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

March 10, 2025 @ 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 at 2:30 by Anna Kinney
2. Roll Call
   1. BSC – Joseph Camisa
   2. CTSO – Greg Carlson, Heather Lentz
   3. DCB – Mike O’Toole
   4. DSU – Laura Fetting
   5. LRSC – Meghan Dimmler, Frances Drury, Casey Zehrer
   6. MaSU – Stacy Buchl
   7. MiSU – Heather Halverson
   8. NDSCS – Lisa Braun, Sadie Russenberger
   9. NDSU – Andrea Ludwig, Jenn Young
   10. UND – Anna Kinney, Mike Wozniak
   11. VCSU – Erin Edinger
   12. WSC – absent
   13. HRC Rep – Laura Fetting
   14. SBHE Rep – absent
3. Approval of Agenda
   1. Motion by Lisa Braun from NDSCS, Second by Mike Wozniak from UND, Approved
4. Approval of February Meeting Minutes:
   1. Motion by Sadie Russenberger from NDSCS, Second by Laura Fetting from DSU, Approved
5. Reports
   1. Campus Updates – Submit to website
      1. DSU – Laura Fetting –
         1. Week of 17-21 will be having Presidential candidates for interviews, following week will be final interview with SBHE, and then will have a president assigned by end of month, Probably won’t take over until July 1st but could be anywhere from April 1st to July 1st; Narrowed down to 5 candidates
         2. Men’s basketball going to nationals
      2. BSC – Joseph Camisa
         1. Got some open district seats filled by special election
         2. Working with interim president on getting summer hours up to date with departments, allow staff to flex Friday afternoons as long as they get their 40 hours in, summer hours from right after graduation to a couple weeks before start of fall semester
      3. DCB – Mike O’Toole
         1. Committee put together to evaluate staff inservice, change how training is conducted, usually put with faculty and cram everything in right before fall semester when staff is really busy, trying to get that changed to accompany slower summer time
      4. VCSU – Erin Edinger
         1. Working on organizing Employee Recognition dinner
         2. Claiming spring break as professional development week and offering a different one each day (Monday – counseling staff did animal personality assessment; Tuesday – AI in action; Wednesday – accessibility initiatives; Thursday – webinars through Employee Assistance; Friday – document with links to resources that they use for regular professional development
      5. MiSU – Heather Halverson
         1. International student panel along with director of International Student Programs – allows campus to see process that they go through to get here, ask questions such as what expect of professors and what would they like to see more of when they got here
         2. Calendar and 50/50 raffle coming up in April
         3. Men’s basketball headed to nationals as well as both hockey teams
      6. NDSCS – Sadie Russenberger
         1. Record enrollment for Spring
         2. March Employee Recognition Appreciation event planning
         3. Picnic for all employees in June
         4. Ribbon cutting for Career Innovation Center set for August
         5. Both men’s and women’s basketball won regionals and going on to nationals
      7. UND – Anna Kinney
         1. upcoming spring fling event – night staff breakfast (April 8th) and luncheon (April 10th) – last year luncheon was about 400 people served
         2. Created page for executive orders/federal actions: [Executive Orders & Directives | University of North Dakota](https://campus.und.edu/regulations/index.html)
      8. NDSU – Jenn Young
         1. NDSU also has website for federal actions: [Federal Actions | North Dakota State University](https://www.ndsu.edu/federal-actions)
         2. Doing some website and branding updates; just had meeting with higher ups, Staff Senate Exec and Faculty Senate Exec on branding guidelines
   2. SBHE Staff Advisor Report: Will be sent when Michael is back in office
   3. HRC Update:
      1. March 4th meeting
      2. Presentation from TIAA – info rolling out through each campuses HR
      3. Internal Audit and Compliance – virtual coffee session – purpose to educate employees about internal audit and compliance officer and to educate, communicate, and develop relationship with employees
6. Business Agenda
   1. Taskforce Chair Updates –
      1. Legislative
         1. Crossover took place last week. Not too many hearings on bills had happened.
         2. SB 2003 (Appropriations) hearings by House Appropriations – Education and Environment Division taking place this week. Campuses will be presenting to the committee this week.
         3. Weekly hearing schedule shared in chat and on Teams under files in the General tab
      2. Staff Recognition (Drafted language for NDUS Award: [State Staff Senate Award.docx](https://ndusbpos.sharepoint.com/:w:/s/NDUSNDStateStaffSenate/EQbXrAOZc9tJpYTQV25T4bYBCqGaJZXl8GNwhYbEYPhCAA?e=xLaddP)
         1. Guidelines that Mike and Anna drafted are in Teams folder, also shared in chat
         2. Letter of recommendation submitted
         3. Not sure how nomination process will work – possibly each staff senate has nomination process and submit 1-2 to state staff senate for state staff senate to decide on recipient – discussion seemed to think this would be the best way
         4. Document is editable so can leave comments/suggestions
         5. Monetary award – Casey said they do donation to professional development
            1. If have monetary awards – put comment in document so can compare so that state level award is not smaller than campus awards
      3. Professional Development
         1. Having good discussions, interruptions due to availability during legislative sessions
         2. Hoping to have something as template in April/May to be used across system
         3. Discussion regarding leveraging other opportunities
            1. i.e. ai options through Dakota academy – how can we more widely circulate these options as being available?
      4. Staff Affairs
         1. Mostly information gathering – a few changes at individual campuses
         2. Have folder in Teams
   2. Communications officer position—need to vote
      1. Heather Halverson self-nominated – Heather Lentz said she can help her learn
      2. Joseph moved to close nominations and cast a unanimous ballot, Mike Wozniak seconded, approved
   3. June in person meeting (at UND this year)--dates: June 9-10
      1. Monday afternoon/Tuesday morning
      2. No one voiced dissent of dates so Anna will move forward with those dates and getting things planned
   4. Employee morale-open discussion, idea sharing.
      1. Mike Wozniak (UND) – Know it’s a busy time but if know staff, students, or faculty worthy of recognition make sure you’re telling them.
7. Open Discussion
8. Future Meetings: April 14, 2025, 2:30-4:00 CT.
9. Adjournment
   1. Motion by Joseph; adjourned at 3:14 pm

**Additional Information:**

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