

**North Dakota University System Staff Senate Meeting
April 9, 2012 Meeting Minutes**

The North Dakota University System Staff Senate met on April 9, 2012 via IVN.

Schools present:

Bismarck State College (BSC): Carla Sivesind;
Dakota College Bottineau (DCB): No one present;
Dickinson State University (DSU): Heidi Larson and Anthony Willer;
Lake Region State College (LRSC): No one present;
Mayville State University (MaSU): Jay Hendrickson;
Minot State University (MiSU): Linda Benson and Anton Huether;
North Dakota State College of Science (NDSCS): Jill Jerdee;
North Dakota State University (NDSU): Kelly Bisek;
University of North Dakota (UND): Kristi Swartz and Janice Hoffarth;
Valley City State University (VCSU): Rick Clark and Emma Tufte;
Williston State College (WSC): No one present.

SBHE Board Member: Janice Hoffarth

NDUS representative: None

Human Resource Council representative: None

NDUS Staff Senate President Anthony Willer called the meeting to order at 1:00 pm MT (2:00 pm CT).

Approval of December 8, 2011 minutes:

Motion to approve by Kelly Bisek (NDSU), second by Carla Sivesind (BSC). Motion carried.

Approval of March 6, 2012 minutes:

Motion to approve by Linda Benson (MSU), second by Kelly Bisek (NDSU). Motion carried.

Campus Updates: The campuses provided updates.

SBHE: Staff Senate Board Member Report

Janice Hoffarth, UND, informed us that she will be attending the meeting in Williston on Thursday. A new chancellor has been named and there is a national meeting in Washington DC that the SBHE members will be attending along with a retreat in May. The tuition waiver is on the agenda - great job to all who worked hard in getting the ball rolling on the tuition waiver.

Motion to Approve Agenda:

Motion to approve agenda by Jay Henrickson (MaSU), second by Jill Jerdee (NDSCS). Motion carried.

Old Business:

1) Tuition Waiver Task Force:

Anthony Willer reported that if anyone has any feedback to get them to Janice or himself by Thursday.

2) Chancellor Search Committee:

Anthony Willer reported that the new chancellor is Dr. Hamid Shirvani.

3) Maximizing Results through Efficiencies

a. Lecture Capture

There has not been a formal decision yet. ALT will make a presentation of the proposal on Thursday at the Board meeting. Everyone will be brought up to date.

b. Learning Management Systems

The committee meetings are taking place via phone conference and there are a lot of discussions and fact finding taking place by each campus ~~wide~~ presently. How much is being spent on the managing of LMS servers, people, support in various areas, etc. Meetings have been set and they will continue the discussion. There is a representative from each campus, SITS, students association and NDUS office.

c. Performance Funding

Loren Liepold, previously brought forward the fact that some student will not go directly into their career. Anthony forwarded the concern to the task force to be further discussed.

4) NDSSS Logo

Anthony requested that we take the samples he provided to our campus designers and we will continue to play around with some ideas.

5) HR/Payroll Task Force (update)

Anthony will follow up to find out why they have not met.

New Business:

1) ND SSS Constitution and Bylaws

Janice Hoffarth (UND) submitted changes to the amendments in the constitution and bylaws for the committee.

Constitution – VII. Section 1.: Motion to strike;

“3. After consideration and approval by the State Board of Higher Education, this constitution shall become effective immediately.”

Linda Benson (MiSU) made a motion to accept the change. Kelly Bisek (NDSU) second. Motion carried.

Bylaws – Section 4.: Addition of

“3. The Bylaws may be suspended by a two thirds majority of the members.”

Motion was submitted by committee. Motion carried. (8 yes 1 no)

Constitution – V. Section 2.

Original motion is to change the following (new verbiage noted in bold face font):

1. Election of officers for the next academic year will occur at the June meeting **with the exception of the representative to the State Board of Higher Education which will be nominated at the December meeting and elected at the January meeting.**
2. The terms of office shall be for one year commencing July 1, unless approved by a majority vote at the June meeting **except for the representative to the State Board of Higher Education who shall be elected for a two year term.**

Constitution – VI. Section 2.

1. Nominations shall be made from the floor or in writing at any meeting prior to the June meeting of the academic year. All nomination shall be received by the Secretary/Treasurer no later than May **except for the representative to the State Board of Higher Education who will be nominated at the December meeting and elected at the January meeting.**

Constitution – VI. Section 3.

1. The election of officers shall be by majority vote of the representative members voting at the June meeting **except for the representative to the State Board of Higher Education who will be nominated at the December meeting and elected at the January meeting.** If more than two candidates are vying for an office, and no one receives a majority, a runoff between the top two shall be held at the same meeting.

*Jay Hendrickson (MaSU) made a friendly amendment to change **VI. Section 2. 2.** to the following (new verbiage noted in bold face font);*

2. *The terms of office shall be for one year commencing July 1, unless approved by a majority vote at the June meeting **except for the representative to the State Board of Higher Education who shall be elected for a one year term and may be reelected.***

*Committee accepted the friendly amendment.
Motion carried.*

Linda Benson (MiSU) made a motion to suspend the bylaws to vote for the SBHE position for the upcoming year. Jay Hendrickson seconded. Motion carried. (7 yes - 1 no)

Floor is open for nominations. Carla Sivesind (BSU) nominated Janice Hoffarth (UND). Janice Hoffarth accepted.

Heidi Larson (DSU) nominations cease. Kristi Swartz (UND) seconded.

Janice Hoffarth was voted in as SBHE representative.

Notes: Election today for the SBHE. All campuses are aware that they need to expedite the procedure and suspend the bylaws and go ahead and do the vote. Officially represent the body. Retreat after Washington.

- 2) **Sick Leave Policy:** Requested to look at adding the inclusion of in-laws to the sick leave policy. Patricia Young (UND) will send out information to the listserv.
- 3) **Future Meetings:**

- a. Next meeting – May 14, 2012 at 2pm CT (1:00 pm MT)
Discussion on Wimba and IVN. Suggested we do quarterly meetings via IVN at a time when it is easier to schedule them.
- b. June Meeting is at Wahpeton - NDSCS
Meeting set for June 12, 2012. Please let Jill Jerdee know how many hotel rooms you will need for the meeting. Anthony will double check and let everyone know for sure when the SBHE meeting will be held so we can confirm the date of our meeting.

Adjournment:

Jill Jerdee (NDSCS) made a motion to adjourn. Heidi Larson (DSU) second. Motion carried.