

Minutes

Wednesday, February 7th, 2024

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/97168987528?from=addon>

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

II. Land Acknowledgement

III. Approval of Meeting Agenda – motion to add Provost Bertolini to the agenda by Young, second by Swank.
Passed.

IV. Provost Bertolini – Announcement regarding Fast Track Training

A. This training is open to everyone and is not limited to the unites or groups noted in the original announcement. There will be a second training facilitated in next Fall if you are unable to attend the first one. Please consider applying or encouraging others to apply.

V. Campus Kudos by Kelly Todd

- A. Victoria Roy – Trio – Upward Bound
- B. Cody Goehring – Trio – Upward Bound
- C. Christen Doe – Trio – Upward Bound
- D. Angela Gross – College of Engineering

VI. Faculty Senate Report by Warren Christiansen

- A. Faculty Senate is working on updating their Bylaws.
- B. They are following-up on some ad-hoc committee work including Instructional Continuity and some upcoming policies from the Provost office.
 - 1. Question from Senator: What is Instructional Continuity?
 - a. It is a policy that outlines plans for continuing to offer course instruction during instances of campus closures due to weather or other unforeseen circumstances. This would help outline procedures for course delivery. There are impacts to staff in this consideration, so there are senators serving on the ad-hoc.
- C. Post-Tenure Review is something they are focusing on since this appears to be an item of concern for the North Dakota Legislature.
- D. President Christensen shared his personal apology relating to a Faculty Senate resolution that cited staff concerns, noting that Staff Senate was not consulted on that legislation.

VII. Student Government Report by Kaylee Weigel

- A. In January at the North Dakota Student Association, there was a resolution to support a fee increase to support NDSA. NDSU was advocating against this increase since they have funds in reserve. The motion was tabled and will not be effective in the coming academic year.
- B. They appointed students to the Shared Governance Summit.
- C. They completed budgeting for the upcoming fiscal year and allocated over \$500,000 to student organizations.
- D. Question from a Senator:
 - 1. What is North Dakota Student Association doing to prepare for the upcoming legislative session?

- a. At the moment there is not action, but she is aware this should be a priority for them.

VIII. Program

- A. Jolie Graybill (9:45 AM) – NDSU Libraries
 1. Jolie shared information about updates to NDSU Libraries. If you'd like to learn more, please watch the recording of this meeting.
- B. Kathryn Kloby – (10:00 AM)
 1. Kathryn introduced herself and shared information about her role and how her office serves campus, as well as touched on many projects that are already underway. If you'd like to learn more, please watch the recording of this meeting.

IX. Attendance Report by Joshua Schroetter

- A. Present – 32 Senators
- B. Excused – 6 Senators
- C. Absent – 3 Senators
- D. Proxy – 1 Senator
- E. Guests – 36

X. President's Report by Kristi Steinmann

- A. Via email, President Steinmann shared her follow-up to Faculty Senate regarding their resolution that included staff. Additionally, she included President Cook's response to Faculty Senate.
- B. The Shared Governance Summit is being scheduled. It includes 4 members from each governing body, President Cook, Kathryn Kloby, Provost Bertolini, and Lisa Montplaisir.
 1. They will be reviewing the existing principles on shared governance using the past 6 months as a case-study. This includes the reorganization announcement and governance actions taken around them.
 2. There will be a third-party facilitator.
 3. The goal is to alter the shared governance principles in unison with the summit members after deliberation from the summit.
 4. They are aiming to complete the summit and pass changes through governance by the end of the academic year.

XI. New Business

XII. Old Business

- A. Shared Drive Transition
 1. Hopkins – Senators should have been added to a Staff Senate Teams. There will be instructions/information coming yet.
 - a. Every Committee Chair should be set as an Owner of their committee within the Team.
 - (1) Chairs may add their committee members.
 - b. There is a form built into Teams to submit Committee Reports. It is a button at the top of your channel for your committee.
 - c. If you are a committee chair, please review the X Drive files and Teams files to ensure everything has transitioned.
 - d. Thank you to Tamara, Daniel, and Shwa who have helped with this transition.

