

NDSU STAFF SENATE

Minutes

Wednesday, October 2nd, 2024

Prairie Rose – Memorial Union

Zoom - <https://ndsu.zoom.us/j/93436378613>

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 – 9:31 AM**
- II. Land Acknowledgement**
- III. Approval of Meeting Agenda** – Motion to approve by Hudson, seconded by Young. Passed.
- IV. Approval of Wednesday, September 4th, 2024, meeting minutes** – Motion to approve by Young, seconded by Latterell. Passed.
- V. Campus Kudos** by Carin Engler / April Helgaas
 - A. Angela Limesand – Residence Life
 - B. Kelsey Seeba – Career and Advising
 - C. Joanna Johnson – Student Health Service
 - D. Veselina Valkov – Animal Science
 - E. David Huber – Performing Arts
- VI. Attendance Report** by Melissa Lamp
 - A. Present – 32 Senators
 - B. Absent – 2 Senators
 - C. Excused – 5 Senators
 - D. Guests – 34
- VII. Faculty Senate Report** by Lisa Montplaisir
 - A. They had their first meeting in mid-September.
 - B. Faculty Senate Executive Committee is advancing 6 priorities for their year. They will be sharing more information at their upcoming meeting.
- VIII. Student Government Report** by Garrett Kuhn / Christopher Dick
 - A. No report.
- IX. Program**
 - A. President Cook, University Priorities for This Academic Year – *if you would like to watch this portion of the meeting, it is available on the recording that is posted to the Staff Senate web page following the meeting.*
 - 1. President Cook shared updates and plans relating to the upcoming Legislative session.
 - a. President Cook shared that he believes the Legislature has supported NDSU fairly and that the last session was one of the best in terms of support for higher education.
 - b. There was a 6%/4% and equity funds provided for salary support in the last session.
 - c. President Cook shared that part of his strategy in working with Legislative leaders has been to have conversations with leaders outside of meetings and hearings as that has been a

successful approach in his experience. He encouraged staff to reach out to him if there are issues, they feel he should advocate for when meeting with Legislative leaders.

d. President Cook has planned to meet with Legislative Leaders prior to the beginning of the session, including key potential leaders who are running for elections.

e. NDSU was given \$4.8 million during the prior session to help NDSU facilitate meaningful changes including new degree programs, advising, marketing, etc. President Cook intends to seek similar one-time support.

f. President Cook believes the higher education funding formula is inequitable in how NDSU is funded. He is strategizing how to broach this topic meaningfully.

g. President Cook hopes to increase challenge grant funding to NDSU.

h. The Minnesota Promise created challenges for NDSU. There were 422 students who were enrolled at NDSU who would have been eligible for the Minnesota Promise. NDSU was fortunate to have donors who were able to support a similar initiative, but that is not a long-term solution.

i. Base funding for unique academic programs that support workforce development in the state.

2. Questions from Senators

a. Do legislators seem open to something like the Minnesota Promise?

(1) President Cook does not believe fanning the matter in comparison to the Minnesota Promise will be successful. He intends to target Challenge Grants for scholarships instead.

b. What is the priority in terms of raises for the upcoming biennium?

(1) The State Board of Higher Education priority is currently targeting 3%

c. How will NDSU support students negatively impacted by social issues during the upcoming session (such as LGBTQ, BIPOC, etc.)

(1) President Cook shared that NDSU has new leadership in this area in Dilvin Habib, the Senior Director of Access and Opportunity. The President's Council for Diversity, Inclusion, and Respect has provided feedback and best practices that NDSU will implement. He acknowledged that there could be challenging moments in the coming months due to current events and perceived differences in free speech.

(2) Campus free speech information was reviewed and updated over the summer and is available on the Dean of Students website.

B. Kathryn Kloby, NDSU Web Updates - if you want to watch this part of the meeting, it is available on the recording posted to the Staff Senate web page after the meeting. *Updates were also part of the Leadership Assembly re-cap sent to campus.*

1. Kathryn Kloby provided an overview of this NDSU Web Project.

X. President's Report by Kay Hopkins

A. Leadership Assembly

1. President Hopkins provided an opportunity for Senators to share any feedback or questions relating to the summary of the Leadership Assembly that was sent to campus.

a. Employee Engagement Survey – One senator shared a concern that being in a small unit will result in data not being useful for their immediate unit.

(1) Steinmann shared that the steering committee received a demonstration of how the dashboards will work for supervisors and that for units where there are not enough responses, the supervisor will be unable to review response data.

B. Budget

1. Staff Senate budget was provided in the full amount requested. President Hopkins will send budgets to committees soon.

C. Homecoming – Thank You!

1. Thank you to those who were hosting events and assisting with the Homecoming float for Staff Senate.

D. Staff Senate Storage

1. Staff Senate Storage was moved to Hastings Hall storage room (Human Resources offices).

E. Bylaws Update

1. Bylaws have been signed by the President.

a. This included a change to the DIE Committee to “Access and Opportunity Committee.” Faculty Senate will also be updating their committee to the same naming convention.

