



Meeting Minutes

September 11, 2017

The North Dakota State Staff Senate met on September 11, 2017 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:30pm CST on September 11, 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):** Laura Fetting, Loretta Heidt, Krissy Kilwein, Johnna Douthit
 - e. **Lake Region State College (LRSC):** Andy Wakeford
 - f. **Mayville State University (MaSU):** Misti Wuori, Rick Karboviak, Jessica Amb
 - g. **Minot State University (MiSU):** Michael Linnell
 - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Bruce Woytassek
 - i. **North Dakota State University (NDSU):** Diane Axness, Naomi Kosen
 - j. **University of North Dakota (UND):** No one attending
 - k. **Valley City State University (VCSU):** No one attending
 - l. **Williston State College (WSC):** Katie Peterson
 - 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 Braun (NDSCS). Following a vote, motion carried, agenda approved as is.
- IV. Approval of Minutes
 - a. A motion to approve the June 2017 minutes was made by Bruce Woytassek (NDSCS) and seconded by Katie Peterson (WSC). Following a vote, motion carried, minutes approved as is.
 - b. A motion to approve the July 2017 minutes was made by Lisa Anderson (DCB) and seconded by Bruce Woytassek (NDSCS). Following a vote, motion carried, minutes approved as is.
- V. Reports
 - a. Campus Updates – No verbal updates were given. Campus updates were shared prior to the meeting by Misti Wuori (MaSU), with a final draft mailed 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.

- b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that the State Board of Higher Education (SBHE) has not met since its June retreat (Monday, June 26 (Retreat) and Tuesday, June 27 (Meeting). The next SBHE meeting is scheduled for September 28, 2017, at LRSC. There is no agenda yet, but the agenda will be available at <https://www.ndus.edu/board/agendas/>. Andy is aware that the Campus Study, focused on the consultants’ study of the two-year campuses (Shared Services/Workforce Study), and expanding to other areas of the system to focus on other areas of greater efficiency, will be on the agenda. Five task forces were formed to look at articulation agreements (high school to colleges; two year to four year; etc.); shared services; common financial aid and application processes; and access to technical programs and meeting workforce needs. There will be a working meeting on September 27 to review findings and continue the work of these task forces.
- c. HRC – Lisa Braun (NDSCS) reported that she will be attending meetings on September 12, 2017, at LRSC.

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). Andy suggested Chris take info from the Campus Updates. Discussion followed on the best ways to find staff to profile and the role we can play in helping support staff recognition. NDSU shared that they have a Campus Kudos award monthly. Discussion focused on ways to bring forward staff names from peers to profile monthly. Retha (BSC) suggested rotating monthly and each campus staff senate suggesting a person so that each campus staff senate would suggest one staff member yearly who shows dedication, innovation, and/or teamwork. Retha will talk with Chris about this idea and report back. Michael Linnell (MiSU) suggested Retha ask Chris who is responsible for writing content, etc. This will be added to next month’s meeting agenda.
- b. Listserv-A discussion was held on whether it was best to continue to use the NDSSS listserv or look at other options, such as SharePoint. The listserv can have lag time with getting the right people to get the communication that goes out. One concern raised about the listserv was that you cannot see previous information, posted prior to being a member of the listserv. Questions about how SharePoint would work were raised. Would it be managed at the NDUS system level? Bradley Holcomb (CTS) will look into this and report back next month. There were concerns with going away from the listserv due to calendar invites. SharePoint is good for sharing and storing minutes and other resources.
- c. Other communication issues-Questions were raised as to how jobs are shared to get openings out to staff members. Also, how does NDSSS in general deal with requests to share information with the membership? It was decided that these kinds of requests should be sent to the communications officer and executive committee to discuss and then share with membership as appropriate.
- d. June 2017 Face to Face meeting wrap up –Retha Mattern (BSC) asked for feedback for the Policy Goal Subcommittee on flexible leave options. Lisa Braun (NDSCS) stated that NDSCS does not see this as a state staff senate goal but rather should be left up to individual campus policies and efforts. Misti Wuori (MaSU) stated that MaSU’s recommendation was to recommend a change of holiday leave for the day after Thanksgiving and Christmas Eve as a benefit for staff to support morale and work-family balance. Wuori also stated that

clarification which gives local campuses flexibility for local decisions on campus leave is necessary. Please follow up with an email to Retha with the policies and suggestions from your campus. She hopes to present at the September 28th SBHE meeting and this subcommittee will meet again.

VII. Open Discussion –

- a. Andy (LRSC) will share the SBHE agenda with the NDSSS listserv when he receives it.
- b. Listserv Updates-Let Michael Linnell (MiSU) know if NDSSS members have changed for the listserv for the 2017-18 year.

VIII. Future Meetings

- a. Next meeting –The next meeting will be held October 9, 2017, from 2:30-4:00 CST.

IX. Adjournment

- a. Motion to adjourn: Diane Axness (NDSU); Douglas Osowoski (CTS) second. The meeting adjourned at 3:20pm CST.

Respectfully submitted,

Misti Wuori
ND SSS Secretary 2017-18