



Meeting Agenda

June 9-10, 2025

University of North Dakota (Memorial Union, rm 340)

Monday, June 9, 2025

- I. Meet and greet** – Snacks and Refreshments – 12:30 pm – 1:00 pm
- II. Call to order:** Anna Kinney – Called to order at 12:59 pm.
- III. Roll Call**
 - a. BSC –
 - b. CTSO – Greg Carlson, Heather Lentz
 - c. DCB – Mike O'Toole, Misty Lindgren, Jennifer Cote
 - d. DSU – Laura Fetting
 - e. LRCS –
 - f. MaSU –
 - g. MiSU – Heather Halverson
 - h. NDSCS –
 - i. NDSU – Andrea Ludwig, Jenn Young, Corey Landowski
 - j. UND – Anna Kinney, Mariah Pingleton, Brandon Wallace
 - i. Guests: Mike Wozniak, Beth Valentine, Chris Gasnik, Madison Torgeson, Cheryl Misialek
 - k. VCSU – Erin Edinger
 - l. WSC – Carol Campbell, Joe Campbell
 - m. HRC rep – Laura Fetting
 - n. SBHE rep – Michael Linnell
- IV. Conversation with Interim Chancellor Brent Sanford**
 - a. Accountant by trade; dad went to UND from Watford City, ended up at UND because dad would pay for it, ended up being an accountant because dad pushed him to pick a trade within the business school, wife did school at NDSU, started at an accounting firm in Fargo, moved to Phoenix, moved home due to oil boom, created jobs, served as Mayor of little town for a little while, Doug Burgum asked Brent to run with him and won, did campus tours as new governor/lieutenant governor, 2017-2018 – board structure changes? State board is in the constitution so wanted to keep the structure the same. Served as Lt. Governor for 6 years. Higher ed is the place where the work force improvements come. Make sure that we are at the table about work force. Started a consultant company. Helped with government work – United Ukraine – Ukrainian work force; MinnKota – carbon capture on plant to keep it working for another 30 years – helping the coal miners, workers, etc. to get to 0 CO₂ emissions.
 - b. Opportunity to help with Envision 2035. – help with energy portion – how to work with Bismarck State to help recruit students for energy programs – consulted with BSU for 10 months



- dual credit CTE centers – 50% or more of students in CTE centers aren't going to higher ed. – gets to be a jurisdictional question – is it K-12, CTE, higher ed institution?
- c. Interim president at Bismarck State
- d. Legislative issues – tenure; work force issues; nursing school building in Minot; how do we make higher ed a solution to the work force issues?
- e. Been Interim Chancellor since April 29th, 2025
- f. 2017-2018 was a major budget crisis – oil prices crashed – Bismarck State has seen attrition of faculty and staff since then – are there ways to fix this? Not only situation at Bismarck State but other campuses as well
- g. Dean at DCB has stepped in as interim president at LRCS – probably will move to permanent presidency
- h. Seems to be a request to review the structure of the system about every ten years. Larger schools (i.e. UND and NDSU) wonder if system helps them. Smaller schools wonder if they'll get run over by the larger schools.
- i. **Open floor for questions to Chancellor Sanford:**
 - i. What are the thoughts on combatting the issue of staff and work force? Prior to COVID, staff salaries lagged behind inflation by about 17% over 15 years. COVID inflation has probably increased that gap.
 - 1. Top priorities of 2035 implemented – stopped at AI which seems dumb since we'll be the center of data center buildings due to space and relatively cheap energy
 - 2. Raises – percentage of market – Hoping to get closer to 100% for middle of the road paychecks
 - 3. Great 2 year period for the state but not for higher ed – need to make sure we're delivering on programs that help with work force issues – show that we're trying too – consolidate some positions to help with budget
 - ii. What support and guidance is the system going to provide for the digital accessibility requirements that came out?
 - 1. Don't really know how that is working. CTS is working on it.
 - 2. Asked for money to move away from PeopleSoft – ask was for \$14 million, dropped to \$3 million, and then \$0
 - iii. Professional development throughout the system – having that stuff coming from the central system? Utilizing experts within the system versus getting outside speakers.
 - 1. What needs to be centralized? HR, Professional development – don't always piggy-back off of UND & NDSU
 - 2. Pass up through Lisa Johnson – don't really have a person to centralize the staff power – Lisa Johnson is Academic Affairs and Student Affairs – have HR, IT, etc. – who do we go to for staff issues?
 - iv. AI – how do we eliminate the fear of AI replacing people's jobs? – What is going on at system level to help improve incorporation of AI while handling the fear of it?



