



## ***Meeting Minutes***

June 20-21, 2017

The North Dakota State Staff Senate met on June 20-21, 2017 face-to-face at Dakota College at Bottineau, with some members connecting via ND IVN.

- I. Call to order
  - a. The meeting was called to order at 1:05pm CT on June 20, 2017 by ND State Staff Senate President Katie Peterson (WSC).
- II. Roll call
  - a. **Bismarck State College (BSC):** Retha Mattern, Brittany Scheett
  - b. **Core Technology Services Office (CTSO):** Douglas Osowoski, Bradley Holcomb, Robert Azure
  - c. **Dakota College Bottineau (DCB):** Michael O'Toole, Lisa Anderson
  - d. **Dickinson State University (DSU):** Laura Fetting, Krissy Kilwein
  - e. **Lake Region State College (LRSC):** Andy Wakeford
  - f. **Mayville State University (MaSU):** Misti Wuori
  - g. **Minot State University (MiSU):** Michael Linnell, Cole Krueger
  - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Bruce Woytassek, Alyssa Johnson
  - i. **North Dakota State University (NDSU):** Chad Lindberg
  - j. **University of North Dakota (UND):** Amber Flynn, Diane Hillebrand
  - k. **Valley City State University (VCSU):** (Absent)
  - l. **Williston State College (WSC):** Katie Peterson
  - m. **HRC Representative (NDSCS):** Lisa Braun
  - n. **HRC Liaison:** (Absent)
  - o. **SBHE Representative (LRSC):** Andy Wakeford
- III. Approval of Agenda
  - a. A motion to approve the agenda was made by Retha Mattern (BSC) and seconded by Lisa Anderson (DCB). Following a roll call vote, motion carried, agenda approved as is.
- IV. Approval of Minutes
  - a. A motion to approve the minutes was made by Cole Krueger (MiSU) and seconded by Lisa Anderson (DCB). Following a roll call vote, motion carried, minutes approved as is.
- V. Welcome
  - a. Welcome was given by Michael O'Toole (DCB)
  - b. Welcome was given by Dr. Jerome Migler, Campus Dean of DCB
- VI. Ice Breaker
  - a. All members present provided a brief, in-depth, overview of who they are/what they do in their position/ and how long they have been in their position.
- VII. Campus Updates
  - a. Each campus provided a verbal update, highlighting some of what their respective campus Staff Senates have accomplished recently and over the past year.

- b. Each Campus will submit a written version of the update they provided to the ND State Staff Senate Secretary.

#### VIII. Campus Morale with Budget Cuts – Discussion

- a. Katie Peterson (WSC) reported the WSC has been fortunate in not having to cut positions, though some vacant positions have been left either unfilled or have been cut. This is greatly due to record enrollment at WSC over the past couple years.
- b. Katie Peterson (WSC) reported that WSC has implemented a Green Week, which helps to increase morale amongst staff while also generating some savings. The week between Christmas Day and New Year's Day the campus is closed and staff are able to work from home. This helps to save money on heating and electric.
- c. Katie Peterson (WSC) reported that during the Summer session WSC closes several of their buildings, in order to save on electric. Staff that are normally housed in the closed buildings relocate during the Summer session into Stevens Hall.
  - i. Several Senators asked if WSC collected any data/evidence to show if their Green Week and closed buildings during the summer actually resulted in savings.
  - ii. Katie Peterson (WSC) said she believed there was data collected to verify the savings.
- d. Katie Peterson (WSC) reported that WSC allows staff to flex work hours during the Summer session.
- e. Retha Mattern (BSC) discussed challenges with staff and faculty not always being in agreement on things such as policy/procedure
  - i. Multiple Senators expressed similar challenges among their respective campuses
- f. Chad Lindberg (NDSU) reported that NDSU allows staff to flex work hours during the Summer session and that NDSU business hours end at 4pm, instead of 5pm during Summer session.
- g. Cole Krueger (MiSU) reported that MiSU has implemented a Wellness Policy to promote wellness across the MiSU campus. The policy allows staff the opportunity, with supervisor approval, to participate in wellness activities (at their Wellness Center) with release time of up to 3 hours per week.
  - i. It was noted that the policy did face some minor challenges due to differing perceptions amongst employees.
- h. Amber Flynn (UND) discussed how some policies at the NDUS/SBHE level restrict individual campuses from being able to create/modify policies to work more efficiently for certain circumstances.
  - i. Policy on how break times can/cannot be used was discussed as an example of where more flexibility at the campus level would be beneficial.
  - ii. Amber Flynn (UND) discussed the potential for ND State Staff Senate to present new policies or amendments to current policies as a unified body.
    - 1. Idea was supported by several Senators, with general consensus that a unified voice would be stronger and show collaboration/consistencies.

