

Agenda

NDSU STAFF SENATE

Wednesday, October 7th, 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, September 2nd, 2026 Meeting Minutes**
- VI. Campus Kudos** by Kylee Davis
 - A. Marie Champagne
 - B. Sonja Hunter
 - C. Jodi Askew
 - D. Ginny Montgomery
 - E. Hollie Grande
 - F. Joshua “Shwa” Schroetter
 - G. Joel Hanson
- VII. Faculty Senate Report** by Jeff Johnson
- VIII. Student Government Report** by Kaley Quam/Drew LeBrun
- IX. Program**
 - A. Provost Veil
 - B. Robert Jones – MyNDSU
- X. President’s Report** by Shiloh Susag
 - A. Strategic Planning (Joshua Schroetter)
 - B. Open Searches
 - C. Inauguration
 - D. Shared Governance
- XI. Old Business**
- XII. New Business**
 - A. Giving Day
- XIII. Senate Coordinating Council** by Joshua Schroetter
 - A. **Consent Agenda**
 - 1. 100 Equal Opportunity and Non-Discrimination
 - 2. 156 Discrimination, Harassment, and Retaliation Complaint Procedures

3. 818 Procurement Standards on Federal Agreements

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 Zach Thomas/Shashi Bhushan
 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
- F. Day of Honor by Jeremy Kopp

XVIII. Announcements and Open Discussion

- A. Employee Engagement Survey opens Oct. 12th

XIX. Adjourn

Future Staff Senate Meetings:

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

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

Exec committee:

- 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:

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.

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

- Paper Cut Project update.
- Grouper Project update.
- Windows Protected Print update
 - o Feature set to be implemented in July 2027 that will erase existing print drivers and, if necessary, rebuild them.
 - o While an exclusive services policy for print and copy exists, it is not being implemented due to the absence of sufficient paperwork and firmware updates on hundreds of self-managed departmental printers. This will need to be addressed soon because IT will face substantial challenges in assisting departments in rebuilding drivers if access is lost.
- Offerdahl has posed some challenges for IT. AJ has been managing card access requests, with many of them coming from Offerdahl.

4. Scholarship by Joshua Schroetter

- No report.

5. Staff Development by Melissa Lamp

- Professional Development Event: Making Virtual Meetings Matter: Meet, Engage, Connect
 - o Date: Wednesday, October 21, 2026
 - o Time: 11 - 11:45 am
 - o Location: [Zoom](#)
 - o Register to [add this event to your Outlook calendar](#).
 - o About This Session
 - a. Online meetings don't have to feel like a screen full of muted boxes. This session gives meeting facilitators practical, positive strategies for running virtual meetings people actually want to attend — covering facilitation, accessibility, and tools like Vevox, chat, shared docs, and Padlet.
 - b. By the end of this session, you'll be able to:
 - i. Identify the specific ways online meetings work against attention and participation, and apply practices that set every attendee up to engage.
 - ii. Apply collaborative facilitation techniques — setting tone, inviting dissent, balancing voices, and closing with clarity — that keep a virtual meeting open and on-purpose at the same time.
 - iii. Recognize interactive tools and breakout room strategies to actively involve participants rather than leave them as passive observers.
- Upcoming events are listed on the [Staff Senate website](#).
 - o [Monthly Program](#) at Staff Senate meetings (October 7: Provost Veil | Robert Jones, myNDSU)
 - o [Academic Programs Fair](#) - November 19, 1-3 pm, MU Ballroom
 - o Effective Communication Workshop (details to come)
 - o Conflict Resolution Workshop (details to come)
 - o Spring Semester Speaker on Positive Communication (details to come)
 - o NDSU Connect: A Professional Development Series for Staff (in development; planned for Spring 2027)

6. Staff Recognition by Kylee Davis

- Celebration of Excellence was held on Sept. 15th with Faculty and Staff Awards being presented.
 - o Individual Staff Award Recipients: Brian Boyle (Facilities Management), Joel Hanson (Academic Advising Center), Cassie Johnson (Research and Creative Activities), Alissa Kuntz (Engineering Business Center), Alicia LaFerriere (Bookstore), Kelly Laverdure (Residence Life), Shane Paasch

(AES Main Station Farm), Dan Whitney (Industrial and Manufacturing Engineering), and Maeve Williams (Public Health)

- o Team Award Recipients: James Fornes and Jason Medders (Residence Life)

- Getting started on awarding Campus Kudos.

7. **Campus Engagement by Maggie Latterell/Michael Landblom**

- Staff Senate is hosting a friendly semester-long competition to benefit our campus and community
 - o Donate pop tabs to help YOUR department
 - a. Pop tabs will be donated to the Fargo Ronald McDonald House
 - o Donate spices to sabotage OTHER departments (spices subtract from their total)
 - a. Spices will be donated to NDSU Goods for the Herd campus pantry
 - o Winners determined by per capita totals (so small offices have a chance, too!)
 - o Drop off locations include: ACE Tutoring, Admissions, Barry 102, Library 06, Memorial Union Administration, Offerdahl North 216, Research 1 Front Desk
- Brain Breaks
 - o October's theme: Puzzles and Games
 - o Monday, Oct. 5th (1-3 pm) in MU – Nueta
 - o Tuesday, Oct. 6th (1-3 pm) in MU – Nueta



8. **Gunkelman Award by Zach Thomas/Shashi Bhushan**

- First meeting – Sept. 8th
- Zack and Shashi stepped up to be co-chairs
- Left meeting with goal of thinking about where to hold the ceremony as the Alumni Center will be closed for remodeling.

