

Minutes

NDSU STAFF SENATE

Wednesday, April 1st, 2026
Prairie Rose – Memorial Union
[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 9:47 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: 47
- D. Excused: 2
- E. Absent: 6
- F. Guests: 47

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

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

VI. Campus Kudos by April Helgaas/Nazrin Ferdousi

- A. Adriana Behl – NDSU Extension 4-H Youth Development Program
- B. Allen Bietz – Facilities Management
- C. Ona Vig – Ag Budget Office
- D. Teri Udem – Pharmacy Practice
- E. Thea Franssen – Animal Sciences

VII. Faculty Senate Report by Lisa Montplaisir

- A. SBHE hat
 - 1. Thanked Shiloh Susag and Lori Witt for serving as the staff representatives on the Presidential Search committee. Took 4 months and 2 weeks between Pres. Cook announcing he was leaving until signed with new President Marshall Stewart, who will start on May 25th.
 - 2. New Bismarck State College President, Dr. Brian Kalk, was announced yesterday (Mar. 31st) and has degrees from NDSU (MS in Environmental Engineering and PhD in Natural Resources Management).
- B. Several committees for Faculty Senate
 - 1. Faculty workload equity – buzz word with legislature this year
 - 2. Low performing programs – looking at the number of graduates in programs, less than 10 graduates over the last 5 years, nothing set in stone so some flexibility with numbers, have asked for policy by June 11th, really have to have done by end of spring semester

3. Policies, procedures, and by-laws – just making sure in alignment with legal status of federal and state guidelines.
- C. Elections in May – actively recruiting for next cohort, particularly President-Elect
 1. Questions can be directed to Jeff Johnson in Psychology (next year’s president) or Lisa (next year’s past-president)

VIII. Student Government Report by Nic Frello/Caleb Jarvis

- A. Matt Diischer – student elections for student government are next week – if you are enrolled in a class, you can vote as a staff member

IX. Program

- A. Micaela Gerhardt – Alumni Magazine
 1. NDSU Foundation – Team for working on Alumni Magazine
 - a. Micaela Gerhardt – editor
 - b. Emily Erickson – 2015 grad – marketing specialist
 - c. Leah Ecklund – senior graphic designer
 - d. This team has been leading the magazine since 2023
 2. Rebranding and refreshing the magazine
 3. Do everything in house but do hire freelance writers, photographers, and artists
 - a. If know of someone interested or are interested, feel free to reach out.
 4. Getting ready to put out the tenth issue
 - a. New name: Herd: A Magazine for NDSU Alumni & Friends
 - b. Integrates NDSU brand guidelines
 5. Published 2 x a year (spring & fall) – try to get fall out before Homecoming but no hard deadlines for each semester. Sent to over 115k households.
 6. Story selection
 - a. Continuously looking for story ideas – limited because each issue is 48 pages; typically, about 6 stories that fit into each issue
 - b. Striving for equitable representation across academic colleges
 - c. Editor strategically hosts story intake meetings with campus groups and Foundation team members
 - d. Seeking stories that build affinity and highlight philanthropic impact
 - e. Core magazine team pitches edition to Foundation leadership for approval
 7. Spring issue will release April 7th with big online launch on April 9th
 8. Where to find copies
 - a. Mailbox (home or campus); Alumni Center; Online at NDSUFoundation.com/magazine; contact them
 9. Website – houses the latest magazine and all previous stories
 10. Spread the word – NDSU Foundation is on LinkedIn, Facebook, & Instagram
 - a. Engage & share stories on social media
 11. Email for magazine – magazine@ndsufoundation.com
- B. Dr. Laura Parson – Higher Education Leadership Programming
 1. Associate professor in the School of Education
 2. Do have a Masters program in Higher Education and a certificate for working with students (Student Affairs – just 4 courses)
 3. Courses being offered – flexible and offered in-person and on-line
 - a. Summer 2026: EDUC 702, 806, 808
 - b. Fall 2026: EDUC 703, 707, 708, 812, 832, 852, 873, 883
 4. Can take classes as a non-degree seeking student
 5. Questions:
 - a. Ben Bernard asked what are some of the common things you do with the certificate?

