

Minutes

NDSU STAFF SENATE

Wednesday, March 4th, 2026

Reimers Conference Room – Alumni Center

[Zoom Link for Meeting](#)

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 9:31 am.

II. Land Acknowledgement & Shared Governance Statement

III. Preliminary Attendance Report and Quorum Check by Melissa Lamp

- A. Quorum met.
- B. Senators: 55
- C. Present/Proxies: 48
- D. Excused: 4
- E. Absent: 3
- F. Guests: 38

IV. Approval of Meeting Agenda – Approved by unanimous consent

V. Approval of Wednesday, February 4th, 2026 Meeting Minutes – Approved by unanimous consent

VI. Campus Kudos by April Helgaas/Nazrin Ferdousi

- A. Adriana Behl – AES Vet Diag Serv Dept
- B. Cora Crane – AES Plant Science
- C. Elijah Anderson – NCI
- D. Haylee Hardin – Human Resources
- E. Stanna Flom – Upper Great Plains Transportation Institute

VII. Faculty Senate Report by Lisa Montplaisir

- A. Unable to attend due to conflicts.

VIII. Student Government Report by Nic Frello/Caleb Jarvis

- A. Memorial Union renovation vote did not pass – committee will be operating at a smaller capacity to see what really needs to be updated and done on a needs basis
 - 1. 76% opposition; 24% in favor of
- B. Reevaluating funding model for finance positions
 - 1. Tier 2 fund – have gone over budget by about \$100k for clubs and organizations
 - a. Have a reserve that they've been pulling from
- C. NDSA meeting – 3 resolutions passed & all created by NDSU students
 - 1. NDSA-17-2526: A resolution in support of creating and enhancing SBHE and institutional artificial intelligence policies for professors and students in the NDUS

- a. Stems from a professor that used Chat GPT to grade an assignment. This is a FERPA violation. Professor basically got a slap on the wrist. Current guidelines mostly focus on student usage of AI but not instructor usage.
2. NDSA-18-2526: A resolution urging for change in maintenance and custodial practices in student housing for student security, safety, and privacy
 - a. Addresses timely notification of maintenance and custodial personnel entering a living space – asks for 24-hour notification of non-requested maintenance and a 20-min notification for requested maintenance.
3. NDSA-19-2526: A resolution in opposition to the compact of Academic Excellence in Higher Education
 - a. NDSA opposes the compact to maintain the autonomy and values of higher education (inclusion and accessibility, shared governance, and academic freedom).
4. In past, have had a poor relationship with NDSA and other campuses. Have worked hard this year to repair that and create better relationships. Hopefully, can get the rep to SBHE instead of UND which has been the case for the last several years.

IX. Program

- A. Dr. Shari Veil – Provost
 1. No official presentation – time for conversation
 2. Sent out summaries of listening sessions to groups that were at the listening session
 3. Bison Insider included themes from listening sessions
 4. Strategic Planning will incorporate some of the issues/positives from the listening sessions
 5. Melissa said the listening sessions were great but it might be nice to have a dropbox instead of using the provost email.
 - a. Kristi mentioned that President Cook had a “Share Your Ideas”.
 - b. Maybe have something anonymous through Bison Insider; this week has a place for feedback for Bison Insider
 6. Would like to focus on being more professional on how we communicate on this campus
 7. Campus committees
 - a. CLASS
 - b. Grad students
 - c. Research
 - d. Have representatives from across campus – making sure each college is represented
 8. Faculty and staff professional development conference coming up
 9. Push use of outlook calendars so don’t need to send doodle polls for scheduling meetings
 10. Will be getting a Director of Operations for the provost office
 - a. A lot of the reporting to Director of Operations will be in the knowledge base because will be sharing out everything
 - b. Want everyone on campus to know what’s going on
 11. Questions:
 - a. Kristi Steinmann – asked about the strategic planning process and what the visits from the consulting organization are going to be
 - (1) Jeff Boyer was working with him and with Jace and Pres. Cook. Continuing on with that process.
 - (2) Co-design Council – group of faculty and staff from across campus who are part of that council.
 - (3) University Design Institute will be on campus the week of March 30th tentatively – have several sessions that week whenever it is
 - b. Zach Thomas? – mentioned ways where technology can streamline things – have you identified specific items or is everything on the table?

