

## Minutes

# NDSU STAFF SENATE

Wednesday, December 3<sup>rd</sup>, 2025  
Prairie Rose – Memorial Union

<https://ndsu.zoom.us/j/92605614935?pwd=45L59sVaGQreuWIrJwGamJJkDTBTib.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 9:32 am.

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

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

- A. Senators: 57
- B. Present/Proxies: 51
- C. Excused: 2
- D. Absent: 4
- E. Guests: 29

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

**V. Approval of Wednesday, November 5<sup>th</sup>, 2025 Meeting Minutes** by unanimous consent.

**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. A.J. Klein – Enrollment Management Administrative Systems
- E. Malaika Ebert – Plant Pathology

**VII. Faculty Senate Report** by Lisa Montplaisir

- A. Short meeting – mainly due to no new policies coming through SCC
- B. Still having conversations about workload policies and post-tenure review as it undergoes change
- C. State Board is working on a definition on what it means to be tenured at the 11 institutions in NDUS
  - 1. Faculty Senate has been collaborating with CCF (Council of College Faculties)
  - 2. Called bi-weekly meetings to address the State Board requests for input and write policy regarding what tenure means
- D. Next focus is the Presidential Search

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

**IX. Program**

- A. Heidi Grunwald
  - 1. Interim VP for RCA – appt for 12 mo, renewable for another 6 mo
  - 2. Wanted to emphasize the importance of staff getting together

- a. Spent 20 yr at Temple and didn't have a Staff Senate. They had to go above and beyond to create places and spaces where they could actually get together and talk about the things they wanted to fix.
- b. Shared a story about how events put on by Staff Senate impacted her start at NDSU
- c. In higher ed, there's sort of 4 pillars: students (why we're all here), faculty (serve the students in the classroom), staff (who make the engine run), and administration (float around up here and people wonder what we do all day)

3. Research Enterprises – in general: in charge of all things where money flows into the university to do research, creative works, and other sponsored activities (undergraduate research, camps in the summer, EPSCOR activities, etc.)

- a. Have money flowing in; Compliance issues; Systems to track awards
- b. Also keep track of expenditures which is what universities are ranked on for research – we are in the top 100 with \$190 million in research expenditures

4. Pre-government shut down, with the agencies that give us most of our money (National Institutes for Health, National Science Foundation, Department of Energy, Department of Defense, Department of Education, Department of Agriculture), were on par with awards

- a. Had \$50 million in the door, which is actually more than the year before
- b. A lot of the ag money comes in because we're the land grant institution – kind of “wired” money that comes to us every year
- c. Hard work that the administrators do – delegation to Washington just came back from making sure that our Congress members understand our needs – where we want to grow, what we want to invest in, so that we can get programmatic money out of the bills as they're authorized. So we get some money because it's sitting on a line in an appropriations bill.
- d. Then we had the government shutdown
  - (1) Cancelling of NIH award affected 11k trials and 74k patients enrolled in those trials
  - (2) Agencies collectively have canceled over 80k requests for proposals
  - (3) Moving from requests for specific proposals to more generalized requests where you have to decide how your proposal fits; moving from agency-initiated to investigator-initiated and that's more difficult
  - (4) Shutdown backed things up – no review committees were meeting, no awards were being made, no requests for proposals were being rewritten to align with agency priorities
  - (5) So our (RCA) work, and to some extent your (staff) work, is to make sure that the faculty and research scientists on campus stay motivated and feel supported.
  - (6) Have to be business as usual (innovative research, training graduate students, etc.) despite the trying times we're in – can't win if you don't play
- e. Working with Grants Accounting to try to streamline some of their processes
  - (1) When an award comes in, there are a lot of expenditures (hires, supplies, reservations, travelling, etc.)
  - (2) Invoices go to grants accounting to be paid and make sure we are reimbursed for our expenditures
  - (3) If you work in this space and have an idea how to streamline the process, let them know. Talk to them or Grants Accounting or SPA (Sponsored Program Administration) Office.

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

- A. Federal Actions
  - 1. <https://www.ndsu.edu/federal-actions>
  - 2. Has not met recently
- B. President's Cabinet
  - 1. Has not met since the last Staff Senate Meeting

2. Interim meetings to discuss hiring a provost and starting the discussion regarding the Presidential transition – emails have come out about both of those topics
- C. Leadership Assembly
  1. Presidential Search
  2. AI – teaching and learning
  3. Brief update on Employee Engagement
- D. President Search
  1. Staff Senate played a role in nominating candidates to serve on the committee
    - a. 3 nominees from 1000/3000 (professional bands)
    - b. 3 nominees from 4000/5000/6000/7000 (paraprofessional, technical bands)
    - c. Shiloh Susag and Lori Witt were the staff members chosen to serve on the committee
    - d. Will probably defer most updates regarding the President Search to Shiloh in the future

## **XI. Old Business**

- A. Membership – save discussion for end
  1. Going to do some group work with discussion and writing notes. They've been using this format in Leadership Assembly and it allows you to bounce your ideas off of others and hear other perspectives.
  2. Shwa will compile feedback from group work and the conversation will continue
  3. Key points from anyone?
    - a. One group talked about the 6000 and 7000 bands and how do we make sure their voices are being heard.
    - b. Most effective way to get people to join Staff Senate is to directly ask them. Get better response than sending emails.
      - (1) March Brain Break will be focusing on recruitment and what role Staff Senate plays on campus.
    - c. Being clear about Staff Senate role on campus. Why should you join? What do you get out of joining Staff Senate?
    - d. Think about number and not just structure. Do we have enough people to do the things we want to do or do we have too many people? Need to make intentional decisions about what our purpose/mission is and use that in defining the structure and size of Staff Senate.

