

Minutes

NDSU STAFF SENATE

Wednesday, May 6th, 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 9:31 am.
- II. Land Acknowledgement & Shared Governance Statement**
- III. Attendance Report and Quorum Check** by Melissa Lamp
 - A. Quorum met.
 - B. Senators: 69
 - C. Present/Proxies: 61
 - D. Excused: 5
 - E. Absent: 3
 - F. Guests: 38
- IV. Approval of Meeting Agenda** – Approved by unanimous consent.
- V. Approval of Wednesday, April 1st, 2026 Meeting Minutes** – Approved by unanimous consent.
- VI. Campus Kudos** by April Helgaas/Nazrin Ferdousi
 - A. Alan Zuk – Plant Sciences
 - B. Andrea Ludwig – Office of Research and Creative Activity
 - C. Deanna Pederson – Payroll Services
 - D. Harlene Hatterman-Valenti – Plant Sciences
 - E. Jeremy Kopp – NDSU Libraries, Germans from Russia Heritage Collection
 - F. Marc Devine – Theatre Arts, Division of Performing Arts
 - G. Sarah Gerads – Plant Pathology, Microbiology, & Biotechnology
 - H. Nazrin gave thanks to the Staff Recognition team and Shwa for their support and work for the past year.
- VII. Faculty Senate Report** by Lisa Montplaisir
 - A. Jeff Johnson will be the Faculty Senate President next year.
 - B. Might still see her at Staff Senate meetings for the Kudos and Program part.
 - C. A lot of cleaning up for the summer – working on some policies and some interim policies
 - D. Elections are next Monday
 - E. CCF – met yesterday – supported student resolution on fall break and will make that available to the SBHE
 - F. Thanks to all the work to help improve staff and faculty relationships and the work towards shared governance.

VIII. Student Government Report by Nic Frello/Caleb Jarvis/Kaley Quam/Drew LeBrun

- A. Kaley and Drew are the new Student Body President and Vice-President
- B. Took office the start of last week
- C. Have started having meetings but will be kicking things into gear in August.
- D. Fall break is one of their big things.
- E. Are having one last meeting to address the policy regarding syllabi and having an AI statement in the syllabi.

IX. Program – No program due to elections.

X. President's Report by Joshua Schroetter

- A. President's Cabinet
 - 1. Met on Monday and had both Berg and Stewart present. Very insightful. A lot of conversation about the transition between the two. Stewart is starting officially on May 25th. Has a lot of commitments this summer and a vacation that was already planned. Wants to follow thru on commitments so has a few things from previous job that he will still be doing this summer.
 - 2. Some discussion regarding pay raises – discuss further by Mark under advisor comments.
 - 3. 1% down in head count and credit hours currently – run the projection every 5 weeks.
 - 4. Strategic planning update – will be picking up the process in the fall semester; focus groups and interviews with a lot of people across campus including faculty, staff, and students – want the framework in place by spring semester – Stewart wants the strategic plan to be flexible

XI. Old Business

- A. Constitution 2nd Reading
 - 1. Motion to accept changes as read by Latterell; second by Steinmann; discussion called for three times; no discussion; brought to vote; motion passed.

XII. New Business

- A. Committee Assignments – Shiloh
 - 1. First job as President-Elect/New President is to take preferences for committees and assign people to committees
 - 2. Usually done in August
 - 3. Due to Staff Recognition Awards being combined with Faculty and moved to fall, need to get the committee formed sooner rather than later. That way the Staff Recognition Committee can work with the planning committee for the Celebration of Excellence ceremony.
- B. End of Year Reports
 - 1. Time for committee chairs to submit end-of-year reports. Also, include what the committee might want to spend the next year.

XIII. Outgoing Senator Recognition

- A. Annie Keller
- B. Fred Hudson
- C. Kendra Otto
- D. Sharijad Hasan
- E. Todd Phelps
- F. Tyre Leapaldt

XIV. New Senator Welcome

- A. 14 new senators elected in with 14 returning senators

XV. Elections

- A. Exec Committee
 - 1. President Elect
 - a. Nominations: Kristi Steinmann
 - b. Motion to close nominations and cast a unanimous ballot by Diischer; second by Latterell; discussion called for 3 times; vote on motion called; motion passed.
 - c. Kristi Steinmann elected as President-Elect.

