

NDSU STAFF SENATE

Minutes

Wednesday, September 7th, 2022

Meadow Lark – 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 – 9:31 AM**
- II. Land Acknowledgement**
- III. Approval of Meeting Agenda - Approved**
- IV. Campus Kudos** by Shiloh Susag
 - A. Please consider submitting Campus Kudos throughout the year – it is a short form on the website that allows you to submit a “kudos” to thank or recognize another staff member on campus who has helped you or been doing well in their role. Their nomination is read at a Staff Senate meeting, they receive a giftcard, and a certificate. It’s a nice way to show recognition. Please fill out the form here or share it with others in your department: https://www.ndsu.edu/staff_senate/recognition/campus_kudos/
- V. Program**
 - A. Getting-to-Know Opportunity
- VI. Student Government Report** by Christian Walth
 - A. Student Senate is almost full. They are looking for one more senator for Health Professions.
 - B. All of the Executives are getting their commissions ready.
 - C. The Student Court is also preparing to start meeting.
 - D. Senate Meetings are Sunday evenings at 6:30pm. Staff are welcome to attend any time they like.
- VII. Faculty Senate Report** by Anastasiya Andrianova
 - A. There is a policy that was postponed from their May 9th meeting until this month; Policy 352 regarding promotion and tenure.
 - B. Remote Work was discussed and led by Mark Genkinger and Kristi Steinmann, including how to enforce and supervise staff that are utilizing remote work. There is not an intent to have Faculty Senate vote on this item, as it was shared in the spirit of transparency and shared governance to maintain open communication.
- VIII. Attendance Report** by Saurabhi Satam
 - A. Present – 35
 - B. Excused – 2
 - C. Proxy – 1
 - D. Guests - 20
- IX. Senate Coordinating Council** by Joshua Schroetter
 - A. Next meeting is on Tuesday, September 13th. They have not met since May, so they anticipate many policies to discuss. This will in-turn come to Staff Senate when the policies are ready to be voted on.
- X. Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)
 - A. None.
- XI. Approval of Wednesday, June 1st 2022 Meeting Minutes**
 - A. **Approved.**
- XII. Treasurer’s Report** by Justin Swank
 - A. Swank was not able to attend today so the report is not quite ready, but he is attending a training and putting together budgets for all the committees.

XIII. Public Relations Officer Report by Olivia Buller

A. No report.

XIV. Advisor Comments – Remote Work Update by Mark Genkinger

A. Brief History – in May, an ad-hoc committee completed a survey of staff and faculty about remote work. They created a report and findings.

B. President Cook met with the ad-hoc in May and asked that other constituent groups are met with to garner feedback. This was completed during the summer.

C. Currently, it is not a policy as this would require Senate Coordinating Council and governing bodies to vote on it which could take additional time or present additional hurdles.

D. The idea behind the initiative is to implement guidance for staff and supervisors and allow them to begin remote work this semester. There could be follow-up surveys and conversations about implementation and existing practice to see how things are going and make appropriate changes as needed.

E. One of the questions from Faculty was a question about class delivery. This is not meant to be a substitute for forms of instruction delivery for staff that do teach.

F. If anyone would like to see the survey results, they can request them from Kristi Steinmann (Kristi.stienmann@ndsu.edu). It will be added to the Staff Senate website soon.

G. Questions/Discussion:

1. President Andrianova – During Faculty Senate, Registrar Hunt shared that some other institutions have seen remote work assist in the retainment and recruitment of staff. Is NDSU currently leading such efforts within the state or have other institutions already made implementations?

a. Genkinger – Right now, it appears we are leading on such initiatives. Some of the institutions have been utilizing remote work practices with higher flexibility but there has not been an institution-wide implementation that we are aware of.

H. Reno – Is there funding being provided by the college to prepare employees for remote work or is the responsibility of the department?

1. Genkinger/Steinmann – Departments would be responsible for those costs for computing, but the employee would remain responsible for any furniture or network access within their home.

XV. Committee Reports

A. Elections by Joshua Schroetter

1. No report.

2. This committee is typically chaired by the Past President. For most of the academic year, they won't have a report, but as they get closer to elections in Spring, they will help facilitate the elections process and senator recruitment.

B. Legislative and Bylaws by Maggie Latterell

1. No report.

2. This committee keeps tabs on ongoing state legislature during their biennium and share important updates within Staff Senate. This is not meant to lobby in any particular way, but to provide senators updates on legislation and how to stay engaged as a citizen.

3. Question from senator – is it appropriate to share within a staff meeting who the representatives are? This would not be done in a manner to persuade or lobby.

a. This would be appropriate as long as not done in a partisan way or trying to insinuate one particular way or another while in your role as a staff member during work hours.

