

# NDSU STAFF SENATE

## Minutes

Wednesday, March 3rd, 2021

- I. Meeting called to order at 9:33 by Latterell
- II. Attendance Report by Amanda Reil 41 present, 6 absent 2 excused, 21 guests.
- III. Consent Agenda – ([https://www.ndsu.edu/policy/index\\_by\\_policy\\_number/](https://www.ndsu.edu/policy/index_by_policy_number/)) Motion to move policy 327 to new business by Ramsett/Hopkins. Motion Passed. Motion to accept consent agenda with the change by Young/Helweg. Motion Passed.
  - A. 152.2 - Membership in Professional and Service Organizations
  - B. 156.1 - Title IX Complaint Procedures
  - C. 158.1 - E-Mail as an Official Communication Method for Employees
  - D. 509 - Electronic Financial Transaction Policy
  - E. 801 - Grant and Contract Administration - General Provisions
- IV. Approval of Meeting Agenda – Helgaas/Swank to approve agenda. Motion passed.
- V. Campus Kudos by Dan Nygard – Nomination of Kimberly Larson, nomination of Teri Shepherd.
- VI. Speaker – Marc Wallman and CeCe Rohwedder – Annual visit to discuss what IT do you use and like, what can we improve on and a reminder not to post personal information on NDSU systems. More details available at: <https://filetransfer.ndsu.edu/>

Floor open for questions.

Question on if Zoom security policy is updated. A password is required for meetings. Zoom will show if an attendee is not authenticated and will indicate that they are guests. Many moderation options exist. Best practices will be reviewed.

Question on policy of not sending private info- how to handle if a student sends it to staff. Not a lot to do if someone sends it to you. Do what you can to push people to use the file drop and secure file transfer.

Email Marc with further questions.
- VII. Student Government Report Matthew Friedmann – Student government is writing a resolution in opposition to SB2030. Will be part of opposition to bill when it comes up. Additionally, we are in opposition to HB 1503 due to changes to definition of harassment and are in support of another bill that would allow student ID to count as voter ID.

Nearly 70 nominations for student government were received and we are excited for the upcoming elections. Good news with the vaccines and higher activity on campus with more students present.

Lots of excitement for in person graduation this spring.
- VIII. Faculty Senate Report by Florin Salajan - Faculty senate is focusing on legislative session bill SB 2030 that provides funding for scholarships. As currently written, it will condition funding against groups that provide abortion services. Discussion on what stance to take is needed for this bill. The Council of College Faculty will be taking action this week. An open letter has been posted in opposition to this bill. On Monday we will debate a resolution that was drafted and this will be forwarded to HBSC. We will also join in CCF action.

The Legislative bill has not been forwarded to a committee yet. Written and oral testimony is being planned in opposition.

HB1503 places limitations on classroom teaching where the faculty can only speak on subjects that they are considered experts on and it is also on the radar. This bill will likely be addressed through CCF.
- IX. Motion by Swank/Leach to approve the Wednesday, February 3rd, 2021 Staff Senate Meeting Minutes. Motion passed.
- X. Motion by Swank/Leach to approve the Wednesday, February 10<sup>th</sup> 2021 Special Session Staff Senate Minutes. Motion passed.
- XI. Treasurer’s Report by Tina Exner – Appropriated: \$753.83. Local: \$6673.58. Scholarship: \$257.35.
- XII. Public Relations Officer Report by Olivia Buller – Thank you for all engagement with the FaceBook page. Please contact me to forward information for events that you want included on our social media.

