



## ***Meeting Minutes***

July 21, 2014

3:00 PM CST (2:00 MT)

- I. Call to order
  - a. Meeting was called to order at 3:02 PM CST by ND SSS President Emma Tufte (VCSU)
  
- II. Roll call
  - a. **Bismarck State College (BSC):** Marlene Seaworth, Marilyn Eckroth; Carla Sivesind;
  - b. **CTSO:**
  - 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;
  - g. **Minot State University (MiSU):** Linda Benson;
  - h. **North Dakota State College of Science (NDSCS):** Robert Heitkamp
  - i. **North Dakota State University (NDSU):** Kelly Bisek, Viet Doan, Daniel Erickson;
  - j. **University of North Dakota (UND):** Diane Hillebrand, Sharley Kurtz, Kristi Swartz; Janice Hoffarth
  - k. **Valley City State University (VCSU):** Rick Clark, Stephanie Roelfsema, Emma Tufte;
  - l. **Williston State College (WSC):** Jenny Wolf
  
- III. Approval of Agenda
  - a. Nichols (DSU) requested to add discussion about what should be included in campus updates
  - b. The agenda was unanimously approved with proposed changes.
  
- IV. Approval of Minutes
  - a. Obritsch (DSU) motion to approve. Benson (MiSU) seconded. Motion approved.
  
- V. Campus Updates - verbal
  - a. Tufte (VCSU) discussed the purpose of the campus updates. Benson (MiSU) stated that the purpose is to provide senate related updates.
  - b. Each senate gave an update. Olson (MaSU) requested that updates be sent to [sarah.m.olson@mayvillestate.edu](mailto:sarah.m.olson@mayvillestate.edu) in order to be included on the updates report.
  
- VI. SBHE - Staff Senate Board Member Report
  - a. Janice Hoffarth (UND), SBHE Staff Representative gave the update.

- i. Tuition waiver was passed at the June SBHE meeting. It was approved that online classes can be taken at 50% cost to the employee and 50% cost to the institution.
- ii. SBHE retreat will be held next week.
- iii. Campus projects were discussed. Chancellor Skogen and SBHE will make recommendations to the ND Legislature.
- iv. Budget was approved.

VII. Old Business

- a. Tuition Waiver Policy
  - i. Nichols (DSU) discussed concerns whether campuses could deny an employee who was requesting a tuition waiver. Hoffarth (UND) stated that she will check on this issue and report back to the group.
- b. November Statewide Vote on SBHE
  - i. Hoffarth (UND) still working on this. Nichols (DSU) asked if meeting at NDSU would be recorded and could be used by other campuses. Bisek (NDSU) will investigate whether recording is an option. Benson (MiSU) talking points for public will be updated and distributed.
- c. HRC Update
  - i. Carla Sivesind (BSC), HRC representative gave an update.
    - 1. HRC has not met. Meets September 9-10. Will talk about affordable care act. Many HRC members will be attending Title IX implementation retreat in South Dakota next week.
- d. 2014-2015 Goals
  - i. Tuftte (VCSU) presented our Goals for the 2014-2015 year.
    - 1. Watch & support bills in Legislative Session- Hoffarth (UND) receives the bill status reports and will forward them to the leadership listserv for NDSSS.
    - 2. Collect information on Measure 3- Hoffarth (UND) is working with board members and will get information out to the ND SSS as soon as possible.
    - 3. Promote Shared Governance- Nichols (DSU) suggested an IVN meeting to discuss shared governance with mentor Senates. Tuftte (VCSU) will send request to ND SSS Leadership listserv to review interest.
    - 4. Promote Tuition Waiver Policy- Nichols (DSU) would be willing to do a flier when some of the questions are ironed out. Hoffarth (UND) suggested that individual senates promote the passage of the tuition waiver. Hoffarth (UND) reiterated that this is State Board Policy and it must be given to the employees. Hoffarth (UND) will get clarification and send it out to the listserv.

VIII. New Business

- a. No new business was discussed.

IX. Future Meetings

August 11 – 3 PM (CST)  
 September 22 – 3 PM (CST)  
 October 27 – 3 PM (CST)  
 November 17 – 3 PM (CST)

December 15 – 3 PM (CST)

June 2015 (TBD)- Wakeford (LRSC) stated that LRSC is willing to host the June 2015 face-to-face meeting.

X. Open Discussion

- a. Nichols (DSU) created a shortened website to direct to ND SSS. The website is as follows: [www.ndus.edu/sss](http://www.ndus.edu/sss)
- b. Nichols (DSU) will be updating the listserv on a monthly basis around the 15<sup>th</sup> of each month.
- c. Tuft (VCSU) discussed a question about payment of holidays for workers who typically do not work on a holiday. For example, if a worker is scheduled from Sunday through Thursday, how is that worker paid for the Good Friday Holiday? Sivesind (BSC) and Hoffarth (UND) will check on this and report to the group.

XI. Adjournment

- a. Motion to adjourn- Hietkamp (NDSCS), Seaworth (BSC) second
- b. Meeting adjourned at 3:56pm