

Minutes

NDSU STAFF SENATE

Wednesday, January 7th, 2026
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. Attendance Report and Quorum Check by Melissa Lamp

- A. Quorum met.
- B. Senators: 56
- C. Present/Proxies: 52
- D. Excused: 3
- E. Absent: 1
- F. Guests: 35

IV. Approval of Meeting Agenda – Approved by unanimous consent.

V. Approval of Wednesday, December 3rd, 2025 Meeting Minutes – Approved by unanimous consent.

VI. Campus Kudos by April Helgaas/Nazrin Ferdousi

- A. Alyson Meyer – Facilities Management
- B. Bethany Roberton – School of Natural Resources
- C. Brad Sonmor – NDSU Bookstore
- D. Lucy Casey – Northern Crops Institute, School of Natural Resources
- E. Pete Lambertz – Enterprise Networks

VII. Faculty Senate Report by Lisa Montplaisir

- A. December 10th – 17 minutes long
- B. No policies to discuss
- C. Changed Bylaws based on requests from a couple areas
- D. Discussed senate priorities
- E. Discussed student waitlists that keep getting longer

VIII. Student Government Report by Nic Frello/Caleb Jarvis

IX. Program

- A. Rob Szymanski – Branding
 - 1. Brand integration manager in Marketing and Communication
 - 2. Resources are available online
 - 3. Have a brand center on the website (ndsu.edu/marketing-communications/resources/brand-guidelines)

- a. Link to Brand Basics – condenses guidelines down into a one-sheet format.
 - (1) Includes fonts and color palettes
- b. Have some new templates for Power Point presentations based on the new branding
- 4. If want a copy of the brand guidelines, can contact him or stop by their office in Prairie Hall
- 5. Have some 4' x 6' banners at West Acres
- 6. Have 12 different “textures” to use in imaging
- 7. Working on redoing materials for Wellness Center
- 8. Templates – Canva – Career and Advising Center – highlight one of their interns monthly
 - a. Want to do more of this so that there is a more unified look across communication from campus
- 9. Opened for questions
 - a. Sharijad – Templates for expanded color palette for Power Point?
 - (1) Download the template and you'll see how the expanded color palette is incorporated.
 - b. Val Jones – Are power point templates already ADA compliant as well as other templates?
 - (1) Can't build that into every template so it will be up to the person that publishes it to make sure that it meets the ADA requirements.
 - (2) Sharijad pointed out that the Office Suite has an accessibility checker.
 - c. Fred – Can you comment on fonts? Some are freely accessible while others are not. Are they embedded into the templates?
 - (1) Fonts are either Adobe Creative Suite fonts that have Google font alternatives that are outlined in the Brand Guidelines. They are not embedded in the templates. Individual users will need to make sure they have enabled the Google font.
 - (2) Fred – What about files that sharing to make different edits? Some people don't have the fonts and it changes the font?
 - (a) Utilize sharepoint so that it maintains the original font.

B. Carrie Anne Platt and Laura Oster-Aaland – Employee Engagement

- 1. Sharing an abbreviated version with more in depth information looking at staff.
- 2. Can look at the Engagement Survey as “Is NDSU meeting the employees needs?”
- 3. Y1: 32% engaged, 52% not engaged, 16% actively disengaged
- 4. Y2: 43% engaged, 44% not engaged, 13% actively disengaged
- 5. While these changes are at the University level, changes at the University level are driven by staff due to numbers of respondents.
- 6. Gallup said they rarely see increases in every category from Y1 to Y2 so they commended NDSU on that.
- 7. Y1 response rate was 73%. Goal for Y2 was 75% and got 81%.
- 8. Slide on what teams were working on and the change in those questions.
- 9. Slide on changes in questions divided by administrator, faculty, and staff.
- 10. Slides on results by Staff Job Bands
- 11. After the Survey
 - a. Supervisor training sessions were in December
 - b. State of the Team conversations in January and February
 - c. Idea exchanges in February
 - d. Action plans due February 27th
 - e. Pulse survey on employee development in March
- 12. Haven't run employee retention data because a lot of confounding variables. Have paid people to leave (VSIP) so have several people that left do to that in addition to those that left because unhappy.
- 13. Some teams weren't working on the lowest scoring question always.
- 14. All the employee engagement resources are on the HR intranet.
- 15. Feel free to reach out to Carrie Anne or Laura if you have questions that aren't answered by the resources on the employee engagement page.

