

# NDSU STAFF SENATE

## Minutes

Wednesday, November 6<sup>th</sup>, 2024

Room of Nations– FLC

Zoom - <https://ndsu.zoom.us/j/91801024618>

*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 – 9:33 AM**

**II. Land Acknowledgement**

**III. Approval of Meeting Agenda – Motion to approve Latterell, seconded by Vieweg. Passed.**

**IV. Approval of Wednesday, October 2<sup>nd</sup>, 2024, meeting minutes – Motion to approve by Latterell, seconded by Vieweg. Passed.**

**V. Campus Kudos by Carin Engler / April Helgaas**

- A. Shelly Gustafson
- B. Karen Blake
- C. Heidi Vanlaningham
- D. Rikki Fugleberg
- E. Sylvia Woznica
- F. Michael Cavo
- G. Nick Dusek
- H. Zane Voglewede

**VI. Attendance Report by Melissa Lamp**

- A. Present – 31 Senators
- B. Absent - 5 Senators
- C. Proxy – 1 Senator
- D. Guests - 42

**VII. Faculty Senate Report by Lisa Montplaisir**

- A. During October, Faculty Senate identified their priorities for the upcoming year.
  - 1. They formed a committee for the recruitment and retention of faculty. They are supporting other working groups that look at the recruitment and retention of staff and Strategic Enrollment and Management.
  - 2. Shared Governance continues to be a priority as the follow-up on the work done over the past year to improve this area.
  - 3. Updates to their policies, including their constitution. This requires approval all the way up to the State Board of Higher Education.
  - 4. Legislative communication committee – ad-hoc committee that will review ND legislative bills as they are announced and determine if there are items warranting response by stakeholders at NDSU.

**VIII. Student Government Report by Garrett Kuhn / Christopher Dick**

- A. Student Body Vice President Christopher Dick shared that they are finalizing their legislative priorities, which include college affordability, campus safety, and workforce development.
- B. They attended the North Dakota Student Association meeting in Valley City
- C. They are working on student safety concerns, particularly as it relates to homelessness near Barry Hall and the bus stops that part of campus.
- D. They are reviewing the agreement with NDSU Athletics that provides student tickets.
- E. They are looking at hosting a spring concert but are early in the planned stages.
- F. Higher Education Day will be Saturday, November 16<sup>th</sup> from 10:00 AM – 1:00 PM in the Alumni Center.

## IX. Program

- A. Provost Bertolini
  - 1. Enrollment held-even at the same number of students as last year, which breaks a 12-year trend. Advising, student success programs, and overall improvements to strategies on campus helped contribute to this achievement. Retention improved over the previous year.
  - 2. Provost Bertolini and Vice Provost Platt have been visiting academic departments to gather feedback.
  - 3. Renaming of Offices
    - a. The Office of Multicultural Programs will be changing to the Center for Access and Opportunity.
    - b. Student Activities will be changing to the Office of Student Engagement.
  - 4. Job Searches for Leadership Positions
    - a. Dean of College of Engineering
      - (1) The position will open soon.
    - b. Registrar
      - (1) The position is open and closes on November 7<sup>th</sup>.
    - c. Provost
      - (1) The search will open in Fall of 2025.
    - d. Dean of the Graduate School
      - (1) May start in Fall of 2025 but they are still taking feedback.
  - 5. Question from a Senator – what are the next steps with NDSU Transform?
    - a. Provost Bertolini – The changes made during NDSU Transform resulted in diversified revenue streams and accountability. There have been increases in revenue from online programs as those programs were implemented. They increased the enrollment of non-traditional students through the new programs.
      - (1) President Cook will be working to address the higher education funding formula during the upcoming legislative session.
    - b. Question from a Senator – are there plans to facilitate more VSIP's?
      - (1) Not that he is aware of.
      - (2) Question from online – Can you talk a bit about how the university will look to support students, staff, and faculty who are part of the marginalized groups that will be deeply impacted by the national election results as well as those coming down through the legislative session?
        - (a) He does not yet know what the legislative session will look like, but they do know the prior session was not good for higher education on social issues. They expect similar types of concerns again. NDSU has taken steps within their control such as hiring the Senior Director for Access and Opportunity, furthering

the agenda of the President's Council for Diversity, Inclusion, and Respect, and keeping NDSU's values front and center when working through issues.

B. NDSU Foundation – Miranda Rutten

1. NDSU Giving Day is December 3-4<sup>th</sup>. You can find more information about it here:

<https://ndsufoundation.com/giving-day-resources>

a. Staff Senate has two funds you may gift toward.