- (1) Nothing specific; everything on the table
 - (2) 14 countries on the list where people are being evacuated
 - (a) Travel approval is done through DocuSign so not the most effective
 - (b) Know where students are internationally but not staff and faculty
 - (3) Have a lot of work arounds because we've just made do so there's no way to work forward
 - (4) Lots of things on DocuSign that other platforms would work better
 - (5) Optimizing space on campus – working with facilities on this
 - c. Fred Hudson – have you given any thought to the biennium coming up?
 - (1) Current interim president knows people in the legislature
 - (2) Funding formula is currently up in the air
 - (3) Just trying to stay in the conversation to portray the campus in the best way possible
 - (4) Indiana model – evaluating programs to see if they would be on the chopping block – Indiana model needs 5 graduates average over 3 years; Texas model is similar but looking at 5 years; how do we evaluate grad programs compared to undergrad programs?
 - (a) Want to keep this at the SBHE level and not go to the legislature – Indiana made the news because it was dictated by legislature
 - d. Jeremy Kopp – noted at the listening session that Veil was surprised that there was no paid parental leave
 - (1) Said the same was the case in Kentucky and Nebraska just got it put in
 - (a) Kopp asked if it was done through the legislature – answer was no
 - (2) Veil is open to moving forward with this and mentioned that it has been brought forward by the Women's Commission as well.
 - e. Fred Hudson – what can staff do to help you be more successful?
 - (1) Stay engaged. Know it's hard. Don't lose hope.
 - f. Jeremy Kopp – is there a way to allow volunteering hours outside of business hours to be flexed?
 - (1) Shwa – said this will be a topic under new business that possibly will result in an ad hoc committee, we've had some historical conversation about this
 - (2) Veil – as dean, absolutely flexed time for events outside of business hours
- B. Lisa Samuelson – Office of Student Engagement
- 1. Talk about opportunities to engage students outside of the classroom and office
 - 2. “Make the most of your NDSU experience. Learning isn't limited to the classroom.”
 - a. Student organization support
 - (1) 270 student organizations
 - (2) Congress of student organizations
 - b. Campus attractions
 - c. Volunteer network
 - d. Fraternity and sorority life
 - (1) Have 16 fraternities/sororities
 - e. Leadership development
 - f. Homecoming
 - g. Welcome Week
 - 3. Opportunities to engage
 - a. Consider serving as an advisor to a student organization
 - b. Attend an event or activity that a student organization is sponsoring
 - c. Participate in an organization's fundraising activity
 - d. Consider volunteering for special events such as Move-In, Welcome Week, Homecoming, Career Fairs, and Late Night Breakfasts

- e. Sponsor an open house or plan an event to welcome students into your space
- f. Participate as an office in an intramural activity, homecoming float, or office decorating
- g. Stop and have a conversation with a student tabling in the Memorial Union
- 4. myNDSU
 - a. Campus event calendar
 - (1) For the college students, can find all the events offering free food
 - b. Listing of active student organizations
 - (1) Contact person for each student organization
 - (2) Searchable by name or interest
 - c. Departments are encouraged to have pages too
 - d. Are looking at a new platform for campus engagement. Possible rollout January 2027.
- 5. Homecoming
 - a. Don't know when it is because there are a lot of moving parts (NOTE: Since our meeting the schedule has come out and Homecoming will be Oct. 3rd vs. Wyoming)
 - (1) Not all home games will be on Saturday – won't know dates and times for some games until know television schedule
 - b. How to participate:
 - (1) Sponsor an event
 - (a) Form located on Homecoming Webpage
 - (b) No central funding for Homecoming – paid for by Campus Events; hope for other departments
 - (2) Volunteer at an event
 - (a) Parade requires 60+ to operate safely
 - (b) Serve as a Homecoming Court Interviewer – this April
 - (3) Attend an event
 - (4) Decorate your office space
 - (5) Wear Green and Yellow
- 6. Contact Info
 - a. lisa.a.samuelson@ndsu.edu
 - b. 701-231-7799
 - c. 120F Memorial Union
 - d. Office of Student Engagement is next to Caribou Coffee

