



Meeting Minutes

December 8, 2014
3:00 PM CST (2:00 MT)

The North Dakota State Staff Senate met on December 8, 2014 via IVN

- I. Call to order
 - a. The meeting was called to order at 3:01PM CST by ND State Staff Senate President Emma Tufte (VCSU)

- II. Roll call
 - a. **Bismarck State College (BSC):** Marlene Seaworth
 - b. **CTSO:** Clay Willoughby
 - c. **Dakota College Bottineau (DCB):**
 - d. **Dickinson State University (DSU):** Josh Nichols; Kathleen Obritsch
 - e. **Lake Region State College (LRSC):** Annie Rasmusson
 - f. **Mayville State University (MaSU):** Sarah Olson, Sheena Moe
 - g. **Minot State University (MiSU):** Steve Swenson, Devin McCall, Linda Benson
 - h. **North Dakota State College of Science (NDSCS):** Bob Heitkamp
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Kelly Bisek
 - j. **University of North Dakota (UND):** Sharley Kurtz, Kristi Swartz, Diane Hillebrand, Janice Hoffarth
 - k. **Valley City State University (VCSU):** Emma Tufte, Stephanie Roelfsema, Rick Clark
 - l. **Williston State College (WSC):**

 - m. **NDUS Representative:**
 - n. **HRC Representative:**
 - o. **SBHE Representative:** Janice Hoffarth (UND)

- III. Approval of Agenda
 - a. Motion to approve agenda: Clay Willoughby (CTSO), Diane Hillebrand (UND)
Second. The agenda was unanimously approved.

- IV. Approval of Minutes
 - a. Motion to approve minutes from November: Diane Hillebrand (UND), Clay Willoughby (CTSO). The meeting minutes from November 2014 were unanimously approved.

- V. Campus Updates – verbal
 - a. **Bismarck State College (BSC):** Nothing to add, see written report.
 - b. **CTSO:** Has not met. Working on survey. Met with CTSO senior staff.
 - c. **Dakota College Bottineau (DCB):**

- d. **Dickinson State University (DSU):** Nothing to add, see written report.
 - e. **Lake Region State College (LRSC):** Nothing to add, see written report.
 - f. **Mayville State University (MaSU):** Nothing to add, see written report.
 - g. **Minot State University (MiSU):** Nothing to add, see written report.
 - h. **North Dakota State College of Science (NDSCS):** NDSCS instituted a certificate of achievement for past staff senators. NDSCS staff senate is hoping for more involvement from staff. Currently working on Christmas party. The Old Main project is progressing. Working on Market Place for Kids at the NDSCS Fargo campus.
 - i. **North Dakota State University (NDSU):** Nothing to add, see written report.
 - j. **University of North Dakota (UND):** Nothing to add, see written report.
 - k. **Valley City State University (VCSU):** VCSU has 30 people participating in a Secret Santa. Gifts under \$5.00 will be given over a 4 week period. Staff Senate is working with the campus on 125th celebration.
 - l. **Williston State College (WSC):**
- VI. SBHE - Staff Senate Board Member Report
- a. Next SBHE Meeting: December 9; agenda available at <http://ndus.edu/board/agendas/>
 - b. Janice Hoffarth, SBHE Staff Representative gave an update.
 - i. The State Board of Higher Education will meet on December 10 in Bismarck. One of the main topics of the meeting is to start the search process for the new chancellor. State Board members are holding meetings on campuses to get input on what constituents want to see in the next chancellor. Janice encouraged all staff senate presidents to attend these meetings and introduce themselves to the board members. Kelly Bisek (NDSU) asked if the SBHE has published anything in regards to the chancellor search. Janice reminded everyone to look at the roles and responsibilities document on the State Board website.
- VII. Old Business
- a. HRC Update – Carla
 - i. Carla Sivesind (BSC), HRC representative gave an update.
 - 1. Carla was not able to join us today. An update will be given during the January meeting.
 - b. Campus Staff Senates & Open Records
 - i. This item was tabled until January.
 - c. 2014-2015 Goals - Updates
 - i. Watch & Support bills in Legislative Session
 - 1. Emma Tufte (VCSU) asked for members to serve on the Ad Hoc Legislative Committee. Committee members include Sharley Kurtz and Diane Hillebrand from UND, Devin McCall from MiSU, Kathy Obritsch from DSU, Katie Peterson from WSC, and Emma Tufte from VCSU. Emma will send out details early in 2015.
 - ii. Promote Shared Governance
 - 1. No discussion
 - iii. Promote Tuition Waiver Policy
 - 1. No discussion
- VIII. New Business

