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. Called to Order at 9:33 am.
II. Land Acknowledgement & Shared Governance Statement
III. Preliminary 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: 36

IV. Approval of Meeting Agenda – Approved by unanimous consent.
V. Approval of Wednesday, September 2nd, 2026 Meeting Minutes – Approved by unanimous consent.
VI. Campus Kudos by Kylee Davis
- A. Marie Champagne – School of Education
- B. Sonja Hunter – HHS Business Center
- C. Jodi Askew – Bookstore
- D. Hollie Grande – Facilities Management
- E. Joshua "Shwa" Schroetter – VP Finance and Administration
- F. Joel Hanson – Academic Advising Center

VII. Faculty Senate Report by Jeff Johnson – No report.
VIII. Student Government Report by Kaley Quam/Drew LeBrun
- A. Glad to be done with all the work associated with Homecoming.
- B. Students have been selected for committees and boards. If you are on a committee or board and you are a chair or just a member, please reach out to Kaley if you can't get a hold of your student representatives and she will reach out as well.
- C. Planning Higher Education Day for NDSU. In past years, it was kind of a collaborative event for NDUS. This year will be NDSU-focused and tentatively scheduled for Nov. 14th. We're going to hear from some local and state legislators.
- D. Student Fee Advisory Board has their first meeting next week. The timeline for that committee has changed from last year. Last year most of the work occurred in the spring and those deadlines just got way too tight so expanding the schedule for that Board so that most of the work is done in the fall and final decisions can be made before the February deadlines that need to be given to SBHE.

E. Priorities for student government this year are:
   1. Getting a fall break across the NDUS system
   2. Increasing campus safety
   3. Collaboration with all of the different groups and entities across campus

F. If you have something that you want student input on, reach out to Kaley and she'll get students to come talk or come talk herself.

G. If you have a project that you think your area could benefit from some student government funding to help support student services in your area, they are willing to consider the request.

H. Student government has a decently full Senate and are itching to do some work

I. Working groups for President Stewart's 3 I's (Involvement, Internships, and International) will start soon. There will be students from student government on each of those working groups.

J. Student government will be starting their legislative priority working groups. They may reach out to Staff Senate for support or help with questions they have regarding different things they are advocating for. Legislative priorities (in no particular order) are:
   1. Support for TRIO lobbying & 1st-gen non-traditional students
   2. Student affordability
   3. Improvement and increase of security across the NDUS campuses
   4. Support and considerations for mental health services
   5. Ethical AI implementation and compliance

IX. Program

A. Melissa Lamp – Professional Development committee who brings the program every month has developed comment cards – these can be used to give feedback directly to the speaker or if you want to give feedback to the PD committee on the speaker such as this was a good speaker and we need more like this. Becky Bahe got a lot of good feedback at our September meeting that she was able to share with the Provost regarding some of the barriers that were brought up. Please use the comment cards.

B. Provost Veil
   1. Updates on things working on in the Provost office
      a. Strategic planning process that we're engaged with. Jeff Boyer in the Provost Office is taking the lead and getting some of that organized.
         (1) We're hosting the Reimagine NDSU workshops coming up on October 8th and 9th. We have some University leadership who is part of that as well as the committee and the consultants from UDI.
         (2) In November, Pres. Stewart, Provost Veil, Jeff Boyer, and Jace Beehler will be going to Arizona State and will be working directly with them. There a few things that we want to see how they're doing them at Arizona State such as our public-private partnerships. We actually have a number of faculty positions, particularly in HHS, that are funded half by the university and half by hospitals (both Essentia and Sanford) as an example. Also, opportunities around buildings to engage with the public and have some private partnerships.
         (3) With us being in the Mountain West as well, looking at some of their athletic facilities and how they engaged community members in those spaces, using them as event centers rather than simply practice facilities or game facilities. That's something interesting to consider as we're talking about what we're going to do with Sheppard Arena and what that new space could potentially look like.
         (4) We are going through a larger master space plan that you'll be hearing about soon. Working with Sachi consulting company who's helping us work through our full university portfolio, so not just what is on this campus, but what is downtown, what is miles up north, some of the farmland spread across the state. Looking at the broader view of what we are doing at the university from a space standpoint.

