NDSU STAFF SENATE

Minutes

Wednesday, May 7th, 2025
Prairie Rose – Memorial Union
https://ndsu.zoom.us/j/93466557519

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 – 9:31 AM**

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

III. **Approval of Meeting Agenda –** Motion to approve by Latterell, seconded by Young. Passed.

IV. **Approval of Wednesday, April 2nd, 2025, Meeting Minutes –** Motion to approve by Latterell, seconded by Young. Passed.

V. **Campus Kudos** by Carin Engler / April Helgaas
   - A. Betsy Boyer
   - B. Pat Hanson
   - C. Casey Charon
   - D. Amy Scott
   - E. Tania Molden
   - F. Andrea Ludwig
   - G. Chris Hamre
   - H. Justin Miller
   - I. LaDonna De Geldere
   - J. Kari Schmitz-Eilertson
   - K. Paige Martinson - student

VI. **Attendance Report** by Melissa Lamp
   - A. Active – 63 Senators
   - B. Present – 58 Senators
   - C. Excused – 1 Senators
   - D. Absent – 4 Senators
   - E. Guests - 43

VII. **Faculty Senate Report** by Lisa Montplaisir
   - A. Thank you to the Staff Senate leadership. President Montplaisir extended her thanks and appreciation to the staff she has gotten to work with this year.

B. ND Legislature concluded on Saturday April 3rd. The Governor has not finished signing all the bills quite yet.

C. The Faculty Senate has their final meeting on May 12th. Elections will occur then so they will know their leadership team for the upcoming year at the conclusion of that meeting.

VIII. Student Government Report by Nic Frello / Caleb Jarvis

A. President Frello and Vice President Jarvis introduced themselves.

B. Nic and Caleb's campaign pillars were:

1. Increase ticket quota for student tickets to NDSU Football games.
2. Lessen overall reliance on email/listservs (alternative media outlets)
3. Create a committee called Senate Outreach Committee that brings together colleges and the organizations that fall under their college.
4. Re-ignite the Spring Involvement Expo in order to maintain student engagement throughout the Spring semester.
5. Restart the Student Government Newsletter.
6. Expand upon the Goods for the Herd Food Pantry through Student Government.

IX. Program

X. President's Report by Kay Hopkins

A. Legislative Session Updates

1. Many of the items that were being monitored ended up failing in the Legislature or are pending at the Governor's level for signature.

B. Federal Actions

1. https://www.ndsu.edu/federal-actions

XI. Outgoing Senator Recognition

A. Roland Hall

B. Sheila Tindall

C. Carin Engler

D. Amolia Schumacher

E. Jeff Hanson

XII. Elections by Kristi Steinmann

A. President-elect, 3-year term

1. Nominations for Shiloh Susag; accepted their nominations. Introduction of the nominee. Motion to close ballots and cast a unanimous vote by Kopp, seconded by Young. Motion passed. Shiloh Susag was elected as President-Elect.

B. Secretary, 2-year term

1. Nominations for Nazrin Ferdousi who has accepted their nomination; nomination for Jennifer Young who has accepted their nomination. Introduction of the nominees. Ballots were cast. Jennifer Young was elected as Secretary.

C. At-large Executive Members (3), 1-year term

1. Nominations for Connor Copeland who has accepted their nomination; Narin Ferdousi who has accepted their nomination; Jeremy Kopp who has accepted their nomination; Corey Landowski who has accepted their nomination; and Kristi Steinmann who has accepted their nomination. Motion to close nominations by Latterell, seconded by Young. Introduction of the nominees. Ballots cast. Kristi Steinmann, Corey Landowski, and Jeremy Kopp were elected as At-Large Executive Committee Members.

D. Campus Space and Facilities Committee Members (3), 1-year term

1. Nominations for Ben Bernard who has accepted their nomination; nominations for Megan Hubbard who has accepted their nomination; and nomination for Jennifer Young who has accepted their nomination. Introduction of the nominees. Motion to close nominations and cast a unanimous ballot by Diischer, seconded by Kopp. Ben Bernard, Megan Hubbard, and Jennifer Young were elected.