2. Treasurer
 - a. Nominations: April Helgaas
 - b. Motion to close nominations and cast a unanimous ballot by Latterell; second by Steinmann; discussion called for 3 times; vote on motion called; motion passed.
 - c. April Helgaas elected as Treasurer.
3. Membership Officer
 - a. Nominations: Megan Hubbard
 - b. Motion to close nominations and cast a unanimous ballot by Latterell; second by Diischer; discussion called for 3 times; vote on motion called; motion passed.
 - c. Megan Hubbard elected as Membership Officer.
4. Public Relations Officer
 - a. Nominations: Kay Hopkins
 - b. Motion to close nominations and cast a unanimous ballot by Latterell; second by Steinmann; discussion called for 3 times; vote on motion called; motion passed.
 - c. Kay Hopkins elected as Public Relations Officer.
5. IT Officer
 - a. Nominations: Nazrin Ferdousi
 - b. Motion to close nominations and cast a unanimous ballot by Latterell; second by Hudson; discussion called for 3 times; vote on motion called; motion passed.
 - c. Nazrin Ferdousi elected as IT Officer.
6. Members At-Large (3)
 - a. Nominations: Libby Hardwick-Nelson, Tara Nelson, Jeremy Kopp, Melissa Lamp
 - b. Motion to close nominations by Latterell; second by Steinmann; discussion called for 3 times; vote on motion called; motion passed.
 - c. Vote for Members At-Large – vote for 3 of the 4.
 - d. Jeremy Kopp, Melissa Lamp, and Libby Hardwick-Nelson elected as Members-at-Large
- B. Campus Committees
 1. Campus Space & Facilities Committee (3)
 - a. Nominations: Daniel Erichsen, Janet Koppinger, Jenn Young, Kay Hopkins
 - b. Motion to close nominations by Latterell; second by Hubbard; discussion called for 3 times; vote on motion called; motion passed.
 - c. Vote for Campus Space & Facilities Committee representatives – vote for 3 of the 4.
 - d. Daniel Erichsen, Janet Koppinger, and Kay Hopkins elected as representatives to the Campus Space & Facilities Committee.
 2. Library Committee
 - a. Nominations: Alicia LaFerriere
 - b. Motion to close nominations and cast a unanimous ballot by Latterell; second by Hubbard; discussion called for 3 times; vote on motion called; motion passed.
 - c. Alicia LaFerriere elected as Library Committee representative.
 3. University Athletics (2)
 - a. Nominations: Matt Diischer, Corey Landowski, Brooks Hetle, Vanessa Attaya
 - b. Motion to close nominations by Latterell; second by Barta; discussion called for 3 times; vote on motion called; motion passed.
 - c. Vote for University Athletics representatives – vote for 2 of 4.
 - d. Matt Diischer and Vanessa Attaya elected as University Athletics representatives.
- C. State Staff Senate (3 yr)
 1. Nominations: Brooks Hetle
 2. Motion to close nominations and cast a unanimous ballot by Latterell; second by Steinmann; discussion called for 3 times; vote on motion called; motion passed.

3. Brooks Hetle elected as 3-yr State Staff Senate representative.
- D. State Staff Senate (1 yr)
 1. Nominations: Jenn Young, Nazrin Ferdousi
 2. Motion to close nominations by Latterell; second by Lamp; discussion called for 3 times; vote on motion called; motion passed.
 3. Vote for State Staff Senate 1-yr representative.
 4. Jenn Young elected as 1-yr State Staff Senate representative.
- E. Access and Opportunity Committee Chair
 1. Nominations:
 - a. Melissa Lamp nominated Val Jones; Val Jones accepted nomination.
 2. Motion to close nominations and cast a unanimous ballot by Diischer; second by Barta; discussion called for 3 times; vote on motion called; motion passed.
 3. Val Jones elected as Access and Opportunity Committee Chair.

XVI. Senate Coordinating Council by Kay Hopkins

- A. **Consent Agenda**
 1. 132 – Developmental Leave
 2. 326 – Academic Misconduct
 3. 331.1 – Course Syllabus
- B. **Input Agenda**
 1. None
- C. Motion to recommend policies on the consent agenda by Latterell; second by Lamp; discussion called for 3 times; vote on motion called; motion passed.

XVII. Treasurer's Report by April Helgaas

- A. Appropriated: \$1593.36
- B. Local: \$1488.50
- C. Scholarship: \$324.78
- D. Staff Senate Support Fund: \$992.91

XVIII. Staff Senate Executive Committee by Shiloh Susag

- A. Primarily discussed some professional development ideas that April brought forward.
- B. Newly elected executive members will have their first meeting in June. May executive meeting is still the old team.