## **XII. New Business**

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

- A. **Consent Agenda**
- B. **Input Agenda**
- C. No policies to discuss. Should Shwa send out an email whether or not there is a policy? Send Shwa feedback on that.
- D. SCC still discussing procedure on what happens if one group recommends changes.

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

- A. Appropriated: \$6050.28
- B. Local: \$1264.28
- C. Scholarship: \$2018.83
- D. Staff Senate Support Fund: \$992.91

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

- A. Started preliminary discussion about being proactive with the next legislative session
  1. How do we be more proactive? What priorities do we want to advocate for? More communication with SBHE and administration who have more opportunity to advocate. Nothing is drafted but example would be the Friday after Thanksgiving or Christmas Eve.
- B. Other things discussed are on the agenda for today.

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

- A. No updates.

- B. Melissa asked for an update on the Minnesota leave policy.
  - 1. New paid leave law that goes into effect 1/1/26. If work at least 50% of your time in MN, you are eligible for paid leave. Depending on the circumstances, could be paid leave for up to 20 weeks. There is a tax that is split evenly between the employer and the employee. If you are eligible, you will have a payroll deduction. Only about 20 employees affected. Don't have to be a Minnesota resident to receive the paid leave.
- C. Thanked Staff for all they do and wished everyone a happy holiday.
- D. Reminded that the recording from the Employee Engagement Survey is out there. Supervisors are getting training starting today.
- E. New form for performance review next year. Start the discussion with your supervisor now to make sure they get done by March 31<sup>st</sup>. Don't want to keep chasing down people.
- F. Kristina Astrup: Make sure you're getting annual training completed.
- G. Question from online: Will a member of Staff Senate get to sit in on the exit interviews with President and Provost?
  - 1. Mark was unsure if they had even had exit interviews with the previous President and Provost. He will take it into consideration.

## **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**
    - a. Looking into how to redo some of the stuff on our website. Move some of our stuff to KB so it's behind the login because not all our stuff needs to be publicly accessible.
  - 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 Leapaldt
  - 9. Access and Opportunity Committee by Val Jones
- C. **State Staff Senate by Jenn Young**
  - 1. Reminder that State Board Member DJ Campbell and NDUS Chief Operating Officer Meredith Larson will be attending our Dec. 8<sup>th</sup> State Staff Senate meeting. If you have any questions, concerns, etc., make sure that you get those to me, Andrea Ludwig, or Corey Landowski before Monday at 2:30.
- 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. Email went out soliciting names to be honored. Date was included in email.

## **XVIII. Announcements and Open Discussion**

- A. Vanessa Attaya – Residence Hall Association
  - 1. Casino Night – looking for volunteers, both staff and students
  - 2. If interested, reach out to Vanessa Attaya or sign up here:
   
<https://www.signupgenius.com/go/10C0544A4AC23A5F5C07-59772311-casino#/>
  - 3. Friday, January 16<sup>th</sup> in the evening (8:00-11:00) in the MU Ballroom.

B. NDSU Bookstore's Holiday Open House is today (12/3) from 10:00 am to 4:00 pm. Stop by for in-store-only discounts, giveaways, snacks/refreshments, and more!

**XIX. Adjourned** at 10:55 am.

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 10<sup>th</sup> 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®



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](mailto:melissa.lamp@ndsu.edu).



Facilitated by Kristina Astrup, certified Real Colors® Facilitator.

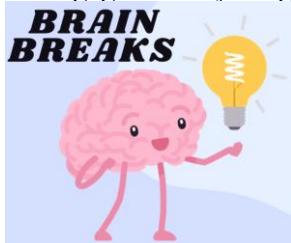
- Staff Senate is partnering with NDSU Case Management to bring you an in-person workshop on loneliness and the student experience.
  - When: January 14, 2026, 2 p.m. (approximately one hour)
  - Where: NDSU Memorial Union (on campus only)
  - Register: Open to the first 50 staff to register (<https://apps2.ndsu.edu/event-registration/viewevent/Event:48775>).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

- No report.

9. Access and Opportunity Committee by Val Jones

- 

C. State Staff Senate by Jenn Young

1. Met on Nov. 10<sup>th</sup>.

- 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 1<sup>st</sup> gen round table; supervisor training by outside person on Nov. 17<sup>th</sup>
  - 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. 4<sup>th</sup> 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 – 1<sup>st</sup> 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 – 1<sup>st</sup> 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. 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.

## 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](mailto:ndsu.payroll@ndsu.edu).

Thank you,

**Payroll Services**