

NDSU STAFF SENATE

Minutes

Wednesday, January 3rd, 2024

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/97076422648?pwd=RnBwNlVzNFdHR3ZrRnFCVFdaelBkdz09>

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 with gratitude Mother Earth and the Indigenous Peoples who have walked with her throughout generations. We will continue to learn how to live in unity with Mother Earth and build strong, mutually beneficial, trusting relationships with Indigenous Peoples of our region.

Information and reminders on hybrid meetings can be found at the bottom of the agenda*.

I. Call to Order – 9:30 AM

II. Land Acknowledgement

III. Approval of Meeting Agenda – motion to approve by Astrup, second by Engler. Passed.

IV. Campus Kudos by Kelly Todd

- A. Polly Olson
- B. Ben Dishong
- C. Carissa Kittelson
- D. Jeanne Frenzel
- E. Carin Engler

V. Faculty Senate Report by Warren Christensen

A. In December, they passed a resolution requesting an immediate search for a new permanent provost. This occurred during executive session. This does not necessarily instigate further action, but indicates the faculty stance requesting action by the President.

B. There has been ongoing discussion about Shared Governance. Faculty Senate passed a resolution that calls for better defined action points relating to Shared Governance. They hope to articulate steps to take to make improvements from how situations were handled this past Fall semester.

C. A few items being discussed this semester include revisiting their office hours policy and policies related to grading.

D. Question from Hudson: In the spirit of Shared Governance, is the meeting he has today with President Cook and Provost Bertolini intended to be just for Faculty or is it their regular monthly meeting.

1. Christensen: This is his regularly scheduled meeting with them that occurs monthly, he did not intend to insinuate the meeting was only about shared governance and excluded any other governing body.

VI. Student Government Report by Kaylee Weigel

A. Student Government has not met since prior to Thanksgiving.

B. Shared Governance is on their agenda for their first meeting in the Spring semester.

VII. Program – President Cook

A. President Cook clarified that the Provost and President have regular meetings with all governing bodies leadership. He emphasized that Staff Senate has great representation in Steinmann, Hopkins, and Hudson who are in frequent conversation with him.

B. President Cook touched on updates to his priorities:

1. They continue to address enrollment challenges. They have started new online programs to continue to bolster enrollment. Advising has been supported with new advisors for first and second year students to improve student retention.
2. NDSU is a R1 research institution. They have been working hard to celebrate this and continue to bring in sponsored research.

3. Wellbeing is still a priority for NDSU. Staff Senate has shown significant leadership in this area through the councils. President Cook plans to continue to push for resources through for mental health during the next legislative session (this was something in the works in the prior legislative session but was ended at the minute). There is an RPF in process for a wellbeing assessment.

4. President Cook is challenging the State Board to allow NDSU/UND to support dual credit courses.

5. President Cook shared that some of the changes he has pushed over the past 2 years are challenging, and likely would have occurred over a longer period of time in an ideal world. However, he felt the changes were necessarily urgent which is why he continued to push forward in regards to budget model changes and college reorganizations.

6. There is another round of feedback being solicited in regards to the Provost Office reorganization as it relates to new positions in that area.

C. Share Your Ideas is still open to take suggestions. President Cook reads those and

VIII. President's Report by Kristi Steinmann

A. President Steinmann feels that Staff Senate should lead an effort relating to the Shared Governance concerns across the governing bodies. She is proposing a summit where the President, VP/President Elect, and a senator(s) come together to revisit the Guiding Principles on Shared Governance that were previously agreed to. When she discussed this initially with the other governing bodies, there was buy-in to move forward.

1. President Cook shared that he was excited about this approach.

2. President Steinmann requested that if any senators are interested in joining on this conversation, please reach out to her through email.

3. President Steinmann shared that during the December Executive Committee Meeting, they felt this was the most appropriate response to move forward rather than making a statement of agreement or disagreement.

IX. New Business

A. Shared Governance

1. This was addressed during President Steinmann's report above.

B. Historian/Parliamentarian

1. Executive Committee discussed adding a Historian/Parliamentarian that would help facilitate meetings for both Staff Senate and Executive Committee. This was discussed since many governing bodies seem to elect this role.

a. Susag/Bylaws Committee will draft a resolution to add an elected position for a Parliamentarian/Historian. 2-Year term. Serves in this role in both bodies.

X. Old Business

A. Provost Office Reorganization

XI. Senate Coordinating Council by Fred Hudson

A. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)

B. **Input Agenda**

1. Policy 152.2 – Membership in Professional and Service Organizations

a. Motion to approve by Young. Second by Swank. No discussion. Passed.

2. Policy 331.1 – Course Syllabi

a. Points of clarification on this policy:

(1) Is the 3 business days a requirement, or would that not be enforced? It previously said "endeavor to".

(a) Lamp shared this would still not be a requirement.

(2) There is a housekeeping change needed to update "faculty" to "instructor" yet.

(3) If an instructor does not adhere to this policy, what are the students' options? There is a grievance policy that outlines how to handle such situations.

b. Motion to approve with housekeeping updates by Bernard, second by Vieweg. No discussion. Passed.

