Minutes

NDSU STAFF SENATE

Wednesday, August 5th, 2026
Ballroom A – 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 the land and commit to building strong, mutually beneficial, trusting and respectful relationships with Indigenous Peoples.

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.

I. **Called to Order** at 9:33 am.
II. **Land Acknowledgement & Shared Governance Statement**
III. **Preliminary Attendance Report and Quorum Check** by Megan Hubbard – Quorum met
    A. Final attendance report will be in the minutes.
IV. **Approval of Meeting Agenda** – Approved by unanimous consent.
V. **Approval of Wednesday, May 6th, 2026 Meeting Minutes** – Approved by unanimous consent.
VI. **Campus Kudos** by Kylee Davis
VII. **Faculty Senate Report** by Jeff Johnson
    A. Faculty Senate has not met all summer – Bylaws say they can't meet over the summer (1st official meeting has to be after the first full week of classes)
    B. August 17th – Orientation meeting
    C. Jeff – professor in Psychology & been at NDSU for 15 years
    D. Faculty Senate is trying to encourage faculty to make an asynchronous option for Inauguration of Pres. Stewart so that students can attend
    E. Looking forward to working with staff and students
VIII. **Student Government Report** by Kaley Quam/Drew LeBrun
    A. Not a lot going on because it's summer
    B. Kaley's office hours: Wed & Thurs from 9-12 once school starts
    C. Website is pretty much up-to-date and Kaley's Outlook calendar is up-to-date
    D. Meetings booked with people to come speak at their meetings
    E. Homecoming will be something important because it will come up real quick
    F. Legislative session – safety is a priority
IX. **Program – Welcome and Introductions**
    A. Introduction of Exec members
    B. Table introductions & conversation cards
X. **President's Report** by Shiloh Susag
    A. President's Cabinet
    B. President's Retreat (Kristi Steinmann)
        1. August 4th - ~60 people in the room, the cabinet and a few others invited from different departments
        2. Welcome from Pres. Stewart
        3. Jeff Boyer – Strategic Plan – has been pushed because of the administrative changes – will be condensing the timeline; have been collecting data from field days informally for strategic planning;

Meeting on Aug. 3rd with Fargo Chamber of Commerce; listening sessions coming up soon – everyone is invited to attend those and give feedback; Plan to have plan developed before legislative session

a. Five priorities for Strategic planning

4. Tabletop exercises – strengths, opportunities for growth internally and externally – shared back to group
5. Steve Scheel – presentation, shared a lot of history of Scheels organization and his leadership philosophy and how to build a culture
6. Pres. Stewart shared what he's learned since he's been on campus and visiting around the state – shared some ideas of where NDSU can focus – academic excellence; new horizons funding; staff & faculty development; student recruitment & retention; research excellence & priorities; research space allocation; external engagement; finance and operational excellence – greater transparency; new legislative funding model; campus-wide space assessment; crisis management planning; marketing & communications excellence; lean into branding; SBARE & extension outreach excellence; including the Foundation with institutional strategy; growing the donor pipeline; reviewing and updating University policies and procedures – make sure we're aligned with federal & local guidelines & making sure that we're following best practices for higher ed – if go to a conference and hear something that is working well at another University, bring it back to NDSU; showing up
7. Ben asked about legislative priorities – Kristi said there was nothing mentioned beyond the funding formula
8. Kaylee reminded us of the ribbon cutting for Bolley Agricultural building – Aug. 10th at 10:30 am

C. Making budget request this week and will let committees know after discussing with April (Treasurer)

D. Melissa Lamp asked about plans regarding Shared Governance Summit – Shiloh said there will be a meeting discussing shared governance but it won't be a formal summit

XI. Old Business

XII. New Business

A. Homecoming
1. Kay has been driving force behind getting people lined up to walk in the Homecoming Parade with a float
2. Kristi Steinmann moves to create an ad hoc committee chaired by Kay, second by Jeremy Kopp, motion passed – ad hoc will be formed and Kay will chair it.

B. Celebration of Excellence
1. Event collaborate recognizing the Faculty Excellence Awards and the Staff Awards – once Staff Recognition will pass on winners to CoE committee
2. Winners and plus one will be invited to luncheon & recognition ceremony
3. September 15th
4. Years of Service will be separate from Awards
5. Kaylee asked if they would like students present at the event and Shiloh said he would ask the committee at their next meeting

C. Senate Goals and Aspirations
1. Table top exercise, report back to room, what were common themes you heard from other groups
   a. Questions for small group discussion:
      (1) What should be our top priorities this year?
      (2) What outcomes would represent a successful year?
      (3) What opportunities should we pursue or strengthen?
      (4) What challenges, risks, or barriers should we address, if any?
   b. Group summary:
      (1) What were the three most important themes that emerged from your discussion?
   c. Some themes from different groups:
      (1) Connecting with Fargo-Moorhead community; wellness; connecting across campus

(2) Visibility; relationship building; being out and present at events; staff wellbeing and advocating for staff needs
(3) Employee involvement – institutional service; professional development for staff including a mentorship program; shared governance – focus on working across groups & making sure staff voice is heard in administrative circles
(4) General culture and atmosphere at NDSU – how do we get back to firm foundation with all administrative changes; staff workload – being asked to do more with less & pay doesn't follow workload; legislative priorities – 3% increase in salary doesn't really cover much; event where staff can interact more informally with students; transparent communication
(5) Legislative priorities and outreach to legislators; improving staff morale; outreach to campus and community
(6) Professional development for staff; communication & awareness of staff contributions; successful outcome would be to see more staff engaged in events outside of their job so it's not the same 20 people; touching on the challenges from lack of resources (time and budget)
(7) Engagement of staff; Staff support (what are the needs of the staff?); relationship building between staff, between departments, between faculty/students/staff – break down silos
(8) More opportunities for fun and engagement in daily jobs; keep feedback lines open; increase collaboration between staff and students
(9) Opportunities to advance within your area without having to apply for a new position
(10) What are the inefficiencies of the institution? What is feasible versus just giving people more to do?