X. President's Report by Joshua Schroetter

- A. Federal Actions
 - 1. [NDSU's Federal Actions Page](#)
- B. President's Cabinet
 - 1. Hasn't had one. Last Staff Senate Governance meeting with Interim President Berg, Provost Veil, and Chief of Staff Beehler discussed what Staff Senate does and provided them with rough draft of legislative priorities
- C. Leadership Assembly
- D. Strategic Planning
 - 1. Couple of listening sessions this Friday
 - 2. Discussion has been had on what do we want NDSU to look like. What do we want NDSU to look like in 10 years? What measures of success do we want to utilize?
 - 3. Discover sessions in last week of March will be discussed on Friday to see what areas should be targeted for getting feedback
- E. President Search by Shiloh Susag
 - 1. Last week Monday, reviewed candidates and selected those to be interviewed
 - 2. This Monday and Tuesday did Zoom interviews

3. Next Monday and Tuesday will have in-person interviews in Minneapolis
4. There is a tentative schedule for the on-campus visits and there is an open forum and time for governance.
5. Are there any questions that you would like Shiloh to suggest as in-person interview questions?
 - a. Kristi Steinmann – see that governance includes staff because not everywhere does that
 - b. Shiloh Susag – governance has been on his mind; also something regarding staff morale and engagement

XI. Old Business

- A. Legislative priorities
 1. Staff Senate Exec talked a little about the rough draft
 2. Mark has worked through the list to see what is truly legislative versus something we can address on campus
 3. Fred Hudson asked if coordinating priorities with Faculty Senate – Shwa said that he has discussed it with Lisa but historically, Faculty Senate has been reactive not proactive like us so it hasn't been on their priority

XII. New Business

- A. Bylaw revisions
 1. Not quite ready to go through changes
 2. 1st round of revisions was more housekeeping
 3. 2nd round are more substantive; i.e. membership
 - a. Brought forward for discussion; know that there won't be complete consensus
 - b. Changes in officer and committee descriptions – bring in line with how things are done on campus now
 4. Timeline is still up in air for when the bylaw revisions will be completed and implemented
- B. Volunteering
 1. Got a question in the Staff Senate suggestion box regarding service and flexibility.
 2. The person that submitted the question provided information from other campuses.
 3. Maggie Latterell moved to form an ad-hoc to explore volunteering at NDSU. Melissa Lamp seconded. Kay Hopkins made a friendly amendment to change to “volunteering and service”. Shiloh Susag said the ad-hoc will need a final charge. Kristi Steinmann maybe reword to advising upper administration. Mark Genkinger suggested that we target making a policy.
 - a. Friendly amendment: Form an ad-hoc to explore volunteering and service at NDSU and provide recommendations to upper administration.
 - b. Fred Hudson said that we still don't have a target of looking at flexibility of hours.
 - c. Shiloh Susag suggested that not focus solely on flexibility because they did that with business hours.
 - d. Mark Genkinger suggested getting a more formalized procedure in place for the entirety of campus.
 - e. Kristi Steinmann said service – staff senate is service so consider it part of business
 - f. Jeremy Kopp – are these things really volunteering if the point is to be engaged with students, aren't these part of our jobs?
 - g. Matt Diischer – talking a lot about flexibility and incentive to attend volunteering/service events, will it have unintentional consequences on flexibility that is already allowed on campus in some departments?
 - h. Melissa Lamp – said previous committee discussed volunteering as external to NDSU and service as internal to NDSU
 - i. Maggie Latterell – standardize the role of service of NDSU staff members?
 - j. Kristi Steinmann – some of the confusion is the language we are using – we say volunteer for Homecoming but it really means use your service hours for Homecoming

- k. Melissa Lamp – seconded that
- l. Ben Bernard moved to close discussion and call for a vote; Fred Hudson seconded; motion passed.
- m. Voted on friendly amendment (bullet point a). Motion passed.
- n. Joshua Schroetter will send out an email after the meeting looking for volunteers for the committee.