(5) Those are things discussing with UDI because they've already done this and we are working with them because they fully focus on universities. They also invest in bringing leaders together to better understand what's happening across universities and then they use that to help them work through the strategic planning process with their clients as well.

b. University-wide engagement survey will be coming back out in October so please watch for that. Hopefully your team leaders have been going through some of those different areas, whether it was an area that was lower on your engagement survey that you wanted to hit on or one that was seen as a major need or one that you're doing really well at and wanted to lean in. Now launching the next round of the survey and has been an ongoing investment from the President's Office.

c. Focusing on enrollment growth and student success.

(1) We are working on calling it the Bison Commitment but the end goal is ultimately to provide concierge service for students coming in where they have a full wrap around student success team. They know exactly who their financial aid advisor is, who their academic advisor is, who their contact person would be at the counseling center, who their coach would be if they are falling behind in a different area. It will take some restructuring in the Provost Office as part of it. It's also moving to 4-year academic advising for all of our students, so that they have a full-time professional advisor that takes them all the way through from freshman year to graduation, and then a career coach who's helping them along the way.

(2) An investment already onboard is there are 2 academic coaches that are watching Blackboard for activity. If a student is not highly engaged, they will reach out to them to find out why. They're the only ones on campus that get to text the students directly. Also, academic alerts where a student is not responding to their advisor and have been missing class or falling behind in classes. From last fall to this fall, we had 103 students who left the university with 0 credits and 90 of those didn't make it past their first semester. Where did they fall away? Where did they disappear? Where were we?

(3) Looking at students who come in with a very high financial need and those who don't continue past their first year because they never had a plan in place to meet that financial need. We had 113 students who were here last fall and not here this fall because their balance was too high for them to be able to enroll this fall. What kind of financial aid consulting are we providing to them? How are we talking to them about financial literacy, outlining what actual plan they have in place? We can waive the $200 enrollment fee for them to be able to come to university but how can we expect them to be able to pay the bill at the end of the year? These are real conversations but they're hard. We are a land-grant university focused on access and opportunity but we also have to be realistic. What opportunities are we providing for our students if we know that they're going to leave here in debt without earning a degree or, in some cases, without even earning a credit?

(4) Working on some of our 4 + 1 agreements with some of our ND institutions. I.e. you get a 4-year degree in psychology and that would be a great pathway into a graduate counseling program or a 4-year degree in business administration at VCSU as a pathway into our health care administration program. How can we utilize their senior year at another institution to help set them up for a masters at NDSU?

(5) Also, articulation partnerships with our 2-year colleges to do the same thing. I.e. engineering academy at NDSCS that would set them up for finishing an engineering degree at NDSU.

(6) Building some new academic programs tied to student and workforce demand, like the robotics programs that we just launched or the health care administration.

(7) Strategies around strengthening the Honors College as a recruitment and retention tool for high-achieving students. Partnering with them to get a broader funnel of students who are 3.5 and above.

(8) Enrollment Summit coming up. Enrollment management team, student success team, deans, and department chairs. Deans and department chairs will get a report card. What do their numbers look like? Enrollment numbers? Retention numbers at the University, within college, within program? DFW rates for classes? What are we doing to help students succeed once they get here? Example given: Math class last spring had DFW rate of 67% but repeat rate of 10%. Where are the other students? A lot are taking it at another university and transferring it in. Part of leakage report – how many NDSU students are taking a course elsewhere and transferring it in? Have had some pushback saying that those students are just lazy and don't want to meet the requirements of the rigorous work that we do here at NDSU but Provost Veil asks how is a student currently enrolled at NDSU who goes through the trouble of applying to another university, learning another university's learning management system, completes that course, and then goes through the work of transferring that course to NDSU is lazy? Every department will get a report card with what they need to work on.

d. Faculty success – strengthening consistency & transparency across the faculty life cycle. Example: standardizing offer letters. Cleaning up things that are showing up in offer letters that are wrong or not adequate such as a lecture position that said that in 3-yr could be moved to an associate professor line – tenure track positions have to have a full search process and can't just be moved from lecturer to professor; a department chair offer letter that said that the appointment would be worked out at their next meeting. Review of faculty ranks and titles. Have tenure track lines, lecturer lines, professor of practice lines. Other universities have teaching faculty lines and clinical faculty lines. If add other lines, what do we do with current faculty that would fit better in one of the new lines?

e. Strategic resource stewardship – continuing budget scenario planning and work to better align resources with institutional priorities

(1) Implemented a strategic hiring plan now for all academic colleges; so rather than hiring a position just to fill a position that was just vacated. The college will have to do an assessment across their entire portfolio to make sure that the hiring is in the best interest of the university. Rather than rehiring a faculty member into a department where enrollment has decreased 15%, hire a new faculty member into a department where enrollment has increased 15%.

