



Meeting Minutes

August 31, 2015

The North Dakota State Staff Senate met on August 31, 2015 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:06 PM MST on August 31, 2015 by ND State Staff Senate President Diane Hillebrand (UND).

- II. Roll call
 - a. **Bismarck State College (BSC):** Jennifer Klesalek, Scott Helphrey, Cherie Beck
 - b. **Core Technology Services Office (CTSO):** Marietta Kemmet,
 - c. **Dakota College Bottineau (DCB):** Absent
 - d. **Dickinson State University (DSU):** Kathy Obritsch, Laura Fetting, Stacey Wilkinson
 - e. **Lake Region State College (LRSC):** Andy Wakeford
 - f. **Mayville State University (MaSU):** Jessica Amb, Mindy O'Connor
 - g. **Minot State University (MiSU):** Evelyn Klimpel, Forrest Macy
 - h. **North Dakota State College of Science (NDSCS):** Absent
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Amanda Groom
 - j. **University of North Dakota (UND):** Diane Hillebrand, Pam Henderson, Sharley Kurtz
 - k. **Valley City State University (VCSU):** Kelli Heath, Greg Carlson
 - l. **Williston State College (WSC):** Katie Peterson, Grant
 - m. **NDUS Representative:**
 - n. **HRC Representative:**
 - o. **SBHE Representative:** Emma Tufte (VCSU)

- III. Approval of Agenda
 - a. Motion to approve agenda: Sharley Kurtz (UND), Katie Peterson (WSC), second. The agenda was unanimously approved.

- IV. Approval of Minutes
 - a. Motion to approve minutes from June: Pam Henderson (UND), Evelyn Klimpel (MISU) second. The meeting minutes from June 2015 were unanimously approved.

- V. Reports –
 - a. Campus Updates – verbal
 - i. Please see attached report for campus updates.

VI. ND State Staff Senate Business Meeting

a. Reports

a. SBHE Staff Advisor Report

- i. Next SBHE Meeting: August agenda available at <http://ndus.edu/board/agendas/>.
 - ii. First reading of policy changes, construction updates, and Strategic Plan are agenda items.
 - iii. Interim Legislative Meeting meet to discuss SBHE Mission and Vision.
 - iv. Appointed Jim Ozburn as the Interim President for DSU.
- b. HRC Update: No report. Next meeting September 16 and 17, 2015. Send items for discussion to Carla Sivesind.

VII. Legislative/Staff Outreach Project Committee: Nick Kraft, Katie Peterson, Andy Wakeford, Clay Willoughby, Mindy O'Connor, Marietta Kemmet, Emma Tufte, and Diane Hillebrand

- a. Report URL: <http://www.nea.org/home/rankings-and-estimates-2013-2014.html>
- b. Timeline is short – estimated end of August 2015
- c. Proposed letter circulated. Discussion revealed that many new members in State Staff Senate seats have not had an opportunity to review. Recommendations included using comparison of number of students per group rather than per capita dollars, comparison of non-teaching staff versus teaching staff, etc. Motion made by Scott Helphrey (BSC) and seconded by Marietta Kemmet (NDUS) to utilize a conference call to rewrite the letter. Motion carried.

VIII. Video Project

- a. Andy Wakefield (LRSC) reported that a video has been created depicting why staff members should be involved in the North Dakota State Staff Senate. He is asking State Staff Senators to visit with campus Staff Senates to secure contributions to share the cost. Video production = \$472.50 divided by twelve campuses would equal \$39.00 per senate. Senates can send dollars to Andy Wakefield, (LRSC). Video is available for viewing prior to purchase on the State Staff Senate Website.

IX. 2015-2016 ND State Staff Senate Goals

- a. Create a working group to address article in paper insinuation there are too many staff across the state.
- b. Inclusiveness of all 12 entities of ND SSS – find a way to include everyone.

- c. Enhanced communications to tell our story and possibly enhance website promotion and sponsor open forums.
 - d. Discuss parliamentary procedures and educate.
 - e. Follow insurance transition.
 - f. Feature 1 or 2 campuses at each of our meetings. This would give campuses an opportunity to showcase individual campus activities.

- X. Discussion held regarding sponsoring open forums or showcasing local campus senates at the State Board of Higher Education (SBHE) meetings. UND and DSU are willing to showcase their respective senate on September 28th. DSU will also have a table for a chance to tell our story at the next SBHE meeting on September 30.
Future Meetings:
 - a. Next June Face to Face meeting: Williston is willing to host.
 - b. Third Monday of each month at 3:00 CST. (September 28, 2015).

- XI. Adjournment
 - a. Motion to adjourn the meeting: Pam Henderson (UND), Kelli Heath (VCSC) second. The meeting adjourned at 3:50 PM.