

NDSU STAFF SENATE

Minutes

Wednesday, April 3rd, 2024

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/94625852819?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 9:30 AM

II. Land Acknowledgement

III. Approval of Meeting Agenda – Motion to approve by Young, second by Swank. - Passed.

IV. Campus Kudos by Kelly Todd

- A. Darla White – Administrative Secretary
- B. Deborah Kvittum – Academic Assistant
- C. Krisanne Mogck – Assistant to the Director of Athletics

V. Program

VI. Faculty Senate Report by Warren Christensen

A. The President-Elect, Jeremy Jackson, resigned from his position because he applied for an accepted a VSIP. There was no current Faculty Senator who was interested in running for the vacancy. To make room for new Faculty Senators who might be interested in running for the vacancy, a senator from the College of Science and Match resigned their position as their term was ending in May anyway. With this voluntary resignation, a seat opened so that a faculty member who was interested in running for President-Elect could first be elected as a Senator. The President-Elect election will occur at their next meeting.

VII. Student Government Report by Kaylee Weigel

- A. Student Government President Weigel provided an official statement on the Syllabus policy at Faculty Senate in February. After discussing with senators and faculty senate, they came to a compromise on a proposed amendment to the policy that will state syllabi are posted the Friday before classes begin.
- B. Student Body Elections are open and the next President and Vice President will be elected and announced on April 3rd.

VIII. Attendance Report by Joshua Schroetter

- A. Active – 40 Senators
- B. Present – 32 Senators
- C. Absent – 5 Senators
- D. Excused – 3 Senators
- E. Guests - 15

IX. Approval of Wednesday, March 6th, 2024 Meeting Minutes – motion to approve by Swank, second by Hopkins. Passed.

X. Recognition of Outgoing Senators

- A. Megan Bouret
- B. Ryan Eagle
- C. Sharijad Hasan
- D. Tammy Heupel
- E. Emily Hoadley
- F. Kelly Todd

XI. Announcement & Welcome to New Senators

XII. President's Report by Kristi Steinmann

- A. End of Year Reports
 - 1. The Staff Senate Teams Site is now active. Please work on your End of Year Reports within Teams. If you have questions, please reach out to Kristi Steinmann.
- B. Vice Provost for Faculty Affairs – Governance Involvement
 - 1. Steinmann shared that she, Hopkins, and Hudson were invited to a session with all the candidates for the Vice Provost for Faculty Affairs due to their positions in Staff Senate Governance. Each governing body was given time with the candidates.
- C. Shared Governance Summit
 - 1. The summit was held on March 20th. Their facilitator helped lay the groundwork for discussions on shared governance. They spent most of their time discussing best practices for shared governance and how to implement them at NDSU, inclusive of how that works within existing policy, laws, and executive authority.
 - 2. They are working toward hosting an Open Forum for campus. This Open Forum was moved from the original timeline, so they had time to finalize their discussions and plans. They plan to look at the roles each part of governance can play at NDSU as they review changes.

XIII. New Business

- A. DEI Committee Resolution – Emily Vieweg
 - 1. Motion to amend the resolution to indicate that the Chair of DEI Committee is an elected position serving a 1 year term by Cronin, seconded by Helgaas.
 - a. Discussion centered on why would have this chair elected when not all committee chairs are elected. This chair would have additional responsibilities in attending a Presidents Council as a representative of Staff Senate, so electing someone who would represent the Senate well is important.
 - b. Motion to table a vote until after the Bylaws Resolution was adopted. Second by Young. Passed.
 - (1) Discussion resumed after the Bylaws discussion was concluded.
 - (2) A friendly amendment to indicate the chair of the committee would serve for 2 years was proposed by Swank and seconded by Young. Motion was retracted.
 - c. Original motion was brought to a vote. Motion passed.
- B. Bylaws Updates – Emily Vieweg
 - 1. Discussion led to pointing out several updates that would be necessary prior to accepting a vote. No motion was made during the meeting; the Bylaws will be presented and voted upon at the May meeting.

XIV. Old Business

XV. Senate Coordinating Council by Fred Hudson

- A. **Consent Agenda** – (policy details here: https://www.ndsu.edu/policy/senate_coordinating_council/)
- B. **Input Agenda**
 - 1. Policy 325 – Academic Freedom
 - 2. Motion to approve Consent Agenda by Schroetter, second by Swank. Passed.

XVI. Treasurer's Report by Justin Swank

- A. Appropriated: \$2,544.05
- B. Local: \$3,431.79

XVII. Staff Senate Executive Committee by Kay Hopkins

- A. No Report.

XVIII. Advisors Comments by Mark Genkinger

- A. Gallup Employee Engagement Survey
 - 1. Mark Genkinger serves as the Project Manager for an upcoming Employee Engagement Survey that will come from Gallup. They are putting together the team for this project. The feedback will help put together an action plan with the information received.
 - 2. Performance reviews are wrapping up. There were only a handful of reviews not completed by the initial deadline which is an improvement from prior years.

- a. HR is planning to evaluate the review process and consider changes to create more value and meaning for NDSU employees.