(1) Scholarship Fund

(2) Staff Senate Spendable

C. North Dakota United – Andy Winter

1. If you would like to watch Andy's presentation about North Dakota United, you can re-watch this portion of the meeting recording.

a. Andy shared information related to North Dakota United, which is North Dakota's largest union for the public sector. Topics covered include:

(1) Membership composition

(2) Services available to members such as legal advice, lobbying during legislative sessions, representation through workplace issues, liability insurance, and professional development.

b. ND United is hosting a ND United Legislative Forum on Thursday, December 5<sup>th</sup> at 3:30 PM in the Hidatsa room of the Memorial Union.

X. **President's Report** by Kay Hopkins

A. Leadership Assembly Summary

1. There is an email sent after the Leadership Assembly that all of campus may read.

a. Free Speech – NDSU updated its policies and procedures related to free speech on-campus. That information can be found here:

<https://www.ndsu.edu/deanofstudents/freespeech/>

b. ND Legislative Session – President Cook shared some of his priorities and strategies related to the upcoming legislative session.

B. NDSU Job Searches

1. Provost Bertolini shared updates on this item earlier.

XI. **New Business**

A. Artificial Intelligence Working Group

1. Thank you to those that were interested in serving on this working group. Joshua Schroetter, Valrie Jones, and Alicia Laferriere will be the Staff Senate representatives.

XII. **Old Business**

A. Adoption of Shared Governance Document

1. Motion to adopt the updated shared governance practices by Steinmann, seconded by Vieweg.

a. Question from a Senator – what is the process to re-visit any of this information in the future?

(1) Hopkins – it is a living document, and not a policy, so it can be re-visited at any time. The goal of adoption is to show support for the practices.

b. Voice vote was taken. Motion to adopt passed.

XIII. **Senate Coordinating Council** by Kristi Steinmann

A. **Consent Agenda**

1. 322 – Equitable and Transparent Workloads

2. 701 – Unified Communication Services and Infrastructure

3. Motion to accept the Consent Agenda by Latterell, seconded by Schroetter. Passed.

**B. Input Agenda**

**XIV. Treasurer's Report** by April Helgaas

- A. Appropriated - \$8,615.00
- B. Local - \$3,266.42
- C. Scholarship - \$1,960.58
- D. Staff Senate Support Fund - \$99.75

**XV. Staff Senate Executive Committee** by Joshua Schroetter

- A. The Executive Committee will be discussing strategies for recruiting new senators.
- B. All other pertinent items were covered elsewhere in the meeting.

**XVI. Advisors Comments** by Mark Genking

- A. No report.

**XVII. Committee Business**

- A. Public Relations Officer Report by Libby Hardwick-Nelson
- B. President's Cabinet by Kay Hopkins
- C. Elections by Kristi Steinmann
- D. Legislative and Bylaws by Shiloh Susag/ Jeremy Kopp
- E. Information Technology by Daniel Erichsen
- F. Scholarship by Jena Reno/Corey Landowski
- G. Staff Development by Melissa Lamp
- H. Staff Recognition by Carin Engler / April Helgaas
- I. Campus Engagement by Maggie Latterell
- J. Gunkelman Award by Jen Young / Joshua Schroetter
- K. State Staff Senate by Emily Vieweg/ Jen Young
- L. Access and Opportunity Committee by Amolia Schumacher
- M. Joint Committees
  - 1. Campus Space and Facilities by Jen Young
  - 2. Library by Alicia LaFerriere
  - 3. University Athletics by Corey Landowski/ Todd Phelps
  - 4. Learning Space Advisory Committee by Alicia LaFerriere
- N. Ad Hoc Committees
  - 1. University Business Hours by Shiloh Susag
    - a. The UBH Ad-Hoc concluded their work. A final email will be sent to campus outlining the final steps taken by the ad-hoc. This includes manager resources regarding University Business Hours/Flexibility related to schedules and Human Resources will now be the office that communicates changes to University Business Hours instead of University Relations. These resources/practices were informed by the responses received from faculty and staff, which were compiled with the assistance of OIRA. The OIRA summary is included as an addendum on these minutes for anyone wishing to review.
    - b. Human Resources information and manager resources can be found here:  
[https://www.ndsu.edu/internal/hr/manager\\_resources/university\\_business\\_hours/](https://www.ndsu.edu/internal/hr/manager_resources/university_business_hours/)
      - (1) You will need to login to see this page.
    - c. Insert the summary from OIRA into the minutes
- O. Day of Honor by Jen Young

**XVIII. Announcements**

- A. Day of Honor – February 11<sup>th</sup>, 2:00 PM – 3:00 PM, Oceti Sakowin Ballroom A
- B. Staff Senate Photo – December 4<sup>th</sup> Staff Senate Meeting – Please wear yellow/green/bison gear