(2) Reviewing tuition waivers and scholarships. Have traditionally let students know that they have a waiver based on their GPA, they get this much off. Legislator said why would we continue giving you money if you're just going to give away your tuition for free? What we need to do is backfill those waivers. We want to be upfront about the aid that students are going to get but backfill that with scholarships. Instead we give them the waiver and then junior year give them an award. A lot of awards don't come until junior/senior years but the waiver is throughout so that's less revenue coming into the university. Want to backfill those waivers with real dollars so that it's not just discounted tuition.

f. Academic Leadership and Organizational Capacity – have some hiring going on: Dean of College of Arts & Sciences; Director of Upper Great Plains Transportation Institute; Vice President of Research & Creative Activity; Vice President of Marketing & Communications

g. Chairs Academy launched – train chairs on the HR things we expect them to do.

h. Mark & Provost Veil have discussed "Bison Leaders" – a professional development program designed to help both faculty and staff understand how the university actually works – then they can explain to others when there are questions about what's happening on campus and thinking of projects that we could put together that are a combination of faculty and staff working together to address some concerns that we have at the university.

i. Graduate education – have interim Dean of Graduate College right now and he is working really hard to bring up some of the expectations that we have for graduate programs. Isn't a set curriculum and, as we are moving to duration of status rule changes on the international side, we are expected to provide curriculum guides for every student which is really hard if there is no set curriculum for a program. Also working on advising training for graduate advisors. Challenge of "lost students" – graduate students that we brought here, welcomed them here, accepted them here, but nobody wants to advise their thesis so they just sit there and are not making progress. Need to push for the graduate director to find these students advisors.

j. Partnerships and workforce development: looking at NDSU as a statewide partner & talent magnet. Where we have excelled – online programming has hurt us in enrollment numbers while other NDUS institutes have done well but we can demonstrate that we bring people to ND who stay in ND. Discussion at the Senate level about online versus on campus for funding formula. 86% of ND students and 48% of MN students at NDSU stay in ND for their first job.

k. Culture, communication, engagement – continuing to try to build a culture of transparency, accountability, engagement for across campus. Bison Insider – getting that launched, uses a resource called Emma – Emma allows her to see how many people had opened the newsletter and a heat map to show which links were clicked on and how often so that they know what's being read. Added a couple of sections – Behind the Numbers where take the data and try to translate it in a way that is more digestible for people; You Asked, We Answered where folks can send a question in and get it answered.

l. Met with Honor students the other day and their big complaint was not knowing how to get engaged in undergraduate research so polled deans to see what they were doing. It's more of a relationship thing – if a faculty member likes the work of a student, they'll personally ask them which means it is not an opportunity for every student on this campus to engage in undergraduate research so how do we level that playing field, provide those opportunities, provide a centralized source for how do you connect with a faculty member?

m. Q&A time

(1) *Question about training supervisors regarding approving time, approving vacation, how searches run in HRMS, anything like that on the horizon?* – Provost Veil has started meeting regularly with Mark so that they can have more of an alignment. We have the Chairs Academy now but there are also staff that supervise people who may not necessarily have been trained on how to supervise staff. Mark is working with Kristina on some things to be able to do some supervisor training. That's where the idea of "Bison Leaders" came up.

(2) *Comment – thanks for the newsletter – it reduces the number of emails that people receive and it's all in one clean format and being able to click on the links is nice.*

(3) *Question: you haven't been here long and we have a new president so lots of change. What can we as Staff Senators do to help facilitate anything?* – Calm the waters as best you can. Provost Veil is a bit of a change agent. No one is trying to gut programs or find pathways to fire people, any of that stuff you hear underlying the tone. We have to keep changing and evolving so need to not stick to the status quo. Be open to change. We are trying to build a better university and some of that does come with clean up. Brought up possibly doing annual reviews on faculty like on staff; also providing faculty with the support to improve. Talk about engagement and wanting to celebrate people but that's not

the biggest morale suck; the biggest morale suck is when the person next to you has been slacking off, not doing their job, still getting merit raises every year, and still here. We are trying to build a better university so we need to build better people. If people don't want to take advantage of opportunities, we let them go or encourage them to go elsewhere because we want people invested in NDSU and themselves and want to improve.