XIII. Senate Coordinating Council by Fred Hudson

- A. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)
 1. Policy 335 – Academic Integrity in Instructional Contexts
 - a. Moved to Input Agenda.
 2. Policy 149 – Leave without Pay
 - a. Motion to approve Consent Agenda by Schroetter, second by Young. Passed.
- B. **Input Agenda**
 1. Policy 335 – Academic Integrity in Instructional Contexts
 - a. Young – requested policy changes language to be gender-neutral instead of sex-specific; housekeeping to update the title of the Provost Office throughout; requested clarity on use of terms of “instructional staff member” vs. “faculty”; clarify the references of “Committees” throughout.
 - (1) Further discussion highlighted that these changes could be made as house-keeping items. It is still moved to Input Agenda already, so a vote will be needed.

(a) Motion to accept changes with housekeeping by Swank, second by Hopkins. Passed.

XIV. Approval of Wednesday, January 3rd, 2023 Meeting Minutes – Motion to approve by Swank, second by Hudson. Passed.

XV. Treasurer's Report by Justin Swank

A. No report.

XVI. Staff Senate Executive Committee by Kay Hopkins

A. No report.

XVII. Advisors Comments by Mark Genkinger

XVIII. Committee Business

A. Public Relations Officer Report by Olivia Buller

B. President's Cabinet by Kristi Steinmann

C. Elections by Fred Hudson

D. Legislative and Bylaws by Shiloh Susag/Maggie Latterell

E. Information Technology by Daniel Erichsen

F. **Scholarship by Corey Landowski**

1. Announcement went to campus regarding Staff and Staff Dependents scholarship. Please see that announcement for information on applications.

G. Staff Development by Melisa Lamp

H. Staff Recognition by Nazrin Ferdousi / Kelly Todd

I. **Campus Engagement by Olivia Buller**

1. Wellness event is March 4th at Barry Hall.

2. They are planning their end-of-year picnic in Thundars Den for May 16th.

J. Gunkelman Award by Jen Young / Amolia Schumacher

K. State Staff Senate by Emily Vieweg

1. Campus Closures / Remote Work

L. Joint Committees

1. Campus Space and Facilities by Ben Bernard

2. Library by Alicia LaFerriere

3. University Athletics by Corey Landowski

4. Learning Space Advisory Committee by Emily Vieweg

M. Ad Hoc Committees

1. Engagement/Service in Job Descriptions by Melissa Lamp

2. University Business Hours by Shiloh Susag

N. **Day of Honor by Corey Landowski**

1. Next Tuesday, February 13th at 2:00 PM.

XIX. Announcements

A. New Student Programs – See the additional information from Maggie Latterell further down in the minutes.

XX. Adjourn – 11:07 AM.

Scheduled meetings:

- Staff Senate: Wednesday, March 6th, 2023, 9:30 am by Zoom or Prairie Rose– Memorial Union
- Executive Committee: Wednesday, February 21st, 2023, 9:30 am by Zoom or Peace Garden – Memorial Union

Scheduled Program:

- March – Mike Ellingson, Campus Updates
- April – Senator Elections
- May – Executive & Committee Elections

Committee Reports Submitted through Qualtrics Form:

