Faculty Senate recommends with changes, Staff Senate has not seen the changes. Old process

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

- A. Appropriated: \$6325.28
- B. Local: \$1264.28
- C. Scholarship: \$1914.33
- D. Staff Senate Support Fund: \$251.75
- E. Scholarship and Support Fund report was from Oct. 9<sup>th</sup> so does not include Giving Day donations

**XV. Staff Senate Executive Committee** by Shiloh Susag

- A. Provost interviews – Exec committee was invited to meet with the candidates
- B. Membership discussion
- C. Listserv discussion – guidelines and security

**XVI. Advisor's Comments** by Mark Genkinger

- A. Reminder that annual enrollment is ongoing currently – have until Friday to do so.
- B. Thanks to all who participated in the engagement survey process.

**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. Shwa gave verbal kudos for their Academic Fair yesterday.
  6. Staff Recognition by Nazrin Ferdousi/April Helgaas
  7. Campus Engagement by Maggie Latterell
  8. Gunkelman Award by Jenn Young/Tyre Leapaldt
  9. Access and Opportunity Committee by Val Jones
- C. State Staff Senate by Jenn Young
  1. Mentioned that the report is given in the minutes but wanted to draw attention to the fact that SBHE Board Member DJ Campbell and NDUS Chief Operating Officer Meredith Larson will be attending the Dec. 8<sup>th</sup> ND SSS meeting.
- 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

- F. Day of Honor by Jeremy Kopp/Corey Landowski/Kristi Steinmann  
1. Date has been set and are soliciting names of faculty, staff, and students.

**XVIII. Announcements and Open Discussion**

- A. Bookstore by Alicia LaFerriere  
1. Accepting course material info for spring semester – if you help with this and have questions, let Alicia know.  
2. Bison Ready – great participation for fall; any questions, let Alicia know.

**XIX. Adjourned** at 11:18 am.

Staff Senate Meetings:

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

- 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:**

- 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

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

- a. Please register so that there are enough books and materials for everyone: [registration link](#).

**JOIN US!** Real Colors Workshop®

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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.

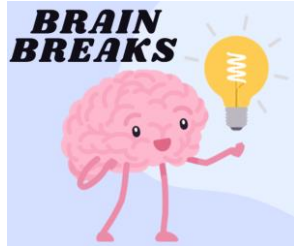
#### 6. Staff Recognition by Nazrin Ferdousi/April Helgaas

- Initiated the Tax Withholding DocuSign form for the October awardees and assisted them to complete it.
- Sent Campus Kudos emails to nominees for the November Staff Senate meeting.
- Updated Kudos nominations in the Campus Kudos template on the Staff Senate's Staff Recognition Channel on Teams.
- Communicated with Lynn about the Bookstore Gift cards and collected them for the November Staff senate meeting.



- Contacted Josh about the wood-plaques and asked Mr. Sharijad to collect them for the November Staff Senate Meeting.
- Communicated with Mr. Connor and Mr. Derrick to address the Campus Kudos nomination and awarding of 21 Athletics individuals.
- Sent a summary email to all the members of the Staff Recognition Committee to update them on the task's completion in October.
- Plan to launch the “Core Value Award” in January 2026.

7. Campus Engagement by Maggie Latterell



- 1. November 6<sup>th</sup> (1-3 pm) in MU – Nueta
  2. Theme: Puzzles & Games
- 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 Leapaldt

- No report.

9. Access and Opportunity Committee by Val Jones

- Our committee met to clarify its purpose and establish a preliminary set of goals. Before sharing these goals with the broader Staff Senate, we are collaborating with other stakeholders to refine the language and ensure clarity and alignment.
- In November, the committee is scheduled to meet with Mark Genkinger to discuss current policies impacting staff. This meeting will help us better understand the rationale behind certain policies and inform our ongoing work.

C. State Staff Senate by Jenn Young

1. Met on Oct. 13<sup>th</sup>.
  - SBHE update by Anna Kinney (UND)
    1. Thanks to Jenn Young for minutes and to all those who gave feedback before the 9/23 meeting regarding the Chancellor search.
    2. Change to structure of meeting:
      - a. Will get a campus update at each meeting
      - b. Moved the staff update from not last on the agenda to the first of the staff/faculty/student updates
    3. 2 big executive sessions at the 9/23 meeting
      - a. 1<sup>st</sup> to appoint Sanford as the permanent Commissioner
      - b. 2<sup>nd</sup> addressing presidential situations at LRSC and BSC
        - i. Dr. Simone was appointed at LRSC
        - ii. BSC will go through a presidential search
    4. Multiple policies discussed – 17 on first read, 5 pulled for further discussion

5. Meredith Larson will serve as the staff liaison at the NDUS level

- State Staff Recognition Committee – meeting on 10/31 and will have feedback given by Anna from the state office
- Decided to start having Executive Committee meetings prior to the SBHE meeting to see if there is anything on the agenda that we need to push for feedback from the staff at the 11 institutions

2. Executive Committee met on Oct. 27<sup>th</sup>.

- Discussion regarding Policy 601.1 Presidential Searches. [Redline Version](#); [Current version](#)
- SBHE will be discussing Reduced Credit Bachelor Degrees, Dual Credit (subsidized vs. unsubsidized, costs associated with), Funding Formula (things they want to work on: emphasizing degrees associated with high-demand career fields, reducing support for out-of-state online students, working with Bank of ND on loan forgiveness), and other topics ([Agenda](#)) for their 10/30/25 meeting

3. SBHE Board Member DJ Campbell and NDUS Chief Operating Officer Meredith Larson will be attending the Dec. 8<sup>th</sup> ND SSS meeting.

D. Joint Committees

1. Campus Space and Facilities by Jenn Young/Ben Bernard/Megan Hubbard

- No report.

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

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

- No report.