**XIX. Adjourn – 11:06 AM**

Staff Senate Meetings

Nov 6, 2024, 9:30 AM - 11:30 AM Room of Nations, FLC- <https://ndsu.zoom.us/j/91801024618>  
Dec 4, 2024, 9:30 AM - 11:30 AM Memorial Union, Hidatsa - <https://ndsu.zoom.us/j/98266282799>  
Jan 8, 2025, 9:30 AM - 11:30 AM Memorial Union, Prairie Rose - <https://ndsu.zoom.us/j/95032791268>  
Feb 5, 2025, 9:30 AM - 11:30 AM Memorial Union, Sahnish - <https://ndsu.zoom.us/j/92754972498>  
Mar 5, 2025, 9:30 AM - 11:30 AM Memorial Union, Room of Nations (FLC 217) - <https://ndsu.zoom.us/j/95800502321>  
Apr 2, 2025, 9:30 AM - 11:30 AM Memorial Union, Prairie Rose - <https://ndsu.zoom.us/j/97307551598>  
May 7, 2025, 9:30 AM - 11:30 AM Memorial Union, Prairie Rose - <https://ndsu.zoom.us/j/93466557519>

Executive Committee:

Scheduled Program:

November 6 – Provost, Academic Affairs Updates  
December 4 – Dilvin Habib, Senior Director for Access and Opportunity  
January 8 – Kathryn Kloby (not confirmed), Vice President for Communications and Marketing  
February 5 – Mike Ellingson, Facilities Update  
March 5 – Jobey Lichtblau, Wellness Center  
April 2 – Seinquis Leinen (not confirmed), update on outlook for the next year’s enrollment  
May – Elections

## Committee Reports Submitted through Form:

- 1) Public Relations Officer Report by Libby Hardwick-Nelson
  - No report.
- 2) Elections by Kristi Steinmann
  - No report.
- 3) Legislative and Bylaws by Shiloh Susag/Jeremy Kopp
  - No report.
- 4) Information Technology by Daniel Erichsen
  - No report.
- 5) Scholarship by Jena Reno/ Corey Landowski
  - No report.
- 6) Staff Development by Melisa Lamp
  - No report.
- 7) Staff Recognition by Carin Engler/ April Helgaas
  - No report.
- 8) Campus Engagement by Maggie Latterell
  - Thanks to all who wrote messages of appreciation – we are working on distributing those. It was a delight to read such kind words about our colleagues!
  - November's Focused Drive is dish soap (for handwashing, no dishwasher pods, please)
  - December's Focused Drive is for the Little Free Pantry! Here are the items we are looking for:
    - Canned meats like chicken or tuna
    - Peanut butter
    - Assorted nuts/trail mix
    - Cereal/oatmeal
    - Soups and Crackers
    - Pasta and small jars of pesto or tomato sauce
    - Powdered milk
    - Individual Fruit cups
    - Rice or microwavable rice-based packets
    - Flour or corn tortillas
    - Healthy snacks and protein bars
    - Potato flakes
    - Pancake mix
    - Hygiene items
- 9) Gunkelman Award by Jen Young / Joshua Schroetter
  - No report.
- 10) State Staff Senate by Jen Young / Emily Vieweg
  - Minutes from the October meeting are attached.
- 11) Joint Committees
  - Campus Space and Facilities by Jen Young
    - No report.
  - Library by Alicia LaFerriere
    - Library is proposing to move away from Elsevier subscription for 2025 due to high costs
      - Subscription could be replaced by cheaper Inter-Library Loan type service
      - Dean Graybill has talked to large campuses who have done this, with good feedback

- Elsevier is the highest-cost subscription the library has currently
- A faculty member noted having to pay \$2800 to publish in an open access journal
  - (a) Library could potentially help with that more instead of paying Elsevier subscription
- Reading Bison stickers are available, as well as T-shirt's and Design and Sign in MU
- University Athletics by Corey Landowski
  - No report.
- Learning Space Advisory Committee by Alicia LaFerriere
  - No report.
- Access and Opportunity Committee by Amolia Schumacher
  - No report.

12) Ad Hoc Committees

- University Business Hours by Shiloh Susag
  - The committee assisted Human Resources in putting together a “Best Practices for Supervisors” document related to flexible work hours for employees. This document will be available on the Manger Resources page of the HR website. It will also be sent to campus in an email so that all employees can see it and talk with their supervisors. Additionally, it was decided that when changes to business hours occur, Human Resources will send communication to campus instead of University Relations. A final email to campus will be sent which thanks the community for their responses and shares that the ad-hoc has met its charge and completed its work once the above updates are shared out.

13) Day of Honor by Jennifer Young

- No report.