XIII. **Senate Coordinating Council** by Joshua Schroetter
- A. **Consent Agenda**
- B. **Input Agenda**
  1. None
- C. Nothing on the agenda for today. There were a couple of policies with housekeeping changes (grammar, references to other policies that have changed names, no substantive changes). Consent agenda are usually policies that don't directly impact staff. Input agenda allows for more discussion. We do not approve policy but recommend policy to be approved or not approved. Any policy on the consent agenda can be moved to input agenda by any senator.

XIV. **Treasurer's Report** by April Helgaas
- A. Appropriated: $0 – down to $5.25 in appropriated
- B. Local: $1348.50 - carry over but primarily due to State Staff Senate moving from in person to virtual so didn't have an expense there
- C. Scholarship: $330.73
- D. Staff Senate Support Fund: $918.94
- E. Gunkelman - $20,496.00

XV. **Staff Senate Executive Committee** by Kristi Steinmann
- A. Two things that were discussed that have not come up in the meeting already:
  1. Discussed role of PR officer on the exec committee
  2. Ad hoc committee that was looking at University Service – what they came up with and how to share that with upper administration
     a. April asked for Kristi to give a high level overview of ad hoc committee's charge – want to give staff flexibility for helping with campus events outside of your regular job responsibilities

XVI. **Advisor's Comments** by Mark Genkinger
- A. Will be sending out email about university business hours changing back when classes start

B. Reminder about Vector training – annual trainings that you must complete – get it done sooner rather than later
   1. FERPA is due August 31st so please get it done
   2. All required to be done by March 31st – this past year had everyone in compliance
C. Like seeing so many people in the room and engagement in the room – these don't have to be procedural meetings that check boxes – it is a way to get involved at the University and institute change

XVII. Other Business Reports – Check end of agenda for more reports.

A. Public Relations Officer Report by Kay Hopkins
B. Staff Senate Committees
   1. Elections by Joshua Schroetter
   2. Legislative and Bylaws by Matt Diischer
   3. Information Technology by Nazrin Ferdousi
   4. Scholarship by Joshua Schroetter
   5. Staff Development by Melissa Lamp
   6. Staff Recognition by Kylee Davis
   7. Campus Engagement by Maggie Latterell/Michael Landblom
   8. Gunkelman Award by
   9. Access and Opportunity Committee by Val Jones
C. State Staff Senate by Jenn Young
D. Joint Committees
   1. Campus Space and Facilities by Daniel Erichsen/Janet Koppinger/Kay Hopkins
   2. Library by Alicia LaFerriere
   3. University Athletics by Matt Diischer/Vanessa Attaya
E. Ad Hoc Committees
   1. Service/Volunteering by Jeremy Kopp/Libby Hardwick-Nelson
F. Day of Honor by Jeremy Kopp

XVIII. Announcements and Open Discussion

A. Presidential Inauguration and Luncheon – October 1st – Save the date was emailed
B. Kay is going to make sure that we do a Staff Senate Photo at the end of the meeting at our September meeting – wear NDSU attire
C. Bison Ready – Alicia LaFerriere – will launch next Tuesday for fall – undergrads can pick a flat rate or pay per item; grad students can opt out; $345 for undergrads and $400 for grad and nursing students
D. Fan Fridays will start up with first one August 28th
E. Walk through the Gates – Monday – arrive between 10 & 10:10 for students to walk through at 10:15
F. Office of Admissions is looking for nominations for Bison tour guides to be trained for orientations starting Oct. 15th (time commitment of ~10 hrs per semester and they get swag and get fed when give tours) – if know of a candidate, send the name to Kylee Davis

XIX. Adjourn – motion by Maggie Latterell, second by Kristi Steinmann, adjourned at 11:24 am.

Future Staff Senate Meetings:

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

- September 2, 2026
- October 7, 2026
- November 4, 2026
- December 2, 2026
- January 6, 2027
- February 3, 2027
- March 3, 2027
- April 7, 2027
- May 5, 2027

Exec committee:

- August 19, 2026
- September 16, 2026
- October 21, 2026
- November 18, 2026
- December 16, 2026
- January 20, 2027
- February 17, 2027
- March 17, 2027
- April 21, 2027
- May 19, 2027
- June 16, 2027

Business Reports Submitted through Form:

A. Public Relations Officer Report by Kay Hopkins
- No report.

B. Staff Senate Committees

1. Elections by Joshua Schroetter
- No report.

2. Legislative and Bylaws by Matt Diischer
- No report.

3. Information Technology by Nazrin Ferdousi
- No report.

4. Scholarship by Joshua Schroetter
- No report.

5. Staff Development by Melissa Lamp
- No report.

6. Staff Recognition by Kylee Davis
- No report.

7. Campus Engagement by Maggie Latterell/Michael Landblom
- No report.

8. Gunkelman Award by
- No report.

9. Access and Opportunity Committee by Val Jones
- No report.

C. State Staff Senate by Jenn Young
- No report.

D. Joint Committees

1. Campus Space and Facilities by Daniel Erichsen/Janet Koppinger/Kay Hopkins
- No report.

2. Library by Alicia LaFerriere
- No report.

3. University Athletics by Matt Diischer/Vanessa Attaya
- No report.

4. Learning Space Advisory Committee
- No report.

E. Ad Hoc Committees

1. Service/Volunteer
- No report.

F. Day of Honor by Libby Hardwick-Nelson/Jeremy Kopp/Melissa Lamp
- 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.