

NDSU STAFF SENATE

Minutes

Wednesday, April 2nd, 2025

Prairie Rose– Memorial Union

<https://ndsu.zoom.us/j/97307551598>

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 – 9:30 AM**
- II. Land Acknowledgement & Shared Governance Statement**
- III. Approval of Meeting Agenda** – Motion to approve with addition of “Bylaws - Membership” to New Business by Hudson, seconded by Astrup. Passed.
- IV. Approval of Wednesday, March 5th, 2025, Meeting Minutes** – Motion to approve by Astrup, seconded by Kopp. Passed.
- V. Campus Kudos** by Carin Engler / April Helgaas
 - A. Bookstore Customer Service Team
 - B. Grace Brennan
 - C. Shea Mattingly
 - D. Brilyn Agnew
- VI. Attendance Report** by Melissa Lamp
 - A. Active - 38
 - B. Present – 32 Senators
 - C. Guests - 37
- VII. Faculty Senate Report** by Lisa Montplaisir
 - A. It is the last month of the ND Legislative session.
 - 1. 1437 is related to tenure, failed, but was revived. Faculty Senate is working with another organization to urge a Governor's Veto.
 - 2. 1220 is related to accelerated degrees. This is still in committee. President Montplaisir has testified against this one.
 - 3. 1588 is related to firearms, and currently there would be a carve-out for higher education to create their own policies.
- VIII. Student Government Report** by Garrett Kuhn / Christopher Dick
 - A. Student Elections are underway. Voting is on April 9th.
 - B. There is a Spring Concert. Tickets are on sale starting April 2nd and the event is on May 2nd at the SHAC.

IX. Program

- A. Seinqis Leinen, Senior Director of Strategic Enrollment
 - 1. Seinqis provided an update regarding Strategic Enrollment. You may watch a recording of this presentation once it is posted on the Staff Senate website.
- B. Laura Parson, Associate Professor & Educational Studies Director
 - 1. Laura Parson provided information regarding course offerings in the College of Education. You may watch a recording of this presentation once it is posted on the Staff Senate website.

X. President's Report by Kay Hopkins

- A. Bookstore Update
 - 1. Starting in Fall 2025, the Bookstore is expanding its inclusive access program. Students will have a flat-rate option to pay for all their course materials for the semester. Students will still be able to opt-out if they are part time or have other considerations. The cost is \$325/semester for undergraduate students.
- B. Legislative Session Updates
 - 1. President Montplaisir provided important updates already.
- C. Federal Actions
 - 1. <https://www.ndsu.edu/federal-actions>
- D. March Leadership Assembly
 - 1. The March Leadership Assembly follow-up email was sent out to campus. If you have thoughts/comments, you may share that with President Hopkins.

XI. Elections by Kristi Steinmann

- A. President Hopkins, Steinmann, and Schroetter worked on individual outreach to new staff, and the Campus Engagement Committee utilized their Brain Breaks to do additional recruiting. This resulted in many nominations that exceeded the number of available senate seats.
- B. Open Positions include:
 - 1. President-Elect
 - 2. (3) At-Large Members
 - 3. Secretary
 - 4. Joint Committee Positions
 - a. IT Committee
 - b. Learning Spaces Advisory
 - c. Library
 - d. (2) University Athletics
 - e. Access & Opportunity Committee Chair
 - f. (1) State Staff Senate

XII. New Business

- A. Bylaws – Membership
 - 1. Motion by Kopp to amend the number of at-large senators from 10 to 25. Seconded by Hudson.
 - a. Discussion:
 - (1) Susag: Provided context that the Bylaws committee did not review this item this year because we are in a Legislative year, and due to changes in Bylaws in 2024, that committee would not tackle both Legislative and Bylaws in the same year. The Executive Committee has discussed changes to the membership this year already and knows that in the coming year this will be a task for the Bylaws committee.
 - (2) Hudson: Clarification that increasing the total number of senators does not negatively impact quorum, because quorum is a percentage of active senators.

