



## ***Meeting Minutes***

December 19, 2016

The North Dakota State Staff Senate met on December 19, 2016 via ND IVN.

- I. Call to order
  - a. The meeting was called to order at 2:30pm CT on December 19, 2016 by ND State Staff Senate President Katie Peterson (WSC).
- II. Roll call
  - a. **Bismarck State College (BSC):** Marlene Anderson, Retha Mattern, Roxanne Van Zomeren
  - b. **Core Technology Services Office (CTSO):** Randy Wald
  - c. **Dakota College Bottineau (DCB):** Mike O'Toole
  - d. **Dickinson State University (DSU):** Laura Fetting, Krissy Kilwein
  - e. **Lake Region State College (LRSC):** Andy Wakeford
  - f. **Mayville State University (MaSU):** Misti Wuori
  - g. **Minot State University (MiSU):** Mindy Rudnick
  - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Bruce Woytassek
  - i. **North Dakota State University (NDSU):** Ryan Brinkman
  - j. **University of North Dakota (UND):** Diane Hillebrand
  - k. **Valley City State University (VCSU):** Greg Carlson
  - l. **Williston State College (WSC):** Katie Peterson
  - m. **NDUS Representative:** Linda Donlin (Not Present)
  - n. **HRC Representative (NDSCS):** Lisa Braun
  - o. **HRC Liaison:** Gail Ebeltoft
  - p. **SBHE Representative (LRSC):** Andy Wakeford
- III. Approval of Agenda
  - a. A motion to add SBHE Staff Advisor Nominations was made by Diane Hillebrand (UND) and seconded by Krissy Kilwein (DSU). Motion carried. A motion to approve the amended agenda was made by Lisa Braun (NDSCS) and seconded by Krissy Kilwein (DSU). Motion carried, agenda approved as amended.
- IV. Approval of Minutes
  - a. A motion to approve the minutes from the November 21<sup>st</sup> meeting was made by Mike O'Toole (DCB) and seconded by Retha Mattern (BSC). Motion carried, minutes approved as is.
- V. Reports
  - a. Campus Updates – Diane Hillebrand (UND) mentioned that they will be changing from using broad bands to divisions in determining senate composition.
  - b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that the State Board of Higher Education (SBHE) met via conference call on December 14, 2016. Discussion was held on student room and board fees for the 2017-18 academic year. The Envision 2030 initiative was discussed and volunteers were requested to be a part of the next step. Andy will forward this information to the listserv and encouraged anyone who is interested, to volunteer if you would like. Andy mentioned the SBHE Talking Points handout that was sent to the listserv which has some items that can be used when talking with legislators

regarding what the NDUS has done in this past biennium. The next SBHE meeting is scheduled for the end of January. The agenda will be available at <http://ndus.edu/board/agenda/>.

- c. SBHE Task Forces - Tuition/Fees Model – Andy Wakeford (LRSC) reported that there are no updates at this time.
- d. HRC – Lisa Braun (NDSCS) reported that the Human Resources Council (HRC) meeting in December was held via conference call. Gail Ebeltoft (HRC Liaison – DSU) reported that the HRC discussed potential vendors for Criminal History Background Checks and narrowed the search down to two vendors. A discussion on IPEDS codes and expansion of categories was held. The NDUS hired a Compliance Officer to assist campuses with audits. The Faculty Sick Leave Task Force has not made their recommendations to the Chancellor, yet. Diane Hillebrand (UND) inquired about the NDPERS Wellness Benefit being taxable. Gail suggested that we reach out to NDPERS directly with any questions as they are looking at options for the future.

VI. Business Agenda

- a. Legislative Session Special Group – The group has been formed, however, if anyone else would like to join, please let Katie Peterson (WSC) know. We can follow the legislative bills with the online bill tracking. Katie will send the link to the listserv. Andy Wakeford (LRSC) state that the System Office will be tracking the bills and sharing updates. Randy Wald (CTSO) stated that these updates can be found at <http://inside.ndus.edu>. Katie will send out a Doodle Poll to the group to set up an initial meeting via computer.
- b. Campus Reports and SBHE Update – Katie Peterson (WSC) and Andy Wakeford (LRSC) had a meeting with the Chancellor to discuss NDSSS updates at the SBHE meetings. Andy will continue to attend the SBHE meetings, unless it is requested that Katie attend as NDSSS President. Campus Updates will be sent to the SBHE via email.
- c. SBHE Staff Advisor Nominations – Discussion was held regarding Andy Wakeford (LRSC) remaining in this capacity and serving another term. Andy was willing and everyone agreed that this would be the best option.
- d. New Meeting Times – A discussion was held regarding meeting times. It was decided that meetings would be held on the 2<sup>nd</sup> Monday of each month at 2:30pm CT in order to allow two weeks between the NDSSS meeting and the SBHE meeting, so we could request to be added to the agenda, if needed.

VII. Open Discussion – Mike O’Toole (DCB) requested information about Children in the Workplace policies on each campus. Any information/policies can be sent to Mike.

VIII. Future Meetings

- a. Next meeting – January 23, 2017 at 2:30pm CT.

IX. Adjournment

- a. The meeting adjourned at 3:11pm CT.

Respectfully submitted,

Laura Fetting  
ND SSS Secretary 2016-17