

# NDSU STAFF SENATE

## Agenda

Wednesday, May 1<sup>st</sup>, 2024

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/98162102128?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**
- IV. Campus Kudos** by Kelly Todd
  - A. Angelica Warren
  - B. Trevor Knutson
- V. Attendance Report** by Joshua Schroetter
- VI. New Senator Election** by Fred Hudson
  - A. Valerie Jones - STEM Educational Specialist
  - B. Todd Phelps - Deputy Director of Athletics
  - C. Sharijad Hasan - Associate Research Fellow UGPTI
  - D. Amrita Ray - Milling Specialist, Northern Crops Institute
- VII. Program**
  - A. 10:00 AM - Strategic Enrollment Management Plan – Seinquis Leinen
- VIII. Faculty Senate Report** by Warren Christensen
- IX. Student Government Report** by Kaylee Weigel / Garrett Kuhn
- X. Approval of Wednesday, April 3<sup>rd</sup>, 2024 Meeting Minutes**
- XI. President's Report** by Kristi Steinmann
  - A. End of Year Reports
  - B. Shared Governance Summit
- XII. New Business**
- XIII. Old Business**
  - A. Bylaws Updates – Shiloh Susag
- XIV. Elections**
  - A. Staff Senate Executive Team**
    - 1. President Elect (Multi-Year term)
    - 2. Treasurer (2-year term)
    - 3. Membership/Attendance Officer (2-year term)
    - 4. Information Technology Officer (2-year term)
    - 5. Public Relations Officer (2-year term)
    - 6. Member at Large (3 positions, 1-year term)
  - B. Staff Senate Joint Committee Positions**
    - 1. Campus Space and Facilities Committee Member (3 positions, 1-year term)
    - 2. IT Committee Member (1 position, 1-year term)
    - 3. Learning Space Advisory Committee Member (1 position, 1-year term)
    - 4. Library Committee Member (1 position, 1-year term)

5. State Staff Senate (1 position, 3-year term)
6. University Athletics Committee Member (2 positions, 1-year term)
7. Diversity, Equity, and Inclusion Committee Chair (1 position, 1-year term)

**XV. Senate Coordinating Council** by Fred Hudson

A. **Consent Agenda** – (policy details here: [https://www.ndsu.edu/policy/senate\\_coordinating\\_council/](https://www.ndsu.edu/policy/senate_coordinating_council/))

1. **133.1 - Tuition Waiver – Spouse/Partner and Dependents**
2. **336 – Examinations and Grading**
3. **153 – Smoke Free Facilities**
4. **350.1 - Board Regulations on Academic Freedom and Tenure**
5. **361 – Emeritus/Emerita Titles**
6. **331.1 - Course Syllabus**

B. **Input Agenda**

**XVI. Treasurer’s Report** by Justin Swank

- A. Appropriated:
- B. Local:
- C. Scholarship:

**XVII. Staff Senate Executive Committee** by Kay Hopkins

**XVIII. Advisors Comments** by Mark Genkinger

**XIX. 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
- 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. Transition of Presidency**

**XXI. Announcements**

**XXII. Adjourn**

Scheduled meetings:

- Staff Senate Meeting: August 7<sup>th</sup>, 2024 – Location TBD
- Executive Committee: Wednesday, May 22<sup>nd</sup>, 2024, 9:30 am via Zoom

Scheduled Program:

#### Committee Reports Submitted through Qualtrics Form:

- 1) Public Relations Officer Report by Olivia Buller
  - No report.
- 2) Elections by Fred Hudson
- 3) Legislative and Bylaws by Shiloh Susag/Maggie Latterell
  - DEI Resolution was passed at the prior Staff Senate Meeting.
  - At the May meeting, the committee will share a draft of changes to the Bylaws including items recommended during the April Staff Senate meeting. A summary of changes will be shared to make discussion and voting easier.
- 4) Information Technology by Daniel Erichsen
  - Current IT Cost Saving Initiatives
    - Classroom technology advisory group will be formed in the fall
    - Software licensing for campus wide programs being reviewed
    - Printing cost saving initiative underway
  - Help Desk and Card Center moving to QBB 206 (by Fall 24 semester)
  - Purchase computers before May 1st to ensure they arrive by the end of the fiscal year
  - MFA for Blackboard will be turned on for students at start of summer semester
  - Zoom Phone project should be completed in early June for departments
- 5) Scholarship by Corey Landowski
- 6) Staff Development by Melisa Lamp
  - No report.
- 7) Staff Recognition by Nazrin Ferdousi / Kelly Todd
- 8) Campus Engagement by Olivia Buller
  - We are hosting the End of Year Gathering on Thursday, May 16th from 2 – 4 pm in Thundar's Game Room. Please attend and encourage other staff across campus to attend as well. Also, thank you to those that attended our Brain Break in April, we had a great turnout!
- 9) Gunkelman Award by Jen Young / Amolia Schumacher
- 10) State Staff Senate by Emily Vieweg
  - Met April 8th.
  - SBHE update:
    - Met 1st week of April at Minot State
    - Envision 2035:
      - (a) Reports were due middle of March and the final project at the end of the month; will have a month to look over them and then discuss at the retreat
      - (b) Some discussion regarding catching up financially to industry and state counterparts in order to retain staff and faculty who are good at what they do
      - (c) Document should be very solid but document to action may be a long, winding path
    - Hired a company to look at retirement plans – evaluate the companies and processes we currently use and see if it's the best
      - (a) Make sure we don't do the same thing as with health insurance – just because it's more cost effective doesn't make it the best
  - No HRC update
  - Other business:
    - Task force chair updates
      - (a) Legislative: nothing right now
      - (b) Tuition waiver: now part of the Envision 2035
      - (c) Artificial Intelligence Effects on Staff: no update
      - (d) Guidance on Campus Closures/Remote Working Days: Completed.

- June face-to-face meeting
  - (a) Scheduled to be hosted by DCB
  - (b) After discussion, came up with Tuesday afternoon/Wednesday morning on June 4th and 5th
- Staff Senate Fundraising discussion
  - (a) Looking if someone can attend the May meeting – won't be able to speak to specifics of each college but can speak generally
  - (b) Each university/college has own legal counsel that can go to for specific questions

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#### 11) Joint Committees

- Campus Space and Facilities by Jen Young
- Library by Alicia LaFerriere
  - No report.
- 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
  - Data was collected. The Office of Institutional Research and Analysis is assisting in compiling the data. The committee will meet once the summary is provided and discuss next steps.

#### 13) Day of Honor by Corey Landowski