

Agenda

NDSU STAFF SENATE

Wednesday, February 4th, 2026

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, January 7th, 2026 Meeting Minutes**
- VI. Campus Kudos** by April Helgaas/Nazrin Ferdousi
 - A. Kelsey Seeba – Academic Advising Center
 - B. Kelsey Turner – Accounting Service Center
 - C. Yoko (George) Kosugi – Ag & Biosystems Engineering
 - D. Simone Ludwig – Computer Science
- VII. Faculty Senate Report** by Lisa Montplaisir
- VIII. Student Government Report** by Nic Frello/Caleb Jarvis
- IX. Program**
 - A. Mr. Rick Berg – Interim President
 - B. Brent DeKrey – Facilities Management
- 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 by Shiloh Susag
 - E. Provost listening sessions
- XI. Old Business**
 - A. Bylaw revisions
 - B. Legislative priorities
- XII. New Business**
- XIII. Senate Coordinating Council** by Kay Hopkins
 - A. **Consent Agenda**

1. None

B. Input Agenda

1. None

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 Leapaldt**
 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. Reminder that next month's meeting will not be in the Memorial Union – it will be in the Reimers Conference Room in the Alumni Center.

XIX. Adjourn

Future Staff Senate Meetings:

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

- March 4, 2026 – Will be in Reimers Conference Room in the McGovern Alumni Center
- April 1, 2026
- May 6, 2026

Exec committee:

- 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.
- We have some local corporate companies interested in sponsoring a scholarship, so checking with the Foundation if that is possible.

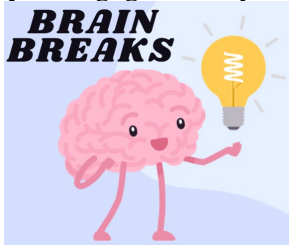
5. Staff Development by Melissa Lamp

- Hold the date – Feb. 26th from 10:00 to 12:00 for Professional Development speaker

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 January
 2. Emailed nominees for February meeting
- Please let the committee know if you have any suggestions for them

7. Campus Engagement by Maggie Latterell



- 1. February 10th (1-3 pm) in MU – Nueta
 2. Theme: NDSU Trivia
- 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 Leapaltd

- Ceremony will be held on May 4th at 2:00 pm.
- Met 1/13/26 at 1:30 pm.
 1. Made committee assignments.
 2. Decided nomination open period would be March 2nd to the 29th (30th when Jenn gets to work and closes them).
 3. Set future meeting dates.
- Next meeting 2/17 – discuss what to put in the folders – have done buttons and magnets in the past
- Meeting 3/17 to touch base, 4/8 to select winner, and 4/23 to assemble folders.

9. Access and Opportunity Committee by Val Jones

- No report.

C. State Staff Senate by Jenn Young

1. NDUS COO Meredith Larson

- Prior to becoming the COO, Meredith served as an Assistant Attorney General and legal counsel to the SBHE and a number of NDUS institutions. She graduated from UND and holds a BA in Psychology and JD with distinction. She launched her legal career as a prosecutor in Grand Forks County State's Attorney's Office, focused on cases involving interpersonal violence and played a key role in major public initiatives. She also currently serves as a board member for the Community Violence Intervention Center and the North Dakota State Bar Foundation. She lives in Grand Forks with her husband and 3 children.
- Joined the NDUS office in August and has enjoyed working with Commissioner Sanford. Busy time at NDUS office with 3 presidential searches (NDSU utilizing search firm but BSC and VCSU searches going through NDUS) and a big governance study going on with consultant Sagency out of Fargo.
- Day to day varies: working as Commissioner's right hand; liaison with staff, with presidents; manages a lot of the higher level HR issues that come up; work a lot with people on campuses; point person on some of the searches and system alignment project; managing a couple of independent investigations going on in the system
- Change to council reporting – HRC is now going to report directly to the governing board instead of being part of Administrative Affairs.
- Discussion regarding tuition waivers – still a lot of unknowns about how tuition waivers actually work in the NDUS system, differences between in-person and on-line, Meredith suggested working with faculty counterparts to bring something to the board
- Question/comment regarding employees learning important information from the news rather than from campus communications – there are things that they can't disclose until SBHE makes an announcement; will try to be mindful of letting staff know but some things that Meredith can't do anything about
- Very willing to work with staff on whatever we need – feel free to reach out to her via email or text

2. Campus updates:

- BSC – working on Bylaws; looking into offering CPR training for all staff
- VCSU – interim president has started; Staff Senate put forth names for presidential search committee
- DCB – search for Campus Dean is under way – hoping to have someone hired by the end of February; met 1/8 to narrow down applicants and will start interviews in a couple of weeks
- UND – starting master planning process that will take about a year; community coat project; suggestion box has been inundated with concerns regarding snow removal and closings and safety of staff especially during the break
- WSC – new healthcare building opens for students on 1/13; formed committee designed to see who takes over the spaces that healthcare vacated

3. SBHE update:

- Haven't had an official board meeting since NDSSS December meeting. Did have an emergency meeting that went straight into executive session regarding compliancy issue at DCB and DSU.
- Next regular board meeting is 1/29. Special board meeting 1/22 to determine NDSU's interim president.
- Conversations at 1/29 meeting will likely concern interim legislative sessions, reduced credit hour degrees, and shared services

4. Committees:

- Bylaws: first reading was conducted, will vote on updates at the next meeting
- Staff Recognition: ready to move forward once have approval from the Commissioner; Chris Peske gave feedback to make sure the award is awardable; will be sending an email to join the decision committee for the Award

- Professional Development: December meeting cancelled due to storm closures on campuses and some additional conflicts; next meeting 1/29
 - Staff Affairs: gathering information; collecting it on Teams
5. ND SSS email – got an email that will be monitored by the President, President-Elect, and Award Chair
 6. Nominations for SBHE rep – Anna Kinney was nominated again – voting will be at the next meeting per our Bylaws, allows nominee(s) to confirm with their supervisor that they can commit the time to being on the SBHE board

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.