



Meeting Agenda

April 27, 2015

3:00 PM CST (2:00 MT)

The North Dakota State Staff Senate met on April 27, 2015 via IVN

- I. Call to order
 - a. The meeting was called to order at 3:00 PM CST by ND State Staff Senate President Emma Tufte (VCSU)

- II. Roll call
 - a. **Bismarck State College (BSC):** Carla Sivesind, Marlene Seaworth
 - b. **Core Technology Services Office (CTSO):** Clay Willoughby, Marietta Kemmet
 - c. **Dakota College Bottineau (DCB):**
 - d. **Dickinson State University (DSU):** Kathy Obritsch
 - e. **Lake Region State College (LRSC):**
 - f. **Mayville State University (MaSU):** Sarah Olson, Sheena Moe
 - g. **Minot State University (MiSU):** Evelyn Klimpel
 - h. **North Dakota State College of Science (NDSCS):**
 - i. **North Dakota State University (NDSU):** Daniel Erichsen
 - j. **University of North Dakota (UND):** Diane Hillebrand, Kristi Schwartz, Janice Hoffarth, Pam Henderson, Sharley Kurtz
 - k. **Valley City State University (VCSU):** Emma Tufte
 - l. **Williston State College (WSC):** Joan Cameron

 - m. **NDUS Representative:** Laura Glatt, Vice Chancellor of Administrative Affairs
 - n. **HRC Representative:** Carla Sivesind (BSC)
 - o. **SBHE Representative:** Janice Hoffarth (UND)

- III. Approval of Agenda
 - a. Motion to approve agenda: Sarah Olson (MaSU), Carla Sivesind (BSC), second. The agenda was unanimously approved.

- IV. Approval of Minutes
 - a. Motion to approve minutes from March: Clay Willoughby (CTSO), Sarah Olson (MaSU) second. The meeting minutes from March 2015 were unanimously approved.

- V. Reports –
 - a. Campus Updates – verbal
 - i. No updates were shared during the meeting, and will be submitted in an additional report.

- ii. Emma Tufte (VCSU) encouraged senators to send updates to Sarah Olson at sarah.m.olson@mayvillestate.edu
 - b. SBHE Staff Advisor Report
 - i. Next SBHE Meeting: April 30; agenda available at <http://ndus.edu/board/agendas/>
 - ii. Janice Hoffarth, SBHE Staff Representative gave an update.
 - 1. The SBHE will meet on Wednesday and Thursday. The three candidates for the chancellor position will be interviewed. The State Board of Higher Education may choose to offer the position to the chosen candidate this week, or the Board may choose to bring candidates back for additional interviews. Janice encouraged staff senators to review each candidate's resume and share any questions.
 - 2. The legislative session will end on Wednesday. HB 1003 regarding appropriations is still being discussed. Janice asked Laura Glatt (NDUS) to provide an update on the provisions of the bill. As of right now, the legislature has removed funding for the legal and internal audit staff. A pool of \$300,000 was set aside to externally contract for auditing purposes. There were several auditor and attorney positions added to the State Auditor's Office. Current legal and internal audit staff will need to reapply for positions. The current provisions of HB 1003 do not include campus costs to continue.
 - c. HRC Update
 - i. Carla Sivesind (BSC), HRC representative gave an update.
 - 1. HRC will meet May 20-21 at NDSU
 - 2. HRC has been discussing the employee tuition waiver.
 - d. Legislative Committee Update
 - i. The Legislature will be wrapping up this week. Emma Tufte (VCSU) requested feedback or suggestions for the next Legislative Committee. Feedback can be sent to emma.tufte@vcsu.edu
 - e. Legislative Showcase @ Capitol: Wednesday, March 25
 - i. Janice Hoffarth (UND) and Emma Tufte (VCSU) staffed the ND SSS booth at the showcase. Janice thought it was poorly attended as compared to previous years. Janice commented that legislators had meetings back to back, so they weren't able to visit the booths. It was suggested that each campus provide something to hand out at the booth.

