

Minutes

Wednesday, April 5, 2017

- I. President Jim Osland called the meeting to order at 9:32 a.m.
- II. **Attendance Report** by Carin Engler: 35 attending and 2 proxies, 3 excused, 8 absent, and 9 guests. Quorum met.
- III. **Consent Agenda**
 - A. **Policies for Input**
 1. 163.2 – Anti-Bullying Policy
 - B. **Policies for Information**
 1. 133.1 – Tuition Waiver – Spouse/Partner and Dependents
 2. 213 – Rest Periods (housekeeping changes only)Motion by Ben Bernard / Tammy Helweg to approve the consent agenda. MOTION CARRIED.
- IV. Motion by Elizabeth Worth / Anna Sheppard to approve the Meeting Agenda. MOTION CARRIED.
- V. **Campus Kudos** by Lori Askew – Two Campus Kudos were awarded today: NDSU student Michael Marmorstein, and Dr. Michael Maassel, a visiting Assistant Professor in the Electrical and Computer Engineering office.
- VI. **Program**
 - A. NDSU Disability Services: Jennifer Erickson and Kari Klettke. The office of Disability Services serves a broad range of students with disabilities and they explained many ways they are able to offer assistance. Their website is <https://www.ndsu.edu/disabilityservices/>. They described common challenges they see, the eligibility process, and the accommodations they can help provide to students.
 - B. NDSU Bookstore: Brent Seewald-Marquardt. Brent described new initiatives in providing course materials this year and how this has saved students a great deal in book expenses. These initiatives include digital materials, digital rentals, print-on-demand materials, open-source items, custom bundles and more. Book buyback is still available but it is decreasing dramatically as so many students are taking advantage of digital options. Please contact Brent at brent.seewaldmarquar@ndsu.edu for more information.
- VII. **Student Government Report** – No Report.
- VIII. **Faculty Senate Report** – No Report.
- IX. Motion by Laura Dallmann / Ryan Brinkman to approve the Wednesday, March 1, 2017 Staff Senate Meeting Minutes. MOTION CARRIED.
- X. **Treasurer's Report** by Tina Exner
 - A. Appropriated Fund: \$ 0
 - B. Local Fund: \$ 10,957.69
 - C. Scholarship Fund: \$ 0.12
- XI. **Advisor Comments** by Colette Erickson – Reminder: the new TLAB modules (Time and Labor and Absence Management) are now live and usage of these affects most NDSU staff. All employees and supervisors must use it going forward. At this time, Human Resources shall handle *all* overtime and comp time entries. Leave balances from the previous (paper) system will not appear in TLAB until after the final April payroll. Instructions are available online, in the 'Employee Toolbox' and 'Manager's Toolbox' areas. For additional assistance when using the new systems, please contact Tricia Johnson and Liz Thompson.
- XII. **Committee Reports**
 - A. Bylaws by Laura Dallmann – Minor housekeeping updates were presented. Motion by Laura Dallmann / Gennifer Sprecher to accept the changes as presented. MOTION CARRIED.
 - B. Elections by Gennifer Sprecher – 27 members were re-elected in the online vote, and brand-new members were added for a new total of 55 Staff Senate members. During the May meeting, the elections for our elected positions will take place. Ryan Brinkman has made a position nomination form for specific Senate positions that are currently open so you can nominate yourself or someone else ahead of the May meeting.

