



## ***Meeting Minutes***

Mayville State University  
Old Main 103  
IVN locations

June 19-20, 2018

### **Tuesday, June 19, 2018**

1:00 pm      Call to order

- I. Roll Call
  - Retha Mattern, BSC;
  - Mindy Sturn, BSC;
  - Tyler Clauson, UND
  - Jeremy Malheim, UND
  - Cole Krueger, MiSU
  - Michael Linnell, MiSU
  - Amy Armstrong, WSC
  - Lisa Braun, NDSCS
  - Bruce Woytassek, NDSCS
  - Andy Wakeford LRSC
  - Cathleen Ruch LRSC
  - Laura Fetting, DSU
  - Sara Larsen, VCSU
  - Kari Bodine, VSCU
  - Robert Azure, CTS
  - Doug Lesowski, CTS
  - Crystal Tansgrud, CTS
  - Misti Wuori, MaSU
  - Rick Karboviak, MaSU
  - Jessica Amb, MaSU
  - Susan Cordahl, MaSU
  - April Helgaas, NDSU
  - Megan Ramsett, NDSU
  - Lisa Anderson DCB
  - Hattie Albertson, DCB
  - Johnna Douthit, DSU

Naomi Kosen, NDSU

- II. Approval of Agenda and
- III. Approval of May Minutes Lisa Braun (NDSCS) motioned; Crystal Tangsrud seconded. Motion passed to approve both the agenda and May 2018 meeting minutes.

- 1:05 pm Welcome by Dr. Gary Hagen, MaSU President
- 1:15 pm Recognition of Dr. Hagen in his retirement/introduction by Retha Mattern
- 1:30 pm Introduction and Activity Icebreaker--The M&M's Game led by Retha Mattern.
- 2:00 pm Campus Updates- Verbal—please email written campus update to Misti Wuori as well.—Each campus gave verbal updates.
- 2:15 pm Robert's Rules Overview (Dr. Jeffrey Powell, Ph.D., MaSU)

Topics and handouts: Agenda formation; having voice heard; define your organization's mission and have that on the agenda; using IVN more effectively and not hiding behind it; soliciting information prior to the meeting; rules for Voting

2:45 pm Discussion statewide conference (Johnna Douthit, DSU, via IVN)—Johnna talked about having a statewide meeting with different training and issues and have staff employees present. When contacted, Tom McNaughton said this was the HEUG conference purpose. Johnna proposed a day or a day and a half event geared towards staff employees in the system for professional development purposes; Staff Development Day and breakout sessions to learn more. Next HEUG conference in 2019. Staff Summit was held in April 2018 with NDUS support. This could be beneficial to bring in speakers and have multiple campuses benefit from that. Do we want to explore this issue? Suggestion that it be held every other year. Suggestion to have a track for Professional Development with HEUG, but then it was mentioned that there is a need for professional development for others like administrative assistants, etc., who are not involved in HEUG Conference activities. Technology focused training—online training suggestion, or regional training. Suggestion to go back to your campus and ask for ideas on what they'd be interested. However, people don't always know what training they need. A brainstorming group may be needed to explore topics. Explore the resources of our own faculty and staff across campuses for expert presenters. Explore resources available to support this from the Chancellor's Office or other ways to band together and pool resources.

- 3:15 pm Break

3:30 pm Discussion on Proposed Budget Cuts—Some legislators feel more optimistic about the budget than the Governor is proposing with cuts. Retha shared a letter she received from the Chancellor thanking her for sharing concerns and the message on staff morale to the SBHE. Retha has seen the result of greater discussion and messaging from the SBHE on including staff in discussions. What do we do to move forward with staff concerns in the system? The need for reviewing the data on number of staff and other issues. Be sure to illustrate the impact on students and faculty, as this impact is critical to discuss. It is hard though to show negative impact because a lot of staff members have taken on more and more workload to minimize the impact on students. Employees are taking on more tasks and hours to meet the needs. Have any campuses done a staff morale/ satisfaction survey lately? Can this be compiled all together? How do you have support that campus morale is low? Survey or other data is needed. Minot found the most information in the open-ended comments on the staff survey, rather than the actual survey questions. Minot has their survey results on their website, and they encourage all campuses to do a staff survey. Minot's is very complete—not just about campus morale but many more questions. Need to also have plan to follow up and use the survey results, however, to not cause increased poor morale, etc., however. The suggestion was made to do a system-wide staff issues survey. Local staff senates need to encourage this to be done for strong response rates. CTS has used an outside person to conduct this survey. The question brought forward was to clarify and survey on a positive message of what can we do within the framework we have, and move forward on the improvements and changes that we can make. A number of issues were brought forward in the discussion period to look at what can be done to bring forward issues that have real results. For example, proposing the day after Thanksgiving as a holiday. Should the policies be broad, or specific? Need data to support the “asks” and why they are important for staff morale. For example, how many offices are closed and efficiencies saved, etc., to support the Thanksgiving Friday holiday? It is critical to show that policies are win-wins—benefit campus morale and campus savings overall.

