

Agenda

NDSU STAFF SENATE

Wednesday, December 3rd, 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. Call to Order**
- II. Land Acknowledgement & Shared Governance Statement**
- III. Preliminary Attendance Report and Quorum Check** by Melissa Lamp
 - A. Final attendance report will be in the minutes.
- IV. Approval of Meeting Agenda**
- V. Approval of Wednesday, November 5th, 2025 Meeting Minutes**
- VI. Campus Kudos** by April Helgaas/Nazrin Ferdousi
 - A. Aaron MacDonald – Facilities Management
 - B. Huanzhong “Dan” Gu – Psychology
 - C. Nadeje Alexandre – College of Arts & Sciences Deans Office
 - D. Carrie Petersen – Customer Account Services
 - E. A.J. Klein – Enrollment Management Administrative Systems
 - F. Malaika Ebert – Plant Pathology
- VII. Faculty Senate Report** by Lisa Montplaisir
- VIII. Student Government Report** by Nic Frello/Caleb Jarvis
- IX. Program**
 - A. Heidi Grunwald
- X. President’s Report** by Joshua Schroetter
 - A. Federal Actions
 - 1. <https://www.ndsu.edu/federal-actions>
 - B. President’s Cabinet
 - C. Leadership Assembly
 - D. President Search
- XI. Old Business**
 - A. Membership
- XII. New Business**
- XIII. Senate Coordinating Council** by Kay Hopkins
 - A. Consent Agenda
 - B. Input Agenda

XIV. Treasurer's Report by April Helgaas

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

XV. Staff Senate Executive Committee by Shiloh Susag

XVI. Advisor's Comments by Mark Genkinger

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
 - 6. Staff Recognition by Nazrin Ferdousi/April Helgaas
 - 7. Campus Engagement by Maggie Latterell
 - 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
- F. **Day of Honor by Jeremy Kopp/Corey Landowski/Kristi Steinmann**

XVIII. Announcements and Open Discussion

- A. Vanessa Attaya – Residence Hall Association

XIX. Adjourn

Staff Senate Meetings:

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

- 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:

- 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
 - Direct Deposit Text Notification – Please enroll in the text notification for direct deposit information changes to protect your paycheck. NDSU Payroll provided a step-by-step guide in their November 10th email notification. (I am including it at the end of the committee reports in case you deleted it.)
 - AI Committee Presentations – In the coming weeks, there will be open forums and email notifications regarding the work of the various AI groups that have been working on this topic. Please keep your eyes open for this information and ways to participate in the process.
 - 4. Scholarship by Jenna Reno
 - No report.
 - 5. Staff Development by Melissa Lamp
 - December 10, 9:30-11:30, Real Colors Workshop for Current Staff Senators

JOIN US! Real Colors Workshop®

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.

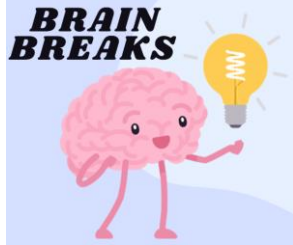
For questions or accommodations, contact the Staff Senate Professional Development Committee @melissa.lamp@ndsu.edu.



Facilitated by Kristina Astrup, certified Real Colors® Facilitator.

- Staff Senate is partnering with NDSU Case Management to bring you an in-person workshop on loneliness and the student experience.
 - When: January 14, 2026, 2 p.m. (approximately one hour)
 - Where: NDSU Memorial Union (on campus only)
 - Register: Open to the first 50 staff to register (<https://apps2.ndsu.edu/event-registration/viewevent/Event::48775>).
 - Why Attend?
 - Learn how creativity makes connections
 - Practice mindfulness techniques

- Engage in an abstract art activity
- Communicate authentically through color
- View loneliness through a student perspective
- Participants will also learn more about NDSU Case Management and the services offered to students.
- Colors and Connections is a one-hour workshop designed by Project UnLonely and developed by the Foundation for Art and Healing in 2016 to address the growing public health concerns of social isolation and chronic loneliness. This workshop explores how creativity can help us feel more connected to ourselves and others. No need to be an artist—it's all about fun, exploration, and personal expression!
- The session will be facilitated by Angie Reinke and Nicole Pearson, NDSU Casement Management | Dean of Students Office.
- For questions or accommodations, please email melissa.lamp@ndsu.edu.
- 6. Staff Recognition by Nazrin Ferdousi/April Helgaas
 - Continue work on Campus Kudos
 1. Getting Tax Withholding Forms signed for those that received gifts in November
 2. Emailed nominees for December meeting
 - Continue work on “Core Values Award”
 - Please let the committee know if you have any suggestions for them
- 7. Campus Engagement by Maggie Latterell