- (3) Bernard: If the goal is to increase membership, then increasing the number of at-large members would seem to remove the necessity of elections.
- (4) Schroetter: Provided context that in previous years, two committees have been cut due to lack of membership (environmental sustainability, and elections committee is now solely done by the Past President when it previously included members from the body). There have also been comments from existing committees that more members would help them provide more offerings, such as the professional development committee and staff engagement committee.
- (a) He does not advocate for short-term solutions normally, but with the high number of interested new senators, it seems appropriate to accommodate a change to get everyone in this year and make a meaningful change to membership requirements in the bylaws next year.
- (5) Lamp: Adding senators would help with committee work.
- (6) Young: Some senators serve on multiple committees to keep them moving forward.
- (7) Erichsen: Supports acting during this meeting in some manner to create opportunity for more senators. Staff Senate has been continuously encouraging new senators and welcoming guests this past year, so it would be disheartening to turn some away.
- (8) Steinmann: Increasing the number of senators would contribute to improving communication amongst departments/units, and they will also have more input during policy discussions.
- (9) Hall: Is it possible to amend the bylaws to have the at-large membership also be a percentage of total staff instead of a set number?
- (a) Consensus feedback was that this is a good recommendation that could be used when taking a more in-depth look at the membership portion of the bylaws.
- (10) Genkinger: It would be best to act on this today while there is positive momentum/engagement with Staff Senate.
- (11) Discussion closed.
- b. Motion by Schroetter to amend the change to increase total number of active senators to 75 to accommodate the change to at-large senators. Seconded by Bernard. Passed.
- c. The motion, as amended, passed with one abstention.

XIII. Old Business

A. Staff Senate Budget

1. Traveling Book Club
2. Promoting Staff Senate
3. Chamber Events

a. The President's Office already had tickets to the Voices of Vision event and can be shared with staff if needed. If they run out, Staff Senate could provide funding for some additional tickets.

4. Upgrade Tabling Decor

XIV. Senate Coordinating Council by Kristi Steinmann

A. **Consent Agenda** - Motion to approve Consent Agenda by Hudson, seconded by Hardwick-Nelson. Passed.

1. 334 - Student Travel Policy

2. 334.1 - International Travel for Students
3. 606 - Guidelines for Student Requests for Reasonable Accommodation

B. Input Agenda

XV. Treasurer's Report by April Helgaas

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

XVI. Staff Senate Executive Committee by Joshua Schroetter

- A. No report.

XVII. Advisors Comments by Mark Genkinger

- A. Performance Reviews were due on April 1st. There are still some reviews not submitted, so HR is working with supervisors to complete them. It is important to have a review on-file so that employees are eligible for raises in the new fiscal year.

XVIII. Committee Business

- A. Public Relations Officer Report by Libby Hardwick-Nelson
- B. President's Cabinet by Kay Hopkins
- C. Elections by Kristi Steinmann
- D. Legislative and Bylaws by Shiloh Susag / Jeremy Kopp
- E. Information Technology by Daniel Erichsen
- F. **Scholarship by Jena Reno/Corey Landowski**
- G. Staff Development by Melissa Lamp
- H. **Staff Recognition by Carin Engler / April Helgaas**
 1. April 24th, 1:00 PM in the Ballroom. Staff Recognition Awards will be announced during this ceremony. The invitation was sent to all of campus this year, but as a note, not all staff will be able to fit in the room or receive the food. There will also be an online version made available this year.
- I. Campus Engagement by Maggie Latterell
- J. **Gunkelman Award by Jen Young / Joshua Schroetter**
- K. State Staff Senate by Emily Vieweg/ Jen Young
- L. Access and Opportunity Committee by Amolia Schumacher
- M. Joint Committees
 1. Campus Space and Facilities by Jen Young
 2. Library by Alicia LaFerriere
 3. University Athletics by Corey Landowski/ Todd Phelps
 4. Learning Space Advisory Committee by Alicia LaFerriere
- N. Ad Hoc Committees
- O. Day of Honor by Jen Young

XIX. Announcements

- A. Gunkelman Ceremony – May 2nd, 2:30 PM, NDSU Alumni Center
- B. The focused drive for May is canned goods of any kind.

