

The North Dakota State Staff Senate met on December 13, 2021 via MS Teams.

1. Call to order
   1. The meeting was called to order at 2:30pm CT on December 13, 2021 by ND State Staff Senate President April Helgaas (NDSU).
2. Roll call
   1. **Bismarck State College (BSC):**
   2. **Core Technology Services Office (CTSO):** Mona Breuer, 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):** Andy Wakeford
   6. **Mayville State University (MaSU):** Teresa Agnes, Heather Bolstad
   7. **Minot State University (MiSU):** Doug Tiedman
   8. **North Dakota State College of Science (NDSCS):** Mindi Bessler, Kassie 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):** Kristina Kitchens
   13. **NDUS Representative:** (Absent)
   14. **HRC Representative (MiSU):** Absent
   15. **HRC Liaison:** (Absent)
   16. **SBHE Representative (BSC):** Retha Mattern
3. Approval of Agenda
   1. A motion to approve the agenda was made by Heidi Hauf (DCB) and seconded by Kay Hopkins (NDSU). Following a vote, motion carried, agenda approved as is.
4. Approval of Minutes
   1. A motion to approve the minutes was made by JaLee Lynnes (DCB) and seconded by Nick Kraft (NDSCS). Following a vote, motion carried, minutes approved as is.
5. Reports
   1. Campus Updates – Submit campus updates to the [website](https://staffsenate.ndus.edu/campus-update-submission-form/) by December 29th.
   2. SBHE Staff Advisor Report – Retha Mattern (BSC) reported that the State Board of Higher Education (SBHE) met on December 9th. Items discussed included policy updates, Presidential compensation; review of Fraud Hotline process; COVID update; and vaccine mandates. The next SBHE meeting is scheduled for January 27, 2022. The agenda will be available at <https://ndus.edu/sbhe-overview/agendas-minutes-videos/>.
   3. HRC – Discussion was held on ePerformance; other paid leave; Retirement Plan Oversight Committee update; and fall break.
6. Business Agenda –
   1. Taskforce Chair Updates
      1. Legislative – No updates.
      2. Tuition Waiver – waiting on additional information from campuses and will be sharing this information with the SBHE once compiled.
   2. Vote for Communication Officer – Samantha Wohletz (DSU) and Caitlin Magilke (BSC) both self-nominated. Following a vote, Samantha was elected as Communications Officer for the remainder of the term.
   3. Consider moving date of next meeting as it falls on first day of spring semester classes – NDSSS agreed to cancel the January meeting and resume in February.
   4. Bathroom Signage – Kristin Kitchens (WSC) asked how other campuses are labeling their unisex bathrooms.
   5. Senator Stipends – Kelsie Carter (VCSU) asked if campuses have stipends for staff senators.
   6. Shared leave donation for parental leave – Kay Hopkins (NDSU) asked if it would be beneficial to look into seeing if shared leave could be included in parental leave.
7. Open Discussion –
   1. No open discussion.
8. Future Meetings
   1. The next meeting will be held on February 14, 2022 from 2:30-4:00pm CST. Send agenda items to President April Helgaas (NDSU).
9. Adjournment
   1. The meeting adjourned at 3:30pm CST.

Respectfully submitted,

Laura Fetting (DSU)

ND SSS Secretary 2021-22