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**Meeting Minutes**

June 5, 2024

Dakota College at Bottineau

**Wednesday, June 5, 2024**

8:00 am **Breakfast**

8:30 am **ND State Staff Senate Business Meeting**

1. Election of Officers
   1. Vice President – Misty nominated Mike O’Toole, Anna Kinney seconded, Mike accepts nomination.
      1. Mike O’Toole unanimously voted as Vice President.
   2. Secretary – Jennifer Young nominated by Emily Vieweg, Mike O’Toole seconded.
      1. Voting postposed until Jennifer can accept nomination.
      2. Jennifer accepted with Mike Wozniak as backup when needed.
      3. Jennifer Young unanimously voted as Secretary.
   3. Communications Officer – Emily Vieweg self nominates, Anna Kinney seconded.
      1. Emily Vieweg unanimously elected as Communications Officer.
   4. HRC Representative – Mike O’Toole nominates Laura Fetting, Carol seconded.
      1. Laura Fetting unanimously elected as HRC Representative.
2. Business Agenda
   1. Recap of goals/committee work from 2023-2024 and discussion
      1. Legislative Taskforce –
      2. Tuition Waiver Taskforce – Completed NDSSS portion.
      3. Artificial Intelligence Effects on Staff –
      4. Guidance on Campus Closures/Remote Working Days – Completed.
   2. Reports
      1. SBHE – Met for retreat last week in Bismarck
         1. Envision process discussion
            1. Workforce of the Future – group more involved in past years.

Great cross-section represented from many stakeholders.

Presented 6 points in November. Reduced to 3 for final process.

Compensation (package, salaries, etc.)

Chancellor believes that higher ed is not paid enough.

Inflation comparison done, raises under the rate of inflation.

Legislature is looking at performance based raises, chancellor would prefer cost of living adjustment.

Evaluation method needs to be well done to justify the performance based model.

Tuition Waiver change – not this year

* + - * 1. Student focus was high on mental health

Mental health

Student policies need to include employees, as they are the ones that deliver the final product.

Also, keeps employees on campus. Again, could lead to retention and employees feeling supported.

* + - * 1. Teacher was separated into higher ed and K12.
      1. Campus closures are campus specific.
         1. Saying another campus does something might get it removed from that campus rather than all campuses changing to match.
      2. Keep in mind what is good for the system, not just good for our campuses.
      3. Bring the good things to the SBHE!
      4. AI report from Anna.
      5. Updates from the system.
      6. Focused on North Star Promise.
         1. NDSU 50% MN residents, but only a very small amount would be eligible.
      7. Infrastructure
         1. Large sq ft for the system.
         2. Deferred maintenance is turning into complete rebuilds.
         3. If they decide to close buildings and you feel they are needed, be prepared to fight them locally.
      8. Tenure
         1. Tenure subgroup has concluded findings.

Not getting rid of tenure.

Post-tenure review needed.

Academic freedom is also important.

* + - 1. Denita Bye?? Vice Chair of the SBHE
    1. HRC – Not present
  1. Recap of goals/committee work from the 2023-2024 and discussion
     1. Legislative – Not much this year, will ramp up this coming year!
     2. Tuition Waiver Task Force – Received updates, in Envision 2035.
     3. AI Effects on Staff – tough to get traction, will distribute workshops.
        1. Staff has an important voice moving forward.
     4. Campus Closures – completed at the start of the spring semester.
        1. Recommendations, not policy.
        2. Take to your schools!

