

# NDSU STAFF SENATE

## Meeting Minutes

Wednesday, September 1<sup>st</sup>, 2021

Prairie Rose – Memorial Union

Zoom

*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 – 9:35am**

**II. Attendance Report** by Maggie Latterell

A. 29 Present, 8 absent, 2 excused, 10 guests.

**III. Consent Agenda** – (policy details here: [https://www.ndsu.edu/policy/senate\\_coordinating\\_council/](https://www.ndsu.edu/policy/senate_coordinating_council/)) – None

A. See note on page 2 of agenda\*\*

**IV. Approval of Meeting Agenda** – motion by Cronin, second by Hunt. Passed.

**V. Campus Kudos** –

A. None today, next updated will be in October.

**VI. Program**

A. Student Health Service – Sara Terfehr

1. Awareness Campaign underway. They are wanting to let students know about their services.
2. PowerPoint will be sent to Senators after the meeting.
3. Clinical Services
  - a. Acute Care, Primary Care, Dietician, Laboratory, Pharmacy, Radiology
  - b. If specialist is needed, they will do referrals within the community.
4. Student Health Portal
  - a. Full service health portal for students – includes statements, care summaries, prescription refill requests, etc.
5. Finances
  - a. They can bill health insurance providers for services or pay out of pocket.

**VII. Student Government Report** by Laura Friedmann

A. No report.

**VIII. Faculty Senate Report** by Florin Salajan

- A. Grateful to be able to connect with some folks in-person.
- B. Hoping that Staff Senate, Student Government, and Faculty Senate will be able to work well together again this year.
- C. Faculty Senate does not have a lot on their agenda at this point – they are focusing on budget reductions and concerns around the pandemic. Hoping for a less turbulent year compared to last.

**IX. Approval of Wednesday, June 2, 2021 Staff Senate Meeting Minutes** – first by Satam, second by Engler. Passed.

**X. Treasurer's Report** by Tina Exner

- A. Appropriated – \$1,169.00
- B. Scholarship – \$39.80
- C. Local – \$5,208.92

**XI. Public Relations Officer Report** by Olivia Buller

A. We have a Staff Senate Facebook page. You can submit content ideas to Olivia or via this link: <https://forms.gle/7DeGokVony7j2R1T8>

**XII. Committee Reports**

- A. Elections by Maggie Latterell
  - 1. Membership Officer is open. 2-year term if you choose to serve.
    - a. Carin Engler – You get to serve on Executive Committee and you get to know everyone. They are responsible for food and beverage orders for meetings. They helped with elections. They also maintain a historical list of senators and their terms.
- B. Legislative and Bylaws
  - 1. No report.
- C. Information Technology by Ben Bernard
  - 1. No report.
- D. Scholarship by Kay Hopkins
  - 1. No report.
- E. Staff Development
  - 1. No report.
- F. Staff Recognition
  - 1. Doing Campus Kudos next month.
  - 2. Establishing their Chair and co-Chair soon.
- G. Campus Engagement by Olivia Buller
  - 1. Met on Monday, August 30<sup>th</sup>.
  - 2. Wendy Leach is leaving NDSU on 9/1, so blood drives are being set up by Satam
  - 3. They have a budget of about \$1,500 to work with this year.
  - 4. Food Pantry meetings being led by Carin.
    - a. They were open all summer long.
    - b. They trained in a Graduate Assistant – Matthew Friedman.
    - c. Hours will be Thursdays 11-5, Tuesdays 9-3.
    - d. They are always accepting donations and volunteers.
    - e. If you have donations, there is a box in the Bookstore. If the item is perishable, speak to Matthew Friedman or come when the pantry is open.
    - f. Research One held a Food Drive and it filled the transit van – very grateful to them! If any other department wants to do a food drive, you can work with Matthew to set one up.
    - g. Thank you to anyone who has donated items over the summer or donated funds to help pay for things that are needed like pest control and foundation fees.
    - h. They are completing their membership with Great Plains Food Bank which should help reduce costs on some items.
  - 5. They are planning a meet & greet for senators. Keep an eye out for a poll about potential dates and times.
  - 6. Discussed other ideas to bring folks together on-campus.
- H. Gunkelman Award by Justin Swank
  - 1. They are hoping to have an in-person ceremony next semester.
  - 2. They will be establishing a chair prior to next meeting.
- I. Environmental Sustainability
  - 1. No report.
- J. Senate Coordinating Council by Fred Hudson
  - 1. No report.
- K. State Staff Senate by April Helgaas
  - 1. They met this summer.
  - 2. They are reviewing the tuition waiver at State Staff Senate.
- L. Joint Committees
  - 1. Campus Space and Facilities by Ben Bernard
    - a. No report.
  - 2. Library by Alicia LaFerriere
    - a. No report.
  - 3. University Athletics by Corey Landowski
    - a. No report.

