



Meeting Minutes

January 25, 2016

The North Dakota State Staff Senate met on January 25, 2016, via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 3:00 PM CST on January 25, 2016 by ND State Staff Senate President Diane Hillebrand (UND).
- II. Roll call
 - a. **Bismarck State College (BSC):** Scott Helphrey.
 - b. **Core Technology Services Office (CTSO):** Phil Moore
 - c. **Dakota College Bottineau (DCB):** Heidi Hall
 - d. **Dickinson State University (DSU):** Kathleen Obritsch, Laura Fetting, Krissy Kilwein
 - e. **Lake Region State College (LRSC):** Anne Rasmussen, Brittany Westphal
 - f. **Mayville State University (MaSU):** Mindy O'Connor, Sheena Moe, Jessica Amb
 - g. **Minot State University (MiSU):** Linda Benson, Mindy Rudnick
 - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Robert Heitkamp, Darrell Schreiber
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Amanda Groom, Diane Axness
 - j. **University of North Dakota (UND):** Diane Hillebrand, Diane Axness, Pam Henderson
 - k. **Valley City State University (VCSU):** Kelli Heath, Greg Carlson, Nicholas Kraft
 - l. **Williston State College (WSC):** Katie Peterson
 - m. **NDUS Representative:** Linda Dolan
 - 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 Pam Henderson (UND). The agenda was unanimously approved.
- IV. Approval of Minutes
 - a. Motion to approve the December 14, 2015 minutes made by Phil Moore (CTSO) and seconded by Pam Henderson (UND). The minutes were unanimously approved.

V. Reports

- a. Campus Updates
 - i. December/January monthly updates were distributed by email. No verbal updates.
- b. Staff Senate Presentations
 - i. MiSU Staff Senate Presentation – Mindy Rudnick
 - ii. VCSU Staff Senate Presentations – Kelli Heath
- c. 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. Second reading of 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 plan to hire a Compliance Officer and conduct direct audits.
 - iv. Budget meeting with recommendations forthcoming based on current market place changes as a result of decreased oil revenue.
 - v. Human Resource Council Update - Lisa Braun (NDSCS) was nominated by Nicholas Kraft (VCSU) to serve as the State Staff Senate Liaison to the HRC. Katie Peterson (WSC) made a motion to cease nominations and unanimously elect Lisa Braun as Staff Senate Representative to the HRC. Scott Helphrey (BSC) seconded the motion. Motion carried. (Next meeting May24th and 25th in Wahpeton, ND.)
- d. SBHE Task Forces
 - i. Cost Containment – Emma Tufte reported that the task force met on January 16, 2016. This was an organizational meeting to plan a course of action for collecting and analyzing data to be used to formulate recommendations.
 - ii. Shared Services – Diane Hillebrand (UND) reported that next meeting is February 1, 2016. No other report.
 - iii. Tuition/Fees Model – Linda Dolan (NDUS Representative) reported that the committee met with Chancellor Hagerott. Currently reviewing different models to provide guidance for future recommendations.

VI. Business Agenda

- a. SBHE Staff Advisor – Diane Hillebrand (UND) reported that both Emma Tufte and Andy Wakeford withdrew as candidates. Therefore, the process as described in the bylaws could not be followed due to time constraints. Scott Helphrey (BSC) made a motion to suspend the bylaws and open floor for nominations. Krissy Kilwein (DSU) seconded the motion. Motion carries
- b. After withdrawing, Andy Wakeford (LRSC), submitted an email expressing willingness to be considered a candidate for the SBHE Staff Advisor position. Brittany Westphal (LRSC) nominated Andy Wakeford (LRSC) for the SBHE Staff Advisor position. Motion to cease and close nominations and approve

unanimously Andy Wakeford as the new SBHE Staff Advisor was made by Laura Fetting (DSU), seconded by Pam Henderson (UND). Motion carried.

VII. Open Discussion

- a. Katie Peterson asked for clarification on dates and times to begin scheduling process of F2F State Staff Senate Meeting which will be held at Williston. Following some discussion, June 21st and 22nd were selected as the dates for the Annual Meeting. Mindy O'Connor asked for clarification regarding the budget process for annual meeting expenses which include, travel, meals, and lodging. By spreading the meeting over two days, the goal is to allow a half a day for travel with only one overnight stay required. Stay tuned for more information.

VIII. Future Meetings

- a. State Staff Senate Meeting – January 25, 2016
- b. Schedule for Campus Updates at scheduled ND SSS meetings
 - i. February 22 – CTSO, MaSU
 - ii. March 14 – NDSCS, DCB
 - iii. April – NDSU
 - iv. May
 - v. June 21 and 22 – F2F at WSC
- c. Schedule for SBHE Table/Open Forums
 - i. February 3 – NDSU
 - ii. March 15 - UND

IX. Adjournment

- a. The meeting adjourned at 3:55 PM CT.

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