1. Similar to fear of the beginning of the internet – lost IT governor a little too soon because Burgum was good at explaining stuff like this in a way that brought it down to people
2. AI will help with cliff of graduating IT people.
3. Don't hear the practical approach; learning best practices as we go
4. **Example from UND:** AI Chat Bot – works with students with small things that do take time away from staff accomplishing other tasks – 5 people on task force but really made by one person on the staff
- v. Tuition waivers across campuses
 1. How do you make it more equitable across campuses?
 2. Currently free tuition at own campus, 50% discount on tuition at other campuses; 50% discount on tuition for dependents at own campus
 3. Smaller campuses don't necessarily offer the degrees that staff members want to obtain to help them improve their own campuses.
 4. Who carries the burden of “paying” for the waivers?
 5. CTS and the council are able to use their waivers at whichever of the 11 campuses they want

V. Break at 2:15 pm

VI. Reconvened at 2:26 pm

VII. Introductions – Gave name, institution, and role at institution

VIII. Approval of Agenda – Motion by Heather Halverson, Greg Carlson 2nd, motion passed.

IX. Approval of May Meeting Minutes – Motion by Greg Carlson, 2nd by Joe Campbell, motion passed.

X. Campus Sharing Activity

- a. NDSU rolling out new website today – rebranding, redoing website
- b. DCB – campus dean is going somewhere else – DCB shares president with Minot State University; have a campus dean that focuses more on the day to day tasks
- c. WSC – getting deans – 3 distinct deans – only had department heads before
- d. WSC – health care building be built currently; just finishing up softball and baseball fields with artificial turf
- e. VCSU – renovation of education building and should open up in the next month; groundbreaking of new athletic center; transitioning to new officers next week
- f. Minot – 60th year of summer theatre starts tomorrow night
- g. Michael Linnell – pointed out that when you mention consolidating across system, you have to be careful because consolidation usually results in people losing jobs – so be really careful about what you think should be consolidated and what should be left up to the individual campuses
- h. Minot State is outsourcing payroll to NDSU, DCB shares a lot of services with Minot State
- i. CTS contracts with UND for payroll services – travel reimbursements go through UND not CTS



- j. Purchase at Minot State for nursing program – Trinity leased year-to-year and is now purchased – Allied health building with focus on nursing
- k. Don't just create programming without making sure you have the students
- l. UND – campus construction slowing down; field house coming down, new STEM building up; Dean shuffle is almost done; some housing updates – refresh painting and flooring, next year showers
- XI.** Wrapped up meeting for today at 2:55 pm. Dismissed to travel to tour at 3:15 pm.
- XII.** Tour of Ralph Englestad Hockey arena
- XIII.** 5:30 pm – Dinner is on your own. All are invited to meet at Blue Moose (East Grand Forks) for apps, dinner, and socializing!

Tuesday, June 10, 2025

- I. Called to order** at 9:00 am
- II. Roll Call**
 - a. BSC –
 - b. CTS – Greg Carlson
 - c. DCB – Misty Lindgren, Mike O'Toole, Jennifer Cote
 - d. DSU – Laura Fetting, Mackenzie Hicks
 - e. LRCS –
 - f. MaSU –Mindy Oconnor
 - g. MiSU – Heather Halverson
 - h. NDSCS –
 - i. NDSU – Andrea Ludwig, Corey Landowski, Jenn Young
 - j. UND – Anna Kinney, Brandon Wallace, Mariah Pingleton
 - k. VCSU – Erin Edinger
 - l. WSC – Carol Campbell, Joe Campbell
 - m. HRC Rep – Laura Fetting
 - n. SBHE Rep – Michael Linnell
- III. Election of Officers**
 - a. Vice President
 - i. Nominations opened:
 - ii. Anna Kinney nominated Erin Edinger – Erin declined
 - iii. Greg Carlson self-nominated.
 - iv. Mike O'Toole moved to close nominations and cast a unanimous ballot; Anna Kinney 2nd; Motion passed
 - b. Secretary
 - i. Nominations opened:
 - ii. Anna Kinney nominated Jenn Young – Jenn accepted



- iii. Mike O'Toole moved to close nominations and cast a unanimous ballot; Heather Halverson 2nd; Motion passed
- c. Communications Officer
 - i. Nominations opened:
 - ii. Anna Kinney nominated Heather Halverson – Heather accepted
 - iii. Misty moved to close nominations and cast a unanimous ballot; Anna Kinney 2nd; Motion passed
- d. HRC Representative
 - i. Nominations opened:
 - ii. Heather Halverson nominated Mariah Pingleton – Mariah declined
 - iii. Heather Halverson motioned to table vote until Mindy Oconnor can join and can accept or decline nomination. Anna Kinney 2nd. Motion passed.