# ACADEMIC PROGRAMS FAIR

## ATTEND THIS EVENT TO

- Learn about academic programs
- Explore courses and degrees
- Meet faculty
- Use your employee tuition waiver
- Discover online and evening classes
- Find support for staff going back to school
- Network with colleagues

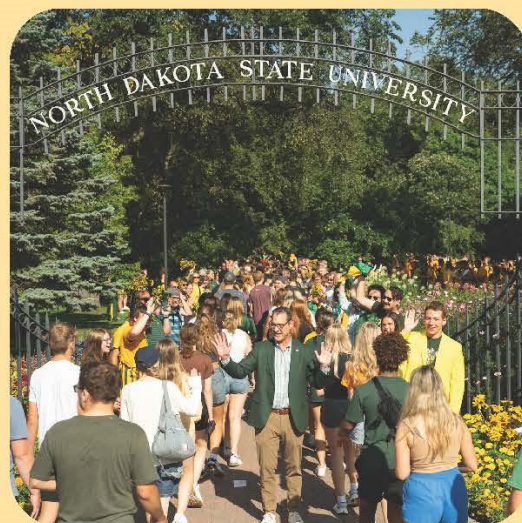
## ALSO FEATURING

- Libraries
- Dining Services Block Plans
- Center for Writers
- Career and Advising
- Instructional Design Center
- Degree Completion

## BONUS OPPORTUNITY:



Participate in an activity or discussion that will give you a taste of what the classes are like. **OPTIONAL BUT FUN!**



## FIND YOUR PROGRAM!

- **University Studies**
- **Biological Sciences**
- **Business**
- **Cybersecurity**
- **Educational Leadership**
- **Human Development**
- **Professional Writing**
- **Public Health**
- **Public Policy**
- **Sociology**
- **Sport Management**
- **Certificates, non-degree classes, bachelors, masters, doctorates**

**AND MANY MORE!**

2:00 - 3:00 PM

**13**

NOVEMBER

**OCETI SAKOWIN  
BALLROOM**

NDSU MEMORIAL UNION





## North Dakota State Staff Senate Meeting Minutes

October 14, 2024 @ 2:30pm CT via MS Teams

***The NDUS Staff Senate serves to represent staff employees from the eleven academic institutions and employees throughout the university system. The Senate identifies staff interests and issues; acts as a forum for the discussion of staff-related matters; and facilitates communication on behalf of the campus staff members with the NDUS Chancellor and the State Board of Higher Education.***

- 1) Call to Order
  - a) Called to order at 2:30 pm.
- 2) Roll Call
  - a) BSC – none present
  - b) CTSO – Greg Carlson, Heather Lentz
  - c) DCB – Misty Lindgren, Mike O’Toole, Carissa Pollman
  - d) DSU – Johnna Douthit, Laura Fetting
  - e) LRSC – Frances Drury
  - f) MaSU – none present
  - g) MiSU – Michael Linnell
  - h) NDSCS – Lisa Braun, Sadie Russenberger
  - i) NDSU – Andrea Ludwig, Jenn Young
  - j) UND – Anna Kinney, Brandon Wallace, Mike Wozniak
  - k) VCSU – Erin Edinger, Janna Kohler, Kelly Spanier
  - l) WSC – none present
  - m) HRC Rep – Laura Fetting
  - n) SBHE Rep – Michael Linnell
- 3) Approval of Agenda
  - a) Motion by Mike O’Toole, second by Lisa Braun; Motion passed.
- 4) Approval of Past Minutes: [September minutes](#).
  - a) Motion by Greg Carlson, second by Andrea Ludwig; Motion passed.
- 5) Reports
  - a) Campus Updates
    - i) VCSU
      - (1) Staff Senate President left and Janna, as Vice President, took over; Erin Edinger elected new Vice President
      - (2) Did a highway cleanup
      - (3) Participated in Homecoming Parade
      - (4) Going to have a person from the Village come and talk to them about interacting with Gen Z
      - (5) Hosted a conference

(6) Have a clothing sale – hold fall and spring; open to all staff and faculty; includes some professional wear; gives options besides what is at the bookstore

ii) NDSCS

(1) Highest enrollment in 43 years; up 7.2% from last year.

