

NDSU STAFF SENATE

Minutes

Wednesday, December 1st, 2021

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/92677455224?pwd=OXhjWnprdENibzF1cmRTWG5aeTJBQT09>

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** – 9:35 AM
- II. **Approval of Meeting Agenda** – motion by Young, second by Hudson. Passed.
- III. **Campus Kudos**
- IV. **Program**
 - A. Dr. Colleen Fitzgerald, VP of Research
 - B. Dr. Laura Dahl, School of Education
- V. **Student Government Report** by Laura Friedmann
 - A. No report.
- VI. **Faculty Senate Report** by Florin Salajan
 - A. **President Elect Anastasiya Andrianova** –
 1. Following Bresciani’s update relating to budget, several working groups were put together. Two of those groups out of Faculty Senate were related to Minimum Enrollment Group and Graduate Tuition Waiver Group and they have presented their findings to campus.
 2. Shared Governance – two faculty senators, Registrar, Provosts Office, Presidents Cabinet, Student Senate, and Staff Senate – they met on November 19th and discussed some of their goals for the committee including a document relating to Shared Governance. They are unsure if it will be a statement of a policy at this time.
- VII. **Senate Coordinating Council** by Joshua Schroetter
 - A. Most items are on the Consent Agenda and they are primarily geared toward faculty. Shwa did send them out prior to the meeting for anyone to review.
- VIII. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)
 - A. Policy 350.2 - Board Regulations on Standing Committee on Faculty Rights
 - B. Policy 350.3 - Board Regulations on Nonrenewal, Termination or Dismissal of Faculty
 - C. Policy 350.4 - Board Regulations on Hearings and Appeals
 - D. Policy 350.5 - Mediation
 - E. Policy 311 - Summer Session Teaching Salary
 - F. Policy 353 – Grievances
 - G. Motion to approve Consent Agenda by Swank. Second by Satam. Passed.
- IX. **Attendance Report** by Saurahbi Satam
 - A. Present - 29
 - B. Absent – 5
 - C. Proxy - 2
 - D. Excused – 3
 - E. Guests - 12
- X. **Approval of Wednesday, November 3rd, 2021 Staff Senate Meeting Minutes** – Motion to approve by Swank. Second by Young. Passed.
- XI. **Treasurer’s Report** by Tina Exner

A. Appropriated - \$1,333.31

B. Local - \$9,476.45

XII. Public Relations Officer Report by Saurahbi Satam

A. There were no Campus Kudos this month, but they are happy to share information about them on the page.

B. The page is having good engagement so far.

XIII. Committee Reports

A. Elections by Maggie Latterell

1. No report.

B. Legislative and Bylaws by Jeremy Kopp

1. No report.

C. Information Technology by Ben Bernard

1. Campus IT Security Officer shared a friendly reminder that some staff were setting up forwarding to their personal accounts. There are some policy considerations if you forward your work email elsewhere, so expect follow-up if you do that.

2. Blackboard updates coming in the Spring.

3. There is a new IT Security Resource called <https://scamspotter.org/> that helps identify potential scams.

4. Digital Fabrication Lab in the Library is going to go through a redesign of their space.

5. There is now a process to submit vaccine verification.

D. Scholarship by Kay Hopkins

1. There was another Blaze Pizza fundraiser last night. They will continue to be the last Tuesday of every month through May.

2. Applications for Scholarships will go live in January and be live for a couple of months before they make decisions.

E. Staff Development by Elizabeth Cronin

1. No report.

F. Staff Recognition by Renae Wagner/Shiloh Susag

1. No report.

G. Campus Engagement by Carin Engler

1. There was an email that went out yesterday about an engagement opportunity on Friday, December 10th.

H. Gunkelman Award by Justin Swank

1. They met recently to discuss their goals and timelines to keep the even on track.

I. Environmental Sustainability by Kate Nelson-DeShaw

1. They will be wrapping up the year with the Christmas Light Recycling program again. If you find that you have some lights or extensions cords that are broken, not lighting up, etc. there will be donation boxes by the Bookstore. The program will run through January 13th.

J. State Staff Senate by April Helgaas

1. No report.

K. Joint Committees

1. Campus Space and Facilities by Ben Bernard

a. Awaiting news on when they are meeting for the Fall Semester.

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 by Jeremy Kopp

a. Schroetter met with Casey Peterson about the Student Voice Project a couple of weeks ago. They have a website with information.

(1) www.ndsu.edu/deanofstudents/student_voice_project/

- L. Ad Hoc Committees
 - 1. Diversity, Equity, and Inclusion (DEI) Committee by Jordan DiPalma
 - a. No report. They are meeting next week.
 - 2. Shared Governance by Kay Hopkins
 - a. They met on November 19th and will be meeting in the next week or so.
 - b. They discussed what each group had attempted to do in the previous year.
 - c. Came to a consensus that they would like a definition of Shared Governance put into policy. They are not aiming to create new responsibilities, but better defining what it is and having it be mutually agreed upon.

XIV. Advisor Comments by Mark Genkinger

- A. The main thing they are working through is the vaccine mandate that was implemented. It is a federal government mandate. There are many questions being posed and they will share information as they receive answers. You can submit vaccination record or request an exemption for religious or medical reasons.

XV. Executive Committee by Fred Hudson

- A. They met on November 17th.
- B. They had a guest speaker, Lisa Samuelson, discuss the Senate Coordinating Council Policy Cover Sheet.
- C. They began planning for Day of Honor. They are combining their efforts with the efforts that students use to do as well. Plan is to hold the ceremony in mid-January.
- D. Campus Climate Survey is still open. Please consider sharing your thoughts and feedback.

XVI. President's Cabinet by Maggie Latterell

- A. Much of what they had talked about has been shared in other reports including the vaccination mandate.
- B. SB 2030 – the Attorney General's opinion is proving to be helpful and there are less barriers than initially expected. NDSU will follow some structure from UND as far as messaging as it relates to internships, panels, and use of state funding and the channels it flows to.
- C. Counseling Center is still triaging students regardless of how full their waitlist is.
- D. NDSU Giving Day was yesterday.

XVII. Old Business

- A. Policy 361 – Emeritus/Emerita Titles
 - 1. Schroetter shared the updates that were provided to him. A word document containing the answers to Staff Senate questions is available upon request.
 - 2. Young – Item 6 is still missing an update to mention Staff.
 - a. Schroetter – we can still vote to approve if that line is updated.
 - 3. Motion to approve policy with change to Item 6 to include Staff by Hopkins, second by Swank. Passed.

XVIII. New Business

XIX. Announcements

- A. Three-Minute Thesis Competition
- B. Vaccine Clinic tomorrow – if you are able to volunteer from 3:30pm – 4:30pm, she would appreciate it.
- C. Presidential Search Committee
 - 1. Applications were released and they are now reviewing.
 - 2. Suggestion to make Presidential Search a standing agenda item moving forward.
 - a. Schroetter – yes, we can do that.

XX. Adjourn – 10:32 AM

Scheduled meetings:

- Staff Senate: Wednesday, January 5th, 2021, 9:30 am by Zoom or in Prairie Rose Room
- Executive Committee: Wednesday, December 15th, 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.