



The North Dakota State Staff Senate met on September 9, 2019 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:32pm CT on September 9, 2019 by ND State Staff Senate President Misti Wuori.
- II. Roll call
 - a. **Bismarck State College (BSC):** Retha Mattern
 - b. **Core Technology Services Office (CTSO):** Doug Osowski, Crystal Tangsrud
 - c. **Dakota College Bottineau (DCB):** Laura Halvorson
 - d. **Dickinson State University (DSU):** Laura Fetting, Josh Nichols
 - e. **Lake Region State College (LRSC):** Carla Freschette, 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):** Alissa Sherven, Bruce Woytassek
 - i. **North Dakota State University (NDSU):** Wendy Baumann, April Helgaas
 - j. **University of North Dakota (UND):** Whitney Maine, Megan Wasylow
 - k. **Valley City State University (VCSU):** Ben Ferguson, Lacey Udem
 - l. **Williston State College (WSC):** Megan Kasner, Kristina Kitchens
 - m. **NDUS Representative:** (Absent)
 - n. **HRC Representative (LRSC):** 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 Michael Linnell (MiSU) and seconded by Megan Wasylow (UND). 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 Michael Linnell (MiSU). Following a vote, motion carried, minutes approved as is.
- V. Reports
 - a. Campus Updates – Send campus updates to Laura Fetting via email. A clarification was made regarding the type of information that should be provided via campus updates. The appropriate information should consist of campus staff senate highlights.
 - b. SBHE Staff Advisor Report – Retha Mattern (BSC) reported that the State Board of Higher Education (SBHE) did not meet in July or August. There have been some Interim Committee meetings. Retha is in the process of visiting campuses and meeting with their senates and staff employees. Thus far, Retha has met with DSU. These meetings are to gather questions for the Staff Advisor, information on what each senate is doing, discussing what the Staff Advisor does, and to get a better understanding of how each campus' senate works. The next SBHE meeting is scheduled for September 26th. The agenda will be available at <https://ndus.edu/state-board-of-higher-education/agendas-minutes-videos-2-3/>.
 - c. HRC – Carla Freschette (LRSC) reported that the HRC met on September 3rd. Discussion was held regarding measles outbreaks and campus preparedness – employees and students showing proof of immunization and what happens if proof is not or cannot be provided. A question was brought up regarding FMLA and what the concerns were that the NDSSS had.

Should feedback be provided to HRC? Retha Mattern (BSC) will reach out to Jane Grinde (NDUS) with feedback.

VI. Business Agenda –

- a. Governor Burgum’s Email Distribution – Andy Wakeford (LRSC) noted that in the spring, the NDSSS Listserv was added to this communication list. In doing so, we receive all releases and communications from the Governor’s office. NDSSS is looking for a way to only receive the pertinent information. Is this something that the Public Affairs Council (PAC) could assist with? Michael Linnell (MiSU) will take this to the PAC to ask about disseminating or making a recommendation. Another suggestion was made to have the emails only go to the NDSSS Executive Committee and they can disseminate to the listserv, as needed. Andy Wakeford (LRSC) will check with the Governor’s Office to see if only the executive committee can receive of if there is an option for listserv members to “opt out” of the emails.
- b. Goal Updates from Taskforce Chairs
 - i. Survey Taskforce – Michael Linnell (MiSU) stated that there is no report, as they have not met. The taskforce is waiting on direction from the NDUS.
 - ii. Legislative Taskforce- Retha Mattern (BSC) stated that there is no report, as no reports have come from Interim Committee meetings, yet.
 - iii. Friday After Thanksgiving Taskforce – Cathleen Ruch (LRSC) noted that the committee has not met. Michael Linnell (MiSU) asked how we could re-ask the SBHE since we did not get a formal “no” the last time. Retha Mattern (BSC) will reach out to Don Morton on the topic to see if this can be added to the agenda at the upcoming SBHE meeting.
 - iv. NDSSS Website Taskforce – Crystal Tangsrud (CTSO) sated that the taskforce met in August to review the options and discuss the audience for the website. The taskforce suggested using a WordPress site. The taskforce would start to map out the site. A motion was made by Michael Linnell (MiSU) and seconded by Laura Fetting (DSU) to allow the taskforce to develop a WordPress site and start developing content. Following a vote, motion carried. If any NDSSS members would like to assist the taskforce, please email Crystal.
 - v. Budget and Professional Development Taskforce – Laura Fetting (DSU) stated that the taskforce met to gather ideas on how to operate – start with Professional Development opportunities and ask for a budget, or ask for a budget and look for Professional Development opportunities. Laura requested that each campus send information regarding how each campus handles Professional Development and what their Staff Senate’s role is. Also, if the campus Staff Senate has a budget or where the funding comes from.

VII. Open Discussion –

- a. FMLA feedback – Concerns were brought forth regarding the potential updates to the FMLA policy. Discussion was held and Retha Mattern (BSC) will discuss with Jane Grinde (NDUS).

VIII. Future Meetings

- a. The next meeting will be held on October 14th, from 2:30-4:00pm CST. Send agenda items to President Misti Wuori (MaSU).

IX. Adjournment

- a. The meeting adjourned at 3:48pm CT.

Respectfully submitted,
Laura Fetting (DSU)
ND SSS Secretary 2019-20