



The North Dakota State Staff Senate met on November 13, 2018 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:30pm CST on November 13, 2018 by ND State Staff Senate Vice President Misti Wuori.
- II. Roll call
 - a. **Bismarck State College (BSC):** Retha Mattern
 - b. **Core Technology Services Office (CTSO):** Brad Holcomb, Doug Osowski, Chrystal 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
 - f. **Mayville State University (MaSU):** Susan Cordahl, Rick Karboviak, Misti Wuori
 - g. **Minot State University (MiSU):** (Absent)
 - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Alissa Sherven, 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):** (Absent)
 - l. **Williston State College (WSC):** Amy Armstrong
 - m. **NDUS Representative:** (Absent)
 - n. **HRC Representative (NDSCS):** Lisa Braun
 - o. **HRC Liaison:** (Absent)
 - p. **SBHE Representative (LRSC):** Andy Wakeford
- III. Approval of Agenda
 - a. A motion to approve the agenda was made by April Helgaas (NDSU) 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 Lisa Braun (NDSCS) and seconded by April Helgaas (NDSU). Following a vote, motion carried, minutes approved as is.
- V. Reports
 - a. Campus Updates – No verbal updates given. Send November campus updates to Laura Fetting (DSU) by November 26th.
 - b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that the State Board of Higher Education (SBHE) met on October 25th via conference call. Discussion was held on the evaluations of two-year presidents, as well as the upcoming legislative session. The next SBHE meeting is scheduled for December 6th in Bismarck. The agenda will be available at <http://ndus.edu/board/agenda/>.
 - c. HRC – Lisa Braun (NDSCS) reported that the Human Resource Council (HRC) met on November 6th via conference call. Discussion was held on the review of the wording on the FMLA policy. The next HRC meeting will be held on December 4th.
- VI. Business Agenda –
 - a. Goal Updates
 - i. Survey Taskforce – No updates were reported. Contact Michael Linnell (MiSU) if to let him know if you currently do a campus satisfaction survey.

- ii. Legislative Taskforce- Retha Mattern (BSC) is working with the System Office to set up meetings with someone to assist with the process of tracking bills that pertain to the NDUS. In the past, the group met every 3-4 weeks and will continue doing so. Discussion was held on the article that was shared in the Bismarck Tribune regarding a bill that has been proposed to give state employees raises.
- iii. Friday After Thanksgiving Taskforce – No updates at this time.

VII. Open Discussion –

- a. Listserv Access – Bruce Woytassek (NDSCS) and Crystal Tangsrud (CTSO) brought forth a discussion on whether the NDSSS Listserv should be moderated. Currently, it is an open listserv. The two options for moderation would be (1) only listserv members can send and outside emails would need to be approved by a moderator; (2) full moderation – all emails would need to be approved by a moderator. Josh Nichols (DSU) made a motion to have the listserv set to allow members to send emails and outside emails be moderated by the Communications Officer. Lisa Braun (NDSCS) seconded the motion. Following a vote, motion carried. Crystal will work with the appropriate people to get this set up.
- b. Andy Wakeford (LRSC) commented that he had proposed a change to the NDUS Emeritus Policy earlier in the year and will be requesting this to be added to the SBHE agenda for December.
- c. Susan Cordahl (MaSU) asked a question regarding state fleet vehicles and winter safety kits. Discussion was held on how this is handled at each of the campuses.

VIII. Future Meetings

- a. The next meeting will be held on December 10, 2018 from 2:30-4:00pm CST. Send agenda items to President Cole Krueger (MiSU). If you would like to present on your campus at either the December or January meetings, contact Cole.

IX. Adjournment

- a. The meeting adjourned at 3:15pm CST.

Respectfully submitted,

Laura Fetting (DSU)
ND SSS Secretary 2018-19