(4) *In faculty development initiatives and things, what is the messaging or approach for faculty-staff relationships, because some faculty feel like they can just railroad staff because they have a PhD?* – First faculty member she wrote up was for railroading staff and she wrote them up for creating a hostile environment for staff. And that should absolutely be happening as part of that review process. If you are not a good team player with the entire University, we can't run NDSU without staff so if a faculty member is mistreating staff – document it, go to the department chair with that documentation and they should be taking action on that. If you have chairs where they just rotate in and out, they're afraid of retaliation when they rotate out which is another issue. We should not be putting people into leadership positions that we think are going to retaliate based on their past experience. We need to be focused on who we put in leadership positions and train them to be in those positions and hold them accountable.

(5) *Research has been identified as one of the strategic priorities for the university overall. Are there any specific actions being taken to encourage faculty to do more research? We tend to see a lot of the same names over and over and some names that you don't see at all.* – Provost Office was running the call for proposals for the Carnegie Humanities Award for $200k and only had 2 people apply. Certainly have challenges and one of the challenges for the provost is that the Office of RCA does not report to the provost. Only the enrollment side does. So been bringing in the VP of RCA to the Dean's Council that meets every 2 weeks. Budget model is flawed. Deans get money for their colleges from tuition dollars and based on student credit hours so that's where they put their time and energy. Even coordinating undergraduate research, trying to coordinate that centrally through the provost office because the faculty member overseeing undergraduate research in RCA is only overseeing the Embry Awards. Has required each dean to appoint someone as associate dean or director of research for their college so now Heidi has a team of faculty who are dedicated to advancing research across the university. Have been encouraging research since we are an R1 institute.

(6) *I have a daughter who's a senior in HS this year and we've been touring lots of campuses and so when you're talking about this research portion, a couple of the campuses we've toured, it's required that undergraduates complete research. It's a class that they have to take to complete this research. Is that something on the table or being considered at all?* – It's not a requirement for incoming freshmen. Would like to build out a place where a student can go to find undergraduate research opportunities, whether they are paid or for credit. Biology has a program which has a class for undergraduates that they take that class and build from there. So it is in some programs but not all and not at the freshmen level coming in. At the minimum, we need to pull the opportunities available together and have a place where students can apply and know what's available.

(7) *Comment: I've worked with undergraduate research through RCA for the last 4 years and how much I appreciate that that's being highlighted because I agree that it's a big need and the students coming out of those programs are really succeeding.* – It's a high impact program. Students who have those experiences, it changes the trajectory of their careers.

(8) *Kaley commented that she has a lot of students come to her to ask about undergraduate research and she's been doing a lot of outreach for them so she would love to have a place to direct them to.* – Working on that and want to build it in a clear, easy-to-use way.

n. If you have anything to reach out to Provost Veil about, you can email her directly at shari.veil@ndsu.edu. She also gets everything that comes through the Bison Insider. If you want a direct answer, please let her know who you are.

C. Robert Jones – MyNDSU

1. About a year ago, we were notified that the old platform's company was filing for bankruptcy. So needed to find a new one because the old one wasn't very good. Did an RFP and came up with a company called Ready Education and they helped us create MyNDSU. It's meant to be a campus engagement platform. The old one appeared to be more for students but this one is for everyone.
2. Everything on the Homepage is Customizeable and linked.
3. Another thing as part of the RFPs that was considered was the Calendar – everything open to the public is visible and you can read details and RSVP to it and add it to your calendar.
4. With the old MyNDSU, you had to be a part of your page to get information and now they don't have to be. Have a feed that allows programs to post generic information rather than sending it via email.
5. Hoping that the app will come out by the end of the month.
6. Can come to departments to give more in depth training if you would like. Does have 3 videos for posting events to MyNDSU.
7. On the left side, there's a "My Activity" section and this is for you. It will help track your schedule. If there is an event you RSVP'd to, it will show up purple. If you have a meeting (online or in person), it can show up in gold. Campus-wide events will most likely be green. Can follow other calendars such as the Wellness Center and see what events they are hosting. We haven't been able to sync with Microsoft Outlook yet because NDSU owns this platform and NDUS owns Microsoft license.
8. You can create badges for your department. Do co-curricular transcripts. Log hours for service. Use it to keep track of equipment for check out. Create forms. Has a directory on there – every person affiliated with NDSU (student, faculty, staff, extension) are in the system. Chat function in there – helps eliminate some emails but encourages you to login to the platform.
9. Question regarding pages – If there was a page on the old platform, he moved it over. If interested in setting up a page, contact Robert.
10. Question regarding if the old page is still live – It is currently live but the old one is being sunsetted. Goal is to get rid of and be completely off the old platform by Dec. 1st.
11. If you are going to google, it's best to google "NDSU Campus Groups".

