



Meeting Minutes

February 23, 2015
3:00 PM CST (2:00 MT)

The North Dakota State Staff Senate met on February 23, 2015 via IVN

- I. Call to order
 - a. The meeting was called to order at 3:03 PM CST by ND State Staff Senate President Emma Tufte (VCSU)

- II. Roll call
 - a. **Bismarck State College (BSC):** Carla Sivesind, 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):** Andy Wakeford
 - f. **Mayville State University (MaSU):** Sarah Olson, Sheena Moe, Mindy O'Connor
 - g. **Minot State University (MiSU):** Steve Swenson, Linda Benson, Evelyn Klimpel
 - 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):** Diane Hillebrand, Janice Hoffarth, Pat Hanson
 - k. **Valley City State University (VCSU):** Emma Tufte, Rick Clark, Samantha Stover
 - l. **Williston State College (WSC):** Katie Peterson

 - m. **NDUS Representatives:** Laura Glatt, Vice Chancellor of Administrative Affairs;
Noah Brisbin, Assistant General Council
 - n. **HRC Representative:** Carla Sivesind (BSC)
 - o. **SBHE Representative:** Janice Hoffarth (UND)
 - p. **NDPERS:** Sparb Collins, Executive Director

- III. Approval of Agenda
 - a. Motion to approve agenda: Carla Sivesind (BSC), Kathy Obritsch (DSU), second. The agenda was unanimously approved.

- IV. Old Business: Campus Staff Senates & Open Records/Meetings
 - a. Noah Brisbin, Assistant General Council from the NDUS Office joined the meeting to discuss open records and meetings. It was discussed that Staff Senates are advisory in nature and do not necessarily have campus authority for decision making; therefore Staff Senates are not typically not bound to the ND Open Meetings and Records Law. Noah did suggest open meetings and records to promote transparency. If a staff senate creates a document within the course of conducting business, these documents are subject to open records laws. The NDUS has adopted

a retention schedule which should be followed for all documents. It was questioned whether it would be appropriate to have a closed staff senate meeting. Noah advised against holding a closed meeting without a legal and justifiable reason. Posting of meeting minutes, agendas, and notices was discussed. Noah advised posting these items. BSC asked if it was appropriate to post these via a portal on their website, and this was deemed acceptable. It was questioned whether staff senates should do a roll call vote for elections. Noah said that while roll call votes are required at the SBHE level, it is up to each Staff Senate on how to conduct elections. Noah did advise that Staff Senates follow best practices for formal meetings. Diane Hillebrand (UND) suggested that ND State Staff Senate discuss this at the June face-to-face meeting and develop a set of suggestions for campuses to use.

V. Presentation by NDPERS re: health insurance effective July 1, 2015

- a. Sparb Collins, Executive Director for NDPERS joined the meeting to discuss the recent change from Blue Cross Blue Shield to Sanford Health Plan for health insurance coverage. Sparb gave a brief history of how this decision was made. The contract was sent out for bid, and BCBS offered a plan with a 20% increase, while SHP offered a plan with a 15% increase. Sanford has already made changes to accommodate the NDPERS contract including, setting up a call center and website specifically for NDPERS and developing a frequently asked questions document. Each campus was asked to distribute this document to employees. A summary plan document, new insurance cards, and additional information will be sent out as these items become available. Current deductibles and co-insurance will carry over from the old plan to the new plan. Health club benefits and activities will continue, and the intention is that benefits and points accumulated thus far will be rolled over into the new system. Sparb did share that SHP is working to include all current providers from the BCBS plan in the SHP network. Currently, Essentia Health of Fargo is not included, but Sparb stated that this is being addressed. Sparb reminded everyone that this plan is a unique plan and cannot be compared to other SHP plans. Sparb encouraged staff members to provide feedback and ask questions

VI. Approval of Minutes

- a. Motion to approve minutes from January: Diane Hillebrand (UND), Clay Willoughby (CTSO) second. The meeting minutes from January 2015 were unanimously approved.

VII. Campus Updates – verbal

- a. **Bismarck State College (BSC):** Nothing to add, see written report.
- b. **CTSO:** No updates at this time.
- c. **Dakota College Bottineau (DCB):**
- d. **Dickinson State University (DSU):** Keri Youngstrand was elected Vice President.
- 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 is moving forward with staff training on March 17 and 18. The elections will be moved to the Spring semester rather than Fall to ensure that officers are in place to begin the academic year.
- 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):** Next month updates will include results from the employee satisfaction survey.
 - l. **Williston State College (WSC):** Nothing to add, see written report.
- VIII. SBHE - Staff Senate Board Member Report
- a. Next SBHE Meeting: February 26; agenda available at <http://ndus.edu/board/agendas/>
 - b. Janice Hoffarth, SBHE Staff Representative gave an update.
 - i. The SBHE Meeting will be held this week. There are several pieces of legislation that the SBHE is following. The DSU President plans to retire, so a search committee will be formed. The Chancellor position description is available for viewing. Janice reviewed several bills in the legislature. Student phone number and email address will continue to be public information and available via open records requests. SB 2150 was amended to include cases when student's face expulsion. HB 1435 did not pass. Laura Glatt (NDUS) reviewed HB 1003, which discusses appropriations. The impact by institution is varied for this bill. The house budget didn't include appropriations for the cost to continue or inflation, which means that campuses will need to fund utility increases and pay raises.
- IX. Old Business
- a. HRC Update – Carla
 - i. Carla Sivesind (BSC), HRC representative gave an update.
 - 1. The HRC will meet next week.
 - b. 2014-2015 Goals - Updates
 - i. Watch & Support bills in Legislative Session (Legislative Committee Report)- The Legislative Committee did not meet on Friday, but continues to send updates via email.
 - ii. Promote Shared Governance
 - 1. UND Staff Senate will be electing a member to service on the UND Nickname and Logo Committee.
 - iii. Promote Tuition Waiver Policy- Laura Glatt (NDUS) said that there was a continuing effort to clarify the employee tuition waiver and streamline the process.
 - c. Legislative Showcase @ Capitol: Wednesday, March 25
 - i. If anyone on staff senate is interested in attending please let Emma know.
 - d. Proposed Bylaws Amendment
 - i. Motion to table this discussion until the March meeting: Carla Sivesind (BSC), Diane Hillebrand (UND) second. The motion was unanimously approved.
- X. New Business
- a. Emma Tufte (VCSU) encouraged all State Staff Senate members to begin brainstorming ideas for the face-to-face meeting in June.
- XI. Future Meetings
- a. Monday, March 23
 - b. Monday, April 27
 - c. Monday, May 18

- d. June 23-24, 2015 (LRSC)
- XII. Open Discussion
 - a. No discussion held.
- XIII. Adjournment
 - a. Motion to adjourn the meeting: Clay Willoughby (CTSO), Diane Hillebrand (UND) second. The meeting adjourned at 4:40 PM CST.