

**North Dakota University System Staff Senate Meeting  
June 13, 2012 Meeting Minutes**

The North Dakota University System Staff Senate met on June 13, 2012 in Wahpeton at NDSCS.

**Schools present:**

Bismarck State College (BSC): Carla Sivesind and Sara Vollmer;  
Dakota College Bottineau (DCB): Ashley Pedie;  
Dickinson State University (DSU): Anthony Willer, Heidi Larson, and Scott Staudinger;  
Lake Region State College (LRSC): Erin Wood;  
Mayville State University (MaSU): Cindy Ingebretson and Susan Cordahl;  
Minot State University (MiSU): Anton Huether, Lindsey Benson, Derek Van Dyke, Cheryl Merck, Celeste Simmons, Sherri Giessinger, Linda Benson and Suzanne Blessum;  
North Dakota State College of Science (NDSCS): Renee Rohman, Betty Veland, Melissa Meyer, Jill Jerdee, Aimee Devries, Carin Kassa;  
North Dakota State University (NDSU): LaDonna De Geldere, Kelly Bisek and Wendy Gibson;  
University of North Dakota (UND): Kristi Swartz, Diana Hillebrand and Janice Hoffarth;  
Valley City State University (VCSU): Rick Clark and Emma Tufte;  
Williston State College (WSC): James Foertsch.

**SBHE Board Member:** Janice Hoffarth

**NDUS Representative:** Laura Glatt

**Human Resource Council Representative:** Ann McGray and Ann Heideman

**CCF Representative:** Ann Smith

Mike Renk, Vice President of Academic Affairs, gave a warm welcome from NDSCS. There are various projects on campus so they have a busy summer and are excited that they have representatives on the state staff senate.

NDUS Staff Senate President Anthony Willer called the meeting to order at 8:35 am.

Thank you to NDSCS for hosting our face to face yearly meeting.

**Campus Updates:** The campuses provided updates.

See Document: June12 Campus Updates.pdf

**Approval of May 14, 2012 minutes:**

*Motion to approve by Sara Vollmer (BSC), second by James Foertsch (WSC). Motion carried.*

**HRC Update:**

Ann McGray, interim HR director, and Ann Heideman, HR director from NDSCS, gave an update as to what HRC is and what they have been working on. PERS increases will continue 2% all the way through 2015. Will affect all employees – 1% will increase again in January and also in 2013-15. There is also a 1% increase in the portion that institution contribute, so total of 2% for each employee. Basically the retirement fund was in trouble and this process will make it more stable. TIAA will also have that increase. There has been a request for a representative from SSS on HRC. The position will be a non-voting representative. The committee meets quarterly and rotates campuses. The position will be a 2 year position from July to June 30, 2014. The main reason will be to continue to share information and understand what issues are a concern and what actions that SSS might be initiating.

*Wendy Gibson made a motion to suspend the agenda and move to Sick Leave Policy discussion. Rick Clark (VCSU) seconded. Motion carried.*

**Old Business:**

**1) Maximizing Results through Efficiencies**

a. Lecture Capture

Tegrity has been chosen and the three campuses that were previously using it will continue with the same service. Transition will be taking place slowly with the rest of the campuses. Enhances the classroom experience and is an excellent technology tool for faculty to use. Concern on the conversion process for the other campuses that were using other software and also for students not attending classes. Proctoring feature in Tegrity records key strokes and also video records student taking test.

b. Performance Funding

Performance funding is getting ready to go into the pilot phase. This is an unfunded pilot base. Performance funding is money that will be available to the various colleges. Benchmarks are being set and if your instruction reaches those benchmarks, a percentage of funding will be given to the institution. If you have any concerns please contact Anthony Willer and he will pass on the information to the committee. See Performance Funding Task Force.pdf

Anthony Willer asked for feedback on the proposal that he continue on the committees he is currently serving. Kelly Bisek mentioned that we should also have another representative attend the committee meetings so that we have coverage if the committees do extend more than a year.

c. Scanning Documents

Image Now is on the board agenda for approval tomorrow. ImageNow has taken a 2 week process and turned it into one day. Uploaded previous transactions and you can review it immediately online. Concern was brought out about whether CaptureNow and WebNow would be included or if departments would have to purchase additional software licenses to view the documents. Janice Hoffarth will find out the answer and email it out to everyone.

d. Learning Management Systems

Afternoon presentation by the Faculty Focus Group.

