The North Dakota State Staff Senate met on March 13, 2017 via ND IVN.

I. Call to order  
   a. The meeting was called to order at 2:30pm CT on March 13, 2017 by ND State Staff Senate President Katie Peterson (WSC).

II. Roll call  
   a. Bismarck State College (BSC): Retha Mattern, Roxanne Van Zomeren  
   b. Core Technology Services Office (CTSO): Randy Wald  
   c. Dakota College Bottineau (DCB): Absent  
   d. Dickinson State University (DSU): Laura Fetting, Krissy Kilwein  
   e. Lake Region State College (LRSC): Andy Wakeford  
   f. Mayville State University (MaSU): Misti Wuori  
   g. Minot State University (MiSU): Linda Benson, Mindy Rudnick  
   h. North Dakota State College of Science (NDSCS): Lisa Braun, Bruce Woytassek  
   i. North Dakota State University (NDSU): Amanda Groom  
   j. University of North Dakota (UND): Pam Henderson, Diane Hillebrand  
   k. Valley City State University (VCSU): Greg Carlson  
   l. Williston State College (WSC): Katie Peterson  
   m. NDUS Representative: Billie Jo Lorius  
   n. HRC Representative (NDSCS): Lisa Braun  
   o. HRC Liaison: (Absent)  
   p. SBHE Representative (LRSC): Andy Wakeford

III. Approval of Agenda  
   a. A motion to approve the agenda was made by Retha Mattern (BSC) and seconded by Pam Henderson (UND). Following a roll call vote, motion carried, agenda approved as is.

IV. Approval of Minutes  
   a. A motion to approve the minutes was made by Lisa Braun (NDSCS) and seconded by Bruce Woytassek (NDSCS). Following a roll call vote, motion carried, minutes approved as is.

V. Reports  
   a. Campus Updates – No verbal updates were given. Katie Peterson (WSC) noted that Andy Wakeford (LRSC) will highlight a couple of campus' updates at the next State Board of High Education (SBHE) meeting.  
   b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that the SBHE met on February 23rd. Governor Burgum gave the welcome and an update on what his office is working on. His address included technology and higher education in North Dakota. The SBHE discussed Policy 605.3 regarding non-renewal and termination of faculty. It was voted on and the policy has been passed. SBHE Member Rothaus provided data for campuses to look at. It is available on the NDUS website (www.ndus.edu/board/). The
next SBHE meeting is scheduled for March 30\textsuperscript{th}. The agenda will be available at \url{http://ndus.edu/board/agenda/}.

c. HRC – Lisa Braun (NDSCS) reported that the next Human Resource Council (HRC) met on March 7\textsuperscript{th} and 8\textsuperscript{th}. All campuses are able to use the same salary market rates for hiring employees. The Faculty Leave Policy is still being worked on. Mandatory Compliance Training was discussed and will have deadlines set for completion. If the trainings are not completed by the deadline, employees will receive a warning and possible consequences. Clarification is being sought on the legality of terminology for Criminal History Record Checks and Criminal History Checks. Maternity leave was discussed and policy states that employees must use sick leave for the first 6 weeks of leave and can use vacation thereafter. FMLA does apply and runs concurrent with the sick/vacation leave. If an employee does not have enough leave to cover, they may use unpaid leave. Multifactor authentication will be used for logging in to HRMS. Employee morale was discussed and what campuses are doing and could be doing to help. The next HRC meeting will be held on June 6\textsuperscript{th} and 7\textsuperscript{th}, location to be determined.

VI. Business Agenda

a. Legislative Session Special Group – Katie Peterson (WSC) reported that the Legislative Session Special Group met last week. Discussion was held on the budget shortfall, which needs to be balanced by the end of session. Lisa Feldner updated on bills that pertain to the NDUS. Katie will send out minutes and documents from the meetings. The committee should be meeting in the next couple of weeks. Andy Wakeford (LRSC) mentioned that he asked for a total number of positions that have been lost to reduction in force and is waiting on more information regarding this. Legislative updates can be found at \url{http://inside.ndus.edu}.

b. Face to Face Meeting – Katie Peterson (WSC) gave the dates that were provided by Mike O’Toole (DCB) regarding the face to face meeting. June 20-21 and 26-27 were the two options that were given. Discussion was held and it was mentioned that the SBHE Retreat is scheduled for June 26-27, we do not want to have the meetings conflict. Lisa Braun (NDSCS) made a motion to hold the meeting on June 20-21, Randy Wald (CTSO) seconded. Following a roll call vote, motion carried, the face to face meeting will be held on June 20-21 at DCB.

c. Vice President Election – Katie Peterson (WSC) mentioned that Nick Kraft needed to step down from his position on NDSSS, so we need to elect a Vice President and opened the floor to nominations. Krissy Kilwein (DSU) nominated Retha Mattern (BSC). Roxanne Van Zomeren (BSC) seconded the nomination. Mindy Rudnick (MiSU) motioned to cease nominations and Lisa Braun (NDSCS) seconded the motion. Following a roll call vote, motion carried and Retha Mattern was elected Vice President.

VII. Open Discussion – Mindy Rudnick (MiSU) asked if any campuses are looking at Reduction in Force (RIF) policies or are doing anything to aide in this process. Pam Henderson (UND) mentioned that their HR office is looking at forms and policies. Retha Mattern (BSC) stated that they have sent out voluntary separation agreements and have brought in EAP to discuss with those who were left behind and how RIF’s affect employees still employed. Also, they are looking at hosting workshops on resumes. Krissy Kilwein (DSU) mentioned that EAP allows two free programs a year for each campus and to reach out to your HR office. Retha, also, asked how campus senates are organized. Katie Peterson (WSC) asked that each campus send the information to her and she will compile it.
VIII. Future Meetings
   a. Next meeting – April 10, 2017 at 2:30pm CT.
IX. Adjournment
   a. The meeting adjourned at 3:21pm CT.

Respectfully submitted,

Laura Fetting
ND SSS Secretary 2016-17