



## ***Meeting Minutes***

October 9, 2017

The North Dakota State Staff Senate met on October 9, 2017 via ND IVN.

- I. Call to order
  - a. The meeting was called to order at 2:30pm CST on October 9, 2017 by ND State Staff Senate President Retha Mattern (BSC).
- II. Roll call
  - a. **Bismarck State College (BSC):** Retha Mattern
  - b. **Core Technology Services Office (CTSO):** Bradley Holcomb, Douglas Osowski
  - c. **Dakota College Bottineau (DCB):** Lisa Anderson
  - d. **Dickinson State University (DSU):** Krissy Kilwein, Johnna Douthit
  - e. **Lake Region State College (LRSC):** Andy Wakeford and Carla Freschette
  - f. **Mayville State University (MaSU):** Misti Wuori
  - g. **Minot State University (MiSU):** Mindy Rudnick
  - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Bruce Woytassek
  - i. **North Dakota State University (NDSU):** Diane Axness, Naomi Kosen, Elizabeth Cronin
  - j. **University of North Dakota (UND):** Amber Flynn
  - k. **Valley City State University (VCSU):** Monica Moore
  - l. **Williston State College (WSC):** Katie Peterson and 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 Katie Peterson (WSC) and seconded by Lisa Anderson (DCB). Following a vote, motion carried, agenda approved as is.
- IV. Approval of Minutes
  - a. A motion to approve the September 2017 minutes was made by Bruce Woytassek (NDSCS) and seconded by Lisa Braun (NDSCS). Following a vote, motion carried, minutes approved as is.
- V. Reports
  - a. Campus Updates – Verbal updates were given as a means of sharing. Please get campus updates to Misti Wuori (MaSU), and she will share a final draft emailed after the meeting. Be sure to send Misti a note that says “no update” if applicable. Andy Wakeford shares the Campus Updates with the State Board. Please get campus updates to Misti by Wednesday, October 11.
  - b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that the State Board of Higher Education (SBHE) met September 28, 2017, at LRSC. There was an extensive agenda, available at <https://www.ndus.edu/board/agendas/>. There was a presentation on the

projected nursing shortages in North Dakota. Numerous reports were presented, including the Chancellor's Report outlining the Presidents' Goals document and the metrics to measure those goals. Mayville State University is undergoing a presidential search and the search committee is being formed. Josh Duhamel will receive an honorary Doctorate of Letters degree from UND.

- c. HRC – Lisa Braun (NDSCS) reported that she attended meetings on September 12, 2017, at LRSC. The Faculty Sick Leave Policy is still a work in progress. Extensive discussion at this meeting focused on standardizing broadband classifications across campuses. They also talked about the retirement fund and classifying overtime. The next meeting is in December.

#### VI. Business Agenda

- a. Chris Erickson, NDUS Public Affairs Manager, contacted Retha looking for profiles for staff, and asking if we want to help support his project of profiling faculty, staff, and students (particularly staff) in the monthly NDUS office newsletter. Katie Peterson (WSC) suggested each NDUS campus get assigned a month in a rotation. Erickson will do the interview; each campus will need to suggest a name, contact, and talking points on the individual. Retha will put together an alphabetic list and send that out to share.
- b. June 2017 Face to Face meeting wrap up –Retha Mattern (BSC) presented at the September 28, 2017, State Board of Higher Education (SBHE) meeting and gave a presentation on staff leave concerns and staff morale. The SBHE members were really receptive to Retha's presentation, and college presidents and board members thanked her for bringing this up. Efforts will continue to discuss these issues for the 2019 Legislature. It was suggested to have a SBHE member attend our NDSSS meeting to keep talking about these issues. The Faculty representative also brought up faculty morale and similar issues. This effort created a phone conference that Andy attended held with SBHE members and Jane Grinde, HR Director for the NDUS. Now the focus is the need to keep communication moving forward on staff and faculty morale issues and policies. It was recommended that individual campuses also invite NDUS staff members or SBHE members to local campus Staff Senate meetings to discuss these issues. Retha said she would invite a SBHE member to our November meeting. Discussion followed. Andy Wakeford (LRSC) thanked Retha for her excellent presentation and hard work. Her message was very well-received.

#### VII. Open Discussion –

- a. Listserv Updates-Let Retha or Michael Linnell (MiSU) know if NDSSS members have changed for the listserv for the 2017-18 year, and if a member is not getting the listserv notices.
- b. Amber Flynn will be leaving UND at the end of the semester. Tyler Clauson will serve in her role.

#### VIII. Future Meetings

- a. Next meeting –The next meeting will be held November 13, 2017, from 2:30-4:00 CST.

#### IX. Adjournment

- a. The meeting adjourned at 3:30pm CST.

Respectfully submitted,

Misti Wuori  
ND SSS Secretary 2017-18