

NDSU STAFF SENATE

Minutes

Wednesday, January 8th, 2025

Prairie Rose– Memorial Union

Zoom - <https://ndsu.zoom.us/j/95032791268>

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.

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

- I. Call to Order – 9:32 AM**
- II. Land Acknowledgement & Shared Governance Statement**
- III. Approval of Meeting Agenda** – Motion to approve by Latterell, seconded by Young. Motion passed.
- IV. Approval of Wednesday, December 7th, 2024, Meeting Minutes** – Motion to approve by Latterell, seconded by Young. Motion passed.
- V. Campus Kudos** by Carin Engler / April Helgaas
 - A. Alyson Meyer
 - B. Amy Knudson
 - C. Chloe Hammes
 - D. Nathan Green
 - E. Josie Murphy
 - F. Jake Waldner
- VI. Attendance Report** by Melissa Lamp
 - A. Active – 38 Senators
 - B. Present – 30 Senators
 - C. Excused – 4 Senators
 - D. Absent – 4 Senators
 - E. Guests – 27
- VII. Faculty Senate Report** by Lisa Montplaisir

- A. At their previous meeting, they finished adopting bylaws changings, adopting Shared Governance Principles, and other policy recommendations. They are preparing for the upcoming Legislative Session. They are expecting bills related to degree offerings, divisive concepts, and tenure review.

VIII. Student Government Report by Garrett Kuhn / Christopher Dick

- A. No report.

IX. Program

- A. Kathryn Kloby - Vice President for Communications and Marketing
 - 1. Vice President Kathryn Kloby presented information regarding ongoing marketing efforts and web project updates. You may watch the recording of this meeting for a detailed presentation.
- B. Maggie Latterell – Welcome Week & Orientation Recruitment
 - 1. Maggie shared information related to paid student leadership positions that support Welcome Week and Orientation.
 - a. Detailed information about these positions has been included as an addendum to the meeting minutes below.

X. President's Report by Kay Hopkins

- A. NDSU Job Searches
 - 1. Registrar – There should be an announcement about this position in mid-January.
 - 2. Dean of Engineering – Search is underway this semester.
 - 3. Dean of the Graduate School – Search will begin during the Spring semester.
 - 4. Provost – The search will begin in Fall 2025.
- B. Legislative Session Updates
 - 1. Session began on January 7th.
 - 2. The Shared Governance group meets weekly and will be discussing legislative updates regularly.
 - 3. NDSU has a legislative liaison that will meet with the Executive Committee at their upcoming meeting.

XI. Elections – Kristi Steinmann

- A. No elections this month.

XII. New Business

XIII. Old Business

- A. Giving Day
 - 1. There were donations to the Scholarship and Staff Senate Support funds. President Hopkins sent thank-you's to the donors.

XIV. Senate Coordinating Council by Kristi Steinmann

- A. **Consent Agenda**
- B. **Input Agenda**
- C. There are no policies this month, but there are policies being worked on including 714, which dictates how policies are reviewed and recommended at NDSU.

XV. Treasurer's Report by April Helgaas

- A. Appropriated - \$8,560.82
- B. Local - \$1,551.12
- C. Scholarship - \$1,960.58

D. Staff Senate Support Fund - \$99.75

XVI. Staff Senate Executive Committee by Joshua Schroetter

A. The Engineering buildings are already using their changed names to reflect the change to Offerdahl.

XVII. Advisors Comments by Mark Genkinger

A. Employee Engagement Survey

1. Supervisors have been trained on the tools/dashboard from Gallup, and they have received their data. Supervisors should start holding meetings with their teams so that they can create an action plan.

B. NDUS Benefits Survey

1. Mark attended an HRC meeting and inquired if NDSU can be provided the results related specifically to the NDSU campuses. He also inquired on how the data from the survey would be used. The data will be presented to OMB as they work on their bills related to appropriations. He has not heard back on whether he will be sent the data specific to NDSU.

