



The North Dakota State Staff Senate met on October 8, 2018 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:32pm CST on October 8, 2018 by ND State Staff Senate State Board of Higher Education Representative Andy Wakeford.
- II. Roll call
 - a. **Bismarck State College (BSC):** Laura Kalvoda, Ashley Mattson, Mindy Sturn
 - b. **Core Technology Services Office (CTSO):** Robert Azure, Doug Osowski
 - c. **Dakota College Bottineau (DCB):** Hattie Albertson
 - d. **Dickinson State University (DSU):** Laura Fetting, Josh Nichols
 - e. **Lake Region State College (LRSC):** Cathleen Ruch
 - f. **Mayville State University (MaSU):** Teri Wright
 - g. **Minot State University (MiSU):** Cole Krueger, Michael Linnell
 - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Alissa Sherven
 - i. **North Dakota State University (NDSU):** April Helgaas, Kay Hopkins, Naomi Kosen, Elizabeth Kronin, Maggie Latterrell, Danielle Pinnick, Tabitha Thomas
 - j. **University of North Dakota (UND):** Jeremy Malheim
 - k. **Valley City State University (VCSU):** (Absent)
 - l. **Williston State College (WSC):** (Absent)
 - 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 Michael Linnell (MiSU) and seconded by Doug Osowski (CTSO). 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 Jeremy Malheim (UND) and seconded by Michael Linnell (MiSU). Following a roll call vote, motion carried, minutes approved as is.
- V. Reports
 - a. Campus Updates – No verbal updates were given. Send updates for September to Laura Fetting (DSU) by Friday, October 19th.
 - b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that the State Board of Higher Education (SBHE) met on September 27th at VCSU. Main meeting business was to select the next president of VCSU. The SBHE is preparing for the upcoming legislative session. Discussion was held on measure three and whether the SBHE could make a recommendation on. The next SBHE meeting is scheduled for October 25th. The agenda will be available at <http://ndus.edu/board/agenda/>.
 - c. HRC – Lisa Braun (NDSCS) reported that the HRC met on October 3rd. The ND Student Senate requested to have a state representative on the HRC. Discussion was held on the Dental Insurance coverage that it will not change and premiums will remain the same. The FMLA policy will be reworded for clarity regarding the use of all annual and sick leave prior to unpaid leave. The next HRC meeting will be held on November 3rd.
- VI. Business Agenda –
 - a. North Dakota State University (NDSU) Presentation – Several members from the NDSU presented. NDSU Staff Senate has a 10 member Executive Committee. They run a

workplace climate survey every three years for both staff and faculty. The NDSU Staff Senate promotes other activities, such as a night out with the Red Hawks. The Staff Development Opportunities Committee hosts several mini Discover U sessions throughout the year. The Scholarship Committee awards scholarships for staff and students. There are several recognition awards that the NDSU Staff Senate gives out.

i. Determining November Institution Presentation – If your campus would like to present in November, email President Cole Krueger (MiSU).

b. Goal Updates

i. Survey Taskforce – Michael Linnell (MiSU) discussed an overview of what the taskforce has been working on. They are looking into the pathways to accomplish the survey, how to determine the questions, and are working on a process for completion of the survey and analyzing the data. The taskforce is requesting institutions to contact Michael Linnell (MiSU) to let him know if they do a survey or not and if they'd be interested in completing this state survey.

ii. Legislative Taskforce- President Cole Krueger (MiSU) mentioned that the taskforce is seeking assistance from the System Office for guidance during the legislative session. The taskforce will meet in the coming months.

iii. Friday After Thanksgiving Taskforce – Mindy Sturn (BSC) discussed the talking points/memo that was sent out to campuses to discuss with their presidents. A couple of the campuses have sent feedback from their presidents. This item has been added to the Chancellor's Cabinet agenda for October 10th. This would be considered a campus closure and not a holiday.

VII. Open Discussion –

a. Listerv Access – President Cole Krueger (MiSU) tabled this item to the November 13th meeting.

VIII. Future Meetings

a. The next meeting will be held on November 13, 2018, from 2:30-4:00pm CST. Send agenda items to President Cole Krueger (MiSU).

IX. Adjournment

a. The meeting adjourned at 4:00pm CST.

Respectfully submitted,

Laura Fetting (DSU)
ND SSS Secretary 2018-19