- (1) Help you think about the ways you can connect with students and how you can improve on what we are already doing.
- b. Miranda Olhoft – times for summer classes
 - (1) Will get the dates and times and pass on
- c. Online (didn't see who asked it) – Where do we go to register for these courses?
 - (1) Do it through the Graduate School and register through Campus Connection
 - (2) Enroll vs. reactivate student status
- d. Tabitha Thomas – flexibility for FT staff?
 - (1) Most everyone in their program is a working staff member – all of the faculty are very flexible with students; work with students; if you have to miss, you have to miss – can work with you to make up the content

X. President's Report by Joshua Schroetter

- A. Federal Actions
 - 1. [NDSU's Federal Actions Page](#)
- B. President's Cabinet – next meeting is next Friday (April 10th)
- C. Leadership Assembly

XI. Old Business

- A. Legislative priorities by Joshua Schroetter
 - 1. 3 key ideas covered by the majority
 - a. No change to health insurance
 - b. COL/merit/equity salary increases
 - c. Adding something for holidays – Friday after Thanksgiving, Juneteenth, floating holiday
 - 2. Many things that weren't legislative priorities and those are being sent out to the respective departments in charge of those issues

XII. New Business

- A. Bylaw revisions – led by Joshua Schroetter
 - 1. Some minor changes in formatting and typos
 - 2. Go through changes first
 - a. Biggest change is to the composition of the Senate – decided to go with an open membership instead of electing Senators by job band
 - 3. Motion to approve by Maggie Latterell; second by Megan Hubbard. Opened for discussion.
 - a. Melissa Lamp – what happened to the 2000 band members that aren't represented on Faculty and Staff Senate?
 - (1) Matt Diischer – said there were 2 big things they decided not to tackle – 2000 band membership and purpose.
 - (2) Joshua Schroetter – working with Faculty Senate on the 2000 band and working with the Provost Office
 - b. Motion to strike #3 from Interim Vacancies and #2 from Unfilled Vacancies by Jenn Young; Second by Ben Bernard; motion passed.
 - c. Shiloh Susag – pointed out that the Constitution and By-laws don't agree on number of Senators so will need to move to change the Constitution.
 - d. Matt Diischer highlighted another change regarding the requirements for ND SSS if leave the NDSU Staff Senate.
 - e. Discussion closed. Voted on motion. Motion passed.
 - 4. Constitution
 - a. Need 5 members of Staff Senate to bring forth changes.
 - b. Kay Hopkins moved to amend Article III first sentence to “The Senate shall consist of broadband staff in accordance with the Bylaws of the Senate.” Second by Shiloh Susag. Supported by Maggie Latterell, Libby Hardwick-Nelson, Megan Hubbard.

- (1) Maggie Latterell motioned to add a change “Membership/Attendance Officer” to “Membership Officer”. Second by Kylee Davis. Motion passed.
- (2) Motion passed.
- (3) 1st reading of changes made. 2nd reading will be at next meeting to pass changes.

B. Elections

1. Kay Hopkins did send out a note to Senators whose 2-yr term is ending. If you would like to renew, make sure you fill out the nomination form that was sent out to all staff. If not, your last meeting will be the May meeting. Please fill out the nomination form and reach out to other staff to see if they would serve on Staff Senate. Make sure they are willing to serve before you submit their name. Kay will also reach out to nominees to make sure that they are willing to serve. New Senators will also be at the May meeting.
2. Joshua Schroetter said they do plan on holding the New Senator orientation before the May meeting.
3. Janet Koppinger – former elementary school teacher. Supervisor of 9 buildings on campus. Facilities Management is a different position from other staff positions on campus. Motion to close nominations and cast a unanimous ballot by Jeremy Kopp and second by Maggie Latterell. Motion passed.

XIII. Senate Coordinating Council by Kay Hopkins

A. Consent Agenda

1. None

B. Input Agenda

1. None

- C. Meeting today and have one policy to discuss so will have a policy on the May agenda.

XIV. Treasurer’s Report by April Helgaas

- A. Appropriated: \$1944.01
- B. Local: \$1264.28
- C. Scholarship: \$322.79
- D. Staff Senate Support Fund: \$992.91

XV. Staff Senate Executive Committee by Shiloh Susag

- A. Prepped for Bylaws discussion.
- B. Prepped for meetings with Presidential candidates.
- C. Discussed legislative priorities.
- D. Not executive but took the time to give some thanks. Thanked Lisa Montplaisir and Lori Witt for serving on the Presidential Search Committee. Thanked Daniel for doing IT work for Presidential Search Committee.

