



The North Dakota State Staff Senate met on June 19-20, 2019 at the NDUS CTS Office in Grand Forks.

- I. Call to order
    - a. The meeting was called to order at 1:03pm CT on June 19, 2019 by ND State Staff Senate Vice President Misti Wuori.
  - II. Roll call
    - a. **Bismarck State College (BSC):** Retha Mattern, Mindy Sturn
    - b. **Core Technology Services Office (CTSO):** Ashley Hanson, Crystal Hotchkiss, Doug Osowski, Crystal Tangsrud, Cordell Wagendorf
    - c. **Dakota College Bottineau (DCB):** (Absent)
    - d. **Dickinson State University (DSU):** Laura Fetting
    - e. **Lake Region State College (LRSC):** Carla Freschette
    - f. **Mayville State University (MaSU):** Susan Cordahl, Alissa Perkins, Misti Wuori
    - g. **Minot State University (MiSU):** Michael Linnell
    - h. **North Dakota State College of Science (NDSCS):** (Absent)
    - 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):** (Absent)
    - o. **HRC Liaison:** (Absent)
    - p. **SBHE Representative (LRSC):** Andy Wakeford
  - III. Approval of Agenda
    - a. A motion to approve the agenda was made and seconded. Following a vote, motion carried, agenda approved as is.
  - IV. Approval of Minutes
    - a. A motion to approve the minutes from the April meeting was made and seconded. Following a vote, motion carried, minutes approved as is.
- 1:05pm Introductions  
1:10pm Welcome by Dr. Casey Ryan, SBHE Member  
2:00pm CTS Welcome – Darin King, Vice Chancellor of IT/CIO, NDUS  
2:15pm Information Security – Brad Miller, Director of Information Security, CTS  
3:45pm Break  
4:00pm Campus Sharing Activity/Campus Updates – The items discussed have been compiled into one document and sent to the NDSSS Listserv.  
4:30pm CTS Tour

### Thursday, June 20, 2019

- 8:00am Breakfast  
8:30am Phil Wisecup, Vice Chancellor of Strategy and Strategic Engagement, NDUS joining via IVN  
9:00am Break  
9:15am Campus Sharing Activity/Campus Updates (Continued) - The items discussed have been compiled into one document and sent to the NDSSS Listserv.  
10:00am ND State Staff Senate Business Meeting

- V. Reports
  - a. SBHE Staff Advisor Report – Andy Wakeford (LRSC) the SBHE met on May 30, 2019 at BSC. Discussion was held on program changes and updates, tuition changes at WSC and NDSU, UND Presidential search, policy adoptions, and presentations by DCB, WSC, and NDSCS. Nick Hacker was elected the Chair and Casey Ryan the Vice Chair. The SBHE Retreat will be held on June 26-27 in Bismarck.
  - b. HRC Update – No update.
- VI. Election of Officers
  - a. Vice President – Retha Mattern (BSC) nominated Michael Linnell (MiSU), Megan Kasner (WSC) seconded. Nominations were ceased. Following a unanimous vote, Michael accepted.
  - b. Secretary – Misti Wuori (MaSU) nominated Laura Fetting (DSU), Doug Osowski (CTSO) seconded. Nominations were ceased. Following a unanimous vote, Laura accepted.
  - c. Communications Officer – Doug Osowski (CTSO) nominated Crystal Tangsrud (CTSO), Michael Linnell (MiSU) seconded. Nominations were ceased. Following a unanimous vote, Crystal seconded.
  - d. HRC Representation – Alissa Perkins (MaSU) nominated Tyler Clauson (UND), Susan Cordahl (MaSU) seconded. The nomination is pending approval from Tyler’s supervisor. Discussion and formal vote will take place at the July meeting.
- VII. Business Agenda
  - a. Recap of goal committees’ work from 2018-2019 and discussion
    - i. Survey Taskforce – Michael Linnell (MiSU) gave an overview of the taskforce. The system is also looking into doing a similar survey of all campuses. The taskforce met twice and is recommending to wait until the NDUS survey comes out and reconvene if it is needed. A suggestion was made to contact the NDUS and request to be involved in the survey process. The taskforce will remain in an observational role.
    - ii. Legislative Taskforce – Retha Mattern (BSC) reported that the taskforce monitored bills during the legislative session. The taskforce met with Lisa Johnson (NDUS) for additional information during the process. The taskforce will be kept on as a standing taskforce.
    - iii. Friday After Thanksgiving Taskforce – Tyler Clauson (UND) gave an overview of the taskforce. The concept was presented to the SBHE and the Chancellor requested that we hold off due to it being a legislative year. A recommendation was made to continue the taskforce and contact the SBHE regarding how we should proceed with this request. This will remain a standing taskforce.
  - b. 2019-2020 ND State Staff Senate Goals
    - i. Website Options
    - ii. Professional Development/Budget Committee
  - c. Establishment of Committees and initial committee work – President Misti Wuori (MaSU) will send out a list of all of the goals/taskforces requesting volunteers to serve on each.
  - d. 2019-2020 meeting dates and time; IVN scheduling process – Discussion was held on where the 2020 face-to-face meeting will be held. A suggestion was made to have it located in the central or western part of the state. This will be discussed at the July meeting. The next meeting will be held on July 8, 2019 via IVN. Crystal will send out calendar invites with connection information.
- VIII. Open Discussion – Crystal Tangsrud (CTSO) requested that campuses send her the names of their representatives to her so the listserv can be updated.
- IX. 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
  - l. 2019 – Core Technology Systems Office
  - m. 2020 –
- X. Adjournment
- a. The meeting adjourned at 12:20pm CT.

Respectfully submitted,

Laura Fetting (DSU)  
ND SSS Secretary 2018-19

DRAFT