(2) Hosted a high school tour day where high school students come and visit their different programs – had a record number of high school students (> 430)

iii) DCB

(1) Held grand opening for Old Main renovation – just a few minor tech issues to resolve but otherwise fully functioning

iv) NDSU

(1) Employee Engagement survey by Gallup opened (open from Oct. 14<sup>th</sup> to Nov. 1<sup>st</sup>) – part of multi-year study looking at employee engagement

(2) Participated in Homecoming Parade

(3) Nov. 13<sup>th</sup> event – like a career fair but for education opportunities – departments providing information on non-degree classes and certificates offered; helps staff better utilize their tuition waivers

v) UND

(1) Participated in Homecoming Parade

(2) Enrollment 3<sup>rd</sup> highest on record

(3) Elected a new VP of Staff Senate – Brandon Wallace

(4) Held a Coffee with the First Lady

(5) Upcoming events:

(a) Trivia

(b) Turkey Bingo

(c) Staff Takeover Event – event outside of work; Staff Senate funds some appetizers, everyone responsible for own drinks and other food.

b) SBHE Staff Advisor Report:

i) Met Sept. 24<sup>th</sup>

ii) Major portion was the Dickinson president situation; Ty Orton is the interim president; hoping to get a permanent president in sooner than original timeline; hope to figure out the best person and give Dickinson best support going forward

iii) Chancellor's goal:

(1) New chancellor for the system

(a) Looking at about 18-month timeline

(b) The current chancellor has been very good to staff – Michael doesn't know about predecessors since he didn't work directly with them, and he has a good working relationship with the current chancellor.

(c) Interesting to see the process going forward – who is going to have a say in who is selected as the next chancellor?

(d) What do we want in the new Chancellor?

(i) Need to think about criteria and let Michael know so he can pass it on

(2) Envision 2035

(a) Out of board's hands now

(b) Being cleaned up into a more readable document

(c) Chancellor has mentioned it being used already even though it hasn't been released yet

(d) Two main things for staff:

(i) Pay is being pushed to be more equitable

(ii) Opportunities for continuing education (tuition waiver) – doesn't think the Legislature will jump on this until we come up with a more universal plan that would be fair to everyone

iv) Make sure connecting with Representatives and Senators – highlight what is happening on campuses besides sports and research publications

v) Roles was brought up – What is the role of the Board, University Presidents, and the System?

(1) If we are going to have a conversation about the roles, the Staff Senate needs to contribute to the discussion.

(2) Big government vs. local mentality: Unified system vs. University specific

(a) Can lead to questions such as why do you have a day off and I don't?

(3) What roles benefit everyone the most?

(4) Does your University President have too much power? Not enough power?

(5) Let Michael know so he can relay it up the chain.

(6) Chancellor – NDUS & Board there to support the Presidents to do the job they were hired to do

(7) Faction that thinks Board should be doing more; faction that thinks Board shouldn't exist – Where's the middle of the road that works best?

vi) Any policy – SBHE or NDUS – have negative impact on University/College or department? Make sure you say something.

vii) Enrollment up system-wide

(1) Jenn Young asked about SCH vs students – NDSU is up for enrollment and down for SCH; how does the rest of the system compare?

(a) Michael said he hasn't seen those comparisons yet for year-to-year

viii) Legislative session will dominate the next 3 meetings – lots of changes: new governor and local leaders

c) HRC Update:

i) Met October 1<sup>st</sup>

ii) Main discussion point: how campuses are doing donated leave

(1) If leave donated & person doesn't use it all, does person who received it keep it or does it go back to the person who donated it?

(2) Varies from campus to campus – easier for larger campuses to track, harder for smaller campuses to track

(3) Michael asked if they are going to come up with a system-wide policy

- (a) Must consult with legal and Century Code to make sure any policy doesn't violate the Century Code

6) Business Agenda

a) Taskforce Chair Updates

i) Legislative: Laura Fetting

(1) No update yet

ii) Staff Recognition: Emily Viewig

(1) Emily not present but Andrea gave update that Emily shared with Andrea and Jenn via email

(2) Have some ideas such as doing shout outs on social media that would be an intro to a department/unit

iii) Professional Development: Greg Carlson

(1) Have had a couple of meetings with good discussion

(2) Working on getting priorities & inventory of what is available at different institutions

(3) Once get data collected, hope to develop plan to move forward in a more unified manner

iv) Staff benefits: Andrea Ludwig

(1) Have met once

(2) Listed benefits offered

(a) Parking

(b) Wellness

(c) Cell phone

(d) Event admission (employees, family)

(3) Currently the plan is to meet monthly but might go to every two weeks if they feel they need more working time

(4) Heather Lentz is now co-chair since Andrea is new and Heather has contributed some good ideas.

b) Employee morale-open discussion, idea sharing.

i) NPR put out an article in the past titled "I'm a Teacher and I Cry in My Car" – said that October, November, and December are the hardest times of the year and that's where we're at right now

c) Reschedule next meeting due to holiday

i) Motion to reschedule by Mike O'Toole, second by Lisa Braun; motion passed.

ii) Motion to schedule on 11/18 by Lisa Braun, second by Laura Fetting; motion passed.

7) Open Discussion

8) Next Meeting: November 18, 2:30-4:00 CT.

9) Adjournment

a) Motion to adjourn by Lisa Braun, second by Greg Carlson; motion passed.

b) Meeting adjourned at 3:24 pm.

