



The North Dakota State Staff Senate met on June 22-23, 2021 at BSC and via Teams.

- I. Call to order
  - a. The meeting was called to order at 1:00pm CT on June 22, 2021 by ND State Staff Senate President Michael Linnell (MiSU).
- II. Roll call
  - a. **Bismarck State College (BSC):** Caitlin Magilke, Roni Martin, Kara Welk
  - b. **Core Technology Services Office (CTSO):** Ben Ford, Crystal Tangsrud
  - c. **Dakota College Bottineau (DCB):** JaLee Lynnes, Carissa Pollman
  - d. **Dickinson State University (DSU):** Laura Fetting
  - e. **Lake Region State College (LRSC):** Andy Wakeford
  - f. **Mayville State University (MaSU):** Heather Bolstad
  - g. **Minot State University (MiSU):** Lindsey Benson, Michael Linnell
  - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Nick Kraft
  - i. **North Dakota State University (NDSU):** Al Bernardo, April Helgaas, Kay Hopkins
  - j. **University of North Dakota (UND):** Paula Cox, Brian Schill, Megan Wasylow
  - k. **Valley City State University (VCSU):** (Absent)
  - l. **Williston State College (WSC):** Jenae Hunter, Kristina Kitchens
  - m. **NDUS Representative:** (Absent)
  - n. **HRC Representative (DSU):** Laura Fetting
  - o. **HRC Liaison:** (Absent)
  - p. **SBHE Representative (BSC):** Retha Mattern
- III. Approval of Agenda
  - a. A motion to approve the agenda was made by Kristina Kitchens (WSC) and seconded by Kay Hopkins (NDSU). Following a vote, motion carried, agenda approved as is.
- IV. Approval of Minutes
  - a. A motion to approve the minutes was made by Kay Hopkins (NDSU) and seconded by Roni Martin (BSC). Following a vote, motion carried, minutes approved as is.
- V. Introductions – Individuals participating on the BSC campus and via Teams introduced themselves.
- VI. Reports
  - a. SBHE Staff Advisor Report – Retha Mattern (BSC) reported that the State Board of Higher Education (SBHE) met on May 26<sup>th</sup> for a retreat and May 27<sup>th</sup> for the SBHE meeting. The following items were discussed – Envision 2030, Strategic Plan, Mission and Values, Survey Results, Budget and Finance Updates, budget guidelines, policy readings, NDSCS Career Academy Lease Agreement Decision. Elections for the SBHE Chair and Vice Chair were held. The next SBHE meeting is scheduled for June 29<sup>th</sup> at MiSU. There are no meetings planned for July and August. The agenda will be available at <https://ndus.edu/sbhe-overview/agendas-minutes-videos/>.
  - b. HRC – Laura Fetting (DSU) reported that the HRC met on June 16-17, 2020 at UND and via Teams. A presentation was given by The Standard regarding benefits and claims for the long-term disability benefit tied to the TIAA defined contribution plan. Discussion was held on salary and wage ranges on job postings; Veteran’s Preference Requirements for job postings; NDUS Policy 29 – Reinstatements; and tips/tricks campuses could share with new HR employees across the NDUS. A review of the NDUS Policy and Procedure Flowchart was presented by Karol Riedman. TIAA representatives gave a presentation on the TIAA plans.