- 1. December 3rd (1-3 pm) in MU – Nueta
 2. Theme: Arts, Crafts, and Collages
- 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
 -
- C. State Staff Senate by Jenn Young
 1. Met on Nov. 10th.
 - Campus updates:
 1. BSC – forming Presidential Search Committee; football program starting in Fall 2027
 2. UND – shared governance award that had disappeared is coming back
 3. MiSU – TRIO program put on 1st gen round table; supervisor training by outside person on Nov. 17th
 4. VCSU – President is leaving at end of year
 - SBHE update by Anna Kinney (UND)
 1. Full board members have been busy with interim legislative committees
 2. Member Campbell will be serving on BSC's Presidential Search Committee
 3. Discussion regarding sub-120 h Bachelor's Degrees

- a. Students voted against it
- 4. Discussion regarding the funding formula
 - a. Legislature is actively looking for feedback from SBHE and the System on the funding formula
 - b. Chair Black had some ideas
 - i. KPI being incentivized
 - ii. Decrease in formula for fully online out-of-state students
 - c. Concern about incentivizing a very narrow field of workforce priorities – American Bureau of Labor Statistics shows that the average adult changes careers 12 times in their lifetime
- 5. Discussion regarding dual credit
 - a. 40% of ND high school graduates don't go into higher education – can dual credit address that?
 - b. What are the costs of offering dual credit?
- 6. Continued discussion on resource sharing between campuses
 - a. Dedicated person at UND that helps at Mayville and Williston
 - b. Ensuring that there is good coverage for essential work
- 7. Meet again Dec. 4th and then take break until late January
- HRC update by Mindy OConnor (MaSU)
 - 1. Discussed some HR policy and procedure updates
 - a. Minnesota paid leave policy discussed – if work 50% or more of time from home when live in MN versus working on campus in ND – <http://paidleave.mn.gov/>
- Committee reports
 - 1. Bylaws – 1st meeting set for 11/14
 - a. Started discussing Bylaws
 - b. Set next meeting for 12/5
 - 2. Staff Recognition
 - a. Have met twice now
 - b. Reviewed the award and made some recommended edits
 - c. Discussion regarding getting an email to use for the award rather than using someone's personal email
 - 3. Professional Development – 1st meeting set for 11/20 so will receive updates at the 12/8 meeting
- 2. SBHE Board Member DJ Campbell and NDUS Chief Operating Officer Meredith Larson will be attending the Dec. 8th 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.

New Security Alert Feature for Direct Deposit Changes

We are excited to announce a new feature in PeopleSoft HCM designed to enhance the security of your payroll information.

Employees can now opt to receive a text message notification whenever their direct deposit information is changed. This added layer of protection helps ensure you're promptly informed of any updates to your banking details. Your direct deposit information contains sensitive financial data. Unauthorized changes could result in delayed or misdirected pay. Receiving a text alert allows you to act quickly if something doesn't look right, helping to prevent potential fraud.

To enable this feature, there are two steps (see attached document for step-by-step instructions along with screenshots):

1. Provide your mobile phone number in PeopleSoft HCM to receive text messages
2. Consent to receive text alerts specifically for direct deposit changes

Provide the phone number you wish to receive text messages to:

- **Access Employee Self Service** by going to <https://www.ndsu.edu/payroll> and clicking on the PeopleSoft/Employee Self-Service box on the right
 - If you have trouble logging into ESS, call the Help Desk at 701-231-8685, option 1
- Once you have successfully logged into Employee Self Service, open **My Preferences** by clicking on the three vertical dots between the Home and the NavBar icons
- Expand the **Notifications** Menu, below Navigation Personalizations
- Enter your mobile number
 - Type the **phone number** you want text notifications sent to
 - Press **tab** on your keyboard and then select **save**

Consent to receiving text messages:

- On the left-hand menu, select the **Notifications** section. Then select the checkbox labeled "**I agree to give my consent.**"
- Verify and enable notifications
 - Choose and confirm your **email address** and **phone number**
 - Slide the **text** toggle to the right to enable text notifications
- Save your preferences by selecting **save** in the upper-right corner of the page

Once enabled, you will receive a confirmation text when you add, remove, or update a direct deposit account in Employee Self Service (ESS).

If you have any questions, or need assistance, please contact Payroll Services at 701-231-8961 or ndsu.payroll@ndsu.edu.

Thank you,

Payroll Services