****North Dakota State Staff Senate Meeting Agenda**

February 12, 2024 @ 2:30pm CT via MS Teams

***The NDUS Staff Senate serves to represent staff employees from the eleven academic institutions and employees throughout the university system. The Senate identifies staff interests and issues; acts as a forum for the discussion of staff-related matters; and facilitates communication on behalf of the campus staff members with the NDUS Chancellor and the State Board of Higher Education.***

1. Call to Order
   1. Lisa Braun, Stacy Buchl, Carol Campbell, Paula Cox, Robert Davis, Johnna Douthit, Laura Fetting, Michaela Hamilton, Kay Hopkins, Anna Kinney, Heather Lentz, Michael Linnell, Gabrielle Myers Biewer, Mike O’Toole, Mindy O’Connor, Carissa Pollman, Matthew Vetter, Andy Wakeford, Samantha Wohletz, Mike Wozniak, Jennifer Young
2. Roll Call
   1. BSC –
   2. CTSO – Heather
   3. DCB – Carissa, Mike O.
   4. DSU – Laura, Samantha
   5. LRSC –
   6. MaSU – Stacy, Mindy, Robert
   7. MiSU – Michael
   8. NDSCS – Lisa, Matt
   9. NDSU – Kay
   10. UND – Mike W., Anna, Paula
   11. VCSU – Michaela, Gabrielle
   12. Williston – Carol
   13. HRC Rep –
   14. SBHE Rep –
3. Approval of Agenda
   1. Kay Hopkins moved, Michael O Toole seconded
      1. Agenda approved.
4. Approval of Past Minutes: December minutes.
   1. Stacy Buchl moved, Anna Kinney seconded
      1. Past minutes approved.
5. Reports
   1. Campus Updates – Submit to website
   2. SBHE Staff Advisor Report:
      1. Next board meeting 2/29
         1. Have reports done by then!
      2. Met in Jan.
         1. Presidential compensation big topic
            1. UND, NDSU presidents are lower than average, rest on par with market averages.
            2. Peer institutions should be looked at for all staff, not just Presidents.
            3. Thought among some members is to move those adjustments forward quickly so as to not lose current leadership.
         2. Envision 2035
            1. Soliciting a few more ideas (evaluating what we are doing well, what to work on, etc.)

Most are just around better compensation, benefits, work practices, etc.

Pass ideas for staff improvement on to Michael.

* + - 1. AI – Keep researching and investigating!
      2. Vice Chancelor is leaving, search beginning soon.
      3. Degree approval process
         1. Who decides? Should state board have a say in new program additions?
  1. HRC Update:
     1. TIAA reps discussed retirement fears
        1. Reevaluate during any positional or life changes.
        2. Avaialble year round.
     2. AI resources used on campus
        1. Sharepoint item shared
     3. ERP 360 update
        1. Vendor session going on
           1. Workday, Oracle being explored
     4. ACA
        1. Policy has not been looked at since 2004
        2. Who is eligible and how to apply
     5. Evaluating pay scale
     6. Leave without pay
        1. 2 policies – staff mentioned in both, but should just be one
     7. Overlaid pay
        1. Standardize over all campuses
     8. System office required trainings – attempting to unite through all campuses

1. Business Agenda
   1. Taskforce Chair Updates –
      1. Legislative: Laura Fetting
         1. No updates
      2. Tuition Waiver: Now part of Envision 2035 process.
      3. Artificial Intelligence Effects on Staff: Anna Kinney
         1. Email will be sent to listserv looking for participation from all campuses.
         2. Large discussion about infrastructure changes, as well as staff and faculty training.
            1. Prepare current staff rather than hire new staff.
      4. Guidance on Campus Closures/Remote Working Days: Mike Wozniak
         1. No updates, charge pretty much done!
   2. Campus Feedback and Policy Changes
      1. Stacy – Feedback on policies? Sends survey currently.
         1. Michael – Be careful soliciting information, could get feedback you don’t want!
         2. All – Tough to get participation for events also.
         3. Anna – UND has staff more included in faculty senate committees.
         4. Mike W. – UND has Staff Senators at their Policy Advisory Group.
         5. Kay – Senate Coordinating Council, looks at all policies and gets feedback from all senates.
         6. Mike O. – College Council includes all Senates and policies go through there.
      2. Laura – Does Staff Senate have a spot on the President’s Council? Voting Seat?
         1. Mike O. – Maybe one step above College Council.
         2. Mike W. – invited to attend some cabinet meetings.
         3. Carol – No staff representatives but getting people into those meetings has been a priority.
   3. Merit-based Pay Discussion
      1. Matt – NDSCS, trying to change from Merit-based to Performance-based.
         1. Some pushback from staff. 25% guaranteed, 25% market equity, 50% performance-based.
         2. Raises have to average 4%.
      2. Kay – Department-specific raises. Adhere to the percentage average. Not across the board.
         1. Mike O. – Do all departments get 4%, then split it?
            1. Kay – No, but there is a pool allocated after faculty tenure raises.
            2. Michael – Never been required to give across the board raises. Most at Minot State have gotten percentage given by legislature.

4% is given to institution based on prior year salaries.

* + 1. Michael – Do you have a good evaluation system for Merit-based pay?
       1. Carol – supervisor standards are different.
  1. SBHE Staff Advisor Voting
     1. Laura called for nominations.
        1. Michael nominated self. No other nominations given.
           1. Kay moved to close nominations, Anna seconded.

Nominations closed.

* + - * 1. Vote was unanimous in favor of Michael Linnell as the SBHE Staff Advisor for next year.
  1. Employee morale-open discussion, idea sharing
     1. Mike W. – Staff Senate allocation increase.
        1. Michael – Process?
           1. Mike W. – Allocation request for service units.

1. Open Discussion
   1. None
2. Future Meetings: March 11, 2024
3. Adjournment at 3:37pm CT.

**Additional Information:**

* NDSSS Website - <https://staffsenate.ndus.edu/>
* Campus Updates Submission - <https://staffsenate.ndus.edu/campus-update-submission-form/>