- VII. BSC Welcome – Dr. Doug Jensen, President, Bismarck State
- VIII. NDUS Strategic Plan – Jerry Rostad, Vice Chancellor of Strategy and Strategic Engagement, North Dakota University System – Mr. Rostad joined the group on the BSC campus and gave an overview of the 2020-25 Strategic Plan, Envision 2030, and Beliefs and Core Values of SBHE. Additional information can be found at <https://ndus.edu/strategic-plan/>.
- IX. State Board –
  - a. Nick Hacker, Chair, State Board of Higher Education – Mr. Hacker joined the group on the BSC campus and offered some comments and words to the NDSSS. Mr. Hacker noted that staff are what holds the system together and thanked everyone for stepping up and for the work have done in this past year and a half during the COVID-19 crisis.
  - b. Casey Ryan, incoming Chair, State Board of Higher Education – Dr. Ryan joined the meeting virtually, via Teams and opened discussion topics and comments to the group.
- X. Legislative Session – Erin Oban, ND Senate, Assistant Minority Leader – Ms. Oban joined the group on the BSC campus and discussed four main focus areas from the recent legislative session – bonding, behavioral health, infrastructure, and education. Ms. Oban welcomed questions and comments from the group.
- XI. Campus Updates – The group took turns discussing campus updates –
  - a. BSC – No updates.
  - b. CTS – Continued with scholarship to a dependent; held an online auction fundraiser in lieu of the bake sale; staying connected committee held virtual trivia and coffee and conversations.
  - c. DCB – Held a welcome back snack attack in January; 12 Days of Christmas event; and a vendor show in the spring.
  - d. DSU – Held 50/50 raffles as a fundraiser for staff senate’s general fund and scholarship; hosted a summer social to celebrate the end of the term; continued with Above and Beyond Award.
  - e. LRSC – Hosted guest speakers regarding morale; updated bylaws; continued providing employees with a coat after 1 year of employment; holding their staff retreat in person.
  - f. MaSU – No updates.
  - g. MiSU – Were unable to hold the Fall 2020 Kickoff event, planning to hold in Fall 2021; continued with High 5 Award and shout outs; hosted a professional development speaker; created a customer service brochure; held scholarship fundraisers.
  - h. NDSCS – No updates.
  - i. NDSU – Hosted blood drives; gave out awards; had a committee looking at food insecurity that created a food pantry and the swipe out hunger program; held a shared governance survey.
  - j. UND – Monthly awards were given out and events held including Coffee with Kathy Armacost, Bingo, and State Employee Recognition Week. Currently have 48/50 senate spots filled.
  - k. VCSU – No updates.
  - l. WSC – Summer BBQ held each Wednesday with departments taking turns bringing sides.
- XII. Tour – BSC Health Science Building

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- XIII. Q&A with HR – Jane Grinde, Directory, Human Resources, North Dakota University System – Ms. Jane Grinde provided comments and clarification regarding HR matters and the HRC. She welcomed questions and discussion and noted that any questions for the HRC can be directed to her or the HRC Representative on NDSSS.

## ND State Staff Senate Business Meeting

- XIV. Election of Officers
- a. Vice President – Nominations for VP were opened. Roni Martin (BSC) nominated Heather Bolstad (MaSU), Mike Linnell (MiSU) seconded the motion. Following a vote, motion carried, agenda approved as is.
  - b. Secretary – Megan Wasylow (UND) nominated Laura Fetting (DSU), Mike Linnell (BSC) seconded the motion. Following a vote, motion carried, agenda approved as is.
  - c. Communications Officer – Roni Martin (BSC) nominated Kara Welk (BSC), Mike Linnell seconded the motion. Following a vote, motion carried, agenda approved as is.
  - d. HRC Representative – Laura Fetting (DSU) nominated Mike Linnell (MiSU), Andy Wakeford (LRSC) seconded the motion. Following a vote, motion carried, agenda approved as is.
- XV. Business Agenda –
- a. Recap of goal committees' work form 2020-2021 and discussion
    - i. Legislative Taskforce – Andy Wakeford (LRSC) followed the legislative session and shared a summary from the NDUS via email.
    - ii. Tuition Waiver Taskforce – Brian Schill (UND) gave a review of what the taskforce has done so far. The current question is where to go with the taskforce and how to get there. A suggestion was made to find a Vice Chancellor to support the idea and help move forward. The committee will continue to meet.
  - b. 2021-22 ND State Staff Senate Goals
    - i. Tuition Waiver Taskforce (continuing)
    - ii. Friday After Thanksgiving
    - iii. Explore Recognition and Fundraising
    - iv. Increase Understanding and Usage of Robert's Rules of Order
    - v. Increase Awareness of State Staff Senate and participation in providing monthly Campus Updates.
  - c. Establishment of committees and initial committee work
  - d. Meeting dates and times for 2021-22; Teams/IVN
    - i. Plan to continue holding meetings on the 2<sup>nd</sup> Monday of each month at 2:30pm CT via Teams. A suggestion was made to have each campus gather in one location to join the meeting together as a unit.
- XVI. Open Discussion –
- a. No open discussion.
- XVII. Future Meetings
- a. Discussion was held regarding the location/host for the 2021 NDSSS Summer Meeting. DSU will discuss with campus senate and bring back information regarding hosting. NDSU also offered to host if needed.
  - b. The next meeting is scheduled for July 12<sup>th</sup> from 2:30-4:00pm CST. Send agenda items to President April Helgaas (NDSU).
- XVIII. Adjournment
- a. The meeting adjourned at 11:35am CST.

Respectfully submitted,

Laura Fetting (DSU)  
ND SSS Secretary 2020-21