X. President's Report by Shiloh Susag

A. Strategic Planning (Joshua Schroetter)

1. Not much to report.
2. Some preliminary results sent out to the coordinating council based on all the surveys and listening sessions that were done on campus. Some very interesting feedback but those results are not public yet. Not sure what the plan is.
3. There is a Reimagine Workshop on Thursday and Friday of this week and both Shiloh and Shwa will be attending.
4. May be sending an email with an update next week.

B. Census

1. Enrollment data went final.
2. Seinquis did send an update to cabinet and an extended group of campus leaders.
3. Will be sending to everyone after the meeting today.

C. Open Searches

1. Provost Veil hit on these searches but want to discuss the status of the ones Shiloh's aware of.

2. VP of RCA went public and nominations and applications are open. There is a webpage and emails from the co-chairs with information on that.
3. Dean of Arts and Sciences is also open until November 19th.
4. VP for Marketing & Communication is not posted yet.

D. Inauguration
1. Put on here to say thank you and congratulations. It took a tremendous effort from staff to pull off that event. Grateful for our facilities folks, dining folks, people from the Union, think I saw a lot of you volunteering, it took a lot of staff from across the campus to pull that off. Congratulations for pulling off a great event. It went smoothly. The other thing to share was that Kaley, Jeff, and Shiloh were part of the processional and onstage ceremony. We were invited to be part of that planning committee so Shiloh was on the planning committee. So staff were engaged and involved throughout that process. So thank you if you helped pull it off.

E. Shared Governance
1. Provide a bit of update on our touch points and meeting cadences regarding shared governance. At some point in the spring, someone told Shiloh it was surprising and they had no idea that as presidents, they had opportunities and touchpoints with our other leaders on campus in the administrative suite in Old Main. Want to provide some transparency that they do have that and give an update on what those meeting structures are. Part of this stems from our priorities exercise where it was shown that shared governance was important and something we need to continue to sustain.
2. Meetings:
    a. Full Senate meets monthly
    b. Exec committee meets monthly
    c. SCC which you see as an agenda item monthly is a meeting of all the governance presidents plus 2 representatives from the Provost's Office and sometimes Mark and legal – formal group that reviews policy and meets monthly
    d. Something new in the last few years is that on Wednesdays when don't have SCC, the same governance leaders meet briefly to touch base – informal opportunity to make sure we're aware of any developments in the last week within each other's groups, keeps that line of communication open – just switched the day to make sure that both Kaley and Drew were available to emphasize the importance of everyone being at that meeting. Can use that space to discuss new business or bring up things that maybe come up in one of our Senates
    e. We did meet monthly with Pres. Cook and that usually included Interim Provost Bertolini. With Pres. Stewart, he has shifted how he wants those meetings to go and who the touchpoint is for that meeting. So monthly now, we will be meeting with Jace instead of Pres. Stewart and Provost Veil & Mark is now joining those meetings. Quarterly intent would be to bring all the Senates together with Pres. Stewart. Pres. Stewart has shared that if there is a point of information or business that we want to bring to him directly, that is always an option and we need to tell him and ask for it. I want to be transparent about who we're meeting with but we do still have a line to the president. I know Pres. Stewart has shifted that meeting with the faculty to the provost. There is consistency in how he's handling the shift.
    f. Cabinet meeting has moved to every other month instead of monthly. He is also decreasing the frequency of meetings with his direct reports as well. His philosophy for that is that he wants to enable people with decision-making power to make decisions and act within the scope of their work. I'm sharing this with you so that you know it's changing and if you see where we are missing an opportunity to engage or our voice isn't being heard, let Shiloh know.

