

The North Dakota State Staff Senate met on October 11, 2021 via MS Teams.

1. Call to order
   1. The meeting was called to order at 2:30pm CT on October 11, 2021 by ND State Staff Senate President April Helgaas (NDSU).
2. Roll call
   1. **Bismarck State College (BSC):** Eric Leet, Caitlin Magilke, Lisa Miller, Kara Welk
   2. **Core Technology Services Office (CTSO):** Karie Abrahamson, Ramona Breuer, Benjamin Ford, Claire Gunwall, Devin McCall
   3. **Dakota College Bottineau (DCB):** Heidi Hauf, JaLee Lynnes, Carissa Pollman
   4. **Dickinson State University (DSU):**  Laura Fetting, Samantha Wohletz
   5. **Lake Region State College (LRSC):** Mike Englman, Andy Wakeford
   6. **Mayville State University (MaSU):** Heather Bolstad, Teresa Agnes
   7. **Minot State University (MiSU):** Michael Linnell, Mindy Rudnick
   8. **North Dakota State College of Science (NDSCS):** Mindi Bessler, Cassie Dumont, Nick Kraft
   9. **North Dakota State University (NDSU):** Al Bernardo, April Helgaas
   10. **University of North Dakota (UND):** Paula Cox, Brian Schill
   11. **Valley City State University (VCSU):** Kelsie Carter
   12. **Williston State College (WSC):** Jenae Hunter, Kristina Kitchens
   13. **NDUS Representative:** (Absent)
   14. **HRC Representative (MiSU):** Michael Linnell
   15. **HRC Liaison:** (Absent)
   16. **SBHE Representative (BSC):** Retha Mattern
3. Approval of Agenda
   1. A motion to approve the agenda was made by Heather Bolstad (MaSU) and seconded by Kay Hopkins (NDSU). By unanimous consent, motion carried, agenda approved as is.
4. Guest Speaker – Chris McEwen, Robert’s Rule of Order
5. Approval of Minutes
   1. A motion to approve the minutes from the August 9th and September 13th meetings was made by Nick Kraft (NDSCS) and seconded by Al Bernardo (NDSU). Following a vote, motion carried, minutes approved as is.
6. Reports
   1. Campus Updates – Submit campus updates on the website by October 25th.
   2. SBHE Staff Advisor Report – Retha Mattern (BSC) reported that the State Board of Higher Education (SBHE) met on September 30th at NDSCS. A presentation was given by NDSCS. There was an update on the Strategic Plan, Retirement Plan recommendations, the Chancellor’s Goals, the 2022 Draft Meeting Schedule, Policy Updates, COVID-19 Update, and the 4th week enrollment census. The next SBHE meeting is scheduled for October 28th. The agenda will be available at <https://ndus.edu/sbhe-overview/agendas-minutes-videos/>.
   3. HRC –Michael Linnell (MiSU) reported that the HRC met on October 5th. Discussion was held regarding Faculty Leave, E Performance, TIAA Plan Focus, Workforce Vaccinations, and pay increases for degree completion.
7. Business Agenda –
   1. Taskforce Chair Updates
      1. Legislative – No updates.
      2. Tuition Waiver – No new updates.
   2. Mental Health/Sick Day – Discussion regarding utilizing sick leave or annual leave for mental health days.
   3. Emergency Drills – Discussion regarding conducting emergency drills on campuses.
   4. Campus Hierarchies – A question was asked regarding who each campus’ HR Director and Campus Police report to. Discussion was held on the topic.
   5. Open Discussion – No open discussion.
8. Future Meetings
   1. The next meeting will be held on November 8, 2021, from 2:30-4:00pm CST. Send agenda items to President April Helgaas (NDSU).
9. Adjournment
   1. The meeting adjourned at 3:52pm CT.

Respectfully submitted,

Laura Fetting (DSU)

ND SSS Secretary 2021-22