XI. Elections – Kristi Steinmann

A. Access and Opportunity Committee Chair (Formerly DEI Committee Chair)

1. Nominations were made for the Access and Opportunity Committee Chair. Amolia Schumacher was nominated and accepted. Motion to close nominations and cast a unanimous vote by Latterell. Seconded by Kopp. Passed. Congratulations Amolia!

XII. New Business

A. Shared Governance

1. Motion to table the vote until the next meeting by Kopp, seconded by Vieweg. Passed.

a. President Hopkins will send the document to Senators so they can read it prior to voting.

XIII. Old Business

XIV. Senate Coordinating Council by Kristi Steinmann

A. **Consent Agenda**

1. 152.3 - Foreign Talent Recruitment Programs

2. 352 - Promotion, Tenure, and Evaluation

3. Motion to approve the consent agenda by Bernard, seconded by Kopp. Motion passed.

B. **Input Agenda**

XV. Treasurer’s Report by April Helgaas

A. Appropriated: \$8,615.00

B. Local: \$1,825.15

C. Foundation: No report

D. Scholarship: No report

XVI. Staff Senate Executive Committee by Joshua Schroetter

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**

1. The Staff Development Committee is putting together an “opportunities fair” that would highlight opportunities for NDSU employees to utilize their tuition waiver. The event will be on November 13th. More information will be sent to campus.

- 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. Employee Engagement Survey

XX. Adjourn – 11:08 AM

Staff Senate Meetings

Oct 2, 2024, 9:30 AM - 11:30 AM	Memorial Union, Prairie Rose - https://ndsuzoom.us/j/93436378613
Nov 6, 2024, 9:30 AM - 11:30 AM	Room of Nations, FLC- https://ndsuzoom.us/j/91801024618
Dec 4, 2024, 9:30 AM - 11:30 AM	Memorial Union, Hidatsa - https://ndsuzoom.us/j/98266282799
Jan 8, 2025, 9:30 AM - 11:30 AM	Memorial Union, Prairie Rose - https://ndsuzoom.us/j/95032791268
Feb 5, 2025, 9:30 AM - 11:30 AM	Memorial Union, Sahnish - https://ndsuzoom.us/j/92754972498
Mar 5, 2025, 9:30 AM - 11:30 AM	Memorial Union, Room of Nations (FLC 217) - https://ndsuzoom.us/j/95800502321
Apr 2, 2025, 9:30 AM - 11:30 AM	Memorial Union, Prairie Rose - https://ndsuzoom.us/j/97307551598
May 7, 2025, 9:30 AM - 11:30 AM	Memorial Union, Prairie Rose - https://ndsuzoom.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
 - The program for this academic year's meetings are scheduled. You can find the upcoming program schedule on the meeting agendas.
 - Please look for and attend if you can a session on How to Talk with Your Legislators hosted by NPEI (Northern Plains Ethics Institute) and starring Chris Wilson. The session will take place in September.
- 7) Staff Recognition by Carin Engler/ April Helgaas
 - Campus Kudos presented at the start of the meeting.
- 8) Campus Engagement by Maggie Latterell
 - No report.
- 9) Gunkelman Award by Jen Young / Joshua Schroetter
 - No report.
- 10) State Staff Senate by Jen Young / Emily Vieweg
 - Meeting minutes are attached.
- 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.
 - DEI by Aleisha Lokken
 - No report.
- 12) Ad Hoc Committees
 - University Business Hours by Shiloh Susag
 - The UBH Ad-Hoc is having a final meeting on October 3rd. They will be discussing a final draft of "Best Practices" and discussing implementation of communications regarding periodic changes to University Business Hours.
- 13) Day of Honor by Jennifer Young



North Dakota State Staff Senate Meeting Agenda

August 12, 2024 @ 2:30 pm 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.

President: Anna Kinney

Vice-president: Mike O'Toole

1) Call to Order @ 2:30 pm CT

2) Roll Call

- BSC – none present
- CTSO – Greg Carlson, Heather Lentz
- DCB – Carissa Pollman
- DSU – Johnna Douthit, Laura Fetting, Mackenzie Hicks
- LRSC – Andy Wakeford, Casey Zehrer
- MaSU – Mindy O'Connor
- MiSU – Heather Halverson, Michael Linnell
- NDSCS – Lisa Braun, Sadie Russenberger
- NDSU – Andrea Ludwig, Emily Viewig, Jennifer Young
- UND – Anna Kinney, Natalie Talk, Mike Wozniak
- VCSU – Michaela Hamilton, Janna Kohler, Gabrielle Myers Biewer
- WSC – Carol Campbell
- HRC Rep – Laura Fetting
- SBHE Rep – Michael Linnell

3) Approval of Agenda – Lisa Braun (NDSCS) 1st; Greg Carlson (CTS) 2nd; Agenda approved

