

Minutes

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. Called to Order at 9:33 am.

II. Land Acknowledgement & Shared Governance Statement

III. Attendance Report and Quorum Check by Megan Hubbard

- A. Quorum met.
- B. Senators: 62
- C. Present/Proxies: 51
- D. Excused: 4
- E. Absent: 7
- F. Guests: 26

IV. Approval of Meeting Agenda

- A. Homecoming moved from Old Business to Ad Hoc committee since we formed an ad-hoc committee at the August meeting
- B. Motion by Maggie Latterell, 2nd by Kay Hopkins, agenda approved with correction

V. Approval of Wednesday, August 5th, 2026 Meeting Minutes

- A. Full attendance report was missing from the minutes. Was added in.
- B. Motion by Maggie Latterell, 2nd by Kylee Davis, minutes approved with correction.

VI. Campus Kudos by Kylee Davis

VII. Faculty Senate Report by Jeff Johnson

VIII. Student Government Report by Kaley Quam/Drew LeBrun

- A. Winding down from Welcome Week
- B. 1st meeting this past Sunday
- C. Passed Policy 132
- D. If student reps are needed for any events/committees, please let Kaley and Drew know and how many
- E. Bison Bingo – Sept. 11th
- F. Getting ready for Homecoming

IX. Program

- A. NDSU Foundation – Miranda Rutten (Director of Development Operations for the Foundation); Kira Sorenson (Director of Marketing and Communications for the Foundation)
 - 1. Giving Day – 10/27/26 (8:00 am 10/27 to 8:00 am 10/28; early giving open Oct. 20th)
 - 2. Giving Day platform is the same as last year so will look like last year

- a. There is a Faculty/Staff tab that has the Staff Scholarship and Support Fund as well as the Faculty Scholarship and Support Fund.
3. Have matches and challenges – matches are \$ for \$ match; challenges are based on unique donors
4. Has a donor map to show where donations are coming from; also has self-reported affiliations
5. Advocates – will get a link to share out; most dollars raised will get \$500 to fund of choice
6. Have a link for resources to share out; also getting yard signs – let them know if you want one
7. Emily is also on the Giving Day team
- B. Career and Advising – Becky Bahe (chair of academic advising and Andrea Hein (not able to come because last day for students to add or withdraw)
 1. Starting the 4th year of professional advising academy
 2. Have people trained on interacting with students and curriculum – first person of contact for questions
 3. Have 28 academic advisors that do mostly 1 & 2 years but some are 4-5 years (Architecture – all 5 years are professionally advised, Nursing – 1 year because then transfer into nursing program) – can see all the advisors on the webpage
 4. Once see that students are making good progress, usually around junior status, start transferring from professional advisor to faculty advisor; work with the departments for the transfer
 5. Academic Affairs KB
 - a. How are we making sure we all have a role in supporting students?
 - b. Student Affairs – Coordinated Care (need Bison login)
 - (1) Advisors are watching students' progress in their classes
 - (2) Coordinated Care – coordinates things across campus; i.e. having an ID printed but haven't picked it up yet, purchased a meal plan but hasn't used it yet, didn't move in on Move In weekend; helps see where students are engaging on campus – if they're going to the Wellness Center 3 times per day but not going to class would still need to talk to them
 - (3) You can refer any student to them; students can then be connected with NDSU and external resources that are needed
 - (4) #1 reason for withdrawal is finances – so looking at students with past due accounts; have made it where they can set up a payment plan
 - (5) On 8/28 had 500 students that hadn't logged into Blackboard; advisors start reaching out; as of this morning that number is under 200
 - (6) Any time you have an interaction with a student, ask how things are going and really listen because we all have a role in student well-being
 - c. Becky Bahe challenged everyone to connect with a student today – lots of students by the coffee shop and lots of them are willing to engage if you ask them how they are doing
 - d. Becky asked if there is something that they've heard from students that we could be doing better
 - (1) Jordan – mentioned that they sometimes stress about the last few credits they need to get
 - (a) Every student has a “plan” based on the major that they have, look at credits brought in and move around the plan to best fit them (currently all 1st, 2nd, and 3rd years students have them); with the plan, you can see changes made, courses can be locked, can see where they have gotten off track
 - (2) Kylee – initiative to get Blackboard and syllabi out early but still not happening
 - (a) Student government worked on this and asked for 1 week and through shared governance, settled on Friday before classes start
 - (b) There is work being done that; some of it comes down to chairs not holding their faculty members accountable and deans not holding their chairs accountable
 - (c) Also working on shared expectations, what can students expect of the institution and what can the institution expect of students
 - (3) Val – sometimes it's hard to see when classes are offered when trying to add a minor
 - (a) There is something in Campus Connection that shows when classes are offered

- (b) Course rotation is important – high priority for Registration and Records
- (4) Maggie – asked about the 7 Ts
 - (a) “Take the time to take them there” – hall director years ago that brought it to the team
- (5) Melissa hears antidotes about instructor communication – she encourages them to talk to the instructor and department chair
 - (a) Natural escalation is to the department chair; can talk to their academic advisor for help on who to connect with, how to draft an email to address their concern, etc.
- (6) Melissa asked if a regular staff members hear the same frustrations arising, can we use the advising office as some place to report to?
 - (a) Becky said yes or use the coordinated care
 - (b) Matt said the Dean of Students office is also a resource, have links for how to deal with different issues
 - (c) Becky said the rate of students actually following through when you say you should go here is very low so taking the extra time to make sure the student is connecting where they need to go

