

# NDSU STAFF SENATE

## Agenda

Wednesday, January 8<sup>th</sup>, 2025

Prairie Rose– Memorial Union

Zoom - <https://ndsu.zoom.us/j/95032791268>

*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.*

*Shared governance is the collaborative process through which we develop campus policies, practices, and initiatives that support the common good of our institution. As members of the NDSU community, we are committed to living out our institutional mission and values toward our strategic goals and aspirations, in alignment with the shared governance principles of transparency, responsibility, good faith and respect. In doing so through shared governance, we shall adhere to the framework established by the Constitution of North Dakota and the North Dakota Century Code, while acknowledging the delegated authority granted to each institution and their respective presidents by the State Board of Higher Education.*

Information and reminders on hybrid meetings can be found at the bottom of the agenda\*.

- I. Call to Order**
- II. Land Acknowledgement & Shared Governance Statement**
- III. Approval of Meeting Agenda**
- IV. Approval of Wednesday, December 7<sup>th</sup>, 2024, Meeting Minutes**
- V. Campus Kudos** by Carin Engler / April Helgaas
  - A. Alyson Meyer
  - B. Amy Knudson
  - C. Chloe Hammes
  - D. Nathan Green
  - E. Josie Murphy
  - F. Jake Waldner
- VI. Attendance Report** by Melissa Lamp
- VII. Faculty Senate Report** by Lisa Montplaisir
- VIII. Student Government Report** by Garrett Kuhn / Christopher Dick
- IX. Program**
  - A. Kathryn Kloby - Vice President for Communications and Marketing
  - B. Maggie Latterell – Welcome Week & Orientation Recruitment
- X. President’s Report** by Kay Hopkins
  - A. NDSU Job Searches
  - B. Legislative Session Updates
- XI. Elections – Kristi Steinmann**
- XII. New Business**
- XIII. Old Business**
  - A. Giving Day
- XIV. Senate Coordinating Council** by Kristi Steinmann
  - A. **Consent Agenda**

- B. **Input Agenda**
- XV. Treasurer's Report** by April Helgaas
  - A. Appropriated - \$8,560.82
  - B. Local - \$1,551.12
  - C. Scholarship - \$1,960.58
  - D. Staff Senate Support Fund - \$99.75
- XVI. Staff Senate Executive Committee** by Joshua Schroetter
- XVII. Advisors Comments** by Mark Genkinger
  - A. Employee Engagement Survey
  - B. NDUS Benefits Survey
- XVIII. 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
  - O. Day of Honor by Jen Young
- XIX. Announcements**
  - A. Day of Honor – February 11<sup>th</sup>, 2:00 PM – 3:00 PM, Oceti Sakowin Ballroom A
- XX. Adjourn**

Staff Senate Meetings

- 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:

- 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 – Seiquis 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
  - January's Focused Drive will be for canned meats (chicken, tuna, salmon, etc)
  - Thanks to those who came to Brain Breaks this semester – our next one is Thursday, January 9 1-3PM – we'll have arts and crafts! Bring a friend or make a new friend at the Brain Break!
- 9) Gunkelman Award by Jen Young / Joshua Schroetter
  - No report.
- 10) State Staff Senate by Jen Young / Emily Vieweg
  - No report.
- 11) Joint Committees
  - Campus Space and Facilities by Jen Young
  - No report.
  - Library by Alicia LaFerriere
    - No report.
  - 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
- 13) Day of Honor by Jennifer Young
  - No report.

**University Athletics Committee Minutes**  
**November 12, 2024 4:00 p.m.**  
**Taylor Hall of Fame Room**

**Committee members present:** Matt Larsen, Colleen Heimstead, Jenny Linker, Travis Hoffman, Ying Huang, Pan Lu, Lisa Richter, James Nyachwaya, Todd Phelps, Christopher Dick

**Absent:** Sigurd Johnson, Corey Landowski, Abby Schulte

Recording secretary: Krisanne Mogck

Travis Hoffman called the meeting to order at 4:00 PM. Introductions were made with all members present.

A review of last years' minutes was read by Travis.