IV. Business Agenda

a. Reports

i. SBHE –

1. May meeting in person – had a lot of turnover so wanted to meet in person – had 2 executive sessions
2. 1st executive session:
 - a. Interim president at LRCS – took campus dean from DCB; appointed Dean Simone; will probably still go through a search process even if Simone does a good job
 - b. Discussion of interim to full position – some concerns with this process – no open searches, no one coming in, sets a bad precedence; while good to promote from within, can gain new view points that help with progress if open a national search; if open a national search for a dean at UND or NDSU, why wouldn't you do it at some of the smaller schools?
 - c. Interim chancellor position will probably not go to a search – will probably move Brent Sanford to permanent roll
3. 2nd executive session related to Ray Holmberg case –
 - a. Decided to do internal audit – have an audit team because do a lot of audits – led by Chris Pieske
 - b. Names have been brought up that were associated with Holmberg
 - c. From what was found, there were no policy violations.
 - d. Recommendation to hire an outside agency to review what they've been working on. Will never satisfy some people unless have an outside person.
 - e. If have questions, reach out to NDUS not Michael Linnell
4. Presidential compensation
 - a. Mapped out what it would mean to have a presidential compensation plan



- b. What does the presidential compensation plan have to do with staff salaries?
Making sure you're in the right spot to replace positions if people leave. Need to get higher paid people at the right pay as well.
- c. Why does the president salary matter so much? Why do we put the president on a pedestal? Why does one person matter so much when so many decisions are made in committee. Look at turmoil at DSU with their presidential situation. Look at what happens if a president leaves in the middle of a semester. When you get down to the nitty gritty, the president matters a lot. Leadership sets the tone for the university/college.
- d. Have developed model of CUPA data to look at presidential salaries.
 - i. Look at Midwest.
 - ii. Aspirational list.
 - 1. Compared to Minnesota-Duluth – president compared – staff salaries will probably not be compared to that
- e. Two flagships will probably get increases from this process.
- 5. Should get a CUPA analysis at each campus level
 - a. Losing people to other state agencies – trend at Minot State and BSC
 - b. Supposedly have two models for determining staff salaries
 - c. Once determine CUPA number, what are campuses/NDUS doing to match that?
 - d. Use presidential pay raises for momentum for staff pay raises.
 - e. Why is HR not at VP level? Staff doesn't have the same level of representation as faculty and students.
- 6. Tenure issues
 - a. Speed that it needs to be done
 - b. Cannot go into another legislative session saying we're working on it
 - c. Next bill could be no tenure and not listening to the campuses. This might lead to lawsuit and long legal ugly battle.
 - d. A lot of discussion about potential overreach and infringement of rights.
- 7. A few other smaller things
 - a. Changes in funding formula – hopefully for the better
 - b. Ended up at 3% & 3% - Gov. Burgum had 4% & 4%.
 - c. Discussion regarding what specific universities are doing regarding salaries.
 - i. Make sure you are reviewing your job descriptions so that your salary can reflect your job because your job description determines your CUPA value.
 - ii. Make sure your HR are looking at CUPA values. May not guarantee raise but can push to get more money.
 - iii. Top paid people are probably at the biggest percentage gap so be careful about how you push for the raises based on CUPA.
 - iv. How do you compare jobs when there is no matching position anywhere else



ii. HRC –

1. Annual retreat meeting June 4-5
2. Discussion regarding measles – what can they require of employees
 - a. Something might be coming out but don't know from who or when
 - b. Can't ask anyone outright
 - c. More discussion in the future
 - d. Each campus should come up with their own process – SBHE was working on guidelines – can ask employees if they are vaccinated but they don't have to answer – treat as unvaccinated in system if don't answer
 - e. Talk to own campuses about what the steps are for a measles outbreak
3. General updates – normal things they've been following
 - a. People Soft update overview
 - b. FMLA tracking
 - c. Legislative issues

b. Recap of goals/committee work from 2024-2025 and discussion

- i. Legislative Taskforce – No last-minute discussions – discussed legislative issues in other discussions
- ii. Professional Development – This is a need especially on the smaller campuses. Need a continued discussion on how to best leverage the skills we have within the system. Found that there was an interest for it but got tripped up on the logistics of facilitating across campus opportunities. A lot of it is more of a communication issue than the presence of opportunities.
 1. This is a committee that does need to stay as a committee.
 2. Conversation with the PR wing of the NDUS system to help spread the word. Get the NDUS more involved so that it can move toward a line item. Most likely would not become a line item for State Staff Senate.
- iii. Staff Recognition – Passed the final draft along to the new Chancellor and Kevin Black and now waiting to see what they say. Asked for up to 3 awards a year.
 1. Remain next year to allow us to move forward. If an award is developed, will need a committee to help review nominations.
 2. Peer nominations, no self-nominations, and peer selection up to a point. No restrictions on faculty or students nominating a staff member, just no self-nominations.
- iv. Staff Affairs – Dissolved group in February; listed out benefits that we had as employees. Had some ideas for individual campuses. Carol had some good benefits at her campus. Not much to do moving forward.
 1. It was a good way to share ideas of what is being done at the different institutions.
 2. Tuition waiver discussion might be better use of Staff Affairs committee but don't limit the committee to tuition waiver.



