



Meeting Minutes

April 25, 2016

The North Dakota State Staff Senate met on April 25, 2016, via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 3:00 PM CST on April 25, 2016 by ND State Staff Senate President Diane Hillebrand (UND).
- II. Roll call
 - a. **Bismarck State College (BSC):** Jennifer Klesalek
 - b. **Core Technology Services Office (CTSO):** Sharon Fangsrud
 - c. **Dakota College Bottineau (DCB):** Heidi Hall,
 - d. **Dickinson State University (DSU):** Kathleen Obritsch, Sharon Kilzer, Laura Fetting
 - e. **Lake Region State College (LRSC):** Andy Wakeford, Anne Rasmussen, Jennifer Jensen
 - f. **Mayville State University (MaSU):** Jessica Amb, Mindy O'Connor
 - g. **Minot State University (MiSU):** Forrest Macy, Linda Benson, Evelyn Klimpel
 - h. **North Dakota State College of Science (NDSCS):** Nicholas Kraft, Robert Heitkamp, Lisa Braun, Bruce Woytassek
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Amanda Groom, Diane Axness
 - j. **University of North Dakota (UND):** Diane Hillebrand, Pam Henderson
 - k. **Valley City State University (VCSU):** Greg Carlson
 - l. **Williston State College (WSC):** Katie Peterson
 - m. **NDUS Representative:** Absent
 - n. **HRC Representative:** Lisa Braun (NDSCS)
 - o. **HRC Liaison:** Gail Ebeltoft (Absent)
 - p. **SBHE Representative (VCSU):** Emma Tufte
- III. Approval of Agenda
 - a. Motion to approve agenda made by Lisa Braun (MiSU) and seconded by Pam Henderson (UND). The agenda was unanimously approved.
- IV. Approval of Minutes
 - a. Motion was made by Katie Petersen (WSC) and seconded by Pam Henderson (UND) to approve the March 14, 2016 minutes. The minutes were unanimously approved.
- V. Reports
 - a. Campus Updates

- i. March monthly updates will be distributed by email. No verbal updates were given.
 - ii. Staff Senate Presentations
 - 1. NDSU Staff Senate Presentation – Daniel Erichsen
 - b. Staff Advisor Report - Emma Tufte reported on the following items from the State Board of Higher Education (SBHE).
 - i. Next SBHE Meeting: April 28, 2016. New technology, Skype TX, is being used with hub sites at UND, NDSU, WSC, BSC, and MiSU. Other options to connect include Live Stream and Telephone access. Agenda and minutes are available at: <http://www.ndus.edu/board/agendas/>
 - 1. Topics of discussion will include:
 - a. Board Policies to be Reviewed:
 - i. HR 18 – Rest Periods, First Reading
 - ii. HR 6 – Annual Leave, Second Reading
 - iii. HR 7 – Sick Leave, Second Reading
 - b. Chancellor’s Report
 - i. Update on Budget
 - ii. Update on SBHE Retreat
 - 1. Envision 2030 will be a round-table type of meeting with other stakeholders such as legislatures, Department of Public Instruction etc. to discuss “What will a student look like in 2030 and what do we need to do to prepare?”
 - 2. Robert Heitkamp (NDSCS), SSS President Elect, and Diane Hillebrand (UND), current SSS President have been invited to attend.
 - c. Human Resource Council (HRC): Lisa Braun reported on the following items:
 - i. Next meeting May 24th and 25th in Wahpeton, ND.
 - d. SBHE Task Forces
 - i. Cost Containment – Emma Tufte (VCSU) reported no update.
 - ii. Shared Services – Diane Hillebrand (UND) reported still in the data collection phase. Plan to have an early May wrap up meeting prior to presentation of findings at the next SBHE meeting.
 - iii. Tuition/Fees Model – Andy Wakeford (LRSC) reported that last meeting was held in February. March and April meetings were postponed due to change in SBHE meeting schedule.

VI. Business Agenda

- a. June SSS F2F Meeting – June 21st and 22nd
 - i. Katie encouraged SSS members to complete the Qualtrics Survey.
 - 1. Block of rooms set aside at the El Rancho Inn.
 - 2. WSC dorm rooms are also available.
 - 3. WSC will sponsor the breakfast on the morning of June 22.
 - 4. Meeting will also be available via IVN connections.
 - 5. Group dinner is optional at own cost on June 21.

- b. North Dakota State Staff Senate Resolution: At the previous SSS meeting, Amber Flynn (UND) presented a proposed North Dakota State Staff Senate Resolution to ask that all eleven NDUS institutions request that Presidents of institutions across the NDUS endorse
 - i. The prioritization of the academic mission of each respective institution when making budget decisions and
 - ii. The utilization of staff input when recommending resource reallocation and
 - iii. Report to the senate chairs and ND SSS chair exactly how staff participated and provided input into the budget reallocation process.
 Greg Carlson (VCSU) made a motion, seconded by Daniel Erichsen (NDSU), to reject resolution. Roll call vote results: Reject – 7 votes, Abstain – 5 votes. Motion to reject endorsement carried.
- c. ND SSS Bylaws – Membership terms:
 - i. Bob Heitkamp (NDSCS) proposed a review of the SSS Bylaws to determine whether or not the same membership terms are being used by both the membership at the state level and at the local level. Emma Tufte (VCSU) and Grant Carlson (VCSU) agreed to assist with the review.
- d. Representatives for NDUS Retirement Plan Oversight Committee: This committee is seeking representation for two positions on this committee; one to represent the 2 year colleges, and one to represent the 4 year universities. This committee will meet three times a year. The following three SSS members have agreed to submit their names:
 - i. Laura Fetting (DSU)
 - ii. Diane Axness (NDSU)
 - iii. Katie Peterson (WSC)

VII. Open Discussion

- a. Sanford Health Plan: Survey results were reviewed. Sharon Kilzer (DSU) summarized the findings into three categories:
 - i. Communication
 - ii. Transition
 - iii. Expense reimbursement
 Following discussion, it was suggested that the findings being forwarded to NDPERS. It appears that there is an overall sense of satisfaction regarding health coverage and billing. This survey does not reflect upon individual health care practitioners or providers. It is also noted that some of the concerns appear to be related to providers who are or were not part of the network.
- b. Nominations for Officers: Diane Hillebrand announced that nominations are being accepted for SSS Officers. Election will take place at the June F2F meeting.

VIII. Future Meetings

- a. State Staff Senate Meeting – F2F meeting
 - i. June 21, 2016, 1:00-5:00 PM CT

- ii. June 22, 2016, 8:00-12:00 Noon CT
 - b. Schedule for SBHE Table/Open Forums
 - i. April 28 – No table demonstration planned as there is not a central meeting location.
 - ii. May 24 – Potential to have BSC provide a table demonstration, location to be determined.
- IX. Adjournment
 - a. The meeting adjourned at 4:00 PM CT.

Respectfully submitted,

Kathleen J. Obritsch, SSS Secretary, 2015-16