4:30 pm Close

## Wednesday, June 20, 2018

8:00 am Breakfast

8:30 am ND State Staff Senate Business Meeting

### IV. Reports

- a. SBHE Staff Advisor Report – Andy Wakeford—He sought input from meeting attendees on what they'd like to know; The SBHE last met in May 2018; Reviewed Envision 2030 process; Andy said it has been a very engaging and interesting process; Board meets next week in Mandan for the SBHE retreat and June 2018 meeting; Two new board members were nominated and appointed; Mike Ness and Dr. Kelvin Melicher have ended their terms; Dan Traynor and Jill Louters will start July 1, as well as the new student rep from Williston State College; Vice-Chancellor for Academic Affairs—Interim will be Lisa Johnson as Richard Rothaus has taken an academic leadership job out of state; Legal counsel for the SHBE resigned in July and another will be appointed. Overall, there are a number of changes to the SBHE in the next few months. Andy asked for feedback from NDSSS members as to what information we want to present or provide. Campus highlights for campus employees—have they been well received? Discussion followed.
- b. HRC Update – Lisa Braun—She reviewed her role in the HRC; They met June 5 and 6 for their face-to-face meeting; They changed to meet monthly via telephone to provide more time to make decisions as of August 2018. FMLA questions have emerged from campuses; Decision was employees are required to use all vacation and sick time first before unpaid FMLA is taken. This was decided to be consistent across campuses. Extensive discussion followed on this issue and work/family balance for NDUS staff employees. The second day Lisa called in and there was extensive discussion about campus morale and workloads and issues facing staff members. They discussed ideas for building morale. They decided to have monthly meetings as of August to better serve staff morale concerns and deal with budget cuts, etc. If there are issues and concerns for HRC to discuss, NDSSS members can get these to Lisa Braun or the HRC rep on your campus for the monthly meetings.
- c. 2017 – 2018 NDSSS Goals Recap

Reviewed goals from 2017-2018:

Goal 1: Flexible work times: Reviewed Minot's work and policy on wellness, and what other campuses can do to implement policies like this.

Goal 2: Report on legislative activities; Updates through Andy Wakeford as the SBHE representative.

Goal 3: Monthly feature in the NDUS newsletter; Campus updates to the SBHE meeting

V. Election of Officers

- a. Vice President (President Elect)—Retha reviewed the roles of the NDSSS officers. Nominations for Vice-President: Misti Wuori; April Helgaas; Jeremy Malheim. Voting held by ballot: No majority vote so vote was held again between Misti and April. On the second vote: Misti Wuori had the most votes. She accepted. Cole Krueger took over as the President and gave a personal thank you to Retha Mattern for her service and work this last year.
- b. Secretary—Nominations: Laura Fetting. Cast a unanimous ballot, and Laura accepted.
- c. Communications Officer—Crystal Tangsrud nominated and accepted. Cast a unanimous ballot.
- d. HRC Representative—Lisa Braun accepted on a unanimous ballot.

In the Spring 2019 semester, we will have election for the SBHE representative.

VI. Business Agenda

- a. 2018 – 2019 ND State Staff Senate Goals—Cole suggested a resolution with very specific projects/goals to complete this year. One suggestion was a staff survey that is completed across all campuses. For example, have a set of goals that are needed that are not extensive costs, such as professional development, to gain a sense of what staff would really appreciate. A survey could help get real numbers for campus morale or other needs to go forward with specific needs/policies to the SBHE. A survey with carefully worded questions to quantify the value of health care/insurance, raises, flexible leave, the number of people looking for other jobs outside of the university system, etc. This could be designed to be repeated over time. NDSSS needs to show the results/intended change from the results of the survey. Who would this go to? Members agreed that

it should go to all staff members. Needs to go to all staff members, especially if the results are used to go to SBHE/NDUS to support specific initiatives. NDUS/System Office permission will be needed. Annual goal: Create a staff survey and get approval, with the intent to conduct the survey, and analyze results. There is a need for a unified message for getting responses. This is very important, and this needs to come from NDSSS. This means we will need to have a webpage and more awareness from campuses on the NDSSS members and organization/mission. It was decided to have a task force for this survey design and implementation. Task force members: Andy Wakeford, Michael Linnell, Robert Azure, Cole Krueger, Misti Wuori; Establishing a committee chair: Michael Linnell and Andy Wakeford as co-chairs.