XIX. Committee Business

- A. Public Relations Officer Report by Olivia Buller
- B. President's Cabinet by Kristi Steinmann
- C. Elections by Fred Hudson
 1. Hudson will send information on how voting will occur during the May meeting. Turning Point provides an application to assist with digital voting. Please keep an eye out for that email and come prepared.
 2. Only Senators can vote. Guests may still attend but cannot vote.
- D. Legislative and Bylaws by Shiloh Susag/Maggie Latterell
- E. Information Technology by Daniel Erichsen
- F. Scholarship by Corey Landowski
- G. Staff Development by Melisa Lamp
- H. Staff Recognition by Nazrin Ferdousi / Kelly Todd
- I. Campus Engagement by Olivia Buller
- J. Gunkelman Award by Jen Young / Amolia Schumacher
- K. State Staff Senate by Emily Vieweg
- 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

XX. Announcements

XXI. Adjourn – 10:57 AM

Scheduled meetings:

- Staff Senate: Wednesday, May 1st, 2024, 9:30 am by Zoom or Prairie Rose– Memorial Union
- Executive Committee: Wednesday, April 24th, 2024, 9:30 am by Zoom or Peace Garden – Memorial Union

Scheduled Program:

- April – Senator Elections
- May – Executive & Committee Elections

Committee Reports Submitted through Qualtrics Form:

1) Public Relations Officer Report by Olivia Buller

2) Elections by Fred Hudson

• **SENATOR ELECTIONS**

- February 28: Message to Staff Senators with terms ending this spring to remind them to be ready to reapply. Fred
 - **NOMINATIONS**
 - (a) March 4: Message to all staff indicating nominations is open (nominations will be open until March 15). Fred
 - (b) March 11: Reminder message to all staff to complete nominations. Fred
 - **ELECTIONS**
 - (a) March 22: Message to all staff indicating election of nominated staff members is open (election will be open until March 28). Fred
 - Note: time is required between nominations and elections to give me time to contact anyone nominated by someone else to ensure they want to be considered in the election*
 - (b) March 26: Reminder message to all staff. Fred
 - **RESULTS**
 - (a) April 2: Message from Kristi indicating results plus welcome content for new Senators to join May meeting (also set up a Turning Point account, etc.). Kristi

• **EXECUTIVE TEAM AND JOINT COMMITTEE ELECTIONS**

- April 8: message to all Staff Senators about open positions and election at May 2024 Staff Senate meeting (including info about process, Turning Point, etc.). Fred
- April 15: reminder
- April 22: reminder (or could go with May meeting materials)

3) Legislative and Bylaws by Shiloh Susag/Maggie Latterell

- The items planned to be voted on in March needed to be pushed to April.
 - DEI Committee – sent to legal counsel for review for any issues with specified concepts legislation that passed ND (North Dakota) Legislature last spring.
 - Bylaws updates – mostly formatting/grammar but won't occur until other material changes are voted on which had to be pushed back.
 - The Parliamentarian/Historian - Executive Committee further discussed this role and decided to table any action on it. A Parliamentarian is supposed to maintain a level of neutrality, which led to discussion on how electing this position might mean a senator forgoes some of their ability to participate in meetings which defeats the spirit of being a senator to begin with. The Executive Committee discussed ways they can better prepare themselves and Staff Senators for utilizing parliamentary procedure including training at the first meeting of the academic year.

4) Information Technology by Daniel Erichsen

- Zoom Phone rollout continues. Check the FAQ for info on tips and tricks as well as dates and schedules.
- MFA (Multi Factor Authentication) for Blackboard will roll out for faculty over spring break. Announcements will be sent. Students will move over at the start of the summer term.
- Please only use approved AI (Artificial Intelligence) tools for meetings. Zoom has a free option available as part of its service and it is approved for usage.
- Data transfer from X Drive to Teams has been completed, please confirm that all of your files are in the new location.
- Contact the IT Committee if you have any questions.

5) Scholarship by Corey Landowski

- The application for both staff and staff dependents are live through March 15th with additional reminders to submit applications coming in the next week.

6) Staff Development by Melisa Lamp

7) Staff Recognition by Nazrin Ferdousi / Kelly Todd

- Upcoming: The NDSU Staff Recognition Awards Event is planned for April 18th from 1pm-2:30pm.

8) Campus Engagement by Olivia Buller

- Thank you to those that attended the Barry Hall Relaxation and Wellbeing Event on Tuesday March 5th. A survey will go out to those that attended the event to gather feedback. We also have a Brain Break planned for

Tuesday, April 9 in Meadowlark from 9:00am to 11:00am, so be sure to stop by for a bit of reprieve in your day. More details will be coming soon about our end of year event – be on the lookout for that.

9) Gunkelman Award by Jen Young / Amolia Schumacher

- CHANGE OF DATE: New date is Thursday, March 2nd at 3:00 pm
 - Nominations will be opening in early March, be on the lookout for emails!

10) State Staff Senate by Emily Vieweg

11) Joint Committees

- Campus Space and Facilities by Jen Young
- Library by Alicia LaFerriere
- University Athletics by Corey Landowski
- 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
 - The survey received about 375 responses, mostly from staff. An additional push to faculty is planned, then the committee will reconvene to begin reviewing the results.

13) Day of Honor by Corey Landowski