



Meeting Minutes

February 22, 2016

The North Dakota State Staff Senate met on February 22, 2016, via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 3:00 PM CST on February 22, 2016 by ND State Staff Senate Vice President Robert Heitkamp (NDSCS). Note that Robert Heitkamp left the meeting at 3:15 PM after taking an emergency call. Meeting was then conducted by Darrell Schreiber (NDSCS).
- II. Roll call
 - a. **Bismarck State College (BSC):** Jennifer Klesalek, Scott Helphrey, Cherie Beck
 - b. **Core Technology Services Office (CTSO):** Absent
 - c. **Dakota College Bottineau (DCB):** Heidi Hall, Mike O'Toole
 - d. **Dickinson State University (DSU):** Kathleen Obritsch, Laura Fetting, Krissy Kilwein
 - e. **Lake Region State College (LRSC):** Andy Wakeford, Jennifer Jenssen, Brigitte Greywater
 - f. **Mayville State University (MaSU):** Mindy O'Connor, Sheena Moe
 - g. **Minot State University (MiSU):** Evelyn Klimpel, Linda Benson, Forrest Macy
 - h. **North Dakota State College of Science (NDSCS):** Robert Heitkamp, Darrell Schreiber, Bruce Woytassek
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Amanda Groom, Diane Axness
 - j. **University of North Dakota (UND):** Pam Henderson
 - k. **Valley City State University (VCSU):** Greg Carlson, Nicole Hanson
 - l. **Williston State College (WSC):** Katie Peterson, Natalie Boese
 - m. **NDUS Representative:** Linda Donlin
 - n. **HRC Representative:** Absent
 - o. **SBHE Representative (VCSU):** Emma Tufte
- III. Approval of Agenda
 - a. Motion to approve agenda made by Katie Peterson (WSC) and seconded by Darrell Schreiber (NDSCS). The agenda was unanimously approved.
- IV. Approval of Minutes
 - a. Motion was made by Krissy Kilwein (DSU) and seconded by Pam Henderson (UND) to approve the January 25, 2016 minutes as corrected to note that

Nicholas Kraft is from NDSCS, not VCSU, and to note that Diane Axness is from NDSU, not UND. The minutes were unanimously approved.

V. Reports

- a. Campus Updates
 - i. February monthly updates were distributed by email. No verbal updates were given.
 - ii. Staff Senate Presentations
 1. CTSO Staff Senate Presentation – Phill Moore sent a message asking to present at a later meeting.
 2. MaSU Staff Senate Presentation – No presentation.
- b. Staff Advisor Report - Emma Tufte reported on the following items from the State Board of Higher Education (SBHE).
 - i. Joint Legislative Meeting met on February 3, 2016. Discussion addressed affordability, tuition, and fees.
 - ii. SBHE Meeting on February 3, 2016 included:
 1. BSC briefing on tabletops and lock down polices and procedures for campuses.
 2. Guidelines for budget reduction. Linda Donlin noted that campuses were granted an extension to February 22, 2016 to submit budget reduction recommendations to the OMB. Extension was based on modifications to the budget reflecting an increase in the budget reduction from 2.5% to 4.05%.
 3. President Task Force updates.
 4. Board Policies Reviewed:
 - a. Board Policy 1st Reading – Employment of Relatives
 - b. Board Policy 1st Reading, waive 2nd reading, and final adoption:
 - i. Policy 608.2 – NDUS Employees – Non renewal and Dismissals
 - ii. Policy 703.1 – Early Retirement
 - iii. Policy 707 – Severance Pay
 - c. Board Policy 2nd Reading:
 - i. HR 2 – Appointments
 - ii. HR 5 – Pay Policy
 - iii. Policy 820 – Tuition Waivers/Tuition Assistance
 - iii. Next SBHE Meeting: March 15, 2016 at UND. Agenda and minutes are available at: <http://www.ndus.edu/board/agendas/>
- c. Human Resource Council: No report. (Next meeting May 24th and 25th in Wahpeton, ND.)
- d. SBHE Task Forces
 - i. Cost Containment – Emma Tufte reported no update since last meeting.
 - ii. Shared Services –No report.

- iii. Tuition/Fees Model – Andy Wakeford (LRSC) reported that the committee has met four times to date and have defined the following goals:
 - 1. Review waivers utilized by all campuses and established a uniform policy to be administered at all SBHE campuses.
 - 2. Create a positive perception related to how waivers enhance different population pools.
 - 3. Committee recommendations are due to be submitted by the end of May/June (end of school term).

VI. Business Agenda

- a. Ideas for topics for June Face to Face meeting:
 - i. Forrest Macy (MiSU) recommend a Task Force Wrap-up Report.
 - ii. Andy Wakeford (LRSC) recommended a brainstorming session to plan for the upcoming legislative session.
 - iii. Brigitte Greywater (LRSC) recommended a session to promote morale and/or an assessment of emotional intelligence to facilitate emotional health in spite of the budget cuts.
 - iv. Pam Henderson (UND) recommended a session on how to keep an active staff senate.
 - v. Brigitte Greywater (LRSC) recommended a session to promote a one culture, one mission cohesiveness between faculty and staff.
- b. Katie Peterson asked for clarification regarding dates of the face to face meeting.
 - i. Following discussion, the following dates were proposed:
 - 1. June 21 and 22, 2016.
 - 2. Meet afternoon of June 21, 2016.
 - 3. Conclude meeting by noon of June 22, 2016.
- c. Katie Peterson indicated that President Raymond Nodolny proposed utilizing the recently constructed residence hall on the WSC campus for lodging. Katie will get pricing for the motel rate versus the residence hall rate.
 - i. State rate in Williston is \$131.00 per night.
 - ii. Residence halls feature single or double occupancy in a suite shared by 8.

VII. Open Discussion

- a. Pam Henderson (UND) provided an update on the Presidential Search at UND. Seven candidates were invited, one declined. Interviews will be conducted over the next two weeks. Committee will then submit up to three names to the SBHE to be voted on at the March 15th meeting.
- b. Pam Henderson (UND) noted that the Early Retirement Incentive has been offered to faculty at UND. To her knowledge, this incentive did not include staff.

VIII. Future Meetings

- a. State Staff Senate Meeting – March 14, 2016
- b. Schedule for Campus Updates at scheduled ND SSS meetings
 - i. March 14 – NDSCS, DCB

- ii. April 25 – NDSU
 - iii. May – MaSU, CTS
 - iv. June
 - c. Schedule for SBHE Table/Open Forums
 - i. March 15 – UND
- IX. Adjournment
 - a. The meeting adjourned at 3:44 PM CT.

Respectfully submitted,

Kathleen J. Obritsch, SSS Secretary, 2015-16