### XIII. Committee Reports

- A. Elections by Elizabeth Cronin – Nominations are open now through the end of spring break. Voting will be March 23-24<sup>th</sup> through the all-staff listserv. There are currently 3 new senators. If you know of people who would make good senators give them a nudge. Our recruitment challenge is happening. If your term is up, please nominate yourself if you want to continue in senate.
- B. Legislative and Bylaws by Jennifer Young – We are not going to draft our own resolution concerning SB 2030 but will be writing in support of the Faculty senate actions. Language will be voted on by email. We will continue to follow the session and will add HB1503 to the bills to keep an eye on.
- C. Information Technology by Ben Bernard – No report.
- D. Scholarship by Kay Hopkins – All 100 masks sold out. Scholarship applications are being received and will be reviewed soon to make determinations on awards.
- E. Staff Development by Cora Crane – next speaker Bruce Bollinger concerning the legislative session.
- F. Staff Recognition by Dan Nygard - Staff recognition awards are open until March 15<sup>th</sup> Please take the time to recognize people that have done an outstanding job this last year.  
[https://www.ndsu.edu/staff\\_senate/staff\\_recognition\\_award/](https://www.ndsu.edu/staff_senate/staff_recognition_award/)
- G. Campus Engagement by Fred Hudson – No report.
- H. Gunkelman Award by Megan Ramsett – The Gunkelman Award is to honor those who make campus a happier more enjoyable place to be. Nominations will be open March 8<sup>th</sup>- March 29<sup>th</sup>. All staff, students and faculty are eligible, please consider submitting a nomination.
- I. Environmental Sustainability by Carin Engler – We met on Monday. We talked about some goals for next year: Garden, Composting, continue to work with the Student Group. Eric Christopherson of the student group said they will likely have a campus clean-up day during the week of Earth Day. I will let you know more once I know more. They are also going to try to talk to Dining again about their take-out containers and look for a better solution like reusable/washable. Other schools do this.
- J. Senate Coordinating Council by Margaret Latterell – We met last month to discuss items that are currently on the consent agenda and will have new items on shared governance for this month's meeting.
- K. State Staff Senate by April Helgaas –SB 2030 will be on agenda for the next meeting.
- L. Joint Committees
  - 1. Campus Space and Facilities by Ben Bernard and Jennifer Young – Campus parking fees were discussed. Fewer people purchasing them this year with the pandemic, but there are no plans to increase them for the next year. Update on the new chemistry building, including the plan for moving people in and taking down the neighboring building. Sugahara hall is planned to be done by December 1<sup>st</sup> and everyone moved by January 1<sup>st</sup> 2022. Dunbar is set to be demolished and skyways done by July 1<sup>st</sup> 2022. ABEN to move to Ladd Hall. The Hastings remodel is complete. Will be redoing W, BC and S lots this summer along with road work on Bolley and the North end of Albrecht. Regarding the ag products development center: we are optimistic for funding and hope to start construction within a year. When Harris is razed the attached greenhouses will also be razed. Abatement costs are included in the construction costs. A new Engineering facility is estimated at 70mil. We will need a better assessment for lab and classroom utilization numbers to present for funding request. Athletics has 3 projects, a track and an indoor practice facility update for football. Both projects are donor funded. Softball seeking indoor facility but working on logistics.
  - 2. Library by Alicia LaFerriere – The library is on target to meet budget cuts by the end of the semester. The proposal to adjust fees for inflation was approved, which should help in the future. The library was open with normal operating hours this semester. Usage trends are being tracked.  
A survey will be going out to a random group across campus. Please complete if you received it.
  - 3. University Athletics Shiloh Susag – Discussions covered facilities updates. A new indoor practice facility will include football and net based sports for soccer baseball softball etc. Dakota field will be moved to a more traditional soccer facility as a long-term project. Since athletics generate much of their own funding but there were cuts to budget for team development and such.

Student athlete morale has been hard hit with the pandemic, but things are doing better with things starting to allow competitions. Had previously been working with Sanford to get a full-time counselor. This was put on hold with the pandemic.

Name and image compensation for student athletes is being discussed. Details need worked on, NDSU events are not eligible and NICE center will be doing training to work with students to navigate the opportunities.

4. Learning Space Advisory Committee by Tina Exner – Meeting is next week.
5. Student Voice Project by Amanda Booher – The topic in February was inclusivity. Prompts were: Diversity without inclusion is meaningless. What does inclusion mean on a campus like NDSU? How will we know when NDSU is fully inclusive? What current policies work in a way that exclude your group? What are the next steps?  
Responses indicated that NDSU will always be a work in progress as a community. Inclusion is an ongoing effort. Some groups are better included than others, minority cultural groups feel the lack of leadership on campus and would like more outreach. Events from last semester made them feel excluded and feel that NDSU is focused on the traditional students. There is a need to maintain respect for everyone involved and keep open lines of communication. Follow up on existing efforts and continue to make new progress. Acknowledge mistakes, right wrongs, and implement policies that make some training mandatory for faculty, staff, and students. Implement policies that deter exclusion and hold us all accountable for creating inclusion.