- b. Goal 2: Continue the goal from last year. Task Force for legislative monitoring—Retha Mattern, Andy Wakeford, Doug Lesowski, Laura Fetting, Jeremy Malheim—Can the SBHE rep give a written summary/bullet points for each meeting? Retha Mattern, Chair
- c. Goal 3: Proposing the day after Thanksgiving as an official NDUS holiday; Then considering implementing floating holidays; Or Christmas Eve as a full day off; Black Friday Task Force: Tyler Clauson, Lisa Braun, Mindy Sturn, Amy Armstrong. A key point for consideration is the need to show savings for the campuses by implementing holidays at times when students are not on campuses. The turnaround time is quick on this group—before January 2019 legislative term. Chair; Tyler Clauson

Committees will provide updates at the next NDSSS meeting.

Motion to adopt these three goals as established. Tyler Clauson motioned; Michael Linnell seconded. Motion carried.

d. Establishment of Committees

- VII. Open Discussion—Need placards for the meeting with names/schools at the next face-to-face meeting; Also, provide copies of by-laws and goals from the year prior as some brand new members attend; Professional Development for staff discussion continued.

## VIII. Future Meetings

- a. 2008 – UND
- b. 2009 – Bismarck
- c. 2010 – NDSU
- d. 2011 – Dickinson
- e. 2012 – Wahpeton
- f. 2013 – Minot
- g. 2014 – Valley City
- h. 2015 – Devils Lake
- i. 2016 – Williston
- j. 2017-Dakota College Bottineau
- k. 2018-Mayville State University

Those that have not hosted:

Core Technology Systems Office—Grand Forks—Motion to have the event at CTS in Grand Forks in June 2019. Lisa Braun motioned; Jeremy Malheim seconded. Motion carried.

## IX. Adjournment

9:00 am Envision 2030 Presentation- Carrie Herrig, M.B.A., UND \*Please note, Carrie will present when she arrives in Mayville. This may interrupt the business meeting.

Carrie facilitated the Envision 2030 process with the SBHE, and came to this Envision 2030 process about 12 weeks ago. She reviewed her facilitation process with the SBHE and NDUS System Office. Her PowerPoint presentation was shared with the NDSSS group prior to the meeting. She has worked with the calls to action and prioritization processes. Some themes and call to action concerns are: finance models and adapting finances, mission creep and building higher education efficiencies, access to key programs, diversity for a changing state and workforce, governance for the 21<sup>st</sup> century, and faculty and staff support. How do we make sure staff voices are active and heard in these processes? What are the key areas that staff need to watch and be involved: Carrie's opinions on key areas—access to key programs, building higher education efficiencies, adapting finances, commitment to faculty staff and diversity in the workforce, data and software systems. These are areas that staff have to be at the table due to the vested interests in these areas for staff, including frontline staff and staff users of systems, etc. This information from front-line users is critical in the decision making process. How do staff voices get heard in this process with budget cuts/staff cuts? Discussion followed.

Carrie encourage staff to be involved and listening and engaged in SBHE meetings/pay attention to the agenda. SBHE meetings are streamed and members could be providing comments and feedback to Andy Wakeford. Andy said he will try to share the SBHE agendas with the NDSSS listserv. Be sure to have those agendas/reviewed with

local staff senates and review the work of the SBHE, and feedback can be given after the SBHE meeting. Questions: Artificial intelligence —research is being done; giving more autonomy to campus presidents but be sure to hear staff voices. Next steps on Envision 2030: more committee work, Chancellor and Vice Chancellor may be getting information from campuses, bridging with Governor Burgum's initiatives, and continue to work at these key points.

Immediately after adjournment a group photo and individual officer photos were taken.

Respectfully submitted,

Misti Wuori, Secretary