9:30 am **Break**

* 1. 2024-2025 ND State Staff Senate Goals
     1. Anna: Professional Development
        1. Share and showcase
        2. Mike L.: Bring up with the SBHE.
        3. Greg C.: Steer away from NDUS.
           1. Facilitated by NDUS, but depends on campuses for contributions.
           2. Anna: tabbed Greg for presenting!
        4. Anna: proposed getting ideas from school Senates and bringing them back to begin setting a schedule.
        5. Emily: Suggested 1 session per semester. Chairs from campus Senates’ Professional Development Committees? In person very important! Writing suggested.
        6. Mike L: advertise open to all Staff!!
        7. Greg C: would love to be a part of the conversation. Talked with CTS already.
     2. Mike W: Standing committees formed, specifically professional development.
        1. Mike O: supports idea.
        2. Mike L: bylaws standing committee. Members voted in at same time as officers. Staff recognition also important!
     3. Mike O.: Paid parking for employees?
        1. Emily: would not happen at NDSU.
        2. Mike W: cautious about schools that don’t pay being forced to pay.
        3. Mike L: Look at all additional fees that need to be paid by employees. The State Staff Senate could support specific campuses in need.
           1. Wellness, parking, etc.
        4. Jennifer: Faculty has a nationwide group to talk about them!
           1. Raising student fees not always the answer.
        5. Take a look at an all-encompassing employee perks discussion.
           1. Volunteer perk: take 1 hour per month to volunteer for a local organization.
        6. Anna: Village items provided that people don’t know about. Once information is collected, sharing is important!
        7. Pay is always on mind, but once benefits are considered, looks better!
     4. Mike L: Staff Senate Committee for recognition.
        1. Certificates, etc.
        2. Anna: Agree, and also allows for people to share what they do on their campuses.
  2. Establishment of Committees (can be done at next meeting)
     1. Anna:
        1. Professional Development
        2. Recognition
        3. Bylaws (exists)
     2. Anna: Mission/Vision
        1. Mike W: Work group?
        2. Anna: do other states have State Staff Senates? National body?
        3. Greg C: Finds value to communicate what we are about.
     3. Greg C: Moves to establish professional development committee
        1. Heather (MiS) seconded. Unanimously approved. Committee established.
     4. Mike O: Moves to establish the Perks/Benefits committee.
        1. Seconded by Emily. Unanimously approved. Committee Established.
     5. Moved to establish Staff Recognition committee.
        1. Unanimously approved. Committee Established.
     6. Chairs selected.
        1. Greg C. chair Professional Development Committee.
           1. Emily involved, will help with communications. Mike L. and Anna would also like to participate.
           2. Mike L: recommends one representative from each campus.
        2. Emily chair Recognition Committee.
           1. Heather and Mike O.will be a part of it as well.
           2. Mike W: tab chairs of individual school committees as well.
        3. Mike W: Staff Affairs committee?
           1. Andrea: stay in lane.
           2. Mike L: have committee, wouldn’t be having a policy discussion.
           3. Anna: Temporary name, committee can rename/redefine as they work.
           4. Carol and Micheala would be on committee. Andrea will chair.
  3. 2024-2025 Meeting Dates and Time
     1. Currently 2nd Monday of the month from 2:30pm-4pm
     2. Leave as is for the upcoming year
        1. Emily will send to all.

1. Open Discussion
   1. Emily: Merit based raises
      1. Position Descriptions and Annual reviews, caution about supervisor subjectivity.
      2. Mike W: Seen a case of this, where supervisor cost a raise based on minor issue (not work related).
      3. Mike L: schools that suggest this have a checks and balances system. This is more of a legislative driven decision. They want only those that do their job well to get raises.
      4. Andrea: Not getting their 4% raise because of those higher up getting a higher percentage.
         1. Mike L: Institutions get discretion based on amount of money given by legislature.
      5. Mike W: merit can hurt those that are more productive when no COL adjustment is given and all get the max.
   2. July 8th will be next meeting. Decide then if August meeting will occur.
2. Campus Sharing
   1. No notes.
3. Future Meetings
   1. 2025 – UND
   2. 2026 – Williston
   3. 2027 – Devils Lake
   4. 2028 – Minot
   5. 2029 – Wahpeton
   6. 2030 – Bismarck
   7. 2031 – Mayville
   8. 2032 – Valley City
   9. 2033 – CTS
   10. 2034 – Dickinson
4. Adjournment – Mike W. motion, Heather seconded. Adjourned at 11:28am CT.