



## ***Meeting Minutes***

February 12, 2018

The North Dakota State Staff Senate met on February 12, 2018 via ND IVN.

- I. Call to order
  - a. The meeting was called to order at 2:31pm CST on February 12, 2018 by ND State Staff Senate President Retha Mattern (BSC).
- II. Roll call
  - a. **Bismarck State College (BSC):** Retha Mattern, Roy Torgerson
  - b. **Core Technology Services Office (CTSO):** (Absent)
  - c. **Dakota College Bottineau (DCB):** Lisa Anderson
  - d. **Dickinson State University (DSU):** Johnna Douthit, Laura Fetting, Krissy Kilwein
  - e. **Lake Region State College (LRSC):** Andy Wakeford, Carla Freschette, Cathleen Ruch
  - f. **Mayville State University (MaSU):** Misti Wuori and Rick Karboviak
  - g. **Minot State University (MiSU):** Mindy Rudnick, Cole Krueger, Michael Linnell
  - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Bruce Woytassek, Alissa Sherman
  - i. **North Dakota State University (NDSU):** Elizabeth Cronin, Diane Axness, Naomi Kosen
  - j. **University of North Dakota (UND):** Tyler Clauson
  - k. **Valley City State University (VCSU):** (Absent)
  - l. **Williston State College (WSC):** Katie Peterson and Amy Armstrong
  - m. **NDUS Representative:** Billie Jo Lorus
  - n. **HRC Representative (NDSCS):** Lisa Braun
  - o. **HRC Liaison:** (Absent)
  - p. **SBHE Representative (LRSC):** Andy Wakeford
- III. Approval of Agenda
  - a. An amendment to the agenda was offered to move the letter of concern to after the bylaws discussion. A motion to approve the agenda with the change was made by Katie Peterson (WSC) and seconded by Lisa Braun (NDSCS). Following a vote, motion carried.
- IV. Approval of Minutes
  - a. A motion to approve the December 2017 minutes was made by Diane Axness (NDSU) and seconded by Michael Linnell (MiSU). Following a vote, motion carried, minutes approved as is.
- V. Reports
  - a. Campus Updates –Please get campus updates to Misti Wuori (MaSU) by February 16, and she will share a final draft emailed after the meeting. Be sure to send Misti 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) met January 25, 2018, via IVN. The VCSU Presidential search is

underway. The Governor's Task Force is starting to meet monthly. The list of the Task Force members was shared with NDSSS members. An update on the Mayville State Presidential Search was given. Andy did some research and found that the SBHE Staff Advisor can bring up issues or policy changes to the SBHE.

- c. HRC – Lisa Braun (NDSCS) reported that the next meeting is March 6, 2018. The committee is coming up with recommendations to standardize the broadbands across campuses. They will have that for discussion at the March 6 meeting to finalize before the June 2018 Legislative Higher Education Committee meetings.

## VI. Business Agenda

- a. The SBHE Staff Advisor term is up. Roy Torgerson (BSC) nominated Andy Wakeford for another term; seconded by Diane Axness (NDSU). Mattern closed the nominations and asked for a unanimous ballot to be cast. Motion passed. Thanks to Andy for continuing in this important role.
- b. Mattern asked if a by-laws committee exists for the NDSSS. Nobody knew for sure. There is a need to establish a by-laws committee to look at voting procedures and the staff advisor election process. Mattern called for volunteers for this committee, and Katie Peterson (WSC), Laura Fetting (DSU), and Andy Wakeford (LRSC) volunteered.
- c. Policy Subcommittee: Retha Mattern (BSC) shared a draft Letter of Concern to the SBHE as a first reading, with the plan to review the letter further and incorporate discussion changes at the March meeting. Questions were brought up as to how the letter was formed. Mattern drafted the letter and sent it to the Executive Committee. The work extends from the Policy Sub-Committee which was started during the June 2017 summer meeting. The letter is a culmination of this work to engage with the SBHE on issues impacting staff and campus morale. Discussion followed. It was suggested by Mattern that a first letter be created focusing on salary increases and health insurance coverage, with work to bring other specific staff policies up through the SBHE Staff Advisor. Discussion followed on the language and tone to use in the letter. It was suggested to get changes to Mattern and then she will share a revised letter with everyone by email/listserv to take to our individual staff senates. Those changes or motions of support should be brought back to the March 2018 NDSSS meeting. The by-laws committee will have to come up with a voting procedure by then.
- d. The dates of June 19 and 20 were suggested for the NDSSS Summer Meeting 2018. The meeting would begin in the afternoon of June 19 and wrap around noon on June 20. Wuori (MaSU) will check on hotel and IVN room availability at Mayville State University.
- e. There is a Joint Summit with faculty and staff planned for April 13, 2018, at BSC. Mattern is working with the CCF leadership to coordinate this. Mileage reimbursement and lunch would be provided, but not hotel.

- VII. Open Discussion – Mindy Rudnick and Michael Linnell talked with Governor Burgum when he was on the MiSU campus and his message was on preparing the ND University System (as well as the K-12 system) for the future and charting a direction for the future that focuses on partnerships and positively moving forward for future needs. Andy Wakeford (LRSC) added that the five task forces from SB 2003 are meeting through this year and they will present their findings in May. There is a lot of good future focus to build education in North Dakota.

## VIII. Future Meetings

- a. Next meeting –The next meeting will be held March 12, 2018, from 2:30-4:00 CST.

## IX. Adjournment

- a. The meeting adjourned at 3:40 pm CST.

Respectfully submitted,

Misti Wuori  
ND SSS Secretary 2017-18