

The North Dakota State Staff Senate met on June 21-22 at Dickinson State University and via MS Teams.

1. Call to order
   1. The meeting was called to order at 1:00pm MT on June 21st by ND State Staff Senate President April Helgaas (NDSU).
2. Roll call
   1. **Bismarck State College (BSC):** Alex Fischer, Matthew Giddings, Caitlin Magilke, Cory Wrolstad
   2. **Core Technology Services Office (CTSO):** Ramona Breuer, Devin McCall
   3. **Dakota College Bottineau (DCB):** April Abrahamson, JaLee Lynnes, Carissa Pollman
   4. **Dickinson State University (DSU):**  Laura Fetting, Samantha Wohletz
   5. **Lake Region State College (LRSC):** Andy Wakeford, Erin Wood
   6. **Mayville State University (MaSU):** Teresa Agnes, Heather Bolstad
   7. **Minot State University (MiSU):** Janese Lehman, Michael Linnell
   8. **North Dakota State College of Science (NDSCS):** (absent)
   9. **North Dakota State University (NDSU):** Al Bernardo, April Helgaas
   10. **University of North Dakota (UND):** Paula Cox, Andria Spaeth
   11. **Valley City State University (VCSU):** (absent)
   12. **Williston State College (WSC):** Jenae Hunter, Chris Kadrmas
   13. **NDUS Representative:** (Absent)
   14. **HRC Representative (MiSU):** Michael Linnell
   15. **HRC Liaison:** (Absent)
   16. **SBHE Representative (BSC):** (absent)
3. Approval of Agenda
   1. A motion to approve the agenda was made by Jenae Hunter (WSC) and seconded by Paula Cox (UND). Following a vote, motion carried, agenda approved as is.
4. Approval of Minutes
   1. May meeting minutes will be approved at the July meeting.
5. Reports
   1. SBHE Staff Advisor Report – Michael Linnell (MiSU) reported that the State Board of Higher Education (SBHE) met for their retreat and meeting on May 25-26. The Chancellor has requested a workforce retention report for staff. The NDUS plans to request a fairly aggressive budget for the upcoming biennium. Discussion was held on test-optional decision and updates to the strategic plan. The next SBHE meeting is scheduled for June 30th. The agenda will be available at <https://ndus.edu/sbhe-overview/agendas-minutes-videos/>.
   2. HRC – Michael Linnell (MiSU) reported that the HRC met on June 20-21 for their face-to-face meeting. Updates from the May meeting included e-performance, new fraud hotline, and retirement plan oversight committee.
6. DSU Welcome – DSU President Stephen Easton
7. Presentation – Laurie Karie, Director of Student Health Services at DSU – Mental Health in the Workplace
8. Campus Sharing Activity/Campus Updates
9. Pulver Hall Tour
10. Call to order
    1. The meeting was called to order at 8:30am MT on June 22nd by ND State Staff Senate President April Helgaas (NDSU).
11. Patti Heisler – Trainings Offered by CTS and How they can benefit staff.
12. Farewell to April and HELLO to Heather – transition of President role.
13. Business Meeting –
    1. Election of Officers
       1. Vice President –
          1. Nominations –
             1. Laura Fetting (DSU)
          2. Elected –
             1. Laura Fetting (DSU)
       2. Secretary –
          1. Nominations –
             1. Kelsie Carter (VCSU)
             2. Chris Kadrmas (WSC)
          2. Elected –
             1. Chris Kadrmas (WSC)
       3. Communications Officer –
          1. Nominations –
             1. Caitlin Magilke (BSC)
             2. Kelsie Carter (VCSU)
             3. Samantha Wohletz (DSU)
          2. Elected –
             1. Samantha Wohletz (DSU)
       4. HRC Representative –
          1. Nominations –
             1. Jenae Hunter (WSC)
             2. Kay Hopkins (NDSU)
          2. Elected –
             1. Jenae Hunter (WSC)
    2. Business Agenda
       1. Recap of goal committees’ work from 2021-2022 and discussion
          1. Legislative Taskforce – Andy Wakeford – Andy will be stepping down from this committee and Al Bernardo will become the chair. Those wanting to join the committee can contact Al.
          2. Tuition Waiver Taskforce – Brian Schill – Paula Cox gave an update on behalf of Brian – The taskforce has been in touch with SBHE Chair Dr. Casey Ryan and his team. Dr. Ryan brought the matter to NDUS Chancellor Hagerott for discussion and is waiting on updates. The taskforce will reach out to Dr. Ryan for an update.
       2. 2022-2023 ND State Staff Senate Goals
          1. NDUS Staff Retention/Turnover Study
          2. Parental Leave Policy for all NDUS institutions
       3. Establishment of Committees and initial committee work
          1. Discussed during the recap of 2021-22 goals.
          2. Retirement Plan Oversight Committee – updates will be given monthly.
       4. 2022-2023 meeting dates and time/Teams scheduling
          1. Meetings will remain on the second Monday of each month at 2:30pm CT. Samantha Wohletz will send out meeting invitations.
14. Open Discussion –
    1. Juneteenth – discussion held on the Juneteenth Holiday and closures
    2. Use of funds for purchasing of foods (P cards, appropriated funds/institutional line items)
    3. Purchasing of gift cards for prizes
15. Face-to-Face Meeting Rotation –
    1. 2021 – Bismarck
    2. 2022 – Dickinson
    3. 2023 – NDSU
    4. 2024 – Bottineau
    5. 2025 – UND
    6. 2026 – Williston
    7. 2027 – Devils Lake
    8. 2028 – Minot
    9. 2029 – Wahpeton
    10. 2030 – Bismarck
    11. 2031 – Mayville
    12. 2032 – Valley City
    13. 2033 – CTS
16. Adjournment
    1. The meeting adjourned at 10:50am MT.

Respectfully submitted,

Laura Fetting (DSU)

ND SSS Secretary 2021-22