9. **Access and Opportunity Committee by Val Jones**

- Met to discuss goals for the year. This year the committee wants to focus on supporting staff to improve morale and wellness, create a communication channel with Access & Opportunity committees in Faculty Senate and Student Government, and work on promoting campus events that focus on Access & Opportunity.
- Upcoming Access & Opportunity events for staff
 - o 10/13/26 – Creating and Remediating Accessible Documents in Excel – hosted by IDC (Instructional Design Center)
 - o 10/28/26 – Creating and Remediating Accessible PDFs in Acrobat Pro – hosted by IDC

C. **State Staff Senate by Jenn Young**

- Minot State's Innovative Engineering degree opened this semester. They were expecting to only have 10 enroll but already have 20 enrolled. Their student center was completely renovated and opened on the first day of classes. They also had some expansion in their nursing classrooms to allow for bigger cohorts.
- SBHE/NDUS update by Anna Kinney (UND, SBHE Rep)
 - o Discussion regarding the SBHE Retreat and the Strategic Planning
 - a. Commissioner Sanford and Deputy Commissioner Larson were there for a Q&A session
 - i. Common questions arising are the timeline for the Strategic Plan and how the integration of the non-R1 schools will go.
 - ii. The Strategic Plan will have 3 goals with 4 pillars to guide the work
 - iii. Deputy Commissioner Larson referred to the [Our Dakota Dreams](#) website, a student targeted website by SD as a possible goal to have something similar for ND.
 - iv. Discussion regarding online courses and ability to transfer courses between universities
 - v. NOTE: If you would like the more detailed synopsis of the Q&A from ND SSS minutes, let me know and I will send them to you.
 - b. Request from Interim Leg. Committee on Higher Ed – Senator Sickler asked Anna to come talk at the meeting on 9/22 to address staff priorities and concerns heading into the legislative session.
- Shannon Hofer (Mayville SU, HRC Rep) gave the HRC update
 - o S2Verify – Amy McConnell – presented biannual background screening results; reports had a strong turnaround performance, with 94% of reports completed under 18 hours; candidate experience metrics

showed an average of 11.78 hours average waiting time, with majority completing onboarding within 12 hours; overall feedback from leadership indicates positive vendor performance and ongoing partnership.

- o ERP Update – Corey Quirk provided ERP modernization status, confirming signed program charter authorizing project direction and governance structure; charter establishes high-level governance and accountability framework for ERP modernization effort; vendor selection planning underway with Oracle and Workday identified as the only vendors under consideration; legislative IT committee review expected to provide recommendation for fiscal support during upcoming interim session; funding strategy linked to one-time state funding opportunities and broader economic conditions.
- o TIAA Updates – Shane Roghaar introduced himself as a replacement contact for retirement-related services and support and TIAA Plan Focus; campuses raised concern regarding retirement planning contact information for employees, Mr. Roghaar will follow-up the coordination as requested.
- o [Policy 605.3 Nonrenewal, Termination or Dismissal of Faculty and Policy 608.2 NDUS Employees – Nonrenewal and Dismissals](#)
 - a. Christopher Pieske proposed updates that clarified benefit handling, including spouse benefit transfer instead of lump sum inclusion. The same language is applied across both policies for consistency. The policy was unanimously passed and will move forward to President’s Council.
- o 2026 Total Rewards Survey Update – testing phase was completed; campuses should expect a system-wide rollout after September 9; initial communication to all benefited employees, explaining the survey, will come from the System Office – Commissioner Sanford; thereafter, each campus HR department will send an email, with survey link, to their campus benefited faculty and staff; Jane Grinde will provide the draft email.
- o [Reduction in Force](#) – Ms. Jane Grinde led the discussion centered on RIF policy, especially employee rights after reduction in force, including rehiring priority, service credit, and tuition waiver eligibility; clarification was sought on whether RIF-affected employees should be treated as internal applicants at the institution level or across the entire system; the group agreed not to formally change the policy at this time and to pause updates while acknowledging the long-term shift toward a system-wide employment model.
- The following policies and procedures were approved in September at the NDUS level (links are to redline versions):
 - o Policy 413 [Mathematics and English Course Placement](#)
 - o Policy 470 [State Authorization](#)
 - o Policy 502 [Enrollment Integrity and Identity Compromise](#)
 - o Policy 510 [Rights of Students Called to Active Military Service](#)
 - o Policy 605.1 [Academic Appointments](#)
 - o Policy 812 [Legal Representation](#)
 - o Procedure 469.2 [Dual Credit Coursework](#)
 - o Procedure 470.1 [State Authorization Exemptions, Appeals, and Sanctions](#)
 - o Procedure 840 [Contracts](#)

D. Joint Committees

1. Campus Space and Facilities by Daniel Erichsen/Janet Koppinger/Kay Hopkins

- Next meeting – Nov. 6th at 9:30 am.

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

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

- Ceremony will be held Feb. 17th at 11 am.