XI. Old Business

XII. New Business

A. Giving Day

1. Recently met with the Foundation to share that we'd still be interested in them matching us with a donor. It's a tough thing for us to hone in on because staff is such a broad swath of folks. Can use that fund for different things like the breakfast this morning. As the fund grows, we may be able to use it to support staff in other ways. Giving Day is the 27th. Last year was the first year that we did some targeted fundraising. A lot of grass roots senators and staff members gave. Challenge was that if got 30 unique donors, the presidents would give. Would like to do something like that again this year.

XIII. Senate Coordinating Council by Joshua Schroetter

A. SCC overview – a body that members from all of the Senates serve on and go through the policy reviews together. Any person on this campus is allowed to submit a policy change request. You request the policy and a cover sheet from the SCC secretary. There is a dedicated email for the SCC or you can reach out to Ann Frederickson in the Provost Office as she is the current secretary. Then you modify the policy and submit it back and that's when the review process begins. Cover sheet: asks if change is due to a federal or state mandate, what groups on campus it impacts, what changes are being made, there is a health in all checklist to really consider how it impacts everyone. Once it gets submitted back to SCC, it goes through some review processes. The first is that it is reviewed by legal to make sure that it isn't breaking federal or state laws. Then the policy goes to the responsible office associated with it to make sure that it doesn't conflict with other policies we have and if the policy makes sense. They are just making suggestions, not stopping the process. Sometimes policies get stopped in legal because it would result in breaking the law so it needs to be reviewed and edited again. At SCC, we get to meet with the policy submitter and ask questions so that we understand the changes being made. Then we get to bring them back to our Senates on a Consent Agenda or Input Agenda. All 3 today are on the Consent Agenda. Normally that means that the impact on staff is negligible or non-existent and there won't be much discussion among our members – allows us to vote to recommend them at the same time. If we think that there will be discussion on an item, we can put that on the Input Agenda. Any Senator can move a policy from the Consent Agenda to the Input Agenda simply by moving so. That motion does not need a second and vote. Normally, policies emailed out or put on Teams one week in advance. When we are reviewing policy, we are voting to recommend, recommend with changes, or not recommend. We are not voting on approving the policy.

B. **Consent Agenda** – Won't normally go through this in detail but, since didn't get them out one week before today's meeting, will go through it today.
   1. 100 Equal Opportunity and Non-Discrimination
      a. Changes were mandated by federal mandate. One section was taken out about being a spouse of an NDSU employee. Multiple non-discrimination statements based on context. Clarified some veteran language.
   2. 156 Discrimination, Harassment, and Retaliation Complaint Procedures
      a. Only said discrimination throughout the policy. Removal of spouse of current employee because it's not a protected class. Changes to follow-up on cases if needed.
   3. 818 Procurement Standards on Federal Agreements
      a. Due to a federal change. Grants & Contracting has already been doing it but put it into policy because a federal agency review said we needed to. One addition to this policy that a cost or price analysis needs to be performed for every procurement transaction.
   4. Movement by Joshua Schroetter to recommend these policies for acceptance, second by Maggie Latterell, motion passed.

C. **Input Agenda**
   1. No items.

XIV. Treasurer's Report by April Helgaas

A. Appropriated: $0 – haven't received transfer of funds from President's Office
B. Local: $1348.50
C. Scholarship: $2067.67
D. Staff Senate Support Fund: $918.94

XV. Staff Senate Executive Committee by Kristi Steinmann

A. Nothing else that hasn't already been discussed.

XVI. Advisor's Comments by Mark Genkinger

A. Benefits fair – Oct. 9th – in the ballroom, 20+ vendors, nice lead-in to open enrollment

B. Open enrollment Oct. 19th to Nov. 6th – FSAs don't roll over from year-to-year so you have to reenroll in those; check your beneficiaries especially if you haven't in a while; just look at everything

1. Question on health FSA limit for 2027 – Kristina has not seen it yet. Mark said that can change last minute and they have had it change after our open enrollment period. In that situation, they reopen so that people can adjust their limit if they so choose. It goes up so want to ensure people are at the limit they want.

