



The North Dakota State Staff Senate met on October 14, 2019 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:31pm CT on October 14, 2019 by ND State Staff Senate President Misti Wuori.
- II. Roll call
 - a. **Bismarck State College (BSC):** Retha Mattern, Jessie Meckle
 - b. **Core Technology Services Office (CTSO):** Crystal Tangsrud
 - c. **Dakota College Bottineau (DCB):** Laura Halvorson
 - d. **Dickinson State University (DSU):** Johnna Douthit, Laura Fetting, Josh Nichols
 - e. **Lake Region State College (LRSC):** Carla Freschette, Cathleen Ruch, Andy Wakeford
 - 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):** Lisa Braun
 - i. **North Dakota State University (NDSU):** Wendy Baumann
 - j. **University of North Dakota (UND):** Tyler Clauson, Whitney Maine, Megan Wasylow
 - k. **Valley City State University (VCSU):** Kari Bodine
 - l. **Williston State College (WSC):** Megan Kasner, Kristina Kitchens
 - m. **NDUS Representative:** (Absent)
 - n. **HRC Representative (LRRSC):** Carla Freschette
 - o. **HRC Liaison:** (Absent)
 - p. **SBHE Representative (BSC):** Retha Mattern
- III. Approval of Agenda
 - a. A motion to approve the agenda was made by Whitney Maine (UND) and seconded by Michael Linnell (MiSU). Following a vote, motion carried, agenda approved as is.
- IV. Approval of Minutes
 - a. A motion to approve the minutes was made by Wendy Baumann (NDSU) and seconded by Alissa Perkins (MaSU). Following a vote, motion carried, minutes approved as is.
- V. Reports
 - a. Campus Updates – Send campus updates to Laura Fetting (DSU) by October 23rd. The compiled updates will be sent to the NDSSS Listserv and the SBHE members.
 - b. SBHE Staff Advisor Report – Retha Mattern (BSC) reported that the State Board of Higher Education (SBHE) met on September 26th at LRSC. The draft meeting calendar for the upcoming year was shared. Chancellor Hagerott updated on his goals. Discussion was held regarding the Alcoholic Beverages Policy and the proposed changes to the FMLA policy. The FMLA policy has tabled pending further discussion by the Human Resource Council (HRC). The next SBHE meeting is scheduled for October 24th via IVN. The agenda will be available at <http://ndus.edu/board/agenda/>.
 - c. HRC – Carla Freschette (LRSC) reported that the HRC met on October 1st. Discussion was held regarding the tabled FMLA policy changes. A recommendation was made at the SBHE meeting to update the policy to allow employees to retain a certain number of hours. Further discussion will be held at the November meeting regarding updates to the FMLA policy and other leave policies that pertain. HRC discussed the new Department of Labor rule raising the salary threshold.
- VI. Business Agenda –
 - a. Governor Burgum’s Email Distribution List – Michael Linnell (MiSU) reported that he discussed the topic with the Public Information Officers group. The group already receives the emails, thus could send pertinent information to the campuses. A recommendation was made to remove the NDSSS Listserv and add the NDSSS Executive Committee to be the recipients. Andy Wakeford (LRSC) has reached out to the Governor’s Office regarding this and will follow up.

- b. Goal Updates
 - i. Survey Taskforce – No update.
 - ii. Legislative Taskforce – Andy Wakeford (LRSC) has agreed to be the new chair of the taskforce.
 - iii. Friday After Thanksgiving Taskforce – Retha Mattern (BSC) noted that she has had discussions with several SBHE members regarding this topic. It has been mentioned that this is not something that should come from the SBHE and that something is in the works for a different avenue to pursue.
 - iv. NDSSS Website Taskforce – Crystal Tangsrud (CTSO) reported that a request has been submitted to have a WordPress site built. She will be working with CTSO to get the process started.
 - v. Budget and Professional Development Taskforce – Laura Fetting (DSU) reported that the taskforce is compiling the information received from several campuses. The taskforce will meet to discuss the compiled information and report back at the next meeting.

VII. Open Discussion –

- a. No open discussion topics.

VIII. Future Meetings

- a. The next meeting will be held on November 12, 2019 from 2:30-4:00pm CST. (Note the meeting will be held on a Tuesday, due to the Veteran's Day holiday.) Send agenda items to President Misti Wuori (MaSU).

IX. Adjournment

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

Respectfully submitted,

Laura Fetting (DSU)
ND SSS Secretary 2019-20