- a. Celebrating Successes & Brainstorming Solutions to Challenges: Updates
 - i. Emma Tufte (VCSU) asked for follow-up on topics from the June face-to-face meeting. Successes included- scholarships, shared governance. Challenges included- staff represented from all bands.
 - 1. Bob Heitkamp shared that NDSCS is working on making Staff Senate presence known on campus. NDSCS Staff Senate has begun recognizing senators even after they have served. Bob said that Staff Senate has really been working on communicating with other staff on who staff senate is and what staff senate has accomplished on campus.
 - 2. Steve Swenson shared that Minot State University has implemented a staff senate cookbook with the proceeds going towards professional development funds.
 - 3. Diane Hillebrand said that shared governance at UND is going very well. Sharley Kurtz and Shannon Medina were invited to go to a legislative session. Sharley Kurtz gave an update on the session and indicated that it was a great opportunity to get to know our legislators.
 - b. Staff Adviser to SBHE Nominations
 - i. There were two candidates nominated for Staff Adviser to the SBHE- Sharley Kurtz (UND) and Emma Tufte (VCSU). Both candidates accepted the nomination. There were no additional nominations from the floor. Kelly Bisek (NDSU) motioned to cease nominations. Josh Nichols (DSU) seconded the motion. The motion was approved unanimously.
 - ii. The election for the Staff Adviser will be held during the January meeting.
 - iii. The group discussed and formulated a process for the Staff Adviser to the SBHE. The following items will be submitted two weeks prior to the election and will be distributed via NDSSS list serve: written statement from candidate addressing why they wish to serve as the Staff Adviser to the SBHE and a letter of support from her supervisor or university official. On the day of the election the candidates will give a 5 minute speech discussing goals and platform. The audience will have 5 minutes to ask follow up questions. Diane Hillebrand (UND) will lead the meeting during the election process, and each senate will have one vote via a roll call vote. Josh Nichols (DSU) made a motion to approve this process at discussed. Diane Hillebrand (UND) seconded. The motion passed unanimously.
 - iv. It was suggested that this process be formally written into the NDSSS bylaws. Kristi Swartz (UND) will begin this process.

IX. Future Meetings

- a. Monday, January 26
- b. Monday, February 23
- c. Monday, March 23
- d. Monday, April 27
- e. Monday, May 18
- f. June 23-24, 2015 (LRSC)

X. Open Discussion

- a. Janice Hoffarth (UND) gave an update on the Governor's Budget. The preliminary budget shows a 3-5% salary increase for the next two years, with 1% of salary going

to retirement, and 100% coverage for employee health insurance. There is going to be a tuition freeze at 2 year institutions, but not at the 4 year or research institutions. Janice reminded everyone that this budget is not final, it will go on to the legislature for discussion and revision. Bob Heitkamp (NDSCS) questioned why 1% of salary is given to retirement. Bob was concerned that there hadn't been any direct information about how long this practice will continue. Janice said that the board has not met since the proposed budget came out, but hopes to receive some clarification about this.

- b. Diane Hillebrand (UND) requested that we attempt to have our open records discussion in January. There was some concern that Murray Sagsveen may not have time in his schedule to meet with us due to the legislative session beginning. It was proposed that we formulate a list of questions to send to Murray via email. Emma Tufte (VCSU) will attempt to contact Murray to see if he prefers a meeting or an email.
- c. Janice Hoffarth (UND) reminded the group that NDUS Day at the Capital is coming up. State Staff Senate is offered a booth at this event. Janice wasn't sure about the date.

XI. Adjournment

- a. Motion to adjourn the meeting: Kathleen Obritsch (DSU), Steven Swenson (MiSU) second. The meeting adjourned at 3:50 PM CST.