

NDSU STAFF SENATE

Minutes

Wednesday, September 4th, 2024

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/99543931112>

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 – 9:32 AM

II. Land Acknowledgement

III. Approval of Meeting Agenda – Motion to approve by Hudson, seconded by Young. Passed.

IV. Approval of Wednesday, August 7th, 2024 Meeting Minutes – Motion to approve by Engler, seconded by Steinmann. Passed.

V. Campus Kudos by Carin Engler / April Helgaas

A. Please see Carin's email to campus regarding submission of Campus Kudos.

VI. Attendance Report by Melissa Lamp

A. Present – 36 Senators

B. Guests – 23

C. Absent - 4 Senators

VII. Faculty Senate Report by Lisa Montplaisir

A. Faculty Senate has their first meeting on Monday, September 9th.

VIII. Student Government Report by Garrett Kuhn / Christopher Dick

A. Student Government is filling vacant senate positions. They expect to have a full senate.

B. Student Tailgate – During this football season there will be 3 tailgate experiences geared toward students hosted by Student Government, Residence Life, and NDSU Athletics.

C. Student listservs – Student Government split-out the listserv that they moderated into 4 categories so students can decide which listservs they receive emails from.

IX. Program

A. Laura Oster-Aaland and Carrie Anne Platt, Employee Engagement Survey

1. Dr. Carrie Anne Platt provided information relating to the upcoming Employee Engagement Initiative survey that will be administered to campus. If you would like more information, you may watch the recording of this meeting.

X. President's Report by Kay Hopkins

A. Shared Governance

1. There is one more survey collecting feedback about the changes to the shared governance principles. It is short, so please provide your feedback.

B. Budget

1. Hopkins shared the Staff Senate Budget request with President Cook and Provost Bertolini. She is awaiting their response before she shares budgets with Staff Senate Committees.

2. There is a draft of the MOU with the NDSU Foundation for a Staff Senate spendable fund. They are finalizing who the appropriate signer will be for that MOU.

XI. Elections – Kristi Steinmann

A. DEI Committee Chair

1. Nominations for the DEI Committee Chair will be held at the October Staff Senate meeting.

XII. New Business

A. T-Shirts – Kay Hopkins

1. Hopkins created a few designs that Design & Sign will have available so that any current senator can have a shirt printed if they are interested. They are approximately \$10 and would be at the expense of the individual senator. If you would like one in time for Homecoming, it would be best to place your order with Design & Sign the week before.

XIII. Old Business

A. Homecoming Parade – Kay Hopkins

1. The float will be parked on the North side of the NDSU Swine Barn on 19th Avenue near campus. The tentative plan is to decorate the float a couple of hours before the parade. Any senator is welcome to walk/ride on the float. Families are welcome to join the float as well. If there are children under the age of 10, they should plan to ride on the float. Older children are welcome to walk alongside the float.
- 2.

B. Bylaws Updates – Shiloh Susag / Jeremy Kopp

1. A change was proposed to strike “and dissolution” from Section VIII – c. Ad-hoc Committees relating to voting procedures for creation of Ad-hoc committees.
2. Motion to approve by Steinmann, seconded by Latterell. No discussion. Motion passed.

XIV. Senate Coordinating Council by Kristi Steinmann

A. **Consent Agenda**

1. 607 – Admission & Re-enrollment Safety Risks: Background Checks
2. 823 - Financial Conflicts of Interest – Public Health Service, National Science Foundation or Other Applicable Sponsored Research
3. 133.1 – Tuition Waiver – Spouse/Partner and Dependents
4. 322 – NEW POLICY – Equitable and Transparent Faculty Workloads
5. Motion to accept Consent Agenda by Hudson. Seconded by Latterell. Passed.

B. Input Agenda

XV. Treasurer’s Report by April Helgaas

- A. Appropriated: \$1,109.00
- B. Local: \$1,589.43
- C. Foundation spendable: set up process
- D. Scholarship: \$10.58 after fall awards

XVI. Staff Senate Executive Committee by Joshua Schroetter

- A. No report.

XVII. Advisors Comments by Mark Genkinger

- A. No report.

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 & Opportunity by **TBD**
- 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

XX. Adjourn – 10:46 AM

Staff Senate Meetings

Aug 7, 2024, 9:30 AM - 11:30 AM	Memorial Union, Prairie Rose - https://ndsu.zoom.us/j/99543931112
Sep 4, 2024, 9:30 AM - 11:30 AM	Memorial Union, Prairie Rose - https://ndsu.zoom.us/j/92885168851
Oct 2, 2024, 9:30 AM - 11:30 AM	Memorial Union, Prairie Rose - https://ndsu.zoom.us/j/93436378613
Nov 6, 2024, 9:30 AM - 11:30 AM	Memorial Union, Nueta - 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:

- October 2 – President Cook, University Priorities for This Academic Year
- 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
- 2) Elections by Kristi Steinmann
- 3) Legislative and Bylaws by Shiloh Susag/Jeremy Kopp
- 4) Information Technology by Daniel Erichsen
- 5) Scholarship by Jena Reno/ Corey Landowski
- 6) Staff Development by Melisa Lamp
- 7) Staff Recognition by Carin Engler/ April Helgaas
- 8) Campus Engagement by Maggie Latterell
- 9) Gunkelman Award by Jen Young / Joshua Schroetter
- 10) State Staff Senate by Jen Young / 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 Alicia LaFerriere
 - DEI by Aleisha Lokken
- 12) Ad Hoc Committees
 - University Business Hours by Shiloh Susag
- 13) Day of Honor by Jennifer Young