C. Like the transparency of the Provost, what she talked about earlier. Things are changing at NDSU. Question I have for all of us and for you: Are you changing? Do you want to change? Make sure you are looking at what you are doing and not being as concerned about what others are doing.

D. Employee Engagement – participate in that.

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

1. Note that Homecoming was removed and that's because Homecoming has passed. The float looked really good and there was a lot of candy in Kay's office on Friday before the parade so thank you to everyone who donated.

F. Day of Honor by Jeremy Kopp

XVIII. Announcements and Open Discussion

A. Employee Engagement Survey opens Oct. 12th – please make sure you take that

B. Val Jones – last year we worked with IDC on digital accessibility; that law has been pushed back to April 2027 so IDC reached out and asked if we wanted to do some overview sessions again and so we have started that conversation – hope to have a few of those sessions in November and there are more in-depth trainings if you want to know more about digital accessibility specifically in Word, Excel, or PowerPoint. If people are putting things on the web or publishing a paper, they do have to be digitally accessible now.

XIX. Adjournment

A. Motion by Melissa Lamp, second by Maggie Latterell, adjourned at 11:28 am.

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
- Link to the 70th Legislative Assembly - Regular Session

3. Information Technology by Nazrin Ferdousi
- Paper Cut Project update.
  - Successfully completed. Implemented to minimize excessive use of paper by any employee or department.
  - Multiple IT teams, including the Server Team, AV Team, Printer Team, and Enterprise Networks Team, collaborated on the project.
- Grouper Project update.
  - Richard Frovarp from the Software Development team discussed the rules and policies concerning the provision of permission to users.
- Windows Protected Print update
  - Feature set to be implemented in July 2027 that will erase existing print drivers and, if necessary, rebuild them.
  - 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.

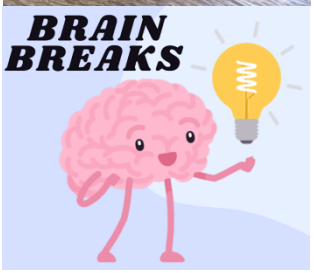
4. Scholarship by Joshua Schroetter
- No report.

5. Staff Development by Melissa Lamp
- Professional Development Event: Making Virtual Meetings Matter: Meet, Engage, Connect
  - Date: Wednesday, October 21, 2026
  - Time: 11 - 11:45 am
  - Location: Zoom
  - Register to add this event to your Outlook calendar.
  - 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.
  - Monthly Program at Staff Senate meetings (October 7: Provost Veil | Robert Jones, myNDSU)
  - Academic Programs Fair - November 19, 1-3 pm, MU Ballroom
  - Effective Communication Workshop (details to come)
  - Conflict Resolution Workshop (details to come)
  - Spring Semester Speaker on Positive Communication (details to come)

- 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.
     - 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)
     - 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
     - Donate pop tabs to help YOUR department
       a. Pop tabs will be donated to the Fargo Ronald McDonald House
     - Donate spices to sabotage OTHER departments (spices subtract from their total)
       a. Spices will be donated to NDSU Goods for the Herd campus pantry
     - Winners determined by per capita totals (so small offices have a chance, too!)
     - Drop off locations include: ACE Tutoring, Admissions, Barry 102, Library 06, Memorial Union Administration, Offerdahl North 216, Research 1 Front Desk





   - Brain Breaks
     - October's theme: Puzzles and Games
     - Monday, Oct. 5th (1-3 pm) in MU – Nueta
     - 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
     - 10/13/26 – Creating and Remediating Accessible Documents in Excel – hosted by IDC (Instructional Design Center)
     - 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)
  - 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
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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):
  - Policy 413 Mathematics and English Course Placement
  - Policy 470 State Authorization
  - Policy 502 Enrollment Integrity and Identity Compromise
  - Policy 510 Rights of Students Called to Active Military Service
  - Policy 605.1 Academic Appointments
  - Policy 812 Legal Representation
  - Procedure 469.2 Dual Credit Coursework
  - Procedure 470.1 State Authorization Exemptions, Appeals, and Sanctions
  - Procedure 840 Contracts

D. Joint Committees

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

- Next meeting – Oct. 30th at 9:30 am.

2. Library by Alicia LaFerriere

- No report.

3. **University Athletics by Matt Diischer/Vanessa Attaya**
    - 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.