Matt Larsen updated the committee with the following items:

- Fall/ Winter sports updates. Women's soccer were the Summit League regular season champions and hosted the Summit League Championship. Men's and Women's cross country finished 2<sup>nd</sup> overall with multiple runners advancing to regionals, and had the champion individual women's runner. Football is ranked 1<sup>st</sup> in the Missouri Valley Conference. Volleyball is in 4<sup>th</sup> place in the conference, and will be wrapping up the regular season with playoffs to begin next week in Kansa City. Men's and Women's basketball and wrestling are in pre-season.
- Academics Update – teams continue to achieve high academic GPA's. Over all cumulative student athlete GPA is upwards of 3.5.
- Alston Awards have now been named the Graduating Champions Awards. Recognizes and awards for academic performance. First distribution will be Spring 2025. Awards are up to \$5980 annually.
- Facilities Update
  - Tharaldson Softball complex will have a permanent concession and restroom built. Facility will be ready for spring 2025 season.
  - Scheels Center additional suites are completed and operational. They will help to increase revenue.
  - Stand alone wrestling facility is going through a feasibility study.
- Student Athlete Advisory Committee (SAAC) has been meeting regularly this fall.
  - Matt Larsen meets monthly with a Student Athlete Advisory Committee and updates the group with NCAA decisions.
- Matt shared insight into the NCAA House Settlement and what that means for the landscape of Division I athletics. Settlement includes athletes from 2016-present. The ruling should be certified by the first part of April. Discussion followed.
- Athletics has found new ways to generate revenue through efforts with ticketing, multimedia, and donor involvement.
- Matt extended an invitation for the UAC committee to attend a MBB game on Friday, December 13<sup>th</sup> at 12pm in the new suite.
- As of now the Student Athlete of Color Affinity Group is suspended indefinitely with need for a leader.
- Football season and game tickets have seen an uptick in sales for Fall 2024, and we look forward to potential home playoff games in Fargo, ND.
- Green & Gold Gala to be planned for April 2025, date to be determined.

Colleen Heimstead gave the following updates:

- Handed out Letters of Understanding to the UAC members present and will email those who were not able to attend. The letters need to be signed and returned to Colleen.
- Cheer Team Head Coach Tammy Duursma has a new Cheer team and they are cheering a football and basketball games. The Dance Team continues to perform at athletic events as well
- The National Letter of Intent is now a Financial Aid Agreement. All sports except football have the signing day tomorrow, Wednesday, November 13<sup>th</sup>. Discussion as to what this means.

- Prohibet sent all athletic staff and athletes and educational/training module to complete within 30 days.

Meeting adjourned by Travis at 4:45 PM.

Minutes respectfully submitted by: Krisanne Mogck  
November 13, 2024

## Campus Space & Facilities Meeting Notes

### Parking and Transportation

- Projects:
  - FY25 – FA lot: \$5,555 x 450 spaces = \$2.5 million
    - ♣ FA lot – parking lot kitty corner from parking office/ANPC
  - FY26 – T2 & Askanese: \$5,833 x 126 spaces = \$734,958
  - FY27 – TA North: \$6,125 x 186 spaces = \$1,139,250
  - FY28 – IFC & Pavek Loop: \$6,431 x 82 spaces = \$527,342
- Don't see us raising rates yet
- Switched lots from asphalt to concrete
  - Concrete more expensive up front but less maintenance costs

### Project Updates

- Peltier
  - Up and running
  - Meat Lab only group to not move yet
  - Pedestrian light is up and running
    - ♣ Allows police to ticket cars that don't stop
- Bolley
  - Steel erection is started – ½ of the material is on site
  - Foundations are done
  - Precast will show up in December (12' x 20' sections, weighing 25-40k lb each)
  - Building will be mix of precast and brick (couldn't find someone that could make enough precast in the time frame they wanted)
  - Potato Research, South Greenhouse, Widakas will be razed – tentatively Fall 2026
  - Tentative opening Summer 2026
  - NW corner parking – trailers & equipment only
  - NE parking – employees & visitors
  - “Main Street” – 385' corridor
  - Greenhouses
    - ♣ Got good price so went from 2 to 3
    - ♣ 169' in length
    - ♣ N/S footprint – 332'
  - Departments: plant pathology, potato research, seed cleaning, plant sciences, horticulture, SNRS
  - Will have a living wall
- 18<sup>th</sup> Ave becomes corridor of production
  - Greenhouse – plant seeds & get it to grow
  - Bolley – field science of plants – plant pathology & plant science
  - Peltier – harvested stuff – end product (i.e. pasta, bread, etc.); working with large companies
- Offerdahl Engineering Complex
  - Skywalk from FLC – jog b/c of mechanical issues
  - Skywalk to El Devron (Sudro not connected to RDC b/c of generators/transformers)