VI. Business Agenda -

- a. Tuition Waiver Policy
 - i. Laura Glatt (NDUS) provided some background on the tuition waiver policy. Last year the board adopted a policy to allow employees to have tuition waiver benefits for distance/online courses. This policy called for a 100% tuition waiver for face-to-face courses, and a 50% employer paid 50% employee paid for on-line courses. This policy went into effect for Fall 2014. Laura mentioned that this created confusion among staff. While the policy called for a 100% tuition waiver for face-to-face courses, and a 50% employer paid 50% employee paid for on-line courses, some campuses offered additional waivers and this created inconsistencies throughout the system. Employee tuition waivers are a board required benefit, it should be processed consistently across the system. The current policy was based on how the course was offered- online versus face-to-face. The revised policy is based on who offers the course. If an employee's employing institution

offers the course, regardless of whether it is online or face-to-face, the employee receives 100% tuition waiver. If an employee chooses to go to another NDUS institution and take a course, the employee will be responsible for 50% of the tuition and the employer will be responsible for 50%. Laura reviewed the financial implications of this change. Based on 529 employees using the benefit for the 2014-2015 year, 78.5% will have same level of benefit under the new proposal; 10.8% will have an increased benefit; and 10.7% will have a decreased benefit. The first reading of the proposed plan will be at the meeting on Thursday. The second reading will be at the May meeting. The plan is to get the new proposal running by Fall 2015. Courses in the areas of law and medicine are not eligible for the employee tuition waiver. Emma Tufte (VCSU) shared questions she had received from staff members. It was clarified that an employing institution requires an employee to take a course or a degree as part of employment, then the tuition waivers can be negotiated on a case by case basis with the campus. Laura also clarified that this proposed policy will be consistently mandated for all campuses. Staff Senate members have raised concerns about the financial impact to the institution. Laura reiterated that employee tuition waivers are a mandated benefit, so institutions will need to determine how to allocate appropriate funding. The policy for tuition waivers varies slightly for CTSO and the system office employees, because these individuals do not have a campus. Laura encouraged Staff Senate members to review the policy and contact her with questions.

b. SSS Meeting June 23-24, 2015

- i. A draft copy of agenda has been sent. On Monday afternoon there will be four breakout sessions and will end with a group discussion. Tuesday morning we will begin with our business agenda.
- ii. Sarah Olson (MaSU) asked whether a block of hotel rooms had been set aside or recommendations of where Staff Senates should make reservations. Emma Tufte (VCSU) stated that the committee is meeting next week and will discuss this issue and report back to the group.

c. Nominations for Officers

- i. Emma Tufte (VCSU) reminded Staff Senate that elections for the 2015-2016 officers will take place during the June face-to-face meeting. If a Staff Senate member wishes to nominate someone please email sarah.m.olson@mayvillestate.edu or nominate from the floor.
- ii. Vice President/President Elect
 - 1.
- iii. Secretary
 1. Kathy Obritsch, DSU
 - a. Nominated by Sarah Olson (MaSU)
- iv. Communications Officer
- v. HRC Representative

VII. Open Discussion

- a. NDPERS health insurance transition (Sanford Health Insurance effective 7/1/2015)
 - i. Emma Tufte (VCSU) encouraged Staff Senate members to attend face-to-face sessions that are being held on each campus. It was also noted that the legislation being discussed to change the bid process was defeated last week.
- b. Shared Governance Updates
 - i. None

c. Other

- i. Laura Glatt (NDUS) reviewed several policy updates.
 1. The board will be reviewing the moving expenses policy, which is being revised to provide flexibility to on campus hiring officials. An option is being added to allow the employee to negotiate upfront a fixed dollar amount that will not require receipts for reimbursement. If an employee transfers within the NDUS system and needs to file for moving expenses, receipts will need to be provided.
 2. There is a TIAA-CREF Retirement Oversight Committee and in the current bylaws it states that one member on the committee should be from the 1000-3000 broadband and one should be from the 4000-7000 broadband. Laura stated that the 4000-7000 broadband is represented by PERS, so she will recommend that both representatives come from the 1000-3000 band.
 3. A policy in regards to background checks for employees will be reviewed. The review and proposed changes were intended to create more consistency amongst the NDUS and simplify the current procedure. The changes are also to comply with audit recommendations and would be completed before starting employment. All teaching staff (including graduate assistants and adjuncts) and others who have access to confidential or proprietary information would be required to have the background check.
 4. Daniel Erichsen (NDSU) questioned if the NDUS had plans to convert to a PTO system Emma Tufte (VCSU) said that this issue was discussed a few years ago and any changes would have to come from legislative authority.

VIII. Future Meetings

- a. Monday, May 18
 - i. Emma Tufte (VCSU) suggested rescheduling our next meeting to May 11 to coincide with the next SBHE meeting.
 1. Motion to change date of next meeting to May 11: Kathy Obritsch (DSU), Sarah Olson (MaSU) second. Changing the May meeting to the 11th was unanimously approved.
- b. June 22-23, 2015 (LRSC) *Note Date Change*, Monday and Tuesday

IX. Adjournment

- a. Motion to adjourn the meeting: Clay Willoughby (CTSO), Kristi Schwartz (UND) second. The meeting adjourned at 4:08PM CST.