XX. Adjourn – 11:19 AM.

Staff Senate Meetings:

May 7, 2025, 9:30 AM - 11:30 AM Memorial Union, Prairie Rose - <https://ndsu.zoom.us/j/93466557519>

Scheduled Programs:

May – Elections

Committee Reports Submitted through Form:

- 1) Public Relations Officer Report by Libby Hardwick-Nelson
 - No report.
- 2) Elections by Kristi Steinmann
 - No report.
- 3) Legislative and Bylaws by Shiloh Susag/Jeremy Kopp
 - No report.
- 4) Information Technology by Daniel Erichsen
 - No report.
- 5) Scholarship by Jena Reno/ Corey Landowski
 - No report.
- 6) Staff Development by Melisa Lamp
 - No report.
- 7) Staff Recognition by Carin Engler/ April Helgaas
 - Nominations closed and we had 57 individual nominations and 8 team nominations. The committee is now scoring and we will let HR know by 4/4.
- 8) Campus Engagement by Maggie Latterell
 - Our next Brain Break is Tuesday, 12 - 1-3PM in Meadow Lark!
 - This is a recruitment event for staff members to learn more about Staff Senate – come share your experiences with others and/or bring campus friends who might be a great addition to Senate!
 - Save the date for our end of year gathering: Thursday, May 22 – 2-4PM, additional details to follow!
- 9) Gunkelman Award by Jen Young / Joshua Schroetter
 - No report.
- 10) State Staff Senate by Jen Young / Emily Vieweg
 - Minutes are included as an addendum below.
- 11) Joint Committees
 - Campus Space and Facilities by Jen Young
 - Campus Space and Facilities will have a meeting on April 30th at 1:00.
 - Library by Alicia LaFerriere
 - No report.
 - University Athletics by Corey Landowski
 - No report.
 - Learning Space Advisory Committee by Alicia LaFerriere
 - No report.
 - Access and Opportunity Committee by Amolia Schumacher
 - No report.
- 12) Ad Hoc Committees
- 13) Day of Honor by Jennifer Young
 - No report.

North Dakota State Staff Senate Meeting Agenda

March 10, 2025 @ 2:30pm CT via MS Teams

The NDUS Staff Senate serves to represent staff employees from the eleven academic institutions and employees throughout the university system. The Senate identifies staff interests and issues; acts as a forum for the discussion of staff-related matters; and facilitates communication on behalf of the campus staff members with the NDUS Chancellor and the State Board of Higher Education.

- 1) Call to Order at 2:30 by Anna Kinney
- 2) Roll Call
 - a) BSC – Joseph Camisa
 - b) CTSO – Greg Carlson, Heather Lentz
 - c) DCB – Mike O’Toole
 - d) DSU – Laura Fetting
 - e) LRSC – Meghan Dimmler, Frances Drury, Casey Zehrer
 - f) MaSU – Stacy Buchl
 - g) MiSU – Heather Halverson
 - h) NDSCS – Lisa Braun, Sadie Russenberger
 - i) NDSU – Andrea Ludwig, Jenn Young
 - j) UND – Anna Kinney, Mike Wozniak
 - k) VCSU – Erin Edinger
 - l) WSC – absent
 - m) HRC Rep – Laura Fetting
 - n) SBHE Rep – absent
- 3) Approval of Agenda
 - a) Motion by Lisa Braun from NDSCS, Second by Mike Wozniak from UND, Approved
- 4) Approval of February Meeting Minutes:
 - a) Motion by Sadie Russenberger from NDSCS, Second by Laura Fetting from DSU, Approved
- 5) Reports
 - a) Campus Updates – Submit to website
 - i) DSU – Laura Fetting
 - (1) Week of 17-21 will be having Presidential candidates for interviews, following week will be final interview with SBHE, and then will have a president assigned by end of month, Probably won’t take over until July 1st but could be anywhere from April 1st to July 1st; Narrowed down to 5 candidates
 - (2) Men’s basketball going to nationals
 - ii) BSC – Joseph Camisa
 - (1) Got some open district seats filled by special election