- o \$99.1 million budget
- o Engineering Admin is gone
- o Basement – mechanical in
- o Targeting to have online Fall 2026, with some reno occurring after
- o Renaming
  - ♣ Some lettering already completed
  - ♣ ECE – Offerdahl West
  - ♣ CIE/CME – Offerdahl North
  - ♣ Engineering – Offerdahl East
  - ♣ Ehly & Dolve – not being renamed
  - ♣ All will be Richard Offerdahl '65 Engineering Complex
  - ♣ New construction (where Eng. Admin was & in paylot) – Offerdahl Hall
  - ♣ Scheduling will be using Offerdahl names starting in Jan. 2025
- o Collaborative design studio
  - ♣ For senior design/capstone project
  - ♣ 50 spots (10' x 10')
  - ♣ Support areas
  - ♣ Larger areas for clubs – 2 story ceilings
  - ♣ Will be able to see from 2<sup>nd</sup> floor
- o High Bay area – 30' x 18' door
- o Engineering on display
  - ♣ Windows into collaborative design & high bay
  - ♣ Not putting ceilings in spots
- o Tried to design rooms to be multi-purpose (i.e. technology room set up to be used by computer, electrical, and ABEN)
- Pavek
  - o Reno under way
  - o New plumbing & fixtures, flooring, lighting, AC; more outlets; ADA rooms on each floor
  - o Both elevators stop at each floor (instead of odd and even elevators currently)
  - o Basement student lounge to include gaming & multimedia
  - o Central laundry on 1<sup>st</sup> floor (what students wanted)
  - o Seim will be done after Pavek as long as nothing changes this legislative session
- Music addition
  - o \$10 million fundraised only
  - o Precast flooring
  - o Plan to be done in Fall 2025
  - o 3 faculty studios on both the 1<sup>st</sup> & 2<sup>nd</sup> floors, 2 story media rehearsal room, sound room
- Tharaldson Park – softball
  - o Almost done – hopefully finished next month
  - o Replacing porta-potties and trailers (team room, ump room, concessions, ticketing)
- Dining
  - o Basement of Union
    - ♣ Meal plan area – Kiosks, mobile ordering, marketplace grille



- ♣ Change dynamic of area
  - ♣ Start after X-mas break
  - ♣ Done by Fall 2025
- Wrestling facility
  - o Stand alone
  - o Practice in SHAC & have outgrown space
  - o Compete in SHAC
- Ag Experiment Station
  - o Feed Mill expansion
    - ♣ ADA classroom
    - ♣ Hope to be finished Feb. 2025
  - o Swine Barn expansion – kicked off 11/21/24 with meetings b/w Engineers, Architects, & NDSU
- Union refresh project coming up
- No plans yet to ask Legislature for money

# North Dakota State Staff Senate Meeting Minutes

November 18, 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.***

- 9) Call to Order at 2:30 pm by Mike O'Toole
- 9) Roll Call
  - a) BSC – Jessie Savre
  - a) CTSO – Gregory Carlson, Heather Lentz
  - a) DCB – Misty Lindgren, Mike O'Toole, Carissa Pollman
  - a) DSU – Johnna Douthit, Laura Fetting
  - a) LRSC – Meghan Dimmler
  - a) MaSU – Stacy Buchl
  - a) MiSU – Heather Halverson
  - a) NDSCS – Lisa Braun, Sadie Russenberger, Alissa Sherven
  - a) NDSU – Emily Viewig, Jennifer Young
  - a) UND – Mike Wozniak
  - a) VCSU – Janna Kohler, Gabrielle Myers Biewer
  - a) WSC – Carol Campbell
  - a) HRC Rep – Laura Fetting
  - a) SBHE Rep – Michael Linnell
- 9) Approval of Agenda
  - a) Motion by Carol Campbell; second by Lisa Braun. Motion approved.
- 9) Approval of Past Minutes: [Meeting Minutes NDSSS - October 2024 .docx](#)
  - a) Motion by Lisa Braun; second by Stacy Buchl. Motion approved.
- 9) Reports
  - a) Campus Updates – Submit to website
    - ii) NDSU Academic Fair – about 150 attendees, about 35 booths
    - ii) Jessie Savre - Staff senate donut morning; have a Winter Wellness Event coming up co-sponsored with Wellness Committee; Feed the Need Taco run – supports campus food pantry
    - ii) Heather Halverson – Professional development on Supervising Student Employees.
    - ii) Reminder from Mike to submit to website. Submitting to website also allows Michael Linnell to report back activities to SBHE.
  - a) SBHE Staff Advisor Report:
    - ii) A lot of wait & see how the election turned out, particularly Measure 4 and the budgetary impacts that might have had.
    - ii) Post-tenure review – document reaching its final stages

