



The North Dakota State Staff Senate met on July 8, 2019 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:47 CST on July 8, 2019 by ND State Staff Senate President Misti Wuori.
- II. Roll call
 - a. **Bismarck State College (BSC):** Ashley Mattson, Jessie Meckle, Mindy Sturn
 - b. **Core Technology Services Office (CTSO):** Doug Osowski, Crystal Tangsrud
 - c. **Dakota College Bottineau (DCB):** (Absent)
 - d. **Dickinson State University (DSU):** Laura Fetting
 - e. **Lake Region State College (LRSC):** Sandi Lillehaugen, Cathleen Ruch, 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):** Lisa Braun, Bruce Woytassek
 - i. **North Dakota State University (NDSU):** Wendy Baumann
 - j. **University of North Dakota (UND):** Tyler Clauson, Whitney Maine
 - k. **Valley City State University (VCSU):** Ben Ferguson
 - l. **Williston State College (WSC):** Megan Kasner, Kristina Kitchens
 - m. **NDUS Representative:** (Absent)
 - n. **HRC Representative (NDSCS):** Lia Braun
 - o. **HRC Liaison:** (Absent)
 - p. **SBHE Representative (BSC):** Retha Mattern
 - q. **Guests (NDUS):** Jane Grinde, Billie Jo Lorus
- III. Approval of Agenda
 - a. A motion to approve the agenda was made by Retha Mattern (BSC) and seconded by Alissa Perkins (MaSU). Following a vote, motion carried, agenda approved as is.
- IV. Approval of Minutes
 - a. A motion to approve the minutes was made by Michael Linnell (MiSU) and seconded by Wendy Baumann (NDSU) Following a vote, motion carried, minutes approved as is.
- V. Reports
 - a. Campus Updates – Send campus updates to Laura Fetting (DSU) by Friday, July 26th.
 - b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that the State Board of Higher Education (SBHE) met on June 26-27 in Bismarck at the Bank of North Dakota. The SBHE retreat was held on June 26th with a presentation on unmanned aircrafts and drones, campus presentations, and strategic planning discussion. The SBHE board business was done on June 27th. Ron Ness gave a presentation/update on the oil and petroleum industry. Discussion was held on budget guidelines, NDSCS audit, presidential contracts, FMLA and bereavement leave, and the UND President Search. The next SBHE meeting is scheduled for September 26th. The agenda will be available at <http://ndus.edu/board/agenda/>.
 - c. HRC – Lisa Braun (NDSCS) reported that the HRC met on July 2nd. The next meeting is scheduled for August 6th.
 - i. 2019-2020 HRC Member – President Misti Wuori (MaSU) will reach out to Tyler Clauson (UND) to confirm his availability to serve. If unavailable, a request for a volunteer will be sent out via the NDUS listserv.
- VI. Business Agenda –
 - a. HR 22 Family Leave (FMLA) –
 - i. Background Information –
 1. Leave entitlement period (12 month leave entitlement period will be measured forward from the first date an employee takes FMLA leave.)

2. FMLA leave running concurrent with all applicable paid leave
 3. Addition of eligibility reason to take FMLA (Child Bereavement – max 160 hours – as per HB1470 – effective August 1, 2019.)
- ii. Discussion – Jane Grinde (NDUS), Billie Jo Lorus (NDUS), and Sandi Lillehaugen (LRSC) gave an update on HR 22 Family Medical Leave Act (FMLA) changes that have been brought to the SBHE for approval. The SBHE split the original policy and approved the bereavement portion, which goes into effect (according to ND Law) on August 1, 2019. The FMLA portion is still being reviewed. Jane noted that the FMLA leave would be run concurrently with paid leave. This would promote consistency amongst campuses. Concern from campuses regarding less flexibility and not allowing employees to save their paid leave for after their FMLA ends was discussed. Jane mentioned that this was set up to avoid risk and liability to campuses, while treating all employees equally. Other agencies across the state of ND have put this practice into place.
- b. Follow-up June Face-to-Face meeting
 - i. Taskforce Membership sign-up – President Misti Wuori (MaSU) reviewed the taskforces and current membership. Volunteers for each taskforce were requested. Misti will send out the updated list. If senators are interested in volunteering for a taskforce, they can email Misti.
 - ii. Next year’s meeting location – Bismarck State College has agreed to host the 2020 NDSSS Face-to Face meeting.
 - c. Goal Updates from Taskforce Chairs
 - i. Survey Taskforce – Michael Linnell (MiSU) reported that there is no update at this time.
 - ii. Legislative Taskforce- Retha Mattern (BSC) reported that there is currently no update.
 - iii. Friday After Thanksgiving Taskforce – Tyler Clauson (UND) reported that there is no update at this time.
 - iv. NDSSS Website Taskforce – Crystal Tangsrud (CTSO) noted that there is currently no update.
 - v. Budget and Professional Development Taskforce – Laura Fetting (DSU) has agreed to serve as chair and there is no update.
- VII. Open Discussion –
- a. Governor Burgum’s Email Distribution Update – Retha Mattern (BSC) recommended that this item be left on the agenda for the September meeting.
- VIII. Future Meetings
- a. The next meeting will be held on September 9, 2019, from 2:30-4:00pm CST. Send agenda items to President Misti Wuori (MaSU).
 - b. November meeting – moved to November 12th at 2:30pm CT.
- IX. Adjournment
- a. The meeting adjourned at 3:53pm CST.

Respectfully submitted,

Laura Fetting (DSU)
NDSSS Secretary 2019-20