E. IT Committee Member, 1-year term

1. Nomination for Ben Bernard who was accepted their nomination. Introduction of their nominee. Motion to close nominations and cast a unanimous ballot by Kopp, seconded by Young. Passed. Ben Bernard was elected as IT Committee Member.

F. Learning Space Advisory Committee Member, 1-year term

1. Nomination for Alica Laferriere who has accepted their nomination. Introduction of the nominee. Motion to close nominations and cast a unanimous ballot by Schumacher, seconded by Latterell. Motion passed. Alicia Laferriere was elected as Learning Space Advisory Committee Member.

G. Library Committee Member, 1-year term

1. Nomination for Ben Bernard who was accepted their nomination; Nomination for Alica Laferriere who has accepted their nomination. Introduction of the nominees. Ballots cast. Alicia Laferriere was elected as Library Committee Member.

H. State Staff Senate Member, 3-year term

1. Nomination for Corey Landowski who has accepted their nomination. Introduction of the nominee. Motion to close nominations and cast a unanimous ballot by Laterrell, seconded by Young. Motion passed. Corey Landowski was elected as State Staff Senator.

I. University Athletics Committee Member (2), 1-year term

1. Nominations for Connor Copeland who has accepted their nomination; nominations for Corey Landowski who has declined their nomination; nomination for Shea Mattingly who has accepted their nomination. Introduction of the nominees. Motion to close nominations and cast a unanimous ballot by Diischer, seconded by Laterrell. Motion passed. Connor Copeland and Shea Mattingly were elected to the University Athletics Committee.

J. Access and Opportunity Committee Chair, 1-year term

1. Nomination for Nancy Boyle who has accepted their nomination. Introduction of the nominee. Motion to close nominations and cast a unanimous ballot by Laterrell, seconded by Young. Motion passed. Nancy Boyle was elected as the Access and Opportunity Committee Chair.

XIII. New Business

XIV. Old Business

A. Staff Senate Budget

1. Traveling Book Club

a. An email was sent about the availability of the Traveling Book Club titles and how to borrow them.

2. Promoting Staff Senate

a. There are plans to purchase some type of door clings/badges to purchase for staff to use at their offices to indicate to others they are a staff senator.

3. Upgrade Tabling Decor

a. New tabling decor will be purchased.

XV. Senate Coordinating Council by Kristi Steinmann

A. **Consent Agenda**

1. 143 - Sick/Dependent Leave

2. 170 - Payment of Meals for Staff and Guests

3. 304 - Academic Staff and Executive/Administrative Positions

4. 335 - Academic Integrity in Instructional Contexts
5. 337 - Grade Appeals Board
6. 352 - Promotion, Tenure and Evaluation
7. 824 - Institutional Base Salary (New)
8. Motion to approve Consent Agenda by Latterell, seconded by Steinmann. Passed.

B. **Input Agenda**

1. Policies 333 - Class Attendance, 515 – Travel Employee were moved to the Input Agenda.
2. 333 - Class Attendance
   a. Discussion
      (1) Diischer shared that the Class Attendance policy underwent some significant changes in the prior year already based on feedback from the Dean of Students office. These new changes were not brought forth by the same office.
      (2) Schroetter provided additional context that the requestor wanted to move the policy change forward to gather additional feedback.
      (3) Helgaas inquired whether there is a consequence to students who are absent more than the 40% threshold indicated in the change.
         (a) There is no consequence listed in the policy right now, which was also a consideration of the Senate Coordinating Council.
      (4) Schumacher shared that in some instances, based on course availability, some programs that limit the number of re-takes available to students.
   b. Motion to not recommend the acceptance of this policy change by Diischer; seconded by XXX. Diischer abstained. Motion passed. This change will not be recommended for acceptance by Staff Senate.
3. 515 – Travel Employees
   a. There is one part of this policy that creates an inconsistent window of time for the meal periods, particularly around the lunch hour for employees in travel status. It does not mimic the start/end times similar to the breakfast or dinner period.
   b. Motion to send the noted inconsistency of policy/OMB interpretation to Legal Counsel to address with OMB by Kopp. Seconded by Hadden. Motion passed.
   c. Motion to recommend policy for acceptance without edits by Schroetter, seconded by Steinmann. Motion passed.