- (2) Working with interim president on getting summer hours up to date with departments, allow staff to flex Friday afternoons as long as they get their 40 hours in, summer hours from right after graduation to a couple weeks before start of fall semester

iii) DCB – Mike O'Toole

- (1) Committee put together to evaluate staff in-service, change how training is conducted, usually put with faculty and cram everything in right before fall semester when staff is really busy, trying to get that changed to accompany slower summertime

iv) VCSU – Erin Edinger

- (1) Working on organizing Employee Recognition dinner
- (2) Claiming spring break as professional development week and offering a different one each day (Monday – counseling staff did animal personality assessment; Tuesday – AI in action; Wednesday – accessibility initiatives; Thursday – webinars through Employee Assistance; Friday – document with links to resources that they use for regular professional development

v) MiSU – Heather Halverson

- (1) International student panel along with director of International Student Programs – allows campus to see process that they go through to get here, ask questions such as what expect of professors and what would they like to see more of when they got here
- (2) Calendar and 50/50 raffle coming up in April
- (3) Men's basketball headed to nationals as well as both hockey teams

vi) NDSCS – Sadie Russenberger

- (1) Record enrollment for Spring
- (2) March Employee Recognition Appreciation event planning
- (3) Picnic for all employees in June
- (4) Ribbon cutting for Career Innovation Center set for August
- (5) Both men's and women's basketball won regionals and going on to nationals

vii) UND – Anna Kinney

- (1) upcoming spring fling event – night staff breakfast (April 8th) and luncheon (April 10th) – last year luncheon was about 400 people served
- (2) Created page for executive orders/federal actions: [Executive Orders & Directives | University of North Dakota](#)

viii) NDSU – Jenn Young

- (1) NDSU also has website for federal actions: [Federal Actions | North Dakota State University](#)
- (2) Doing some website and branding updates; just had meeting with higher ups, Staff Senate Exec and Faculty Senate Exec on branding guidelines

b) SBHE Staff Advisor Report: Will be sent when Michael is back in office

c) HRC Update:

- i) March 4th meeting
- ii) Presentation from TIAA – info rolling out through each campus’s HR
- iii) Internal Audit and Compliance – virtual coffee session – purpose to educate employees about internal audit and compliance officer and to educate, communicate, and develop relationship with employees

6) Business Agenda

a) Taskforce Chair Updates

i) Legislative

- (1) Crossover took place last week. Not too many hearings on bills had happened.
- (2) SB 2003 (Appropriations) hearings by House Appropriations – Education and Environment Division taking place this week. Campuses will be presenting to the committee this week.
- (3) Weekly hearing schedule shared in chat and on Teams under files in the General tab

ii) Staff Recognition (Drafted language for NDUS Award: [State Staff Senate Award.docx](#))

- (1) Guidelines that Mike and Anna drafted are in Teams folder, also shared in chat
- (2) Letter of recommendation submitted
- (3) Not sure how nomination process will work – possibly each staff senate has nomination process and submit 1-2 to state staff senate for state staff senate to decide on recipient – discussion seemed to think this would be the best way
- (4) Document is editable so can leave comments/suggestions
- (5) Monetary award – Casey said they do donation to professional development
 - (a) If have monetary awards – put comment in document so can compare so that state level award is not smaller than campus awards

iii) Professional Development

- (1) Having good discussions, interruptions due to availability during legislative sessions
- (2) Hoping to have something as template in April/May to be used across system
- (3) Discussion regarding leveraging other opportunities
 - (a) i.e., ai options through Dakota academy – how can we more widely circulate these options as being available?

iv) Staff Affairs

- (1) Mostly information gathering – a few changes at individual campuses
- (2) Have folder in Teams

b) Communications officer position—need to vote

- i) Heather Halverson self-nominated – Heather Lentz said she can help her learn
- ii) Joseph moved to close nominations and cast a unanimous ballot, Mike Wozniak seconded, approved

c) June in person meeting (at UND this year) – dates: June 9-10

- i) Monday afternoon/Tuesday morning

- ii) No one voiced dissent of dates so Anna will move forward with those dates and getting things planned
- d) Employee morale-open discussion, idea sharing.
 - i) Mike Wozniak (UND) – Know it is a busy time but if know staff, students, or faculty worthy of recognition make sure you're telling them.
- 7) Open Discussion
- 8) Future Meetings: April 14, 2025, 2:30-4:00 CT.
- 9) Adjournment
 - a) Motion by Joseph; adjourned at 3:14 pm

Additional Information:

- NDSSS Website - <https://staffsenate.ndus.edu/>
- Campus Updates Submission - <https://staffsenate.ndus.edu/campus-update-submission-form/>