- (1) Campuses will now be implementing and updating their policies from that document
- (1) Still some work to do in the next couple of meetings to finalize some things
- (1) Not revolutionizing with sweeping changes but it fulfills its missions that we make sure people are held accountable while giving faculty academic freedom in teaching and research
- (1) Doesn't keep Legislature from having another bill like last time because no contract was written up but done in good faith. Hopefully satisfied those that wanted to see some changes.
- (1) Get to keep a group to self-regulate and self-govern rather than having the Legislature changing things every couple of years but will have to see as the final document comes out and campuses implement it.
- ii) Will be committee formed to select the new Chancellor
  - (1) Chancellor will be done in January 2026
  - (1) Voted to hire a consultant
  - (1) Use that same process to evaluate the governance of the Board and supporting the Chancellor and campuses
- ii) Research and Governance Committee
  - (1) Research monies have risen both at NDSU and UND
    - (d) NDSU from 175 to 195 million
    - (d) UND from 147 to 182 million
    - (d) Michael believes that's for the biennium
  - (1) Also been strides at the other 9 to increase research dollars as well. Multi-state agency working on that; also public and private partnerships to help with that.
- ii) Refocus to the Legislative session now that the election and Measure 4 are behind us
  - (1) Budget has kind of two versions
    - (d) One: kind of needs-based version
    - (d) Governor asked for a budget for a 3% decrease – have done that but not using that as our main going forward budget
    - (d) New governor will impact how we go forward
    - (d) One big push from Chancellor that he's trying to get the board to work harder on is to have our compensation package to have an inflationary increase thought process. Past raises have not kept up with inflation – won't be keeping up with inflation. But use that rhetoric that increases in pay haven't kept pace with inflation especially the historic inflation of the past several years. Was included in the Envision 2035 process. Will just have to wait and see how it fits into the new governor's budget.
- ii) Next meeting: first week of December
- ii) Survey regarding Total Rewards Compensation Package
  - (1) Staff can have a little bit of a voice by filling out the survey
  - (1) Had talked about doing it last biennium but the governor decided to do one so didn't want to duplicate it
  - (1) Really push to your campuses to see if there are trends

- ii) A lot of wait and see impact of new governor.
- a) HRC Update:
  - ii) Met 2 weeks ago
  - ii) Short presentation from HUB International – general info & available webinars
  - ii) Also mentioned the total rewards survey
    - (1) They decided the Chancellor would send out the initial email and the individual HRs would send out the links.
    - (1) Location added to the survey this time so they can see differences between campuses as well as state-wide results
  - ii) Meet again in December
- 9) Business Agenda
  - a) Taskforce Chair Updates
    - ii) Legislative: Laura Fetting
      - (1) No update
    - ii) Staff Recognition: Emily Vieweg
      - (1) No report; Emily has been very busy
      - (1) Will make a priority next semester
    - ii) Professional Development: Gregory Carlson
      - (1) Met once or twice since last meeting
      - (1) Won't meet again until 1<sup>st</sup> part of December
      - (1) Right now in gathering information stage: level of interest, formats, etc.
      - (1) Creating list of potential speakers
    - ii) Staff Affairs: Andrea Ludwig
      - (1) No report
  - a) Employee morale-open discussion, idea sharing.
    - ii) Emily Vieweg: NDSU just closed the Gallup poll regarding employee satisfaction; heads/chairs will get results 11/25; create action items to improve morale
    - ii) Mike O'Toole – DCB's HR started a gratitude initiative where they send out emails reminding you to be grateful & to think about the positive side of things
- 9) Open Discussion
- 9) Future Meetings: December 9, 2:30-4:00 CT.
- 9) Adjournment
  - a) Motion by Emily Vieweg; second by Heather Lentz. Meeting adjourned at 3:11 pm.

**Additional Information:**

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