XVIII. Committee Business

A. Public Relations Officer Report by Libby Hardwick-Nelson

B. President's Cabinet by Kay Hopkins

C. Elections by Kristi Steinmann

D. **Legislative and Bylaws** by Shiloh Susag / Jeremy Kopp

E. Information Technology by Daniel Erichsen

F. Scholarship by Jena Reno/Corey Landowski

G. Staff Development by Melissa Lamp

H. Staff Recognition by Carin Engler / April Helgaas

I. Campus Engagement by Maggie Latterell

J. Gunkelman Award by Jen Young / Joshua Schroetter

K. State Staff Senate by Emily Vieweg/ Jen Young

L. Access and Opportunity Committee by Amolia Schumacher

M. Joint Committees

1. Campus Space and Facilities by Jen Young

2. Library by Alicia LaFerriere

3. University Athletics by Corey Landowski/ Todd Phelps

4. Learning Space Advisory Committee by Alicia LaFerriere

N. Ad Hoc Committees

O. Day of Honor by Jen Young

XIX. Announcements

A. Day of Honor – February 11th, 2:00 PM – 3:00 PM, Oceti Sakowin Ballroom A

XX. Adjourn – 10:43 AM

Staff Senate Meetings

Feb 5, 2025, 9:30 AM - 11:30 AM Memorial Union, Sahnish - <https://ndsu.zoom.us/j/92754972498>

Mar 5, 2025, 9:30 AM - 11:30 AM Memorial Union, Room of Nations (FLC 217) - <https://ndsu.zoom.us/j/95800502321>

Apr 2, 2025, 9:30 AM - 11:30 AM Memorial Union, Prairie Rose - <https://ndsu.zoom.us/j/97307551598>

May 7, 2025, 9:30 AM - 11:30 AM Memorial Union, Prairie Rose - <https://ndsu.zoom.us/j/93466557519>

Executive Committee:

Scheduled Program:

January 8 – Kathryn Kloby (not confirmed), Vice President for Communications and Marketing

February 5 – Mike Ellingson, Facilities Update

March 5 – Jobey Lichtblau, Wellness Center

April 2 – Seinquis Leinen (not confirmed), update on outlook for the next year's enrollment

May – Elections

Committee Reports Submitted through Form:

- 1) Public Relations Officer Report by Libby Hardwick-Nelson
 - No report.
- 2) Elections by Kristi Steinmann
 - No report.
- 3) Legislative and Bylaws by Shiloh Susag/Jeremy Kopp
 - No report.
- 4) Information Technology by Daniel Erichsen
 - No report.
- 5) Scholarship by Jena Reno/ Corey Landowski
 - No report.
- 6) Staff Development by Melisa Lamp
 - No report.
- 7) Staff Recognition by Carin Engler/ April Helgaas
 - No report.
- 8) Campus Engagement by Maggie Latterell
 - January's Focused Drive will be for canned meats (chicken, tuna, salmon, etc.)
 - Thanks to those who came to Brain Breaks this semester – our next one is Thursday, January 9 1-3PM – we will have arts and crafts! Bring a friend or make a new friend at Brain Break!
- 9) Gunkelman Award by Jen Young / Joshua Schroetter
 - No report.
- 10) State Staff Senate by Jen Young / Emily Vieweg
 - No report.
- 11) Joint Committees
 - Campus Space and Facilities by Jen Young
 - No report.
 - Library by Alicia LaFerriere
 - No report.
 - University Athletics by Corey Landowski
 - No report.
 - Learning Space Advisory Committee by Alicia LaFerriere
 - No report.
 - Access and Opportunity Committee by Amolia Schumacher
 - No report.
- 12) Ad Hoc Committees
- 13) Day of Honor by Jennifer Young
 - No report.

Orientation Paid Positions – <https://www.ndsu.edu/orientation/employment/>

Job	Application Info	Work Dates	Compensation
New Student Programs Intern	Open now Closes Feb 1	Starts March 17 Ends September 5	\$16/hour, light breakfast and lunch on ORI days, free on-campus summer housing
Special Populations Experience Intern	Opens Feb 3 Closes March 28	Starts May 27 Ends September 5	\$16/hour, light breakfast and lunch on ORI days, free on-campus summer housing
Event Planning Interns (3)	Opens Feb 3 Closes March 28	Starts May 27 Ends September 5	\$16/hour, light breakfast and lunch on ORI days, free on-campus summer housing
Connection Crew (4 ORI, 4 ORI/ADM - 8 total)	Opens Feb 3 Closes March 28	Starts June 2 Selected dates throughout June, July, and August	\$15/hour, light breakfast and lunch on ORI days, free on-campus summer housing

Welcome Week Volunteer Positions - <https://www.ndsu.edu/welcomeweek/team/>

Role	Basic Info	Time Commitments	App Info
Group Leads	Facilitating connections, leading meetings	8/21 – training 8/23-25 – WW group events	Open 1/22 Close 3/31

Event Assistants	Hospitality team, help with move in and WW events	8/23 – training 8/23 – Move-In Two events throughout WW	Open 1/22 Priority Deadline 3/31
Move-In Crew	Friendly faces and helping hands during move-in	8/20 – training (Zoom) 8/23 – Move-In	Open 1/22