XVI. Treasurer's Report by April Helgaas

A. Appropriated: $5,240.78
B. Local: $579.22
C. Scholarship: $191.33
D. Staff Senate Support Fund: $251.75

XVII. Staff Senate Executive Committee by Joshua Schroetter

XVIII. Advisors Comments by Mark Genkinger

A. With the ND Legislature wrapping up, merit raises should be 3% and 3% for each of the upcoming fiscal years. Raises are effective July 1st.

B. Starting August 1st, newly hired employees at state institutions will be given 40 hours of annual leave upon starting that must be used within the first calendar year of their employment. This is in addition to their accrued leave.

XIX. 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
I. Campus Engagement by Maggie Latterell
J. Gunkelman Award by Jenn Young / Joshua Schroetter
K. State Staff Senate by Jenn Young
L. Access and Opportunity Committee by Amolia Schumacher
M. Joint Committees
    1. Campus Space and Facilities by Jenn 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 Jenn Young

XX. Announcements

XXI. Adjourn 11:33 AM

Staff Senate Meetings:
The first meeting of the next academic year will be held on the first Wednesday in August. More information about the meeting location, zoom link, and time will be shared as we get closer to this date.

Scheduled Programs:
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
    - Scholarship by Jena Reno/Corey Landowski
        - Committee has selected staff and dependent scholarship recipients:
            - 4 staff were selected at $100 each - $400 total
            - 4 dependents were selected, 2 at $400 each and 2 at $250 each - $1,300 total
        - Communication emails going out to recipients this week
6) Staff Development by Melisa Lamp
    - No report.
7) Staff Recognition by Carin Engler/ April Helgaas
        - Individual Staff Recognition Award Winners:
            - Amanda Susag, Jana Daeuber, Jeff Kittilson, Shelley Horne, Angela Evans, Anna Adkins, Diane Goede, Ron Koehler

- Team Staff Recognition Award Winner:
  - EDRF Project Team: Sheri Anderson, Cassie Johnson, Kirstin Saulsbury, Scott Payne, Cindy Graffeo, Zane Gernhart, Val Kettner, and Amy Kain

8) Campus Engagement by Maggie Latterell
  - Thank you for your donating time and items all year to Goods for the Herd!
  - Thank you for joining us at Brain Breaks!
  - Save the date for our end of year gathering: Thursday, May 22 – 2-4PM in Thundar's Game Room – stop by, bring a friend, connect with our staff community!

9) Gunkelman Award by Jenn Young / Joshua Schroetter
- No report.

10) State Staff Senate by Jenn Young
- Minutes are included as an addendum below.

11) Joint Committees
- Campus Space and Facilities by Jenn Young
  - No report.
- 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

April 14, 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 – Called to order at 2:31 pm by Anna Kinney
2) Roll Call
   a) BSC – Jessie Savre
   b) CTSO – Greg Carlson
   c) DCB – Mike O'Toole, Carissa Pollman
   d) DSU – Laura Fetting
   e) LRSC – Meghan Dimmler, Casey Zehrer
   f) MaSU –
   g) MiSU – Heather Halverson
   h) NDSCS – Sadie Russenberger
   i) NDSU – Jenn Young
   j) UND – Anna Kinney, Brandon Wallace, Mike Wozniak
   k) VCSU – Erin Edinger, Janna Kohler
   l) WSC – Carol Campbell
   m) HRC Rep – Laura Fetting
   n) SBHE Rep – Michael Linnell
3) Approval of Agenda – Mike O'Toole moved to approve; Carol Campbell seconded; approved
4) Approval of March Meeting Minutes: Greg Carlson moved to approve; Jessie Savre seconded; approved
5) Reports
   a) Campus Updates – Submit to website
      i) Sadie Russenberger – NDSCS – in HLC accreditation visit today and tomorrow; Fargo location has finally had an executive leader of operations after 15 months of no one in that visit
      ii) Jessie Savre – BSC – interim president (Brent Sanford) has moved to interim chancellor and got a new person (Dan Leingang, current VP of Academic Affairs); couple of trainings (Share Point, Communications) put out by staff senate; filled a few open positions in senate so have a full senate
      iii) Mike O'Toole – DCB – staff emeritus procedures approved; will be bringing back 9 retirees to emeritus status and have a procedure in place for retirees in the future, may be considering other current retirees
         (1) Michael Linnell – Congrats to DCB on getting staff emeritus status! Don't be too cautious on bestowing those. Was on committee when got it at Minot and they bestowed ~40 retroactively

