

Agenda

NDSU STAFF SENATE

Wednesday, September 2nd, 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 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.

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 Megan Hubbard
 - A. Final attendance report will be in the minutes.
- IV. Approval of Meeting Agenda**
- V. Approval of Wednesday, August 5th, 2026 Meeting Minutes**
- VI. Campus Kudos** by Kylee Davis
- VII. Faculty Senate Report** by Jeff Johnson
- VIII. Student Government Report** by Kaley Quam/Drew LeBrun
- IX. Program**
 - A. Career and Advising – Becky Bahe and Andrea Hein
 - B. NDSU Foundation – Miranda Rutten
- X. President's Report** by Shiloh Susag
 - A. President's Cabinet
 - B. Staff Senate Budget
 - C. Leadership Assembly
 - D. Strategic Planning (Joshua Schroetter)
 - E. Constitution and Bylaws
- XI. Old Business**
 - A. Homecoming
 - B. Celebration of Excellence
 - C. Senate Goals and Aspirations
- XII. New Business**
- XIII. Senate Coordinating Council** by Joshua Schroetter
 - A. **Consent Agenda**
 - 1.
 - B. **Input Agenda**
 - 1.
- XIV. Treasurer's Report** by April Helgaas
 - A. Appropriated: \$
 - B. Local: \$

- C. Scholarship: \$
- D. Staff Senate Support Fund: \$

XV. Staff Senate Executive Committee by Kristi Steinmann

XVI. Advisor's Comments by Mark Genkinger

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
- B. Staff Senate Photo

XIX. Adjourn

Future Staff Senate Meetings:

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

- 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:

- 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

- First meeting – Sept. 8th

9. Access and Opportunity Committee by Val Jones

- No report.

C. State Staff Senate by Jenn Young

- Anna Kinney (UND, SBHE Rep) will be given 20 minutes to address staff concerns, priorities, and ideas ahead of the upcoming legislative session at the Interim Legislative Session on Higher Ed on Sept. 22nd; we will be discussing this at our Sept. 8th meeting
- Shannon Hofer (Mayville SU, HRC Rep) gave an update on the HRC meeting on Aug. 4th; update was given on possibility of PERS taking over the flex spending administration; went through policies of non-renewal, termination, or dismissal of faculty and staff; discussion of termination dates and de-provisioning best practices; discussion regarding student employees and what to do with them when they are gone for the summer (will be more discussion on this); worked on reviewing some draft guidelines for service credit for employees with prior ND state campus service and whether to formalize these as a policy or a procedure (will be coming back to this at a future meeting)
- Brooks Hetle (NDSU) will be the chair of the Staff Recognition committee – primary objective of committee is to oversee the Staff Excellence Award
- Professional Development Committee – no chair selected, will bring up again at next meeting
- State Board of Higher Ed approved Policy 422 [Review of Low-Completion Programs](#) on Aug. 27th

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.