



The North Dakota State Staff Senate met on September 14, 2020 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:30pm CT on September 14, 2020 by ND State Staff Senate President Michael Linnell.
- II. Roll call
 - a. **Bismarck State College (BSC):** Laurie Niblick, Courtney Reiswig
 - b. **Core Technology Services Office (CTSO):** Benjamin Ford, Crystal Tangsrud
 - c. **Dakota College Bottineau (DCB):** Valerie Heilman, JaLee Lynnes
 - d. **Dickinson State University (DSU):** Laura Fetting, Wynter Miller, Josh Nichols
 - e. **Lake Region State College (LRSC):** Mike Englman, Andy Wakeford
 - f. **Mayville State University (MaSU):** Heather Johnson, Ashley Kulland, Misti Wuori
 - g. **Minot State University (MiSU):** Katy Allers, Michael Linnell
 - h. **North Dakota State College of Science (NDSCS):** Mindi Bessler, Lisa Braun
 - 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):** Kristina Kitchens
 - m. **NDUS Representative:** (Absent)
 - n. **HRC Representative (Vacant):**
 - o. **HRC Liaison:** (Vacant)
 - p. **SBHE Representative (BSC):** Retha Mattern
- III. Approval of Agenda
 - a. A motion to approve the agenda was made by Lisa Braun (NDSCS) and seconded by April Helgaas (NDSU). Following a vote, motion carried, agenda approved as is.
- IV. Approval of Minutes
 - a. A motion to approve the minutes was made by Megan Wasylow (UND) and seconded by Mike Englman (LRSC). Following a vote, motion carried, minutes approved as is.
- V. Reports
 - a. Campus Updates – Send to Laura Fetting (DSU) by Monday, September 21, 2020 at the end of the day.
 - b. SBHE Staff Advisor Report – Retha Mattern (BSC) reported that the State Board of Higher Education (SBHE) met on August 27th. Topics of discussion were COVID-19 and Title IX. There is a vacancy on the SBHE that will be filled soon. The retreat has been delayed again due to COVID concerns. The next SBHE meeting is scheduled for September 24th. The agenda will be available at <https://ndus.edu/state-board-of-higher-education/agendas-minutes-videos/>.
 - c. HRC – Laura Fetting (DSU) gave a brief update of topics discussed at the September 1st HRC meeting. Campuses are encouraged to share documents regarding leave during COVID with Michael Linnell (MiSU). The next HRC meeting is scheduled for October 6th via Teams.
- VI. Business Agenda –
 - a. Taskforce Chair Updates
 - i. NDSSS Website: Crystal Tangsrud (CTSO) – submitted suggestions were implemented, ready to move to a live website – send updates to CT – website will go

live w/in 24 hours, if no updates suggested. Send any minor updates/edits to CT or via the website at any time. Review campus contacts as needed.

- ii. Legislative (Vacant) – Andy Wakeford (LRSC) volunteered to chair the committee. Let AW know if you'd like to join the committee.
- b. HRC Position – Retha Mattern (BSC) nominated Laura Fetting (DSU), Lisa Braun (NDSCS) seconded. RM moved to cease nominations. Motion carried.
- c. Legislative Chair – Andy Wakeford (LRSC) volunteered to chair the committee. Let AW know if you'd like to join the committee.
- d. Staff Senate representation on State Board – A document was sent to ML with proposed changes to makeup of the SBHE. Staff Representation cannot be from the general population of staff members. RM – looking at changing century code regarding SBHE makeup from 8 members to 15 members (14 qualified taxpayers, 1 student) – no members may be employees of an institution controlled by the SBHE. What happens to staff and faculty SBHE representation? RM reached out to Eric Olson (State's Attorney's Office) responded that it would not affect due to staff and faculty being advisors and not SBHE members. If passed, this would not change the staff and faculty positions with the SBHE.

VII. Open Discussion –

- a. April Helgaas (NDSU) – How is COVID leave being held on each campus and remote working? NDSU – being left up to individual supervisors/departments. MiSU – a majority of staff are working on campus w/the exception of a few who have requested to work remotely. DSU – employees could have up to 3 days w/o documentation for remote working, would need to submit the proper paperwork if wishing to work remotely longer – both staff and faculty senates have a representative on the President's cabinet. BSC – 6-page form needed to be completed w/4 levels of approval in order to work remotely, areas w/o multiple employees in offices needing to ensure someone is in the office at all times. UND – reducing the amount of people on campus and allowing more people to work remotely; accommodating all that can be (students, faculty, and staff). CTS - NDUS/CTS continues to work from home for the most part. Our offices are mostly still closed, with exceptions. MaSU – very few accommodations approved on campus.
- b. Megan Wasylow – are campuses doing anything for State Employee Recognition Month – are you collaborating with faculty? NDSU – committee working on events/activities. MiSU – employee recognition that includes faculty - <https://www.minotstateu.edu/stfsenat/pages/employee-appreciation-week.shtml>. CTS - We are doing a digital pumpkin carving contest, with prizes. It's not really "appreciation" but we are working on "connectedness" since we are still all remote – has a props on the website where employees can give props to one another. UND - We just got the approval for handing out boxed breakfast for overnight staff, boxed lunch, and boxed pie on a different day.

VIII. Future Meetings.

- a. The next meeting is scheduled for October 12, 2020, from 2:30-4:00pm CST. Send agenda items to President Michael Linnell (MiSU).

IX. Adjournment

- a. The meeting adjourned at 3:29pm CST.

Respectfully submitted,

Laura Fetting (DSU)
ND SSS Secretary 2020-21