4) Approval of Past Minutes: July minutes – Lisa Braun (NDSCS) 1st; Mike Wozniak (UND) 2nd; July minutes approved

5) Reports

- Campus Updates – Submit to website
 - i) Casey Zehrer (Lake Region) – had staff retreat end of July; was organized like a conference with breakout sessions, followed by team building; did survey at end and only had one negative response; sessions included record retention, refresher on employee benefits, using Excel and Outlook, etc.; retreat schedule shared on Teams
 - ii) Jenn Young (NDSU) – will have a Staff Senate float in the NDSU Homecoming parade on September 20th

- iii) Mike Wozniak (UND) – in the planning stages for a yard sale to benefit some of the student facing areas of campus
- iv) Anna Kinney (UND) – had an all staff meeting in July and did a SWOT analysis – lot of feedback regarding parking, received increase in funding for staff events, document with guided questions shared on Teams
- SBHE Staff Advisor Report (Michael Linnell)
 - i) Met in July for a short meeting although historically do not meet in July and August
 - ii) Most discussion around Dickinson president; did name an acting president and are in the process of searching for an interim president, Michael thinks choice was a good one; although faculty are the most vocal and have been in the news, staff is impacted, esp. within nursing department
 - iii) Chancellor announced retirement plan taking 18 months; retiring from Chancellor portion of job to return to teaching cyber security as joint position between UND and NDSU
 - iv) Did have closed door discussions regarding Dickinson president and chancellor; need to keep some stuff private to ensure people feel comfortable putting their name in the hat and do not negatively impact their career
 - v) As moving into the Legislative session
 - (1) There are rules governing political activities but make sure you are contacting your Senators and Representatives
 - (2) Need to be positive and share success stories with Senators and Representatives
 - (3) Lot of turnovers so will be an interesting year; new governor; new President
 - (4) SBHE did not turn in the budget with the governor's suggested 3% reduction, held strong on maintaining budget, making sure Legislature knows where we stand salary wise compared to others
 - (5) Did a review of the funding formula; report will be forthcoming; did not make major changes to formula although a few percentages did change
 - (6) NDPERS – will be a big issue; transferring people, less & less money to pay retirees (not just NDUS but all state employees), push legislators that it is an issue & they need to find the money to pay for it
 - (7) TIAA-CREF – in review process to make sure it is as efficient as possible
 - vi) Dental program initiative at BSC – did approve but brought up an interesting discussion regarding concern with oversight and overview of how putting programs in and duplication of programs. Do need to consider what is good for the system, not just individual campuses.
 - vii) Tenure – report close to being finalized; recommendations on how tenure should be applied going forward; not eliminating tenure but might be limited on some campuses
 - viii) Positive: The Chancellor in the last full meeting of SBHE did commend Michael for looking out for the average worker
 - (1) Michael wants to make sure that people are comfortable reaching out to him with issues; if he does not know the answer, he will find it for you

(2) Continue to let Michael know the good stuff happening on campuses as well

- HRC Update (Laura Fetting)
 - i) Will meet in September so no report for now.

6) Business Agenda

- Taskforce Chair Updates
 - i) Legislative (Laura Fetting) – no report yet
 - ii) Staff Recognition (Emily Viewig)
 - (1) Has not officially met yet
 - (2) Michael Linnell (SBHE rep) – make sure this committee thinks about what it can push up the chain to SBHE since NDSSS does not have funding
 - iii) Professional Development (Greg Carlson)
 - (1) Waiting on list to schedule meeting
 - iv) Staff benefits/affairs (Andrea Ludwig)
 - (1) Waiting on list to schedule meeting
- Employee morale-open discussion, idea sharing.
 - i) Laura Fetting (DSU) – just trying to get through the transition and the start of the school year; will have to wait for the dust to settle to see what they need
 - ii) Emily Viewig (NDSU) – pretty hectic at NDSU, especially at downtown campus; can't access one of their buildings due to construction in the parking lot; Jenn Young (NDSU) added that construction woes at Peltier and the Engineering Complex are also adding to frustrations with start of new semester (incomplete issues at Peltier, Engineering Complex construction has eliminated ~2/3 of one of our pay lots)
 - iii) Anna Kinney (UND) – said UND President has a theme each year and is pushing the theme of grace and patience this year.

7) Open Discussion

- Emily Viewig (NDSU) – have heard a lot of distrust about talking to State Staff Senators because do not think it will change anything; Anna Kinney (UND) needs to ask for space for staff issues rather than having to chip away to get staff issues brought up

8) Future Meetings (2:30 – 4:00 pm CT)

- September 9, 2024
- October 14, 2024
- November 11, 2024 – reschedule/cancel? Falls on Veterans Day
- December 9, 2024
- January 13, 2025
- February 10, 2025
- March 10, 2025
- April 14, 2025
- May 12, 2025

9) Adjourn at 3:27 pm.

Additional Information:

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