#### **XIV. Ad Hoc Committees**

1. 30th Year Anniversary by Carin Engler –We sold all of our masks. We started off with a lot of sales and then they slowed down quite a bit so we sent out to staff list serv and then they sold out. I also sent emails to as many past presidents as possible and some that were still on campus. We did not have enough interest or time or energy to place a second order. The scholarship fund will receive the proceeds of about \$500.  
Our accomplishments: Visited archives, created logo, decorated window display, power point video, mask sales. It wasn't what we had all planned but we made the best of the situation!  
Thank you to the committee and thanks to Kay for helping with mask sales and to Tina for setting up Marketplace.  
Motion to disband the committee Engler/Helgaas. Motion passed.
2. Campus Food Insecurity Taskforce by Carin Engler – The Pantry is officially open. Hours are Tuesdays and Thursdays. We have had around 100 visitors so far. We have had to limit to one bag and limit of one item for many products.  
Meghan Yerhot is a rock star. I cannot even begin to tell you everything that she has been working on. A few examples: Meeting with Nursing, Meeting with Health/Nutrition, Instagram account is on fire. Website is really good. Please check it out. It is under Dining and Dean of Students sites. She is creating a volunteer orientation power point. It looks great. Volunteer sign up is working out well with two types of options: staffing and shopping.  
Doing research for culturally specific items.
3. Diversity, Equity, and Inclusion (DEI) Committee by Jordan DiPalma – Met yesterday.  
Grandmothers Garden has a committee that is drawing up the plans so that it can be worked on this summer and be open this fall.  
We are looking at doing a staff climate survey and will be coordinating with other groups that are also planning surveys. Need to know where to start on the initiatives that we have ideas for.
4. Ad Hoc from Special Session Meeting by Kristi Steinmann- Met several times, formulated statements then put them out for review and sent them for vote. All statements passed. We identified concerns regarding shared governance and are recommending that work be done to gather feedback from campus on perception and climate of shared governance, but don't feel that it is in our purview. The committee's work is done.  
Motion by Steinmann/Swank to disband the committee. Motion passed.

- XV. Advisor Comments by John Woolsey – Lots of talk about Hastings hall and the move which happened last Wednesday. We are now at corner of Bolley and Centennial on the second floor. We are still getting the word out to everyone. 1<sup>st</sup> floor has conference and training rooms.**

A meeting held to talk about vaccinations for faculty and staff. Zoom meetings upcoming to talk about the vaccines and related logistics.

Regarding Telecommuting/remote working: The HR site is being updated which will limit some pages to on campus intranet only, but it does include links to information. Please see <https://www.ndsu.edu/hr/mgrtoolbox/telecommuting/> under the section labeled “Work Guidelines/Considerations guidelines”. No formal policy exists and perception of the guidelines is subjective. ADA Accommodation page may be relevant for some situations and HR would step in if that is the case. Questions?

Woolsey will be leaving NDSU on March 12, moving to Kaiser University in Florida. Thank you all. Kristina Astrup will be heading up HR on an interim basis.

**XVI.** Executive Committee by Josh Schroetter – covered possibility of moving staff senate storage. The remote work item that John covered. Land Acknowledgement read at meeting.

**XVII.** President’s Cabinet by Elizabeth Cronin – A lot has already been covered. Reminder that academic budget prioritization survey is due today.

NDSU appropriation bill favored us. 2&2 increases and health insurance remained intact.

**XVIII.** Old Business – None.

**XIX.** New Business

A. Shared Governance Survey – There is interest in doing a faculty and staff joint campus wide survey. A need to get information from staff is prominent right now concerning governance, cultural impacts and other issues. It may need to be broken down to a more individual level to properly focus the survey to get the information needed. Would this fall under Coordinating Council or would it be its own work: CC is too deep into the weeds and an outside group would provide better perspective.

Concern that not all parties view shared governance in the same way/that not all groups share the same definition for shared governance. And not everyone outside the governing bodies knows that everyone can propose new policies.

Would an informational campaign be more effective? Do we need to clarify what shared governance is and how the groups see it? A need to make sure that we are representing things accurately. How to gather feedback may be better handled by a committee.

Motion by Steinmann/Swank to form an Ad Hoc committee to explore shared governance. Discussion held. Motion passed.

Volunteers for AdHoc:

Kristi Steinmann

Phil Hunt

Elizabeth Cronin

Fred Hudson

Kay Hopkins

B. Planning for next Fall: what will normal be? Motion to table this item until the April general meeting by Cronin/Exner. Motion Passed

C. Policy 327 - Evaluation of Academic Administrators. Motion by Ramsett/Young to change the wording of the policy be gender inclusive. Motion passed.

**XX.** Announcements – None.

**XXI.** Adjourn – 11:21 by Latterell