X. President's Report by Joshua Schroetter

- A. Federal Actions
 1. <https://www.ndsu.edu/federal-actions>
 2. Very little going on; a meeting about a month ago that Shwa missed but followed up and there was nothing important to share with Senate
- B. President's Cabinet
 1. Has not met recently and will probably not be meeting with the Presidential transition
- C. Leadership Assembly
 1. Cancelled the one in December; haven't heard anything regarding the January meeting yet

XI. Old Business

- A. President Search by Shiloh Susag
 1. Most of the updates that Shiloh would give are on the webpage for the Presidential Search. Applications are currently open. Next committee meeting is in February. First round of virtual meetings by committee followed by in-person interviews and then campus visits. SBHE meeting 1st week of April to determine new president.

XII. New Business

- A. Bylaw revisions
 1. Maggie Latterell moved to approve the suggested Bylaws changes, 2nd from Melissa Lamp. No opposed or abstentions. Motion passed.
- B. Legislative priorities
 1. Not going to do much with this today but we want to be proactive with the upcoming legislative session. Next month will set aside time to discuss and get some feedback on things that we might want to focus on.

XIII. Senate Coordinating Council by Kay Hopkins

- A. **Consent Agenda**
 1. 156.2 – Pregnancy and Related Conditions
 2. 821 – Effort Reporting/Payroll Certification
 3. Maggie Latterell moved to recommend, 2nd by Matt Diischer. No opposed or abstentions. Motion passed.
- B. **Input Agenda**
 1. None

XIV. Treasurer's Report by April Helgaas

- A. Appropriated: \$5788.50
- B. Local: \$1264.28
- C. Scholarship: \$2018.83
- D. Staff Senate Support Fund: \$992.91

XV. Staff Senate Executive Committee by Shiloh Susag

- A. Nothing to report that hasn't been covered already.

XVI. Advisor's Comments by Mark Genkinger

- A. Lots of changes with President Cook and Kathryn Kloby leaving. Search for permanent VP of Marketing will start after the appointment of new president. Focus on your jobs because that's what you have control over.
- B. Rolling out new performance reviews that are due March 31st. Have to have training done by then so check Vector. Make sure supervisors are scheduling meetings. Start the process now – will get reminders in February and March about completing them. Will not be chasing people down in April like they have done in the past.

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**
 - a. Have 2 scholarships – one for staff taking classes and one for dependents of staff. Applications will be open by the next Staff Senate meeting.
5. Staff Development by Melissa Lamp
6. Staff Recognition by Nazrin Ferdousi/April Helgaas
7. Campus Engagement by Maggie Latterell
 - a. Going to try Cans for Candygrams – only Senators for sending right now for the pilot, can send up to 3 candygrams
 - b. Egg carton donations are going well.
8. Gunkelman Award by Jenn Young/Tyre Leapaldt
9. **Access and Opportunity Committee by Val Jones**
 - a. Met last month and finalized their priorities.
 - b. Accessibility discussions
 - c. April 24th deadline to have website ADA compliant. Faculty got trained last fall when talking about accessibility on Blackboard. Will be cosponsoring two workshops (with same content) to address accessibility. First workshop will be first week of February. More information about these two sessions coming – one hour long on Zoom with questions. There might be some questions that they don't know the answer to but can find out. At least one of the sessions will probably be recorded.

C. State Staff Senate by Jenn Young

1. SBHE Member Campbell was at our December meeting (see notes below). Meredith Larson from the NDUS office was unable to come but will hopefully be at our January meeting next Monday (1/12) so if you have anything that you want to be brought up, let me know before 2:30 on Monday. Both of them are very willing to work with staff on different topics so it's nice to have a clear representative for staff at both the SBHE and NDUS offices.