- a. How long do people stay if they get a tuition waiver? Do they stay longer if they get a waiver?
- b. Med school at UND now has a legislative mandate to have 85% of students from ND; NDSU openly states how many MN students they have.
- c. Maybe have a contract that if use tuition waiver, you have to stay employed for so many years after it.
- d. To get funding for it, might not be able to restrict them to just NDUS, might have to just keep them in ND for 3 years.
- e. Career building program requires them to stay 3 years in the state to get tuition waivers.

V. Break at 10:53; call to resume at 11:05.

VI. Reconvened at 11:06.

VII. 2025-2026 ND State Staff Senate Goals

- a. Establishment of Committees
 - i. Legislative Task Force/Bylaws Committee
 - ii. Professional Development
 - iii. Staff Recognition
 - iv. Staff Affairs
 1. Focus on tuition waivers
 2. Define hierarchy from staff up to NDUS. Start with Jane Linde (seen as the HR person for the system).
 - v. Executive Committee
 - vi. Motion by Greg to accept 5 committees, 2nd by Heather Halverson; Motion passed.
 - vii. Discussion to chair:
 1. Professional development – Greg Carlson is current chair. Greg willing to serve as co-chair or step back as chair if someone else wants it. Anna Kinney nominated Greg as chair, Greg accepted, Jenn Young 2nd. Greg elected as chair.
 2. Legislative Task Force/Bylaws – Anna Kinney will chair as Past President.
 3. Staff Recognition – Heather Halverson said she could chair or co-chair as self-nomination. Anna Kinney 2nd. Heather elected as chair.
 4. Staff Affairs – Andrea and Heather co-chairing previously. Heather Halverson nominated Carol Campbell, Carol accepted, Anna 2nd. Carol elected as chair.
 5. Executive Committee – Mike O'Toole is chair as President.
 - viii. Mike O'Toole will be sending out email to ask for what committee people want to be on.
- b. Discussion of Bylaws
 - i. Everyone who is here, please read the bylaws and constitution. Feel free to make comments on word document on Teams.

VIII. 2025-2026 Meeting Dates and Time (current configuration: 2nd Monday of month 2:30 – 4:00 CT)

- a. No other time proposal so will continue with same time.



IX. Open Discussion –

- a. Circle back to HRC representative – Mindy still not present. Laura said they are not meeting again until August. Heather Halverson motioned to table until the next meeting; Greg Carlson 2nd. Motion passed.
- b. Erin Edinger at VCSU – campus asked her to ask about summer hours
 - i. VCSU – school year hour 7:45 – 4:30 pm with 45 min lunch; 7:30 – 4:00 with 30 min lunch
 - ii. DCB – 7:30 – 5:00 with 30 min lunch and no Fridays – start back to normal hours 1 week before students return
 - iii. DSU – 7:30 – 4:00 with 30 min lunch
 - iv. UND – no institutional summer hours
 - v. CTS – optional summer hours 7:30 – 4:00 with caveat to cover all campus hours – June 2nd to Sept. 2nd
 - 1. Laura said DSU appreciates those at CTS that work past 5 pm (as DSU is in a different time zone from everyone else)
 - vi. NDSU – school hours 8:00 – 5:00 with 1 hr lunch; summer hours 7:30 – 4:00 with 30 min lunch
 - vii. WSC – school hours 8:00 – 4:30 with 30 min lunch; summer hours with options: 10 hr 4 days per week or 9 hr 4 days per week with ½ day on Friday that can be remote – stop summer hours 2 weeks before students come back
 - viii. MiSU – 8:00 – 4:30 with 30 min lunch; up to departments if they want to do anything different
 - ix. Exempt vs. non-exempt positions for overtime – can you flex your weekend hours (or other hours outside)? Officially, no. Pay amount for non-exempt employees? Salary threshold is \$684/week (or \$35,568 per year)
- c. Work at home
 - i. CTS – up to supervisor
 - ii. MiSU – work from home must perform all their assigned duties
 - iii. NDSU has procedure with form to fill out for regular scheduled work from home rotation
 - iv. UND has some fully remote faculty and staff that can not work from 7 states; has form to fill out for regularly scheduled work from home rotation



X. Future Meetings

2026 – Williston
2027 – Devils Lake
2028 – Minot
2029 – Wahpeton
2030 – Bismarck
2031 – Mayville
2032 – Valley City
2033 – CTS
2034 – Dickinson

XI. Adjournment –

a. Heather Halverson motioned to adjourn; Misty 2nd; Meeting adjourned at 11:58 pm.