Meeting Minutes
April 10, 2017

The North Dakota State Staff Senate met on April 10, 2017 via ND IVN.

I. Call to order
   a. The meeting was called to order at 2:30pm CST on April 10, 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): Mike O’Toole
   d. Dickinson State University (DSU): Laura Fetting, Loretta Heidt, Krissy Kilwein
   e. Lake Region State College (LRSC): Andy Wakeford
   f. Mayville State University (MaSU): Misti Wuori
   g. Minot State University (MiSU): Mindy Rudnick
   h. North Dakota State College of Science (NDSCS): Lisa Braun
   i. North Dakota State University (NDSU): Ryan Brinkman, Diane Axness
   j. University of North Dakota (UND): Pam Shea, Diane Hillebrand
   k. Valley City State University (VCSU): Greg Carlson
   l. Williston State College (WSC): Katie Peterson
   m. NDUS Representative: Billie Jo Lorius (Absent)
   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 Lisa Braun (NDSCS) and seconded by Pam Shea (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 Ryan Brinkman (NDSU) and seconded by Randy Wald (CTSO). Following a roll call vote, motion carried, minutes approved as is.

V. Reports
   a. Campus Updates – No verbal updates were given.
   b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that the State Board of Higher Education (SBHE) met on March 30th. Discussion was held on the firearms policy and an update was made stating that the SBHE will be the only one to authorize this. It will be on the April agenda, as well for further discussion. Representative Al Carlson, House Majority Leader, discussed a proposal to do a study on 2-year campuses and sharing of resources and services. The next SBHE meeting is scheduled for April 27th. The agenda will be available at http://ndus.edu/board/agenda/.
   c. HRC – Lisa Braun (NDSCS) reported that the Human Resource Council (HRC) met via phone call for a special meeting to discuss the sick leave policy. The HRC did not approve and the task force is charged with making a revision to take back to the HRC. Minutes from HRC meetings can be found at www.ndus.edu/system/councils/hr-council. The next HRC meeting
will be held on June 6-7th in Bismarck. Diane Hillebrand (UND) asked who pays for travel to the HRC meetings. Lisa stated that her campus is very supportive of her attending these meetings and pays for the travel expenses.

VI. Business Agenda

a. Legislative Session Special Group – Katie Peterson (WSC) reported that the Legislative Session Special Group met last week with Lisa Feldner and will meet once again after the session has wrapped up. Most of the bills have been completed to NDUS satisfaction, some are still being worked on. Mike O’Toole (DCB) asked when we will know if the NDUS will get funding for Blackboard. Katie will take this information back to the group for an update. Legislative updates can be found at http://inside.ndus.edu.

b. Booth at Legislative Showcase – Katie Peterson (WSC) reported that a booth was put together at the Legislative Showcase. The booth had a PowerPoint and video display. Retha Mattern (BSC) mentioned that they had a good turnout and were asked questions from legislators about budgets and challenges that campuses are facing. Discussion was held regarding NDSSS getting a banner or table cloth for these purposes.

c. Face to Face Meeting @ DCB – Mike O’Toole (DCB) reported that they have a conference room reserved and will have IVN connections set up for those who cannot attend in person. Hotel accommodations will be arranged by campuses. We will have a dinner on Tuesday evening and a continental style breakfast will be provided by DCB on Wednesday morning. Breakout sessions will be held and rooms reserved for these. Katie Peterson (WSC) requested topics for breakout sessions. The following were suggested – campus morale, campus policies, keeping/getting people involved in senates, and recruitment efforts on each campus. Katie will send out information at the end of the month to gather numbers of people attending from each campus.

d. Local Senate Memberships – Katie Peterson (WSC) requested information from each campus (was originally requested by BSC) regarding senate membership/makeup. Krissy Kilwein (DSU) noted that DSU is currently in the process of making changes and rewriting the bylaws. Katie will send the compiled information out as soon as she has received it from all campuses.

VII. Open Discussion – Andy Wakeford (LRSC) asked about cuts/layoffs/RIFs at campuses and how it is happening. If you have any concerns, send them to or call Andy and he will relay it back to the SBHE. Krissy Kilwein (DSU) inquired if any campuses have an Emeritus Policy for Staff. LRSC stated that they do. BSC is updating/creating a policy. WSC will check into if they have one. Retha Mattern (BSC) asked if we could get an accurate count of positions eliminated at campuses. Katie Peterson (WSC) will ask for an update from Lisa Feldner at the next Legislative Session Special Group meeting.

VIII. Future Meetings

a. Next meeting – Discussion was held and there will not be a meeting in May. The next meeting will be held in June.

IX. Adjournment

a. The meeting adjourned at 3:18pm CST.

Respectfully submitted,
Laura Fetting
ND SSS Secretary 2016-17