4. Question from senator – is it okay to use your NDSU email to organize an after-work meeting about a political issue?

a. Generally speaking, staff should not use NDSU resources in any manner to make a stance or take action, but use of personal time and resources as a citizen is up to each individual.

C. Information Technology by Daniel Erichsen

1. Phones across campus have been updated to IP connections instead of analog. They are about 90% complete with installing new phones.

2. There is an emergency button on the phones – if you accidentally hit it, please stay on the line and let the operator know it was an accident.

3. Many staff have seen a docusign come their way called “NDSU Phone App Emergency Indemnity Form” which discusses limitations of using a phone app to connect to your work line. It is not spam and should be signed by staff so they understand the limitations of the app and emergency services.
- D. Scholarship by Kay Hopkins
1. This committee raises funds for scholarships which are allocated to staff and staff dependents who are enrolled at NDSU. They annually give out around \$1,700.
 2. They have started brainstorming fundraising ideas.
 3. Last Wednesday of every month will be a fundraiser at Blaze Pizza from 5-8pm. Simply let the cashier know you are participating in NDSU Staff Senate Scholarship fundraiser.
 4. There is a giant piggy-bank that the late senator Ann Marschke used to bring to meetings to collect change – this will be at Staff Senate meetings if you wish to donate.
 5. They have reached out to the NDSU Foundation to see if they can participate in NDSU Giving Day this year.
- E. Staff Development by MD Sharijad Hasan
1. This committee will be looking at opportunities for staff development throughout the year. So far, they are looking at inviting to speakers to campus. They are also looking at hosting an informational session for staff that discusses planning for retirement.
 2. They are reviewing past offerings by staff development to see what
- F. Staff Recognition by April Helgaas
1. See update above.
- G. Campus Engagement by Olivia Buller/Jordan DiPalma
1. They are planning a staff wellness event for October 19th with healthy snacks, massage chairs, yoga, and some networking. More information to come.
- H. Gunkelman Award by Jenna Reno
1. They met in late July to meet one another. They meet again in early December. Most of their responsibility takes off in Spring.
- I. State Staff Senate by Kay Hopkins
1. No report.
- J. 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.
 - b. They typically meet once per semester and the Director of Athletics typically organizes that.
 4. Learning Space Advisory Committee by Emily Vieweg
 - a. No report.
 - b. This committee shares when there are changes to space on campus to be utilized as a learning space from something else or vice versa.
 5. Student Voice Project by Jordan DiPalma
 - a. This is a group of student leaders who are from typically marginalized backgrounds. They would have prompts each week to discuss and learn about issues impacting marginalized students. There was a member from Staff Senate and Faculty Senate who would sit-in to listen to the conversations and share back with their constituent group.
- K. Ad Hoc Committees
1. Diversity, Equity, and Inclusion (DEI) Committee by Jordan DiPalma
 - a. There are a few working groups across campus for these initiatives including Faculty Senate, Student Senate, and the President’s Council for Diversity, Equity, and Inclusion. There was discussion about how to continue these efforts and it was decided that the various working groups should come together once a month or so to discuss their efforts, any overlap, or to seek collaboration.

- b. This ad-hoc committee is looking to become a standing committee soon. They will be looking at the by-laws to see what steps are needed to do so.
 - 2. Remote Work by Kristi Steinmann
 - a. The ad-hoc has completed it's work that it was charged with, resulting in the ad-hoc dissolving.
 - XVI. Executive Committee** by Kristi Steinmann
 - A. Primarily discussed remote work.
 - B. Began discussing their priorities for this year. While they are not ready to share all of those yet, they did conclude it would be important to emphasize the connectivity and joy around Staff Senate throughout the year.
 - XVII. President's Cabinet** by Maggie Latterell
 - A. President Cook shared his priorities/pillars for the year. This was the primary focus of their last meeting.
 - XVIII. Old Business**
 - A. None.
 - XIX. New Business**
 - A. None.
 - XX. Announcements**
 - A. Goods for the Herd Food Pantry – Carin Engler
 - B. VP's/Directors – Advance Notice on Events – Carin Engler
 - C. President Cooks' Inauguration – Friday, September 30th at 10:00 AM in Festival Concert Hall
 - XXI. Adjourn – 11:00 AM**

Scheduled meetings:

- Staff Senate: Wednesday, October 5th, 2022, 9:30 am by Zoom or Meadow Lark – Memorial Union
- Executive Committee: Wednesday, September 19th, 2022, 9:30 am by Zoom or Nueta – Memorial Union