



The North Dakota State Staff Senate met on October 12, 2020 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:30pm CT on October 12, 2020 by ND State Staff Senate President Michael Linnell.
- II. Roll call
 - a. **Bismarck State College (BSC):** Retha Mattern, Laurie Niblick, Courtney Reiswig, Kara Welk
 - b. **Core Technology Services Office (CTSO):** Benjamin Ford, Crystal Tangsrud
 - c. **Dakota College Bottineau (DCB):**
 - d. **Dickinson State University (DSU):** Laura Fetting, Josh Nichols, Wynter Miller
 - e. **Lake Region State College (LRSC):** Mike Engelman, Andy Wakeford
 - f. **Mayville State University (MaSU):** Heather Johnson, Ashley Kulland, Misti Wuori
 - g. **Minot State University (MiSU):** Lindsey Benson, Michael Linnell
 - h. **North Dakota State College of Science (NDSCS):** Mindi Bessler, Lisa Braun, Leslie Shriek
 - i. **North Dakota State University (NDSU):** Al Bernardo, April Helgaas
 - j. **University of North Dakota (UND):** Tyler Clauson, Brian Schill, Megan Wasylow
 - k. **Valley City State University (VCSU):** Kelsie Carter
 - l. **Williston State College (WSC):** Megan Kasner, Kristina Kitchens
 - m. **NDUS Representative:** Billie Jo Lorus
 - n. **HRC Representative (DSU):** Laura Fetting
 - o. **HRC Liaison:** (absent)
 - p. **SBHE Representative (BSC):** Retha Mattern
- III. Approval of Agenda
 - a. The agenda was approved by unanimous consent.
- IV. Approval of Minutes
 - a. A motion to approve the minutes was made by Courtney Reiswig (BSC) and seconded by April Helgaas (NDSU). Following a vote, motion carried, minutes approved as is.
- V. Reports
 - a. Campus Updates – Submit campus updates via the NDSSS website submission form.
 - b. SBHE Staff Advisor Report – Retha Mattern (BSC) reported that the State Board of Higher Education (SBHE) met on September 24th. The SBHE was updated on the status of COVID on campuses and what is being done. As of September 24, 2020 there were 380 contract tracers in ND. UND has done additional campus specific contact tracing. The goal is to call every contact within 24 hours of initial contact. Students have not been as receptive to contact tracing and are not reporting close contacts or answering calls from the contact tracers. Campuses are working with student leaders to promote participation. The state is activating ND National Guard individuals to assist with campus testing. It was noted that campuses are seeing an increase in part-time student enrollment. The calendar has been set for the 2021 SBHE meetings. Updates were given on the Strategic Plan. Measure 1 was discussed by the CCF representative. The next SBHE meeting is scheduled for October 29th.

The agenda will be available at <https://ndus.edu/state-board-of-higher-education/agendas-minutes-videos/>.

- c. HRC – Laura Fetting (DSU) reported that the HRC met on October 6th via Teams. The HRC discussed upcoming open enrollment and the possibility of adding Colonial Insurance during this time. Several HR policies that are older than 10 years will be reviewed.

VI. Business Agenda –

- a. Taskforce Chair Updates
 - i. NDSSS Website – Crystal Tangsrud (CTSO) updated that the new website is up and running. Campuses should share this website with their respective senates.
 - ii. Legislative – Andy Wakeford (LRSC) will chair this committee. If you would like to join the taskforce, contact Andy.
- b. Measure 1 – Discussion was held on Measure 1, which would increase the size of the SBHE makeup. Verbiage states that members cannot belong to an NDUS institution. Since the NDSSS and CCF representatives are advisors and not members, this should not have an effect. Several NDSSS members noted that they have received flyers in their personal mail regarding Measure 1. There is no official stance from the SBHE.
- c. COVID 19 – Campus plans or information regarding how COVID 19 is being handled on your campus can be sent to Michael Linnell (MiSU). NDSU noted that a majority of the employees are back on campus and administration is being flexible with employees needing to work remotely. CTS recently sent out their biannual climate survey of staff. VCSU has started surveying staff every two weeks with questions relating to COVID culture. DSU is working on a survey to send out to staff and would be interested in what other campuses are asking in surveys.

VII. Open Discussion –

- a. Leslie Shriek (NDSCS) stated that they are going over the mission statement for their senate and is looking for information regarding how staff problems are addressed on other campuses. Winter Miller (DSU) noted that they have a thoughts and concerns committee on Staff Senate where employees can approach a senator, submit via an online form, or send an email. The committee will take the concern and address with the appropriate individuals for resolution. Brian Schill (UND) stated that they have a subcommittee that has surveyed staff regarding issues they would like to address that are non-legislative. CTS has a website and email for contact that goes to their executive committee to decide on appropriate action. Michael Linnell (MiSU) stated that they have a survey, and email that people can ask questions or issues, and direct lines with senators. This is one place they are trying to do a better job.
- b. April Helgaas (NDSU) would like to give kudos to NDSSS regarding the preservation of staff leave hours policy that was recently passed on the NDSU campus. Also, she asked if there is a topic that all NDSSS could work on that would benefit all campuses. Retha Mattern (BSC) noted that there was a discussion in the past that allows for tuition waivers/reimbursement for employees to take courses at their campus or other NDUS campuses. This was discussed to be extended to dependents of NDUS employees. Retha is willing to assist if NDSSS would like to look into this topic. If this is of interest to create a taskforce, bring thoughts back to the November meeting.
- c. Meeting Format – Discussion was held regarding the format for NDSSS meetings. Is the IVN/PEXIP working or if this should be moved to a different platform. Let Michael Linnell (MiSU) know via email on thoughts of switching formats.

VIII. Future Meetings

- a. The next meeting is scheduled for November 9, 2020, from 2:30-4:00pm CST. Send agenda items to President Michael Linnell (MiSU).

IX. Adjournment

- a. The meeting adjourned at 3:38pm CST.

Respectfully submitted,

Laura Fetting (DSU)
ND SSS Secretary 2020-21