C. Staff Senate recruitment

- 1. Can't recruit people to Staff Senate without Staff Senators. A lot of Staff Senators joined due to being invited by someone they knew.
- 2. Will reach out to those that have come off probation and give them an opportunity to meet with one of the presidents.
- 3. Also will reach out to those who have attended Staff Senate meetings as guests.
- 4. Do not use language that we are desperate for senators.
- 5. Will have 42 openings of the 75 seats.
- 6. Kay Hopkins asked to have terms and timeline described.
 - a. Terms are 2 years. The 42 openings are not necessarily true openings but rather some senators whose term is up but they will rerun for senator. Nominations are opened in April and then email sent out to campus for voting to have everyone elected by mid- to late-April. Late April we open nominations for officer positions to be voted on at the May meeting. Will have a new senator orientation before May meeting.

XIII. Senate Coordinating Council by Kay Hopkins

A. **Consent Agenda**

- 1. 344: Restricted Research
- 2. 724: Digital Accessibility

B. **Input Agenda**

- 1. None

C. Kristi Steinmann motioned to recommend consent agenda; second by Maggie Latterell; vote passed.

XIV. Treasurer's Report by April Helgaas

- A. Appropriated: \$3178.05
- B. Local: \$1264.28
- C. Scholarship: \$320.81
- D. Staff Senate Support Fund: \$992.91

XV. Staff Senate Executive Committee by Shiloh Susag

- A. We started discussing recruitment.
- B. Now is a good time to think about exec committee, especially President Elect.
- C. Started a discussion regarding the staff positions that fall into the 2000 band. The Faculty Senate uses job titles and codes for who can be part of Faculty Senate. There is a small group of staff in the 2000 band that aren't covered by Faculty or Staff Senates.

XVI. Advisor's Comments by Mark Genkinger

- A. Reminder about staff performance reviews being due at the end of the month.
- B. Make sure trainings are up-to-date and completed. Check Vector Solutions.
- C. Impressed last week by the Joy Lab training. Doesn't want events like that to be one and done. Committee is looking at other options and HR is also looking at options for professional development.
- D. Impressed to hear the Provost this morning. A really different person in that position than we have had in the past (not good or bad). New President will probably have some of the same energy so prepare for change. What can you do in your job to make it better?

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
1. Fred Hudson gave Kudos to Day of Honor.

XVIII. Announcements and Open Discussion

- A. Woodlands and High Plains Powwow volunteers
- B. Bison Guides

XIX. Adjourned at 11:27 am.

Future Staff Senate Meetings:

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

- April 1, 2026
- May 6, 2026

Exec committee:

- 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.

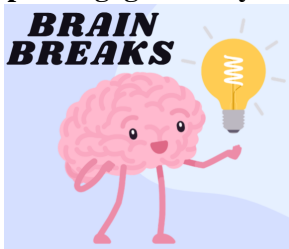
5. Staff Development by Melissa Lamp

- Joy Lab was held 2/26/2026.

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

7. Campus Engagement by Maggie Latterell



- 1. March 3rd (1-3 pm) in MU – Nueta
 2. Theme: Learn About Staff Senate
- 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.
- Nominations are open! Nomination open period is March 2nd to the 29th.

9. Access and Opportunity Committee by Val Jones

- No report.

C. State Staff Senate by Jenn Young

1. SBHE Chair Kevin Black

- Introduction by SBHE Rep Anna Kinney
 1. Kevin Black serves as the Co-Founder and Chief Executive Officer of Creedence Energy Services, a leading specialty chemical provider in the oil and gas industry with operations in North Dakota, Montana, Texas, Oklahoma, and New Mexico. Kevin has previously served higher education as a Trustee of the NDSU Development Foundation, Minot State Board of Regents, and past chair of the UND Petroleum Engineering Advisory Board. Kevin also serves on the board of the Minot Chamber EDC, Minot Sunrise Rotary Club, and the North Dakota Petroleum Council, and he was appointed by

Governor Doug Burgum to serve on the North Dakota Economic Development Foundation in 2019. Kevin earned a degree in Industrial Engineering & Management from NDSU in 2010, and he resides in Minot, ND, with his wife Kalli and three children Reagan, Rawley, and Reese.