XII. Attendance Report by Joshua Schroetter

A. Present – 34 Senators

B. Absent – 5 Senators

- C. Excused – 3 Senators
- D. Guests – 32
- XIII. Approval of Wednesday, December 6th, 2023 Meeting Minutes**
 - A. Motion to approve by Vieweg, second by Hopkins. Passed.
- XIV. Treasurer's Report** by Justin Swank
 - A. No report.
- XV. Staff Senate Executive Committee** by Kay Hopkins
 - A. Much of what has been discussed was covered in New Business.
 - B. Much of the Staff Senate Shared Drive has been moved to Teams. This transition is still in progress but once completed, Hopkins will reach out to let everyone know.
- XVI. Advisors Comments** by Mark Genkinger
 - A. NDSU has a new program for track training. It is called Vector – employees should have received an email on 01/02/24 about this change.
 - 1. The only trainings that will be in there moving forward are for FY 24 and moving forward.
 - B. Information about Performance Reviews will start coming out soon. They are all due on 03/31/24. This will be facilitated through Docusign again.
 - C. If you live in Minnesota, fill out your NDWR form.
- XVII. Committee Business**
 - A. Public Relations Officer Report by Olivia Buller
 - B. President's Cabinet by Kristi Steinmann
 - C. Elections by Fred Hudson
 - D. Legislative and Bylaws by Shiloh Susag/Maggie Latterell
 - E. Information Technology by Daniel Erichsen
 - F. Scholarship by Corey Landowski
 - G. Staff Development by Melisa Lamp
 - H. Staff Recognition by Nazrin Ferdousi / Kelly Todd
 - I. Campus Engagement by Olivia Buller
 - J. Gunkelman Award by Jen Young / Amolia Schumacher
 - K. State Staff Senate by Emily Vieweg
 - 1. Campus Closures / Remote Work
 - L. Joint Committees
 - 1. Campus Space and Facilities by Ben Bernard
 - 2. Library by Alicia LaFerriere
 - 3. University Athletics by Corey Landowski
 - 4. Learning Space Advisory Committee by Emily Vieweg
 - M. Ad Hoc Committees
 - 1. Engagement/Service in Job Descriptions by Melissa Lamp
 - 2. University Business Hours by Shiloh Susag
 - N. **Day of Honor by Corey Landowski**
 - 1. Day of Honor will be held on Tuesday, February 13th at 2:00 PM. Nominations are accepted through January 26th.
- XVIII. Announcements**
- XIX. Adjourn – 10:58 AM**

Scheduled meetings:

- Staff Senate: Wednesday, February 7th, 2023, 9:30 am by Zoom or Prairie Rose– Memorial Union
- Executive Committee: Wednesday, January 17th, 2023, 9:30 am by Zoom or Peace Garden – Memorial Union

Scheduled Program:

- February – Jolie Graybill, Dean of Libraries
- March – Mike Ellingson, Campus Updates

Committee Reports Submitted through Qualtrics Form:

- 1) Public Relations Officer Report by Olivia Buller
 - Stay engaged and follow Staff Senate on Facebook!
- 2) Elections by Fred Hudson
 - No report.
- 3) Legislative and Bylaws by Shiloh Susag/Maggie Latterell
 - Edits and changes are being drafted after the committee reviewed the current Bylaws. The goal would be to present and vote on changes in February/March so they are accepted prior to elections in the Spring.
- 4) Information Technology by Daniel Erichsen
- 5) Scholarship by Corey Landowski
 - No report.
- 6) Staff Development by Melisa Lamp
 - No report.
- 7) Staff Recognition by Nazrin Ferdousi / Kelly Todd
- 8) Campus Engagement by Olivia Buller
 - We continue to plan another relaxation event for Barry Hall that is tentatively planned for March.
- 9) Gunkelman Award by Jen Young / Amolia Schumacher
- 10) State Staff Senate by Emily Vieweg
- 11) Joint Committees
 - Campus Space and Facilities by Jen Young
 - Library by Alicia LaFerriere
 - 24/7 Hours – Had issues with no 24/7 this fall, discuss other options and solutions, security costs in the past = \$6K
 - Weeding – academic materials cleanout, working with academic colleges, duplicate copies, multiple editions of same book, lack of activity, NDSU Library is a FDLP and some of that stuff will go
 - Database discussion – Scopus, Web of Science – Library will be deciding between the two possibly this spring
 - Renovations – 8 new study rooms, NDSU President portraits coming down and going to Archives/Special Collections, renovated staff offices
 - University Athletics by Corey Landowski
 - Student Athlete GPA's:
 - General Student Population GPA: 3.117
 - Overall Student-Athlete GPA: 3.428
 - Women's Sports Average GPA: 3.640
 - Men's Sports Average GPA: 3.266
 - Team GPA Records:
 - Women's Cross-Country Semester GPA: 3.737
 - Women's Volleyball Semester GPA: 3.806
 - Fall 2023 Semester GPA at a glance:
 - 329 Student-athletes earned a GPA of 3.0 or higher in Fall 2023 (78.0%)
 - 107 Student-athletes had a PERFECT 4.0 GPA in Fall 2023!! (25.4%)
 - 240 Student-athletes earned Dean's List recognition (3.5-4.0 GPA) (56.9%)
 - Student Athlete Cumulative GPA at a glance:
 - 63 Student athletes have a PERFECT 4.0 cumulative GPA! (14.9%)
 - 231 Student athletes have a cumulative GPA of 3.5 or higher. (54.7%)
 - 331 Student athletes have a cumulative GPA of 3.0 or higher. (78.4%)
 - Learning Space Advisory Committee by Emily Vieweg
- 12) Ad Hoc Committees
 - Engagement/Service in Job Descriptions by Melissa Lamp
 - University Business Hours by Shiloh Susag
 - A survey is in it's final draft and being reviewed by Executive Committee and the Ad-Hoc. The plan is to collect data in January.

13) Day of Honor by Corey Landowski

- The Day of Honor is set for February 13th at 2:00 PM and submissions are accepted through the end of January.