XIX. Advisor's Comments by Mark Genkinger

- A. Merit increases – in process of supervisors putting those in; have to be in by May 27th; any raises are effective July 1st and you would see on your July 31st paycheck – budget is for 3% but that doesn't mean you get 3%, just averages 3%

XX. 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. Scholarship recipients were approved by Shwa.
 5. Staff Development by Melissa Lamp
 6. Staff Recognition by Nazrin Ferdousi/April Helgaas
 7. Campus Engagement by Maggie Latterell
 - a. Reminder of Staff End-of-Year Celebration.

8. Gunkelman Award by Jenn Young/Tyre Leapaltd
 - a. The event was well attended and had a good representation from the Gunkelman Family. Wendy McCrory was the MC and Interim President Berg spoke and announced the winner. We also were fortunate to have President Stewart and his wife, Jan, in attendance. The winner was Emma Ann Mckenzie, a first-year transfer student from Bismarck. She is an undergraduate in Human Development and Family Sciences and a peer mentor for the Transition and Access Program on campus, working with students with intellectual and developmental disabilities.

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

XXI. Announcements and Open Discussion

- A. End of year staff celebration at Thundar's Den on May 21st, 2-4 pm
- B. Goods for the Herds is looking for summer volunteers – Shwa will be sending email for it.
- C. Kylee thanked everyone who wrote postcards, especially Nazrin who wrote over 100 by herself. At 93% of acceptance goal.

XXII. Presentation of Plaque with Gavel to Shwa by Shiloh

XXIII. Adjourned at 11:27 am.

Future Staff Senate Meetings:

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

Exec committee:

- 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

- No report.

5. Staff Development by Melissa Lamp

- No report.

6. Staff Recognition by Nazrin Ferdousi/April Helgaas

- Continue work on Campus Kudos
 - o Getting Tax Withholding Forms signed for those that received gifts in April
 - o Emailed nominees for May meeting
- Please let the committee know if you have any suggestions for them

7. Campus Engagement by Maggie Latterell

- Mark your calendars for this year's Staff End of Year Celebration! It is a chance to relax, have fun, and enjoy time together after a busy year. We're coming together to play games, share snacks, laugh a little, and say thank you for all the hard work that makes our campus a great place to be.



- o
- o May 21st (2-4 pm) in Thundar's Game Room, MU
- o Bring a coworker or your whole office for time together, tasty treats, and friendly competition.
- Thanks for a lovely year of Brain Breaks and egg carton collections!

8. Gunkelman Award by Jenn Young/Tyre Leapaldt

- Ceremony was held on May 4th at 2:00 pm.
- Received 49 nominations for 33 nominees.

9. Access and Opportunity Committee by Val Jones

- The Access and Opportunity committee met for the last time this school year for an end of year wrap-up and set goals to start next school year. These goals will be listed in the End of Year document which the committee is currently making edits on before formal submission.

C. State Staff Senate by Jenn Young

1. Campus updates:

- BSC – Hired a new president Dr. Brian Kalk starting today but officially 4/16. Staff Senate hosted a lot of the candidates and took them around campus. Will be meeting with Brian on Friday as Staff Senate President right away. Been busy as a staff senate. Did some Bylaws update and some redistricting. Getting ready for elections soon. Do Mystic Mornings to connect faculty and staff across campus – last one was about 50 people. Had training “Run, Hide, Fight” for all employees. Also offering CPR training to 100

people each year. Hosting a “True Colors” for 100 people for professional development. Bavendick Center (athletic center) opening in April and holding graduation there in May.

- MiSU – couple of new coaches – both women’s and men’s wrestling coaches are new as well as volleyball, which was a couple months ago; Staff Senate silent auction coming up – different things to donate and let people bid on; had 1st student registration for fall classes last week
- UND – Event last week that 40 people came to; Spring fling luncheon that has about 400 people attend; Staff luncheon put on by HR; Few engagement events – Bingo couple weeks ago with good turnout; Big campus planning project with a handful of senators on it, 1st visits from consultants a couple weeks ago and another visit this coming weekend.
- VCSU – Staff Highway cleanup set for April 30th. Hopefully have good spring weather. Had virtual interviews last week. On campus interviews will be next week. Hopefully will have announcement for president. In elections for officer and broadband representatives. Getting ready to do their office supplies and VCSU gear swap.
- NDSU – Dr. Marshall Stewart was named as our new president. He will be starting May 25th. We’ve begun discussing legislative priorities and have come up with three key items: keeping our benefits (mainly not having to pay health insurance premiums), “cost-of-living” raises, and floating holiday (lots of discussion around Friday after Thanksgiving, Juneteenth, and days between Christmas and New Years) but will be working with faculty, students, and administration so that we have a united front coming out of NDSU. We are in the process of doing Senator elections with officer elections at our May meeting.