- 1) Public Relations Officer Report by Olivia Buller
 - Be sure to follow Staff Senate's Facebook page to see celebrations of Campus Kudos winners and other reminders.
- 2) Elections by Fred Hudson
 - No report.
- 3) Legislative and Bylaws by Shiloh Susag/Maggie Latterell
 - Three items will be presented at the March meeting.
 - A general update to Bylaws for grammatical corrections.
 - Addition of a committee for Diversity, Equity, and Inclusion
 - Addition of a Historian/Parliamentarian role as an elected position.
- 4) Information Technology by Daniel Erichsen
- 5) Scholarship by Corey Landowski
 - The committee is working on getting the Qualtrics application updated to get the application sent out as soon as possible for submissions.
- 6) Staff Development by Melisa Lamp
 - Staff Professional Development Committee has an upcoming event: Thursday, February 22, 2-4 pm., Puzzled Escape Experience. All staff are welcome; registration is required. See flier.
- 7) Staff Recognition by Nazrin Ferdousi / Kelly Todd
 - The NDSU Staff Recognition Awards Event is planned for April 18th from 1pm-2:30pm.
- 8) Campus Engagement by Olivia Buller
 - Thanks to those that partook in our first "Brain Break" Event, another is planned for Tuesday, April 9 in Meadowlark from 9:00am to 11:00am.
 - Emails will be going out soon announcing our Barry Hall Relaxation and Wellbeing Event - Tuesday, March 5th in the afternoon. Be sure to watch your emails to sign up for a massage slot.
- 9) Gunkelman Award by Jen Young / Amolia Schumacher
 - We have officially scheduled the Gunkelman Award Recognition Ceremony for May 1st at 3 pm! Mark your calendars and start thinking of who you might want to nominate!
- 10) State Staff Senate by Emily Vieweg
- 11) Joint Committees
 - Campus Space and Facilities by Jen Young
 - We haven't met since the last time but just wanted to remind people to go over my minutes from our November meeting that were attached to the December Staff Senate Minutes since Mike Ellingson will be the speaker at the March Staff Senate Meeting unless something changes between now and then.
 - Library by Alicia LaFerriere
 - No report.
 - University Athletics by Corey Landowski
 - No report.
 - Learning Space Advisory Committee by Emily Vieweg
- 12) Ad Hoc Committees
 - Engagement/Service in Job Descriptions by Melissa Lamp
 - University Business Hours by Shiloh Susag
 - Survey has been distributed to campus. It will run until Friday, 2/16. A reminder will go out next week.
- 13) Day of Honor by Corey Landowski
 - The NDSU Day of Honor event is scheduled to be held on Tuesday, February 13th at 2 PM in the Memorial Union along with through Zoom. The nomination window has since closed to allow the committee to get the programs for the event printed.



Puzzled Escape Experience



Join Puzzled Escape Room of Fargo & other NDSU Staff for a fun, interactive event of problem-solving and teambuilding.

When:
Thursday, February 22nd
2:00 - 4:00 p.m.

Where:
Oceti Sakowin Ballroom B, Memorial Union

Refreshments, puzzles, and engagement are all on the menu

Reserve your spot today using the QR Code



Sponsored by
Staff Senate
Hosted by the Staff
Senate Professional
Development
Committee



Paid Positions – <https://www.ndsu.edu/orientation/employment/>

ORIENTATION CONNECTION CREW

SUMMER
2024

Job	Application Info	Work Dates	Compensation
Special Populations Experience Intern	Open now Closes March 15	Starts May 28 Ends September 6	\$16/hour, meals on training and ORI days, free on-campus housing
Event Planning Interns (3)	Open now Closes March 15	Starts May 28 Ends September 6	\$16/hour, meals on training and ORI days, free on-campus housing
Connection Crew	Open now Closes March 15	Starts May 28 Ends June 28 Optional July and August dates	\$16/hour, meals on training and ORI days, free on-campus housing (for duration of summer work)

Welcome Week Volunteer Positions - <https://www.ndsu.edu/welcomeweek/team/>

join the movement



WELCOME
WEEK TEAM

Job	Basic Info	Time Commitments	App Info
Group Leads	Facilitating connections, leading meetings	8/22 – training 8/24-26 – WW group events	Open now Close 3/28
Guides	Hospitality team, help with move in and WW events	8/23 – training 8/24 – Move-In 8/26 – WW events One or two additional events throughout WW	Open now Close 3/28
Move-In Crew	Friendly faces and helping hands during move-in	8/21 – training (Zoom) 8/24 – Move-In	Open now

