



The North Dakota State Staff Senate met on January 14, 2019 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:30pm CT on January 14, 2019 by ND State Staff Senate President Cole Krueger.
- II. Roll call
 - a. **Bismarck State College (BSC):** Laura Kalvoda, Retha Mattern, Mindy Sturn
 - b. **Core Technology Services Office (CTSO):** Robert Azure, Brad Holcomb, Doug Osowski, Crystal Tangsrud
 - c. **Dakota College Bottineau (DCB):** Hattie Albertson
 - d. **Dickinson State University (DSU):** Johnna Douthit, Laura Fetting, Josh Nichols
 - e. **Lake Region State College (LRSC):** Carla Freschette, Cathleen Ruch
 - f. **Mayville State University (MaSU):** Susan Cordahl, Rick Karboviak, Misti Wuori
 - g. **Minot State University (MiSU):** Cole Krueger, Mindy Rudnick
 - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Carson Hinrichs, Leslie Shirek, Bruce Woytassek
 - i. **North Dakota State University (NDSU):** April Helgaas, Danielle Pinnick
 - j. **University of North Dakota (UND):** Tyler Clauson, Jeremy Malheim
 - k. **Valley City State University (VCSU):** Kari Bodine
 - l. **Williston State College (WSC):** Megan Kasner
 - m. **NDUS Representative:** (Absent)
 - n. **HRC Representative (NDSCS):** Lisa Braun
 - o. **HRC Liaison:** (Absent)
 - p. **SBHE Representative (LRSC):** Andy Wakeford
 - q. **Guests:** Tammy Dolan, Nick Hacker, Lisa Johnson, Billie Jo Lorus
- III. Approval of Agenda
 - a. A motion to approve the agenda was made by Lisa Braun (NDSCS) and seconded by Retha Mattern (BSC). Following a vote, motion carried, agenda approved as is.
- IV. Approval of Minutes
 - a. A motion to approve the minutes was made by April Helgaas (NDSU) and seconded by Danielle Pinnick (NDSU). Following a vote, motion carried, minutes approved as is.
- V. Reports
 - a. Campus Updates – No verbal updates were given. Please send updates to Laura Fetting (DSU) by February 8th.
 - b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that the State Board of Higher Education (SBHE) met December 6, 2018. The next SBHE meeting is scheduled for January 24th. The agenda will be available at <https://ndus.edu/state-board-of-higher-education/agendas-minutes-videos/>.
 - c. HRC – Lisa Braun (NDSCS) reported that the HRC met on January 8th. Items discussed included the approval of FMLA and Administrative Leave policies; taxability of awards over \$25; flex benefit cards/claim submissions; Staff Emeritus Policy proposal; use of state fleet vehicles; and Annual Leave cap.
- VI. Business Agenda –
 - a. Goal Updates

- i. Survey Taskforce – President Cole Krueger (MiSU) reported that the taskforce did not meet last month and plans to meet later in January with the goal of sharing input with SBHE Chairman Morton in February.
 - ii. Legislative Taskforce – Lisa Johnson gave an update/overview of the process that the NDUS uses to track the legislative session. All bills that the NDUS is following/taking interest on can be found at inside.nud.edu. The bills are updated daily on the website.
 - iii. Friday After Thanksgiving Taskforce – The taskforce has concluded for the year, with a plan to revisit in the Spring/Summer.
- b. Budgetary Information for the NDUS – SBHE Vice Chair Nick Hacker and NDUS Vice Chancellor Tammy Dolan gave an update on the budget that was submitted to the legislature. The NDUS submitted a needs based budget for the upcoming biennium. It was noted that around 700 positions were eliminated in the 2017-19 biennium.
- c. PAC/NDUS Talking Points and NDSU Website – Billie Jo Lorus (NDUS) discussed some talking points to use during the legislative session. She also discussed the new NDUS website that launched on January 4th. Agendas, minutes, and policies will be located on the website. Procedures can be found on the inside.ndus.edu internal website.
- d. SBHE Staff Advisor Election – President Cole Krueger (MiSU) thanked Andy Wakeford (LRSC) for his service in this position for the term served. He opened the floor for nominations. Mindy Sturn (BSC) nominated Retha Mattern (BSC), Danielle Pinnick (NDSU) seconded. It was moved to cease nominations. Retha will serve as the ND SSS Staff Advisor to the SBHE.

VII. Open Discussion –

- a. Discussion was held regarding the ND SSS area on the website. The executive committee will discuss and bring back to a later meeting.

VIII. Future Meetings

- a. The next meeting will be held on February 11th, from 2:30-4:00pm CST. Send agenda items to President Cole Krueger (MiSU).

IX. Adjournment

- a. The meeting adjourned at 3:50pm CT.

Respectfully submitted,

Laura Fetting (DSU)
ND SSS Secretary 2018-19