2. Kevin Black shared his appreciation for all that staff do and the impact that staff had on him during his time in higher ed. He thanked staff for all that they do to serve students as that is the purpose of higher ed.
- Open discussion, Q&A
 1. Priorities
 - a. Funding formula
 - i. Started asking about it when he asked about it when he started on SBHE 4 years ago.
 - ii. Very tricky and a lot of things go into it.
 - iii. Can do better. Need a formula but need something better. Can simplify it. Make it outcome driven.
 - iv. Interim legislative committees –
 1. working on funding formula; VPs of finance from several of the institutions; good to see UND and NDSU working together
 2. other higher ed committee – really catch all
 - b. Dual credit
 - i. SBHE voted to allow NDSU & UND expand dual credit into their home counties
 - ii. Might be allowed to fully expand it.
 - iii. Black is a big fan of dual credit.
 - iv. Students get into the system earlier and it saves families and students a ton of money. Need to ensure that it's quality and accessible.
 - c. Tenure
 - i. Big topic last 2 legislative sessions
 - ii. Goal is to make sure it doesn't get mentioned at the next legislative session
 - d. Reduced credit degree programs
 - i. Pressure was coming; don't want to be the last one
 - ii. Wanted to be thoughtful and have good guard rails around it
 - iii. Better to do it right than fast so conversation lasted 7 months
 - iv. Only 2 programs at each institution and can only be Bachelor of Applied Science
 - e. Shared resources/services
 - i. Be very strategic about what to do with shared resources/services
 - ii. Black is from Williston and realizes how hard it would be to get a Director of HR from Williston
 - f. 3 Presidential Searches
 - Tuition waivers
 1. Carol
 - a. In gathering stage for tuition waivers
 - b. Get data to better develop a proposal
 - c. 4 areas of focus
 - i. Current policies at each institution and financial impact of waivers for both employees and spouse/dependent
 - ii. Policies from across the country
 - iii. Looking at proposals that were brought forth in the past and what were the obstacles to them being implemented
 - iv. Soliciting input for a wish list that is narrowed down to feasible proposals
 2. Black – won't be easy – not easy anytime you are talking about money; thinks we can't afford not to look at this and modify it; it's an investment in our employees and their professional development

3. Look on Teams for what others are doing, wish list file, etc.
 4. Meredith Larson said there are people that are willing to help with Century Code if it has to be rewritten. Anna said she'd work with CCF when we're ready.
2. Campus updates:
- DCB – Narrowed search for Campus Dean and will be having in-person interviews next week.
 - DSU – Hosting an alumna that is a clinical addiction counselor to come talk about understanding behavioral health
 - MaSU – Hired a new Dean of Students, Rhonda Nelson; Renovations of Old Main are on track to move in next fall.
 - MiSU – Renovations starting in the Student Center; Some logistical moves. Upcoming Silent Auction in March.
 - NDCS – Afternoon for Staff Professional Development next month – motivational speaker and Title IX training.
 - UND – Brandon – lot of conversations about weather closures/delays; Mariah has accepted a position out of state so will no longer be at UND and on their Staff Senate nor on State Staff Senate – do have a nominee to replace her
 - WSC – SBHE met at Williston last month – encouraged people to attend the meeting if it comes to your institution
3. SBHE update:
- Levi Bachmeier's former role on SBHE has been filled by Michelle Kommer.
4. HRC Update (Mindy Oconnor):
- Looking at getting a new background check vendor
 - Policy reviews
 - HRC policy updates will no longer go to Admin affairs, they will go to Presidents Council instead.
 - Future HRC votes if HRC needs input from VP, Finance Business, etc. that will need to be requested from the appropriate parties before HRC meeting/vote.
 - It was requested by leadership and the commissioner to put the commissioner back in the positions to make some decisions because he is listed as the manager of the plan. - voted on and passed
5. Committees:
- Bylaws: edits were voted on and approved
 1. Jenn Young is NDSU rep on committee
 - Staff Recognition: approved and email went out to our campus already
 - Professional Development: Key topics include discussion of topics along with determining and leveraging existing resources for sharing across the system
 1. Kristina Astrup is NDSU rep on committee
 - Staff Affairs: included above with Black (tuition waivers)
 1. Corey Landowski is NDSU rep on committee

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 was held on Feb. 19th at 2:00 pm in the Oceti Sakowin Ballroom and on Zoom.