

The North Dakota State Staff Senate met on February 14, 2022, via MS Teams.

1. Call to order
	1. The meeting was called to order at 2:35pm CT on February 14, 2022, by ND State Staff Senate Vice President Heather Bolstad.
2. Roll call
	1. **Bismarck State College (BSC):** Ronette Martin
	2. **Core Technology Services/NDUS(CTS/NDUS):** Ramona 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):** Michael Linnell, Mindy Rudnick
	8. **North Dakota State College of Science (NDSCS):** Mindi Bessler, Kassie Dumont
	9. **North Dakota State University (NDSU):** Al Bernardo, Kay Hopkins
	10. **University of North Dakota (UND):** Paula Cox, Brian Schill
	11. **Valley City State University (VCSU):** (Absent)
	12. **Williston State College (WSC):** (Absent)
	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 Michael Linnell (MiSU) 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 Michael Linnell (MiSU) and seconded by Al Bernardo (NDSU). Following a vote, motion carried, minutes approved as is.
5. Reports
	1. Campus Updates – Submit updates to the website by February 18th.
	2. SBHE Staff Advisor Report – Retha Mattern (BSC) reported that the State Board of Higher Education (SBHE) met January 27th. Items discussed were looking at a contract with a vendor to do a salary study with the Presidents, Presidential search updates, and a COVID update. The next SBHE meeting is scheduled for February 23rd. The agenda will be available at <https://ndus.edu/sbhe-overview/agendas-minutes-videos/>.
	3. HRC – Laura Fetting (DSU) reported that the HRC met on February 1st. Items discussed were policy updates, e Performance, and PeopleSoft updates.
6. Business Agenda –
	1. Taskforce Chair Updates
		1. Legislative – Andy Wakeford reported that the Interim Higher Education Committee has a meeting on February 15-16.
		2. Tuition Waiver – Brian Schill reported that the committee will be working with the data that has been received and preparing to share with the SBHE.
	2. SBHE Staff Advisor – Kay Hopkins (NDSU) nominated Michael Linnell (MiSU), JaLee Lynnes (DCB) seconded. Andy Wakeford (LRSC) made a motion to cease nominations and cast a unanimous ballot to elect Michael, Heidi Hauf (DCB) seconded. Motion carried.
	3. Al Bernardo (NDSSU) – Competitive wage discussion/HR’s way of determining market value. – Requested insight on how this is determined on campuses. Most institutions use CUPA data to determine market value. It was noted that it may be a good idea to look at this from the perspective of knowing what data is being used and how we can analyze that data before any asks are made and to look at turnover data over the last year vs. 5 years ago – this will be discussed at the next meeting.
	4. Rescheduling March Meeting – April will be unable to attend the March meeting. Options would be to reschedule or have another senator preside over the meeting. After discussion, a decision was made to reschedule the meeting. April will send a message with a rescheduled date.
7. Open Discussion –
	1. Andy Wakeford (LRSC) – asked how campuses handle closures and notifications – should campuses allow individuals to be able to opt out of these notifications. Discussion was held.
	2. Cassie Dumont (NDSCS) – asked about sizes of staff senates across campuses.
	3. Heather Bolstad (MaSU) – Discussion about active shooter drills on campuses.
8. Future Meetings
	1. The next meeting will be held on TBD, from 2:30-4:00pm CST. Send agenda items to President April Helgaas (NDSU).
9. Adjournment
	1. The meeting adjourned at 4:00pm CST.

Respectfully submitted,

Laura Fetting (DSU)

NDSSS Secretary 2021-22