



The North Dakota State Staff Senate met on April 13, 2020 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:30pm CT on April 13, 2020 by ND State Staff Senate President Misti Wuori.
- II. Roll call
 - a. **Bismarck State College (BSC):** Ashley Mattson, Retha Mattern
 - b. **Core Technology Services Office (CTSO):** Crystal Tangsrud
 - c. **Dakota College Bottineau (DCB):** Laura Halvorson
 - d. **Dickinson State University (DSU):** Laura Fetting, Josh Nichols
 - e. **Lake Region State College (LRSC):** Michael Englman, Carla Freschette, Andy Wakeford
 - f. **Mayville State University (MaSU):** Alissa Perkins, Misti Wuori
 - g. **Minot State University (MiSU):** Michael Linnell
 - h. **North Dakota State College of Science (NDSCS):** Bruce Woytassek
 - i. **North Dakota State University (NDSU):** Wendy Baumann, Megan Bouret, April Helgaas
 - j. **University of North Dakota (UND):** Tyler Clauson, Whitney Maine, Megan Wasylow
 - k. **Valley City State University (VCSU):** Ben Ferguson, Lacey Udem
 - l. **Williston State College (WSC):** Kristina Kitchens
 - m. **NDUS Representative:** Billie Jo Lorius
 - n. **HRC Representative (LRSC):** Carla Freschette
 - o. **HRC Liaison:** (Absent)
 - p. **SBHE Representative (BSC):** Retha Mattern
- III. Approval of Agenda
 - a. A motion to approve the agenda was made by Michael Linnell (MiSU) and seconded by Michael Englman (LRSC). Following a vote, motion carried, agenda approved as is.
- IV. Approval of Minutes
 - a. A motion to approve the minutes was made by Whitney Maine (UND) and seconded by Michael Linnell (MiSU). Following a vote, motion carried, minutes approved as is.
- V. Reports
 - a. Campus Updates – Send updates to Laura Fetting (DSU) by April 27th.
 - b. SBHE Staff Advisor Report – Retha Mattern (BSC) reported that the State Board of Higher Education (SBHE) met on March 26, 2020 via technology. Interviews were held for the next BSC President. Dr. Doug Jensen was selected to be the next President at BSC. Mr. Steve Easton was interviewed for the permanent DSU President and was selected. The SBHE voted to waive policies regarding admissions requirements (ACT/SAT scores). The scores will still be needed for placement purposes. The SBHE retreat is being postponed until September. Discussion was held regarding immediate needs for each campus. The next SBHE meeting is scheduled for April 29th. The agenda will be available at <https://ndus.edu/state-board-of-higher-education/agendas-minutes-videos/>.
 - c. HRC – Carla Freschette (LRSC) reported that the HRC met several times in the last few weeks mainly to discuss COVID-19. The HR 6, HR 7, and HR 21 policies need to go through the Budget & Finance Committee prior to going to the SBHE for the first read. The HRC discussed the Cares Act. If you have questions regarding the Cares Act or COVID-19, you can reach out to your campus' HR representative.
- VI. Business Agenda –
 - a. June Face-to-Face Meeting Planning

- i. BSC – June 22-23 (Monday and Tuesday)
 - ii. Postpone, Virtual, other options – Ashley Mattson (BSC) and Retha Mattern (BSC) both stated that BSC is open to postponing the meeting to a later date or keeping it on the schedule for June. Michael Linnell (MiSU) suggested that we keep the meeting on the schedule as is and make a decision at the May meeting as to if we postpone or continue as planned. The NDSSS agreed to discuss at the May meeting and make a decision at that time. If the meeting is postponed, it will most likely be held in September.
 - iii. Ideas for agenda/topics – Send any ideas for topics to Retha Mattern (BSC).
 - b. Staff concerns with COVID-19 and related actions – Whitney Maine (UND) noted that working remotely has been difficult and isolating for some employees. She discussed ways that campus Staff Senates can help staff stay connected. UND is holding virtual coffee hours once each week. Alissa Perkins (MaSU) asked how individuals are handling the parent/work/life balance. Crystal Tangsrud (CTSO) noted that she has seen a challenge as the CTS Staff Senate President regarding ensuring that Staff Senate is being discussed and brought up with leadership. Also, that Staff Senate is at the table to hear concerns. Andy Wakeford (LRSC) suggested that senates reach out to fellow staff members to connect virtually. A discussion was held regarding supervisors allowing for flexibility while working remotely and not needing to detail what you are doing every minute of the workday. Supervisors need to understand that not everyone can be working the full 8 hours without interruptions and that as long as employees are getting their tasks done, they've completed their day. Administration needs to hear that staff members are getting the necessary work done. Any questions, thoughts, or concerns on this topic can be sent to Retha Mattern (BSC) via email.
 - c. Goal Updates from Taskforce Chairs – Crystal Tangsrud (CTSO) noted that the Website Committee is working on adding the content to the new website. The committee will have an update by the next meeting.
- VII. Open Discussion –
- a. Send names of new members to Crystal Tangsrud (CTSO) to have them added to the listserv.
- VIII. Future Meetings
- a. The next meeting will be held on May 11, 2020 from 2:30-4:00pm CST. Send agenda items to President Misti Wuori (LRSC).
- IX. Adjournment
- a. The meeting adjourned at 3:40pm CST.

Respectfully submitted,

Laura Fetting (DSU)
 ND SSS Secretary 2019-20