**Additional Information:**

- NDSSS Website - <https://staffsenate.ndus.edu/>
- Campus Updates Submission - <https://staffsenate.ndus.edu/campus-update-submission-form/>

# University Business Hours Survey: Executive Summary



## Project Background

In spring 2024, Staff Senate administered a survey to identify employee satisfaction of University business hours and solicit recommendations for modifications related to regular, summer, and holiday business hour schedules. The survey was administered via Qualtrics and disseminated over NDSU email listservs to staff and faculty from February 1, 2024 to March 18, 2024.

## Key Insights

- Depending on unit functions, business hours vary.
- Small units report closing during UBH to take lunch or attend large university functions.
- 27% of participants report dissatisfaction with current UBH.
- 35% of participants suggested UBH occur from 7:30am-4pm; whereas, 32% suggested 8am-4:30pm during the academic year.
- Participants reported 7:30am-4pm as their preferred UBH for breaks (61%) and summer (66%).
- In open text responses, two major themes emerged. Theme one: participants desire flexibility in starting/ending their workday. Theme two: participants desire for one, standard UBH, all year rather than adjusting for breaks and summer.

## Demographics

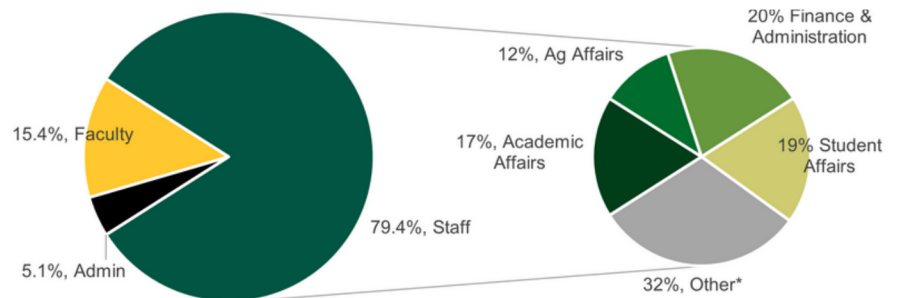
### Survey Response Rate

17%

Total Responses

428

### Percent Employee Type by Unit



Other\* includes Athletics, Research & Creative Activity, State Forester, University Relations, IT/Libraries/Grad School, not listed, and unknown.

## Regular University Business Hours

### Current Business Hours

Satisfaction Level	Admin	Faculty	Staff	Total
Extremely dissatisfied	11%	2%	5%	4%
Somewhat dissatisfied	39%	8%	25%	23%
Neither satisfied nor dissatisfied	22%	49%	35%	37%
Somewhat satisfied	17%	21%	26%	25%
Extremely satisfied	11%	21%	9%	11%

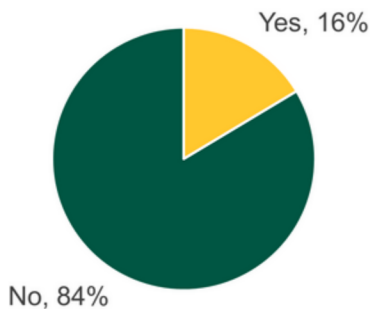
- 30% of Staff (n=99) dissatisfied with current business hours.
- 50% of Admin (n=9) dissatisfied with current business hours.
- 10% of Faculty (n=6) dissatisfied with current business hours.

### Preferred Business Hours

Suggested Hours	Admin	Faculty	Staff	Total
7:30 am to 4:00 pm	33%	11%	40%	35%
8:00 am to 4:30 pm	29%	28%	33%	32%
8:00 am to 5:00 pm	19%	42%	13%	18%
Other	14%	19%	9%	10%
7:30 am to 4:30 pm	5%	0%	5%	4%
8:00 am to 4:45 pm	0%	0%	1%	0%

Participants who selected "Other" reported hours between 7am and 5pm within an eight hour workday.

## Areas with established hours of operation separate from University business hours

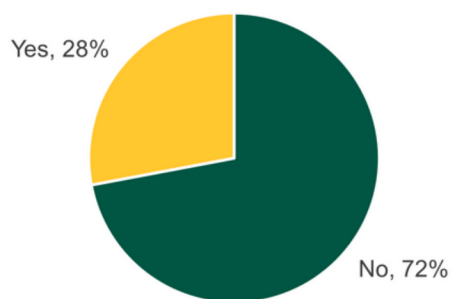


Area	Yes	N
Finance and Administration	4%	15
Academic Affairs	3%	13
IT, Libraries, Grad School	3%	13
Agricultural Affairs	2%	7
Other	2%	10
Research and Creative Activity	1%	3
Student Affairs	1%	5
Athletics	0%	1
State Forester	0%	1
University Relations	0%	0

The Center for Childhood Development was a frequently reported area reported in "Other."

