

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

1. Call to order
   1. The meeting was called to order at 2:30pm CT on September 13, 2021 by ND State Staff Senate President April Helgaas (NDSU).
2. Roll call
   1. **Bismarck State College (BSC):** Caitlin Magilke, Kara Welk
   2. **Core Technology Services Office (CTSO):** 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):** Michael Englman, Andy Wakeford
   6. **Mayville State University (MaSU):** Heather Bolstad
   7. **Minot State University (MiSU):** Doug Tiedman
   8. **North Dakota State College of Science (NDSCS):** Mindi Bessler, Cassie Dumont, Nick Kraft
   9. **North Dakota State University (NDSU):** Al Bernardo, April Helgaas, Kay Hopkins
   10. **University of North Dakota (UND):** Paula Cox, Brian Schill, Megan Wasylow
   11. **Valley City State University (VCSU):** (Absent)
   12. **Williston State College (WSC):** Jenae Hunter
   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 Brian Schill (UND) and seconded by Jenae Hunter (WSC). Motion carried, agenda approved as is.
4. Approval of Minutes
   1. Minutes will be approved at the October meeting.
5. Reports
   1. Campus Updates – Submit campus updates to the [website](https://staffsenate.ndus.edu/) by September 28th.
   2. SBHE Staff Advisor Report – Retha Mattern (BSC) reported that the State Board of Higher Education (SBHE) held two special meetings in July and August. Searches for NDSCS and NDSU Presidents were approved to begin. The next SBHE meeting is scheduled for September 30th at NDSCS. The agenda will be available at <https://ndus.edu/sbhe-overview/agendas-minutes-videos/>.
   3. HRC – No update provided.
6. Business Agenda –
   1. Taskforce Chair Updates
      1. Legislative: Andy Wakeford – The Interim Higher Ed. Committee will be meeting at WSC at the end of September. Agenda information can be found here - <https://www.legis.nd.gov/events/2021/09/28/higher-education-committee>.
      2. Tuition Waiver: Brian Schill – The taskforce met with Dr. Casey Ryan to introduce the concept. He requested data from each of the campuses be gathered regarding waivers. This information has been requested from campuses and is being compiled.
   2. Summer 2022 Meeting Location and Rotation for Future Face to Face Meetings
      1. Summer 2022 Host – DSU has agreed to be the host campus for the meeting.
      2. Sample Schedule for discussion – A motion to approve the rotation document was made by Andy Wakeford (LRSC) and seconded by Nick Kraft (NDSCS). Motion carried, approved.
   3. Robert’s Rules of Order Guest Speaker for October Meeting – Chris McEwen
      1. How to connect Chris via Teams – Teams calendar invitation can be shared with Chris.
      2. Questions for Chris or specific items you would like him to address – send topics to April.
   4. NDUS Website and Newsletter Profiles, Recognition – Chris Erickson from the NDUS Office reached out with an opportunity to highlight staff, periodically, in future newsletters and the NDUS website. Send names of staff and/or ideas to Retha (BSC) and she will relay them to Chris.
   5. Recognition and Fundraising Taskforce
      1. No responses of interest, how to proceed – will place on hold for the time being and revisit in the future, if needed.
   6. Spreadsheet of Current NDSSS Senator Data – April has compiled the data that she has received, please continue to send your information so it can be added to the spreadsheet and finalized for review at the next meeting.
   7. Staff Recognition Week – Discussion was held on what campuses are doing, if anything, for Staff Recognition Week. Some campuses are doing meals, popcorn and ice cream snacks, games, etc.
   8. Pay Raises for Staff to Further their Education – A question was asked if any campuses offer an incentive, pay raise, or stipend to staff who further their education by completing a degree. (Ex. – Obtaining a Bachelor’s degree). Most campuses noted that they do not have any incentives in place for staff, only faculty have this available to them.
   9. Work from Home Policies on Campuses – Campuses discussed the work from home options that may or may not be available on their respective campuses.
7. Open Discussion –
   1. Discussion was held on a question regarding community volunteer time on campuses.
8. Future Meetings
   1. The next meeting is scheduled for October 11, 2021, from 2:30-4:00pm CST. Send agenda items to President April Helgaas (NDSU).
9. Adjournment
   1. The meeting adjourned at 3:23pm CST.

Respectfully submitted,

Laura Fetting (DSU)

ND SSS Secretary 2021-22