



## ***Meeting Minutes***

August 13, 2018

The North Dakota State Staff Senate met on August 13, 2018 via ND IVN.

- I. Call to order
  - a. The meeting was called to order at 2:30 pm CST on August 13, 2018 by ND State Staff Senate President Cole Krueger (MiSU).
- II. Roll call
  - a. **Bismarck State College (BSC):** Retha Mattern, Laura Kalvoda, Mindy Sturn
  - b. **Core Technology Services Office (CTSO):** Robert Azure, Crystal Tangsrud, Bradley Holcomb
  - c. **Dakota College Bottineau (DCB):**
  - d. **Dickinson State University (DSU):** Johnna Douthit
  - e. **Lake Region State College (LRSC):** Andy Wakeford, Cathleen Ruch
  - f. **Mayville State University (MaSU):** Misti Wuori, Susan Cordahl
  - g. **Minot State University (MiSU):** Cole Krueger
  - h. **North Dakota State College of Science (NDSCS):** Alissa Sherven
  - i. **North Dakota State University (NDSU):** April Helgaas
  - j. **University of North Dakota (UND):** Tyler Clauson
  - k. **Valley City State University (VCSU):**
  - l. **Williston State College (WSC):**
  - m. **NDUS Representative:**
  - n. **HRC Representative (NDSCS):**
  - o. **HRC Liaison:** (Absent)
  - p. **SBHE Representative (LRSC):** Andy Wakeford
- III. Approval of Agenda
  - a. A motion to approve the agenda was made by Tyler Clauson (UND), and seconded by Alissa Sherven (NDSCS). Following a vote, motion carried.
- IV. Approval of Minutes
  - a. A motion to approve the July 2018 minutes was made by Susan Cordahl (MaSU) and seconded by Mindy Sturn (BSC). Following a vote, motion carried and July 2018 minutes were approved. Cole thanked everyone for attending today at this busy time of year.
- V. Reports
  - a. Campus Updates –Please get campus updates to Laura Fetting (DSU) for August 2018, and she will share a final draft emailed after the meeting. Be sure to send Laura a note that says “no update” if applicable. Andy Wakeford shares the Campus Updates with the State Board.
  - b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that the State Board of Higher Education (SBHE) has not met since June 2018 so he has no report. There are upcoming meetings for hiring the VCSU president.
  - c. HRC – Lisa Braun (NDSCS) absent.

VI. Business Agenda

- a. UND Staff Senate Presentation-Tyler Clauson and other UND Staff Senate members; See the UND Staff Senate website for more information and/or contact Tyler Clauson
  - i. UND Annual Report shared; PR activities include a monthly newsletter, ramped up Facebook page, parades, and other activities.
  - ii. Community relations activities include Friday “Denim Days,” 1<sup>st</sup> Friday fundraisers, food drive for student food pantry, “Tubs of Love” for the Humane Society and the violence prevention center.
  - iii. Constitution and By-laws Committee—new mission, vision, and by-laws; 20<sup>th</sup> year reunion for UND Staff senate.
  - iv. Fundraising and Scholarship Committee—December raffle for funds for staff development grants. UND Staff Takeover Event at local restaurants.
  - v. Legislative Committee; Staff and Professional Development—Record number of requests for staff development grants; State Staff Recognition Week; UShine Award Program; professional speakers such as Dawn Kaiser of Fargo; booth at Spring Fling.
- b. Goal Updates
  - i. Survey Taskforce—No report
  - ii. Legislative Taskforce—No report
  - iii. Friday after Thanksgiving Taskforce—The Taskforce was renamed to this. They have emailed legal counsel to see if Century Code prohibits creating this holiday. “Family Friday” has been considered as a name for the holiday. The committee also talked about the half day on Christmas Eve, especially this year since it falls on a Monday. Some campuses have brought forward the proposal from the Friday after Thanksgiving Taskforce and have found unanimous support for supporting this initiative. Tyler is sending out the proposal to all local campus senates for approval.

VII. Open Discussion – Andy Wakeford (LRSC) reminded members of the state vehicle policy change that went into effect on July 1, 2018. No cell phone use while driving period while in state fleet or personal car for university purposes. Emeritus faculty or senior staff emeritus policy exists, but this does not currently include persons in lower broadbands. Andy brought this up to the Chancellor and he was interested, so this may come up in future meetings. Computer accounts/breach of security issues. There will be more coming on this. Minot State volunteered to share their staff senate activities in September and NDSU volunteered for October. Please be looking at your calendar and email Cole Krueger the month your campus will share. Cole also asked if anyone has a staff senate newsletter they’d like to share. Share on the listserv as Minot State and others are interested. The November 12<sup>th</sup> meeting needs to be rescheduled to Tuesday of that same week.

VIII. Future Meetings

- a. Next meeting –The next meeting will be held September 10, 2018, from 2:30-4:00 CST.

IX. Adjournment

- a. The meeting adjourned at 3:36 pm CST.

Respectfully submitted,

Misti Wuori

ND SSS Vice President and Acting Secretary