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. Maggie Latterell – Opening applications for Welcome Week team members – sometimes the nudge from a staff or faculty member will get students to sign up. Welcome Week team members are volunteer positions. Also looking for Orientation staff – paid positions. Get free housing for the internship and get fed on Orientation Days. Interns stay with them for the entire summer. Both will be posted on Handshake.

XIX. Adjourned at 11:08 am.

Future Staff Senate Meetings:

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

- 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:

- 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

- Will open staff and dependent scholarship application window from Feb 2nd to March 20th.
- Making some minor wording changes to application questions.
- We have some local corporate companies interested in sponsoring a scholarship, so checking with the Foundation if that is possible.

5. Staff Development by Melissa Lamp

- **Rescheduled:** January 29, 2026: 9:00-11:00, Real Colors Workshop for Current Staff Senators
- 1. Reregister for the event: <https://apps2.ndsu.edu/event-registration/viewevent/Event:48780>

JOIN US! Real Colors Workshop®

 Real Colors® 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



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|  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.**

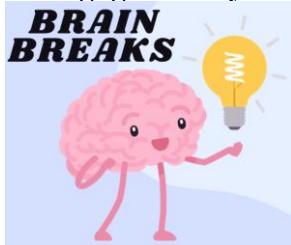
- Staff Senate is partnering with NDSU Case Management to bring you an in-person workshop on loneliness and the student experience.
 - What: Colors and Connections: A Staff Senate Professional Development Workshop
 - When: January 14, 2026, 2 p.m. (approximately one hour)
 - Where: NDSU Memorial Union (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 December
 - 2. Emailed nominees for January 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. January 9th (1-3 pm) in MU – Nueta
- 2. Theme: Puzzles and Games
- Cans for Candygrams – February
 - 1. Piloting with only senators sending (limit 3)
 - 2. 1 canned good for each candygram delivered to a person of your choosing on campus
 - 3. February meeting: collecting cans & optional notes to include with candygram
 - 4. Candygram delivery on February 13th
 - 5. Additional information and reminder prior to February meeting
- 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

- Ceremony will be held on May 4th at 2:00 pm.
- Next meeting: 1/13/26 at 1:30 pm.

9. Access and Opportunity Committee by Val Jones

- Formally adopted the following purpose and goals for the committee:
 - 1. Purpose: We serve as a guiding resource for staff, promoting inclusive best practices and fostering a workplace culture rooted in respect, accessibility, and continuous learning.
 - 2. Goals:
 - a. Guide Inclusive Best Practices: Promote accessibility in physical spaces and communication, ensure surveys and materials are respectful and intentional, and support staff with practical tools for inclusive engagement.

- b. Educate and Inform Staff: Offer bite-sized learning sessions and expert-led resources to help staff understand policies, their reporting rights, and clarify the roles of HR, RO, and Ombuds.
 - c. Support Communication and Connection: Serve as a sounding board for policy implementation, foster relationship-building across teams, and improve communication between all stakeholders.
- Collaborating with Instructional Design and possibly the Staff Development Committee to plan a staff event this spring focused on the new accessibility law – the Department of Justice’s updated Title II rule under the American with Disabilities Act (ADA). NDSU must comply with this rule by April 24, 2026.