the first year. Recommended other colleges/universities to get emeritus status for staff if they don't already have it.

iv) Anna Kinney – UND – voted for new President Elect at last meeting; Brandon will be president starting at May meeting; Spring fling events – gather folks and recognize folks, night breakfast (~45) and luncheon (~420), You Shine award (monthly award by peer nominations; annual based on monthly award), staff recognition lunch – years of service, annual You Shine, meritorious awards

v) Jenn Young – NDSU – monthly Brain Breaks of various themes; in the middle of Senator elections; Officer elections at May meeting; Staff recognition social coming up for years of service and staff recognition awards, both individual and group

vi) Janna Kohler – VCSU – Got approved from Faculty Senate to have a seat at their senate and they have a seat at Staff Senate; working on election process; highway cleanup coming up next week; Viking apparel and office supply sway at the end of the month; revamping their Viking ship float – given $5000 to update it from Student government

b) SBHE Staff Advisor Report:
   i) Whirlwind couple of months – lots of special meetings this past year
   ii) Interim chancellor named (Brent Sanford) & created vacancy at BSC, Dan Leingang appointed as interim president of BSC
   iii) Extra work because of legislative session
      (1) Lots of going on – still working through a bunch of things
      (2) Been pretty favorable in terms of higher education
   iv) Dickinson State – hired new president last month – Scott Molander
      (1) Scott asked what the committee was looking for in leadership – Michael said communication, not just sending out information but being willing to listen.

c) HRC Update:
   i) Met on April 1st – not a whole lot to report
   ii) A few policies discussed that are going through the process
   iii) Set dates for F2F meeting in June
   iv) Next meeting is May 6th

6) Business Agenda
   a) Taskforce Chair Updates –
      i) Legislative
         (1) Not a lot to update because haven't had time to follow a whole lot – not a whole lot of movement on a lot of the ones relative to higher ed
         (2) Appropriations one is still out there
      ii) Staff Recognition (Drafted language for NDUS Award: State Staff Senate Award.docx)
      iii) Professional Development
         (1) Had some meeting cancelled due to conflicts, going to meet next Monday and hope to have some updates on potential opportunities for May/June

        (2) What is the best way to widely distribute Professional Development opportunities?
    iv) Staff Affairs – CONCLUDED
  b) June in person meeting (at UND this year) – dates: June 9-10
    i) Any ideas on what to include in the meeting
        (1) Michael Linnell – suggest someone from NDUS; maybe Sanford; Meredith Larson has given talks before
    ii) Working on getting hotel block together – will send out when have it
    iii) Will be sending out RSVP later to get an idea of who will be coming
    iv) UND senators excited to meet folks; President plans on stopping by and saying a few words
  c) Employee morale-open discussion, idea sharing.

7) Open Discussion
  a) UND webpage dedicated to executive orders and federal actions which impact UND but most likely other campuses as well. Town hall hosted on April 22nd at noon
  b) Carol – would like suggestions from other campuses – short-staffed in some critical areas right now, without an accountant and a controller, also without financial aid specialist – business, admissions, and financial aid offices really struggling right now
    i) Cook for them; bring food to them
    ii) Card genuinely written to them
    iii) What can be pawned off on to other departments? What can be done in other departments to make your job(s) easier?
    iv) Take all opportunities to celebrate when you can even when you're stressed and feel overwhelmed

8) Next Meeting: May 12, 2025, 2:30-4:00 CT.

9) Adjournment
  a) Greg Carlson moved; Jessie Savre seconded; Adjourned at 3:19 pm

Additional Information:

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