



Meeting Minutes

December 14, 2015

The North Dakota State Staff Senate met on December 14, 2015, via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 3:03 PM CST on November 16, 2015 by ND State Staff Senate President Diane Hillebrand (UND).
- II. Roll call
 - a. **Bismarck State College (BSC):** Jennifer Klesalek, Cherie Beck
 - b. **Core Technology Services Office (CTSO):** Absent
 - c. **Dakota College Bottineau (DCB):** Heidi Hall
 - d. **Dickinson State University (DSU):** Kathleen Obritsch, Laura Fetting, Stacy Wilkinson
 - e. **Lake Region State College (LRSC):** Andy Wakeford, Andy Rasmussen
 - f. **Mayville State University (MaSU):** Mindy O'Connor, Sheena Moe
 - g. **Minot State University (MiSU):** Linda Benson, Mindy Rudnick
 - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Robert Heitkamp, Elizabeth Phen-Oren, Darrell Schreiber
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Amanda Groom, Diane Axness
 - j. **University of North Dakota (UND):** Diane Hillebrand, Sharley Kurtz, Pam Henderson
 - k. **Valley City State University (VCSU):** Kelli Health, Greg Carlson
 - l. **Williston State College (WSC):** Katie Peterson
 - m. **NDUS Representative:** Linda Dolan
 - n. **HRC Representative:** Pat Hanson
 - o. **SBHE Representative (VCSU):** Emma Tufte
- III. Approval of Agenda
 - a. Motion to approve agenda made by Katie Peterson (WSC) and seconded by Sharley Kurtz (UND). The agenda unanimously approved.
- IV. Approval of Minutes
 - a. Motion to approve the November 16, 2015 minutes as amended to note that Jennifer Gonzales conducted the Staff Senate Presentation for BSC; not Scott Helphrey as previously noted, made by Andy Wakeford (LRSC) and seconded by Sharley Kurtz (UND). The minutes were unanimously approved.

V. Special Guest – Chancellor Hagerott

- i. Chancellor Hagerott reviewed the Strategic Plan that was recently approved. He noted that the “SEA²” represents the Pillars (or four corners) of the State of North Dakota. S – Superior System, E- Excellence and Equipage, and AA- Accessible and Affordable.
- ii. He also noted that six task forces have been formed. They are: Mission Review, Cost Containment, Tuition/Fees Model, Shared Services, Retention and Governance.
- iii. He also referenced the ability for North Dakota to become a leader in being a test site for Cyber Security, Computing, and Unmanned systems whether that revolves around data analytics, farming, oil and/or the air force. In fact, the Governor has formed a Cyber Security Task Force and a High Performance Computing Task Force to start the discussion.
- iv. He also indicated that the budget will undergo continuous re-evaluation to assess the impact of reduced oil prices, new drilling, and production.

VI. Reports

- a. Campus Updates
 - i. November monthly updates were distributed by email. No verbal updates.
- b. Staff Senate Presentations
 - i. MiSU and VCSU Presentations moved to the January meeting.
- c. SBHE Staff Advisor Report - Emma Tufte reported on the following items from the State Board of Higher Education (SBHE).
 - i. Several policy changes are up for review. See: <http://www.ndus.edu/board/agendas/>
 - ii. Emma encouraged fellow senators to provide feedback prior to February SBHE meeting particularly on the Procedure: 820.1 Employee and Employee Spouse and Dependent Tuition Waivers and Employer Paid Assistance and Employee Policy Section 820 Tuition Waivers/Tuition Assistance
 - iii. SBHE January 28th meeting moved to February.
 - iv. HRC Update – Items discussed at the recent HRC meeting included proposed policy changes, phase retirement, system wide harassment that includes bullying, Family Medical Leave Act (FMLA) consistency and criminal and background checks. Next meeting: May 24-25 in Wahpeton.
 - v. HRC Representative – Gail Ebeltoft (DSU) will be the new representative from HRC. (She replaces Pat Hanson (UND). Options to fill the vacant State Staff Senate Representative position on the HRC were discussed. Andy Wakeford (LRSC) made a motion, seconded by Sharley Kurtz (UND) to table the selection of a representative to the next meeting.
- d. SBHE Task Forces

- i. Cost Containment - No report
 - ii. Shared Services – Diane Hildebrand (UND) reported that next meeting is December 17, 2015.
 - iii. Tuition/Fees Model – Andy Wakeford (LRSC) reported that committee meet twice. They are in the data gathering with a survey tool. Next meeting early January.
- VII. Business Agenda
 - a. Recording of Meetings – Diane Hillebrand reported that it appears that there is no known restrictions to prohibit recording. However, recordings would be subject to open record and disclosure as well as retention regulations. It was agreed that meetings will not be recorded at this time unless there is a specific need to do so.
 - b. SBHE Staff Advisor – Emma Tufte was nominated by Kelli Heath (VCSU). Andy Wakeford (LRSC) was nominated by Sharley Kurtz (UND). Motion to cease and close nominations was made by Mindy Rudnick (MiSU), seconded by Pam Henderson (UND). Motion carried.
- VIII. Open Discussion – None.
- IX. Future Meetings
 - a. State Staff Senate Meeting – January 14, 2016
 - b. Schedule for Campus Updates at scheduled ND SSS meetings
 - i. January 25– MiSU, VCSU
 - ii. February22 – CTSO, MaSU
 - iii. March 14 – NDSCS, DCB
 - iv. April – NDSU
 - v. May
 - vi. June – F2F at WSC
 - 1. Site: Williston State College
 - 2. Dates: To be determined – Will work with Katie Peterson (WSC)
 - 3. Time – determine start and end time. Plan conference with only one overnight stay and adequate driving time from all locations.
 - c. Schedule for SBHE Table/Open Forums
 - i. February 3 - NDSU
- X. Adjournment
 - a. The meeting adjourned at 3:35 PM CT.

Respectfully submitted,
 Kathleen J. Obritsch, SSS Secretary 2015-16