4. Learning Space Advisory Committee by Tina Exner
  - a. No report.
5. Student Voice Project
  - a. No report.

M. Ad Hoc Committees

1. Diversity, Equity, and Inclusion (DEI) Committee by Jordan DiPalma

**XIII. Advisor Comments** by Mark Genkinger

- A. Thank you Kirstina Astrup for serving as our advisor!
- B. Welcome to Mark Genkinger as the new Human Resources Director and Advisor to Staff Senate!

**XIV. Executive Committee** by Fred Hudson

- A. Met on August 18<sup>th</sup>.
- B. Primary topic was budget. After the committees provide requested budget amounts, they committee will look at funding needs. Based on how many staff members each department on campus has, they are asked to submit a certain level of funding to Staff Senate. If there are any questions about that process, please reach out to Joshua Schroetter.
- C. Exner: Just to clarify on a comment made today, we don't finalize the budget until we know what money we will be getting from the VP's and if there is any changes to the amounts (less) we need to meet again to make changes, then I send out information to the Chairs of those committees.

**XV. President's Cabinet** by Maggie Latterell

- A. Had a short meeting last week.
- B. Discussed vaccine incentives. 3,856 have already taken advantage of the incentive. This accounts for about 31% of total enrollment who have completed the requirements so far.
- C. Discussion about the language in the mask mandate that allows for staff to ask others to wear masks in their spaces and have compliance.

**XVI. Old Business**

**XVII. New Business**

**XVIII. Announcements**

- A. Blue Key Nominations
  1. If you know students who would be a good fit for Blue Key Honor Society, nominations are open until Wednesday 9/8. They do accept nominations from faculty and staff. Please consider nominating students who you believe would be a good fit for the organization.
- B. Food Pantry – moved to Campus Engagement.
- C. Questions from Senators
  1. Hunt – “Can anyone provide an update on the Shared Governance conversations?”
    - a. Joshua Schroetter is meeting with Student Government and Faculty Senate presidents to discuss shared governance.

**XIX. Adjourn** – motion by Hunt, second by Cronin. Adjourned at 10:19am.

Scheduled meetings:

- Staff Senate: Wednesday, October 6<sup>th</sup>, 2021, 9:30 am by Zoom or in Ballroom A
- Executive Committee: Wednesday, September 15<sup>th</sup>, 2021, 9:30 am by Zoom or Peace Garden Room

**\*Hybrid Meeting Reminders**

Here are a few friendly reminders and best practices for hybrid meetings:

If connecting via Zoom:

- Connect several minutes before the meeting to make sure your equipment is working and give you time to troubleshoot if needed.
- Turn on your video if you have a webcam and leave it on for the duration of the meeting.
- Mute your microphone when you are not speaking.

- The chat and hand raising features will be available to those joining from a computer and will be monitored by a member of the Exec team.

If attending in person:

- Please do all speaking into one of the available microphones so others joining virtually can hear everything.
- Say your name before you speak. Some of our senators will be joining via Zoom and will not be able to see who is speaking.

Other notes:

- Meetings will be recorded through Zoom.
- Voting will take place by voice in person and via Zoom.

### **\*\*Senate Coordinating Council**

As a reminder, the consent agenda contains new policies or policy changes that have been proposed through Senate Coordinating Council (SCC), which is part of NDSU's existing framework for shared governance. SCC is comprised of three executive members from student government and the president, past president and president elect of both Faculty Senate and Staff Senate. Through SCC, any NDSU employee or student can propose policy changes for the university. The proposed policy change must be reviewed and approved by all three governing bodies before it can move forward. If approved, it then must be approved by legal counsel and finally President Bresciani. Our Staff Senate SCC members review the policies in detail and make a preliminary determination about whether the proposed change would impact staff or our ability to do our work. If a policy does not seem to impact staff, we list it under the consent agenda, which allows us to approve the change quickly and efficiently. If the policy might impact on staff, we list the policy under new business to allow discussion and input on the policy before we vote on it. Any staff senator can remove a policy from the consent agenda if they wish to provide input, and we will discuss that policy under new business. All staff are welcome to attend our meetings and provide input on proposed policy changes.