



April 21, 2014 Meeting Minutes

The North Dakota State Staff Senate met on April 21, 2014 via IVN.

ND State Staff Senate President Kristi Swartz called the meeting to order at 3:00 PM CST. Staff Senators introduced themselves and their institutions.

Schools present:

Bismarck State College (BSC): Carla Sivesind;

Dakota College Bottineau (DCB): Jacob Olson ? or Nelson

Dickinson State University (DSU): Krissy Kilwein, Kathleen Obritsch, Josh Nichols;

Lake Region State College (LRSC): Andy Wakeford, Erin Wood;

Mayville State University (MaSU): John Peterson, Sarah Olson,

Minot State University (MiSU): Derek Van Dyke, Aaron Hughes, Linda Benson;

North Dakota State College of Science (NDSCS): None

North Dakota State University (NDSU): Wendy Gibson, Daniel Erickson;

University of North Dakota (UND): Sharley Kurtz, Diane Hillebrand, Kristi Swartz; Janice Hoffarth

Valley City State University (VCSU): Rick Clark, Emma Tufte;

Williston State College (WSC): Jenni Wolf (sp)

CTSO: Clay Willibe (sp)

NDUS: Laura Glatt

HRC: Pat Hansen

SBHE Board Member:

Additions to agenda: None.

Agenda: Approved.

Minutes: DSU moved to approve. UND seconded. Motion carried.

Campus Updates: The campus updates were shared. Email updates to Tricia Young for distribution.

CTSO has written a proposal allowing employees to purchase additional paid time off. Proposal was shared with ND SSS. ND SSS made the recommendation for HRC to review the proposal to see if this would be feasible under current policy/Century Code.

SBHE Report-Staff Senate Board Member Report:

a. Updates: Hoffarth indicated that the Chancellor will be bringing a resolution to the SBHE regarding the Tuition Waiver Initiative with a proposed policy revision. The revisions would need to be distributed to the

appropriate councils for discussion/approval.

Hoffarth attended a higher education board conference in Florida. In one session, colleges shared the outcomes of holding a Faculty Shadow Day in which board members shadow a faculty member for a day to see what a day entails for the faculty members (teaching, advising, committee work, tenure portfolio development, etc). In the colleges that have implemented this initiative, positive results have been found in the working knowledge of colleges and relationship building with faculty and board members. Hoffarth is working to develop a pilot program at UND to allow board members to shadow faculty and staff throughout a day and potentially inviting legislators to shadow faculty and staff.

HLC will be interviewing SBHE members next week in follow-up to the complaint filed.

b. Review SBHE Agenda: Next meeting is this Thursday. The agenda can be found on the website at: <http://www.ndus.edu/board/agendas/>

Old Business:

- a. Constitution/Bylaws Committee Update:** Diane Hillebrand provided an update on the Constitution and Bylaws updates. Copies have been distributed by email. Changes were Changes include:
- Name change to ND State Staff Senate (ND SSS)
 - Addition of Core Technology System Office (CTSO) as a member of ND SSS
 - Change “institutions” to “members” as appropriate

Motion was presented by the Bylaws Committee to approve the changes as distributed.

Constitution/Bylaws Approval	Yes	No
BSC	X	
CTSO	X	
DCB	X	
DSU	X	
LRSC	X	
MaSU	X	
MiSU	X	
NDSCS		
NDSU	X	
UND	X	
VCSU	X	
WSU	X	

Motion carried.

b. November Statewide Vote on SBHE/Chancellor: One page information sheet was distributed and can be shared with other employees. Discussion occurred. Measure 3 may or may not impact student board member, faculty and staff advisory roles to SBHE. Measure 3 may or may not impact HLC accreditation. HLC has indicated that they will wait until any changes, if any are made to the board structure.

New Business:

- a. **HRC:** No updates. Next meeting – May 2014.
- b. **Nominations:** Need to be in by May 2. Send to Secretary/Treasurer and/or President for the Vice President position. Diane Hillenbrand asked Krissy Kwilen if she would accept a nomination. She will respond at a later time.

Future Meetings:

a. **Tuesday, May 27, 2014:** IVN at 2:00 PM (Central).

b. **Tuesday, June 24, 2014, yearly face to face meeting in Valley City – Update:** Emma Tufte (VCSU) had a few reminders:

- Please register for the event so they can get the food count.
- Submit your successes and challenges that will be shared with others.

Open Discussion: LRSC reported that the NDUS strategic planner has meet on their campus. Other campuses indicated that representatives will be meeting with her in the next few weeks.

Condolences were offered to VCSU on the passing of one of their students.

Adjournment: Meeting adjourned at 3:45 PM CST

Respectfully submitted,

Emma Tufte