#### IX. Breakout Sessions

- a. Creating and Maintaining an Active Senate / Recruiting Senators
  - i. NDSCS - Created a video to recruit members prior to elections. Everyone who showed interest were starred on the election ballot. Educating people regarding what senate entails. They will share this video with the group.
  - ii. NDSCS - Restructured senate and created committee, every member has to be on a committee and has to contribute.
  - iii. NDSCS - Staff Senate shirts are worn to Senate events.
  - iv. BSC – Reworked committees to define what they do

- v. Ideas
    - 1. Bring in admin if concerns are brought up, in order to deal with issues and answer questions.
    - 2. Encourage Senators to take on leadership roles. Some Senators may not be confident in taking a leadership role, but with encouragement realize they can handle the role.
  - b. Campus Policies
    - i. (Get info for minutes from Retha Mattern (BSC))
- X. Meeting broke for the day at 4:30pm, Set to resume the following day at 8:00am
- XI. Meeting resumed, June 21, 2017 at 8:00am
- XII. Roll call
  - a. **Bismarck State College (BSC):** Retha Mattern, Brittany Scheett
  - b. **Core Technology Services Office (CTSO):** Douglas Osowoski, Bradley Holcomb, Robert Azure
  - c. **Dakota College Bottineau (DCB):** Michael O'Toole, Lisa Anderson
  - d. **Dickinson State University (DSU):** Laura Fetting, Krissy Kilwein
  - e. **Lake Region State College (LRSC):** Andy Wakeford
  - f. **Mayville State University (MaSU):** Misti Wuori
  - g. **Minot State University (MiSU):** Michael Linnell, Cole Krueger
  - h. **North Dakota State College of Science (NDSCS):** Bruce Woytassek
  - i. **North Dakota State University (NDSU):** Chad Lindberg
  - j. **University of North Dakota (UND):** Amber Flynn, Diane Hillebrand
  - k. **Valley City State University (VCSU):** (Absent)
  - l. **Williston State College (WSC):** Katie Peterson
  - m. **HRC Representative (NDSCS):** (Absent)
  - n. **HRC Liaison:** (Absent)
  - o. **SBHE Representative (LRSC):** Andy Wakeford
- XIII. Reports
  - a. SBHE Staff Advisor Report – Andy Wakeford (LRSC)
    - i. Last SBHE meeting was held in Bismarck on May 15, 2017
    - ii. Agendas for SBHE are posted on NDUS website
    - iii. New Faculty rep on SBHE
    - iv. New Student rep on SBHE
    - v. Data Security on campuses one of the discussion points at SBHE
    - vi. Accrual of sick leave for Faculty one of the discussion points at SBHE
    - vii. Budget was put forth for the coming year
      - 1. Health insurance increase will be covered
        - a. Katie Peterson (WSC) mentioned that copays and deductibles have gone up
    - viii. There will be a 4% increase in tuition, with some exceptions
    - ix. Connect ND fee is potentially going to be increased from 12 to 15 credits
      - 1. Increase from \$66 to just over \$80 per student
    - x. Next meeting will be held in Bismarck on June 26-27
  - b. HRC Update – Lisa Braun
    - i. Item was tabled due to Lisa Braun not being able to attend this day
  - c. 2016-2017 ND State Staff Senate Goals Recap
    - i. Continue to monitor NDPERS Insurance Coverage
      - 1. Was monitored throughout the year and reported on as info was available
        - a. Costs of copays and deductibles went up

- ii. Follow and report on the 65<sup>th</sup> Legislative Assembly, regarding any bill or action that affects NDUS personnel
  - 1. Updates were provided throughout the year through the legislative committee formed by NDSSS and from Lisa Feldner (System Office)
- iii. Encourage meetings on individual campuses in a face-to-face setting, including campus tour
  - 1. Intent was to gain face-to-face time with SBHE members and show them what was happening on individual campuses
  - 2. SBHE did not travel much this past year; therefore, this was not an achievable goal
- iv. Continue the ND State Staff Senate mission by promoting staff senate opportunities, including reaching out to faculty and students
  - 1. Many campus Staff Senates invited representation to their meetings from their respective Faculty and Student Senates