C. State Staff Senate by Jenn Young

1. Met on Dec. 8th.

- Campus updates:
 - 1. BSC – Presidential Search Committee moving forward with Tim Mihalick from SBHE and Karen Erickson, Dean of Enrollment Services, as co-chairs; On track for enrollment goals; Bavendick Center on track to be finished in February; Received approval for a new dorm that will house the football players; had to move staff appreciation dinner to December and President has offered funds to include faculty; Some discussion about their designation as a 2-yr institution
 - 2. DCB – started search for Campus Dean, search committee put together and held their first meeting, job has been posted and hoping to start interviews in January; Christmas party was held for staff & faculty
 - 3. UND – few deans search going on; middle of 31-day raffle fundraiser they do that helps support professional development; Strategic planning group has meeting and planning an event in the Spring; Shared governance award for faculty, student, and staff – staff senate collects the nominations for those; had movie night last week; had turkey bingo event
 - 4. VCSU – Dr. Allen Burgad, Dean for Education, was named interim President, forming search committee, have until Dec. 19th to get names of potential committee members to co-chairs, co-chairs are Member Campbell and Erica Buchholz, VP of Business Affairs; had a Viking gift swap
- SBHE update by Anna Kinney (UND)
 - 1. Student Free Speech and Policy revisions were pulled out from general consent
 - a. Chris Pieske mentioned that it has been aligned to better meet campus needs. Revised to reflect language from FIRE (Foundation for Individual Rights and Expression)
 - 2. Reduced credit hours bachelor's degree – sent back to committee to revise to bring back to the December meeting
 - a. Came back with 7 guard rails: Controlled program rollout; Strategic program selection – aligning with workforce needs; Limiting programs to Bachelor of Applied Science degrees that emphasize career readiness; Non-licensure programming – programs with licensing or special credentialing would not be allowed to offer reduced credit degrees; Mandatory advising – discussion regarding the implications of completing a reduced credit degree: impacts on future education, financial aid implications, etc.; Transcription notation – basically an asterisk that shows that the degree differs from traditional bachelors degree; Internal tracking
 - b. Concern about transcription notation – might do more harm than good

- c. Not a lot of understanding of downstream effects yet
- 3. 2 Executive Sessions
 - a. Conversations about interim presidents
 - i. Appointed interim president for VSCU
 - ii. Will not appoint interim president for NDSU yet although there were names pitched out
 - b. Resource sharing between institutions including the first draft of policy to make sure that it benefits all institutions and there's good protection to make sure that it's sustainable.
- 4. Heard from Meredith Larson about presidential evaluation process.
- HRC update by Mindy OConnor (MaSU)
 - a. No update
- Committee reports
 - 1. Bylaws – met 12/5 for 2nd time
 - a. Have another meeting scheduled for January
 - b. Hoping to get a set of revised Bylaws for everyone to make comments and review for the January meeting
 - 2. Professional Development
 - a. Met on November 20th; next meeting scheduled for December 18th
 - b. Looking at opportunities for engagement, even virtually, across the system
 - c. There are a state employees book group and a state employees movie group – get together just to discuss books/movies
- 2. SBHE Board Member DJ Campbell attended the Dec. 8th ND SSS meeting. Meredith Larson will hopefully be attending the January meeting as she had a conflict come up for the December meeting.
 - Member Campbell is the vice chair of SBHE, serves on the SBHE Academic and Student Affairs Committee and SBHE Research and Governance Committee, vice president and chief human resources officer for Sanford Health since 2020, chair of Workforce Development Council, on the Advisory Board for the medical school at UND, and board member of the ND chapter of Make-A-Wish Foundation
 - When met with Gov. Burgum, thought there were 3 things he could bring to the SBHE: 1) HR background as no one on SBHE had HR background; 2) on ND Workforce Development Council and felt that synergy between higher ed and the Council is important; and 3) works in company with similar structure, one overall system with smaller parts with individual autonomy.
 - Meeting with all three constituencies (CCF in October, Staff in December, students in the spring) – willing to answer questions and elevate anything we need to the Board.
 - Discussed tuition waivers – has been brought up about making system-wide instead of campus specific, Campbell can't spearhead because of potential conflict of interest with wife employed by BSC and son that attends but is willing to support ND SSS in putting together a proposal to bring to SBHE
 - Discussed Presidential Searches – BSC's search has started with job having been posted, NDSU's search is going quickly because of University of Wyoming's search, and VCSU's search will start in February with goal of appointing BSC's president at March SBHE meeting, NDSU's president at April SBHE meeting, and VCSU's president at May SBHE meeting. Goal is to have all 3 presidents started no later than July 2026. Will probably have several special sessions in March to interview candidates. Also looking at how to retain presidents longer as have had 5-6 presidents turned over in the last 18 months.

- Discussed alignment process – have had a lot of turnover at the system level (SBHE and NDUS offices), started process of what does it mean to have a system, ties into resource sharing between campuses, how do you have system alignment and maintain individual autonomy?

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

- Ceremony will be held on Feb. 19th at 2:00 pm in the Oceti Sakowin Ballroom and on Zoom.