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 Leapaldd**
 - a. Ceremony will be held on May 4th at 2:00 pm.
 - b. Received 49 nominations for 33 nominees.
 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
1. Service/Volunteering
- F. Day of Honor by Jeremy Kopp/Corey Landowski/Kristi Steinmann

XVIII. Announcements and Open Discussion

- A. Shwa – If you know of someone who would be a good Senator, please nominate them or get them to self-nominate. We will be doing Executive elections at the May meeting. One of the key roles is the President-Elect position.
- B. Tuesday having One Herd – years of service and faculty promotions. All honorees have received invites.
- C. Thursday – Quarter Century Club at Barry Hall – invite only.

XIX. Adjourned at 11:21 am.

Future Staff Senate Meetings:

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

- May 6, 2026

Exec committee:

- 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

- If you would like to receive outage notifications for various services that you use, follow the following link to sign-up for outage notifications for various IT services: [NDSU IT Status Page](#)

4. Scholarship by Jenna Reno

- No report.

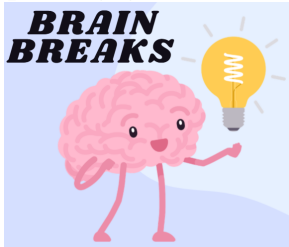
5. Staff Development by Melissa Lamp

- No report.

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

7. Campus Engagement by Maggie Latterell



- 1. April 8th (1-3 pm) in MU – Nueta
 2. Theme: Book Talk
- 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.
- Received 49 nominations for 33 nominees.

9. Access and Opportunity Committee by Val Jones

- No report.

C. State Staff Senate by Jenn Young

1. Campus updates:
 - DCB – interim campus dean Corey Gorder has moved to non-interim
 - VCSU – presidential applications close next week (3/16); this week is staff professional development and appreciation week
 - NDSU – presidential applications for full consideration closed 3 weeks ago, 2 weeks ago committee met to decide who to zoom interview, last Monday and Tuesday had zoom interviews, today and tomorrow have in-person interviews in Minneapolis, on-campus interviews will be week of March 23rd.
 1. Mike asked about what happens in the final round. Do they open it up to the campus for faculty and staff to get to meet the candidates and ask questions? – With the on-campus interviews, there will be

an open forum (presentation and time for questions). Student government and staff and faculty exec teams will get to meet with them in a small group setting. Tentative schedule Jenn saw has Staff Senate Exec meeting with each candidate for 30 minutes.

- BSC –last week had 6 semi-finalists on campus for meetings, committee met last week and moved forward finalist names to SBHE – tentative date of Mar. 31 for announcing president
- UND – started campus planning session – have various subcommittees
- LRSC – VP of Administrative Affairs (Lloyd Halvorson) retired and going to a 3 team leadership model to replace him with internal search (dean of CTE, Academics, and Nursing & Allied Health), closes March 16th.

2. SBHE update:

- Met via Teams on Feb. 26th
- Couple of updates from campuses from buildings, department names, and endowment names
- Heard from Chris Pieske regarding internal review schedule
- Approved a couple of items
 1. Qualifications to be hired and obtain tenure
 2. New language and policy in 305
- 2 executive sessions
 1. Suggest strategy – discussion regarding selling or renting land – specifically regarding NDSCS right now
 2. 42nd and Demers intersection in Grand Forks – underpass will be built – UND has sold part of their golf course for that project
- Discussion about honorary degrees as we near commencement
- NDUS Foundation appointments
 1. Ms. Julie Traynor, director of the Dakota Nursing Program, has been reappointed for a 4-yr term
 2. Rep. Scott Louser also reappointed for a 4-yr term
- Meet again Mar. 26th
- Head to NDSU on Mar. 30th to meet with presidential candidates and then to Bismarck on Mar. 31st for their presidential search

3. HRC Update (Mindy Oconnor):

- Wasn't able to attend last meeting due to other obligations.

4. Committees:

- Bylaws: will be meeting at some point to review the Constitution.
 1. Jenn Young is NDSU rep on committee
- Staff Recognition: Nominations close on March 31st.
- 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

- Will be meeting April 10th.

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

1.

F. Day of Honor by Jeremy Kopp/Corey Landowski/Kristi Steinmann

- No report.

Reminder to chairs: Select the month for the meeting, not the month when you are submitting the report. I.e. if you submitted a report on 3/27 to go in the agenda for the April meeting, you should be selecting April for the month and not March.