Participants generally reported office hours between the hours of 7:30am-5pm and 8am-4:30pm. Athletics, Student Affairs, Library, IT, Extension, and essential workers (facilities, residence life, etc.) reported varying operational hours to serve students/campus.

## Has your office closed during University business hours?

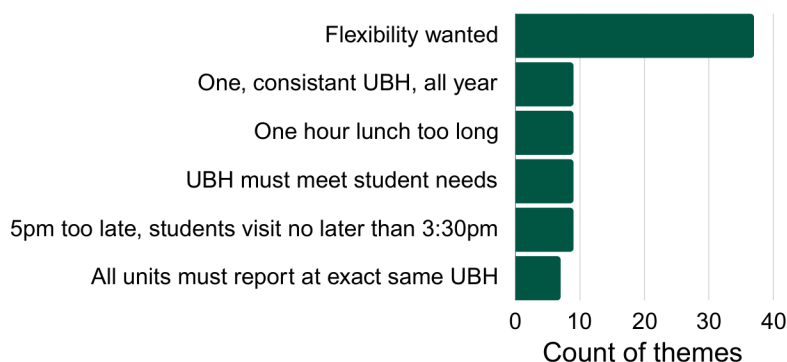


Area	Yes	N
Academic Affairs	9%	37
Agricultural Affairs	6%	24
Athletics	0%	1
Finance and Administration	1%	6
IT, Libraries, Grad School	3%	11
Other	4%	16
Research and Creative Activity	1%	4
State Forester	0%	2
Student Affairs	4%	17
University Relations	0%	0

**Yes, close during UBH:** Participants who reported belonging to a small unit frequently reported minimal personnel to cover the area. Frequently reported reasons for small units to close include taking vacation, personal emergencies (weather, illness, etc.), taking lunch, or attending meetings. Regardless of unit size, participants reported closing for staff meetings, major campus events/celebrations, and during student breaks where office interactions are low. A small number of participants reported closing during student break periods (winter break, spring break, etc.) noted that the physical office may be closed on campus; however, employees may be working remotely during this time.

**No, do not close during UBH:** Participants who reported that their unit does not close during business hours reported having enough staff to remain open when colleagues may be absent. Participants also shared that their unit remains open during business hours per policy and leadership expectations. Participants in student- or public-serving units reported needing to be available during business hours to serve the campus community. A small number of participants reported that despite policy or expectations for remaining open during business hours, there should be a review for remaining open as student/public office use may be minimal during some periods of the year.

## Feedback on current or altered approaches to UBH during the regular academic year



Participants frequently reported a desire for schedule flexibility for their wellness, but not at the expense of serving students or North Dakota. Family obligations were the most reported reason for wanting flexible schedules. Participants also noted a desire for hybrid work. Furthermore, participants reported inconsistent practices with flexible work schedules across units, and desire uniform expectations. Faculty frequently deferred to staff preferences on this topic.

Participants also recommended one, standard business hour throughout the year. Varying schedules for summer and holidays are confusing for students. Standardized hours throughout the year also creates a consistent schedule for employees.



# Adjusted Business Hours:

Break and holiday hours during academic year

## Adjusted academic year break hours by preference

Satisfaction level with current break hours during academic year	Adjusted break hours preference during academic year									
	Adjust to break hours (7:30 AM - 4:00 PM)		Same UBH as normal (8:00 AM - 5:00 PM)		Other		Blank		Total	
	%	N	%	N	%	N	%	N	%	N
Extremely satisfied	51%	127	1%	1	11%	8	0%	0	33%	136
Somewhat satisfied	22%	55	4%	3	11%	8	24%	4	17%	70
Neither satisfied nor dissatisfied	24%	60	38%	28	42%	30	65%	11	31%	129
Somewhat dissatisfied	3%	7	43%	32	24%	17	12%	2	14%	58
Extremely dissatisfied	0%	1	14%	10	13%	9	0%	0	5%	20
<b>Total</b>	<b>100%</b>	<b>250</b>	<b>100%</b>	<b>72</b>	<b>100%</b>	<b>74</b>	<b>100%</b>	<b>17</b>	<b>100%</b>	<b>413</b>

50% of participants reported a level of satisfaction with adjusted business hours during break periods. 61% of participants reported 7:30am to 4pm as their preference for adjusted hours during break periods. “Other” suggestions: 18 participants reported adjusted hours from 8am - 4:30pm and 12 reported no preference.

### Thanksgiving: Staff and Administrators

Leave used: Thanksgiving	Office Open			
	Yes		No	
	%	N	%	N
Yes	70%	191	7%	20
No	22%	59	1%	2

77% staff and administrators reported they typically use leave the day (Friday) after Thanksgiving.