- C. Legislative by Diane Axness – Gennifer Sprecher shared an update that the House Appropriations subcommittee had an amendment to SB 2003 that could prevent acceptance of donations funding the School of Nursing in Bismarck; this would effectively close the nursing program there. A member working in the Nursing department explained the impact of the amendment, as well as the impact of the potential gift in question, related to this amendment.
- D. Public Relations by Elizabeth Worth – Staff Senate shirts have arrived. Coming up later this summer, members should keep the annual Red Hawks game event in mind, and plan to participate.
- E. Information Technology by Matt Chaussee – The new HR & Finance modules now online have the two-factor authentication process providing additional security for these environments. Please carefully read instructions for the setup. NDSU has now officially contracted with DocuSign to provide paperless approval processes in the near future; please contact IT with any questions. A training series is planned to help staff master the new processes.
- F. Scholarship by Patty Lloyd / Emilie DeWitte – No Report.
- G. Staff Development by Larissa Kunde / Niki Lynnes – Planning a ‘Discover U 2.0’ Equine event in May.
- H. Staff Recognition by Loretta Askew – The event is April 20 in the Memorial Union Ballroom; a total of 24 persons and 7 teams have been nominated.
- I. Campus Engagement by Daniel Erichsen – They are collaborating with students who are organizing a Campus Clean-up day during the week of Earth Day. Please watch for information and join the effort.
- J. Gunkelman Award by Amanda Groom – The annual ceremony will take place on May 5, at 3:00 p.m. at the Alumni Center. The nominations and winner will be announced at the event.
- K. Senate Coordinating Council by Jim Osland – No Report.
- L. State Staff Senate by Ryan Brinkman – State budget and handling staff reductions are part of the current focus of conversation. Their SBHE representative said that the governor gave an update to the SBHE and they recently discussed the Policy 605.3 (nonrenewal of Faculty). The NDUS site will have information posted on this. The annual face-to-face meeting is set for June 20-21 at Dakota College in Bottineau.
- M. Joint Committees
 - 1. Campus Space and Facilities by Ben Bernard – No Report.
 - 2. Environmental Sustainability by Chad Lindberg / Cathy Giddings – Earth Day information will be shared online, and there are very active student groups conducting events during this time – look online for more details.
 - 3. Library by Ben Bernard – Friday, April 28 is their final meeting of the school year.
 - 4. University Athletics by Eric Gorecki – No Report.
- N. Ad Hoc Committees
 - 1. Administrator Training Initiative by Wendy McCrory – Regarding policy 151, the committee has held meetings to discuss how to provide the training noted in the policy. The training targets those in new supervisory roles, carrying responsibility for staff issues including conflict, leave, RIF, hiring and onboarding, expectations of staff, etc. Wendy requests Staff Senate members to share thoughts with her on issues faced by staff in their departments that they feel need addressing, and how things could be improved. Senate members agreed that completing a Qualitrics survey would be an efficient way to share this information.
 - 2. Learning Space Advisory Committee by Laura Dallmann – At their March meeting, they discussed a design manual related to remodeling and creating new learning spaces, and how to implement technology in these areas. Ladd 209 is now remodeled. A recent survey is being analyzed, which was completed by occupants of the A.G. Hill Center.
 - 3. Staff Ambassadors by Amanda Booher – The Student Government does not have an analogous committee to this one, but Faculty Senate has one that focuses on policy issues. The initial idea of this group helping international students has evolved. What does Staff Senate want to do going forward? Angela Bachman notes that there is talk of organizing a campus-wide diversity and equity committee; Staff Senate should explore having a representative serve on this committee.
 - 4. Parking – Wendy McCrory shared feedback she received from the Parking office regarding her question about the \$20 charge to renew staff permits at their office in person. This served to

incentivize individuals to use the online enrollment to alleviate which alleviated the burden of data-entry work time on their office staff.

XIII. Executive Committee by Jered Pigeon – No Report.

XIV. President's Cabinet by Jim Osland – No Report.

XV. Old Business

A. Lost and Found by Gennifer Sprecher – No Report.

XVI. New Business – No Report.

XVII. Announcements – Ryan Brinkman announced they are still taking applications for summer jobs for students – email Kristie Jerde at kristie.jerde@ndsu.edu. Please also encourage students to attend Residence Life community gatherings at the end of April, so they are updated on the checkout process at the end of school year and made aware of procedures to avoid incurring extra fees.

XVIII. Adjourn

Scheduled meetings:

- Staff Senate: Wednesday, May 3, 2017, 9:30 – 11 AM in the Plains Room, Memorial Union

- Executive Committee: Wednesday, April 19, 2017, 9:30 AM in the Hidatsa Room, Memorial Union