2. SBHE update:

- Two biggest things are new Presidents at NDSU and BSC.
- Regular meeting on March 26th online
 - o Spotlight NDSA (state student representatives)
 - o Spotlight on LRSC and their history with serving different roles in the community and different affiliations with other institutions
 - o Board business
 - a. Making sure Pres. Simone got tenure at LRSC
 - b. Robust conversation about funding formula and what should be done with that, not around what it is
 - i. Resolution of solidarity that failed because it seemed like more people wanted to see what would come from Legislature before supporting it
 - c. Strategic planning process
 - i. Agency has offered to carry on and help with strategic planning
 - ii. Probably more discussion at retreat next month
 - d. 3 different policies did 1st reading and waive 2nd reading
 - i. Policy 421 Academic Program Request – Updates need regarding the reduced credit hour degrees
 - ii. New policy 502 Enrollment Identity, Integrity, and Identity Compromise – deals with fraud with enrollment
 - iii. Policy 705.1 Executive Compensation
 - e. Information from Deputy Commissioner Lisa Johnson about low enrollment programs
 - f. DCB dean – paralympic team coach – took gold
 - i. Heather said they had one of the coaches in their office as well.
 - o Heather asked question about low enrollment programs – what are they going to do with them?
 - a. Anna – Cleaning them up – Collapsing them or merging them.
 - b. Follow up: How will it affect tenured professors?
 - c. Jenn Young – There will be some combination of programs into one program with different tracks.

- d. Mike O'Toole – Said there has been discussions at DCB as well about combining programs. Might impact General Ed requirements.

3. HRC Update (Mindy Oconnor):

- Was not at the April State Staff Senate Meeting

4. Committees:

- Bylaws: will be meeting at some point to review the Constitution.
 - o Jenn Young is NDSU rep on committee
- Staff Recognition: Will be learning the winners at our May 11th meeting. There were 21 nominations from across multiple campuses. Discussions are occurring regarding recognition. Original plan was to have winners attend June face-to-face meeting for State Staff Senate but Chair Black also wants to do something with the SBHE. Therefore, the in-person recognition of winners may be at the May SBHE meeting in Jamestown. Will be finding out more information at our May 11th meeting.
- Professional Development: Key topics include discussion of topics along with determining and leveraging existing resources for sharing across the system
 - o Kristina Astrup is NDSU rep on committee
 - o Had good discussion about seeking a SharePoint method for sharing professional development across campus. Good discussion about a Teams professional development to model the NDUS system wide professional development.
- Staff Affairs: included above with Black (tuition waivers)
 - o Corey Landowski is NDSU rep on committee

5. June Face-to-Face meeting is in Williston. Exec and Williston reps met April 27th to discuss. Dates were set for June 9th and 10th.

6. SBHE Policies and NDUS Procedures notification update

- The following policies and procedures were approved in April. The links are to the redline versions.
 - o Policy 404 and Procedure 404.1 [Collaborative Applicant](#)
 - o Policy 413 and Procedure 413.1 [Course Placements](#)
 - o Procedure 411.5 [International Applicant](#)
- Any questions can be directed to Chris Pieske, christopher.pieske@ndus.edu.

D. Joint Committees

1. Campus Space and Facilities by Jenn Young/Ben Bernard/Megan Hubbard

- Parking rates will remain as is for next year; working on restriping in some lots over summer
- Campus Master Plan Amendment submitted with \$80M maintenance amendment request in addition to Athletics donor funded projects in their areas
- Facilities Projects that are continuing
 - o Offerdahl Complex – skywalks will open late summer; Offerdahl West offline starting Fall '26; Centennial Blvd and 14th Ave will be closed part of summer for repairs; Visitor Parking lot will reopen later Fall '26 after repairs
 - o Bolley Ag Lab move in starting Spring '26; demolition of Wiidakas, South Greenhouses, and Potato Research buildings starting summer '26
 - o Two intramural fields will be added where greenhouses used to be; will be fenced, have lights, and bleachers
 - o Seim Hall set to open Fall '27
 - o University Village construction will be completed in two phases over next couple of years

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. Service/Volunteering

- No report.

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.