92% staff and administrators reported their office remains open the day (Friday) after Thanksgiving.

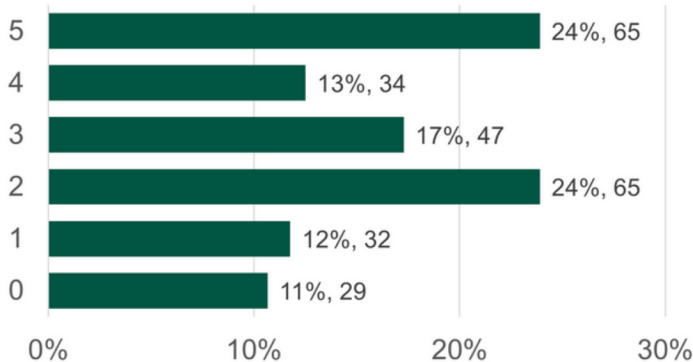
### Christmas Eve: Staff and Administrators

Leave used: Xmas Eve	Office Open			
	Yes		No	
	%	N	%	N
Yes	73%	198	6%	16
No	21%	57	<1%	1

79% staff and administrators reported they typically use leave on Christmas Eve.

94% staff and administrators reported their office remains open on Christmas Eve.

### Winter Break: Christmas to New Year's Hours: Staff and Administrators



Number of days of leave staff and administrators report using during Christmas and New Year's day.



# 97%

Staff and administrators report that their office remains open between Christmas and New Year's day.

**COMMON THEMES OF RESPONDENTS WHO PROVIDED ADDITIONAL COMMENTS:**

- 1. One, consistent UBH, all year (n=46):** Participants shared that university business hours should be consistent all year and should not adjust for break periods. Respondents frequently reported that changes are challenging for maintaining work life wellness including family obligations and personal scheduling. Furthermore, respondents shared that changes to UBH are confusing to students and campus visitors.
- 2. Current break hours work well (n=24):** Participants who shared that current break hours work well and are appreciated. Participants noted that adjusted hours during break allow for more time with family and support work life wellness.
- 3. Flexibility during break (n=19):** Participants reported wanting more flexibility in selecting their work hours during break periods as offices have minimum traffic during this time. Participants recommended autonomy for selecting in person, on campus hours, and/or working remotely during this time.
- 4. Close campus (n=18):** Participants reported that campus should be closed the day after Thanksgiving and on Christmas Eve to support work life wellness. Participants reported very little office interactions on these days despite remaining open.

**Adjusted Business Hours:**

Summer Hours

**Satisfaction with current summer break hours by summer break hours preference**

Satisfaction level with current summer hours	Preference for adjusted summer hours									
	Adjust to break hours (7:30 AM - 4:00 PM)		Same UBH as normal (8:00 AM - 5:00 PM)		Other		Blank		Total	
	%	N	%	N	%	N	%	N	%	N
Extremely satisfied	49%	127	2%	1	12%	8	0%	0	35%	136
Somewhat satisfied	24%	62	6%	3	18%	12	0%	0	20%	77
Neither satisfied nor dissatisfied	25%	63	37%	19	49%	33	92%	12	33%	127
Somewhat dissatisfied	2%	4	43%	22	21%	14	0%	0	10%	40
Extremely dissatisfied	0%	1	12%	6	1%	1	8%	1	2%	9
<b>Total</b>	<b>100%</b>	<b>257</b>	<b>100%</b>	<b>68</b>	<b>100%</b>	<b>51</b>	<b>100%</b>	<b>13</b>	<b>100%</b>	<b>389</b>

55% of participants reported a level of satisfaction with adjusted business hours during summer.

66% of participants reported 7:30am to 4pm as their preferred adjusted hours during summer.

“Other” suggestions: 19 participants reported adjusted hours from 8am - 4:30pm and 13 reported no preference. Other recommendations for summer include working four days a week, either 9 or 10 hours, to either close early, or be completely closed on Fridays in the summer.

Feedback on current or altered approaches to UBH during summer

**COMMON THEMES OF RESPONDENTS WHO PROVIDED ADDITIONAL COMMENTS:**

- 1. Summer Hours Appreciated (n=37):** Participants shared their enjoyment and appreciation for summer hours as they provide flexibility for attending personal activities after work.
- 2. One, consistent UBH, all year (n=27):** Participants shared one, consistent UBH, throughout the year would be more consistent for employees with families to schedule after work activities. Also, one UBH all year would be less confusing for potential students and community partners.
- 3. 4, 9-hour shifts M-Th; 4-hour shift F (n=12):** Participants reported that in the summer they would prefer to work longer days Monday through Thursday and half days on Fridays.