X. President’s Report by Shiloh Susag

- A. President’s Cabinet
 - 1. Not met since last meeting; will have an update next meeting
- B. Staff Senate Budget
 - 1. Gave info to April yesterday; Pres. Stewart did approve the request
 - 2. April or Shiloh will contact individual committees with their budgets
- C. Leadership Assembly
 - 1. Email was sent out
 - 2. Big items were:
 - a. Strategic Planning
 - b. 1st day student numbers
 - c. Legislative priorities
- D. Strategic Planning (Joshua Schroetter)
 - 1. Couple of weeks ago – opportunity to attend some discovery sessions
 - 2. Survey link was sent out – extended it; if not comfortable sharing that way, can let Shwa know and he’ll make sure it gets heard
 - 3. UDI – will work on survey and discovery session results; Codesign council will have meeting in mid-October to go over those results
- E. Constitution and Bylaws (Joshua Schroetter)
 - 1. Bylaws and Constitution have been presented to Pres. Stewart and he has no problems with that; just waiting on DocuSign
- F. Shared governance meeting this Friday; did have a meeting with Pres., Provost, and Chief of Staff last week
 - 1. Let Shiloh if you have any concerns that you want brought up

XI. Old Business

- A. Celebration of Excellence
 - 1. Shiloh said thank you to the Recognition Committee for the quick turn around on soliciting nominations and scoring the nominations
 - 2. Did have to get the winners to get RSVPs for the ceremony
 - 3. Looking at how to recognize the nominees that aren’t getting rewarded
 - 4. Next meeting is Friday
- B. Senate Goals and Aspirations
 - 1. Guiding Principles
 - a. Staff Engagement, Well-being, and Support

- b. Legislative Advocacy, Shared Governance
 - c. Communication, Visibility, and Recognition
- 2. Committee/Senate Work Priorities
 - a. Professional Development and Leadership Growth
 - b. Relationship Building, Collaboration, and Breaking Down Silos
- 3. Even though there are some tangibles, there is no concrete goals of things that we must accomplish.

XII. New Business

XIII. Senate Coordinating Council by Joshua Schroetter

- A. No policies to discuss but there is a new policy that will be coming through (Policy 725: Minors on Campus) that was put in place as an interim policy before all the camps this summer. Created to address SBHE request to have a policy. They want some feedback from groups that hosted minors on campus this summer and then will be brought to the council.
- B. **Consent Agenda**
 - 1.
- C. **Input Agenda**
 - 1.

XIV. Treasurer's Report by April Helgaas

- A. Appropriated: \$
- B. Local: \$1348.50
- C. Scholarship: \$2063.71
- D. Staff Senate Support Fund: \$918.94
- E. Request will bring Appropriated up to \$8500 and Local up to \$1500

XV. Staff Senate Executive Committee by Joshua Schroetter

- A. Abbreviated meeting and spent a lot of time discussing priorities and budget

XVI. Advisor's Comments by Mark Genkinger

- A. With Legislative year coming up, reminder that there was a Total Rewards survey a couple of years ago before the legislative session. Will be receiving the link for the survey again and please fill it out. Last survey NDSU had the best response rate of the 11 institutions/CTSO. Challenged us to keep us #1.

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
 - a. Has some great plans coming up for this semester
 - b. Third annual Academic Resources Fair – Nov. 19th from 1 to 3
 - 6. Staff Recognition by Kylee Davis
 - 7. Campus Engagement by Maggie Latterell/Michael Landblom
 - a. Starting a pop drive for Ronald McDonald – pop tabs per capita by weight; can bring in spices to sabotage other departments – spices will go to Goods for Herds; working out how to keep track of this; all Campus Engagement committee members will be drop off locations
 - (1) Semester long for now
 - (2) Reward is bragging rights and maybe a travelling trophy
 - (3) Friendly competition
 - (4) Label what department your donation is for
 - b. Can still bring egg cartons in if you want but not actively asking for them
 - 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
 - a. Presented a report on how to improve service on campus to exec
 - b. Some follow up work by Shiloh to do
 - c. Committee worked hard on defining service and listing some service opportunities
 - d. Will share once follow up work is completed
 - e. Ad-hoc will be disbanded
 2. Homecoming
 - a. Committee met yesterday
 - b. Will have a float – application due 18th of Sept.
 - c. Will need help getting stuff out of storage and getting float decorated
 - d. Can walk/ride in parade – Oct. 2nd; line up at ; parade start at 6:00; about a mile; welcome to bring family with
 - e. Handing out things – please bring large bags of candy to the One Stop downstairs – Kay will get it bagged up and ready to be handed out; might purchase non-candy items to handout, let Kay know very soon if you have any ideas
 - f. Staff Senate T-shirts that you can purchase at the Design and Sign for \$10 (S to XXL)
 - g. Homecoming theme is Plains to Peaks (Climb as One)
- F. Day of Honor by Jeremy Kopp

XVIII. Announcements and Open Discussion

- A. Presidential Inauguration and Luncheon – Thursday, October 1st; Ceremony at 9:45 am; can get there as early as 9:00 am; luncheon at 11:00 am
- B. Staff Senate Photo – meet Justin at Bison Statue at 11:35 am. Will take one Group Photo and then Executive Team Photo.
- C. Kylee – have already admitted about 800 students for Fall 2027
- D. Shwa – knows how hard some staff work over summer and it doesn't get recognized so thanks for all the work you do
- E. Kendall – today is the add/drop deadline; if you have questions for Bison Ready, please stop by the Bookstore; this Friday is Fan Friday
- F. Maggie – grant to give the ACE lobby a revamp and doing an open house Friday 1-3
- G. Libby – shout out Fall Career Expo Sept. 23rd at the FargoDome – need about 50 volunteers to run that event
- H. Jeremy - Student involvement expo is currently happening right now so could be a potential for us to do what Becky suggested for connecting with students.

XIX. Adjournment

- A. Motion by Kay Hopkins, 2nd by Maggie Latterell.
- B. Adjourned at 11:03 am.

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.