#### XIV. Election of Officers

- a. Katie Peterson (WSC) “handed” the gavel to Retha Mattern (BSC) prior to the election of the new officers.
  - i. All welcomed/congratulated Retha Mattern on her new role of President and thanked Katie Peterson for serving as President for the past year
  - ii. Retha Mattern discussed the responsibilities of each officer role and then proceeded with nominations/elections
- b. Vice President Nominations/Election
  - i. Retha Mattern called for nominations for Vice President
  - ii. Amber Flynn (UND) nominated Cole Krueger (MiSU)
  - iii. Lisa Anderson (DCB) seconded the nomination
    - 1. Cole accepted the nomination
  - iv. Katie Peterson (WSC) moved to cease nominations and elect Cole Krueger unanimously
  - v. Amber Flynn (UND) seconded the motion
    - 1. Motion carried – all in favor
- c. Secretary Nomination/Election
  - i. Retha Mattern called for nominations for Secretary
  - ii. Diane Hillebrand (UND) nominated Misti Wuori (MaSU)
  - iii. Katie Peterson (WSC) seconded the nomination
    - 1. Misti accepted the nomination
  - iv. Michael O’Toole (DCB) moved to cease nominations and elect Misti Wuori unanimously
  - v. Michael Linnell (MiSU) seconded the motion
    - 1. Motion carried – all in favor
- d. Communications Officer Nomination/Election
  - i. Retha Mattern called for nominations for Communications Officer
  - ii. Cole Krueger (MiSU) nominated Michael Linnell (MiSU)
  - iii. Katie Peterson (WSC) seconded the nomination
    - 1. Michael accepted the nomination
  - iv. Katie Peterson (WSC) moved to cease nominations and elect Michael Linnell unanimously
  - v. Lisa Anderson (DCB) seconded the motion
    - 1. Motion carried – all in favor
- e. HRC Representative Nomination/Election

- i. Retha Mattern called for nominations for HRC Representative
- ii. Bruce Woytassek (NDSCS) nominated Lisa Braun (NDSCS)
- iii. Katie Peterson (WSC) seconded the nomination
  - 1. Lisa accepted (she offered her acceptance, should she be nominated, prior to the meeting)
- iv. Amber Flynn (UND) moved to cease nominations and elect Lisa Braun unanimously
- v. Michael Linnell (MiSU) seconded the motion
  - 1. Motion carried – all in favor

XV. Business Agenda

a. 2017-2018 ND State Staff Senate Goals

- i. Lisa Anderson motioned to set the following goal:  
 NDUS Staff Senates will explore options for staff to have flexible work time that will benefit personal wellness, continued education, productivity, staff morale, and potential cost savings and present a recommendation to the State Board of Higher Education and the NDUS. Examples could include:
  - instituting a campus Wellness policy to allow release time for employees to engage in exercise and wellness activities
  - Allow flexible time for 15 minute breaks to be used in conjunction with a 30. Minute break or to shorten a work day, as needed and approved by supervisor
  - Allow time for employees to pursue a volunteer activity in their respective community
  - Allow release time for employees to further pursue their education, as approved by the supervisor
  - 1. Katie Peterson (WSC) seconded the motion
  - 2. Discussion was called for/had
  - 3. Motion carried unanimously
- ii. Michael Linnell (MiSU) motioned to set the following goal:  
 Follow and report on the legislative activities of the ND legislature during active session and during interim periods between sessions
  - 1. Lisa Anderson (DCB) seconded the motion
  - 2. Discussion was called for/had
  - 3. Motion carried unanimously
- iii. Katie Peterson (WSC) motioned to set the following goal:  
 Increase awareness of State Staff Senate initiatives to constituencies and promote accomplishments of NDUS staff
  - 1. Michael Linnell (MiSU) seconded the motion
  - 2. Discussion was called for/had
  - 3. Motion carried unanimously

XVI. Open Discussion

- a. Discussion on proceeding with the goals at the campus level Staff Senates was discussed
  - i. Campus Staff Senates should proceed to start discussing goals and bring back information to State Staff Senate
- b. Retention efforts coming from the state/NDUS level were discussed
  - i. Envision 2030 was discussed
- c. Updates to ND State Staff Senate listserv need to be sent to Michael Linnell (MiSU)
  - i. Also each campus needs to verify that their contact info on ND State Staff Senate web page is accurate

- d. Campus Staff Senate agendas and minutes need to be posted to our respective websites, due to open records

XVII. Future Meetings

- a. Misti Wuori (MaSU) volunteered to have MaSU host our 2018 face-to-face meeting next summer
- b. Monthly meetings, via IVN, will continue to be held the 2<sup>nd</sup> Monday of each month from 2:30-4:00pm

XVIII. Adjournment

- a. Meeting adjourned at 11:30 pm
- b. Photos followed the adjournment of the meeting

Respectfully submitted,

Laura Fetting  
ND SSS Secretary 2016-17