**LMS presentation (Faculty Focus Group – LMS Task Force)**

LMSs being considered: eCollege, Moodle, and Blackboard

Shirley Willson – BSC - eCollege

Eugene Levitt – MaSU - Moodle

Timothy Pasch, UND - Blackboard

Nicholas Zaccardi, UND Graduate

Staff members discussed how Blackboard is being utilized at their campuses: Viewing various job/scholarship applications, committee files, distributing scholarship applications and the whole reviewing process, job interviews, academic records uses it to distribute graduate audits, and access to content that needs to be accessed off campus. Patricia Heisler, Assistant Director of Advanced Learning Technologies, is part of the faculty outreach team who is working in tandem with the LMS workgroup to put forth a recommendation to the SBHE. As of May, the recommendation to the SBHE is that there is more time needed in gathering information to make a solid decision on which LMS would be the best solution.

Some of the key issues they are considering are the direct and indirect costs, faculty workplace concerns, and transition costs. Planning for the future they are also looking at a recommended date to complete the transition, guidelines for system LMS exemptions such as eZ, and leveraging the integration of the LMS with other NDUS academic and admin systems.

It has been recommended to do more research through:

- surveying faculty, students, and staff,
- comparing course samples from each LMS,
- reviewing other Systems that support a consistent LMS,
- conducting transitional analysis, costs, and timeframes,
- analyzing integration capabilities and fit within NDUS strategic architecture,
- developing guidelines for programmatic exemptions,
- moving forward with mobile interface options.

Tim Pasch, UND Faculty, expressed a large concern for reliability and the possibility of cloud based hosting and taking in the concern of the bandwidth on various campuses. Janice Hoffarth asked about job security for staff that administer the LMS system. Eugene Levitt, MaSU, assured her that most server administrators do not just service one software and that their jobs might be entail a different job description but their jobs are secure.

Janice Hoffarth asked why the LMS has become such a heated issue. Shirley Wilson, BSC said that she believed it was because it was mandated by the SBHE and requires a change. All three systems used in the state provide the services that are needed at each institution and there is a concern that the time the faculty and staff spend in developing their courseware would be lost during that transition.

Nicholas Zaccardi, UND graduate, mentioned that the student voice is very interested in keeping the LMS consistent. They do not want to spend time learning various LMS systems and the transition will be crucial so they won't have one class on one system and another on another system.

Patricia Heisler requests that you take the information back to your Senates and please give the focus group feedback as to what are your needs for the LMS at the following url. If you have specific feedback please feel free to email Patricia or anyone from the faculty outreach team directly.

<http://efficiency.ndus.edu/SitePages/Home.aspx>

## **2) Tuition Waiver Task Force:**

Anthony Willer reported that the waiver has been tabled until Fall 2012. SBHE policy does not contain what a self-supporting course is defined as and it is used in the Tuition Waiver terminology. They decided to hold off until the new chancellor is brought on board and has a chance to review the

information. Also mentioned that it might be phrased as a Reduce Tuition Rate instead of using the word Waiver.

### **3) HR/Payroll Task Force**

Diane Hillebrand is our representative and the committee has not met.

### **4) Sick Leave Policy:**

Discussion:

State statute says that in-laws are not included in the ND SBHE policy 7. Current policy states that if they are financially dependent on them. James Foertsch (WSC) brought up the concern about the additional financial burden on institutions. Discussion was brought out that there was really no way to predict the financial burden of this on the institutions. Janice Hoffarth (UND) discussed that the request is not that we are asking for additional time off but this would increase the possible times that sick leave might be used. Supervisors still can agree or disagree to allow employees to use the 10% over their 80 hours and as with any use of the sick leave all medical situations vary. Rick Clark (VCSC) said that we can at least recommend that the policy be taken into consideration.

*James Foertsch made a motion to move forward with the following recommendation to HRC. Scott Staudinger (DSU) seconded. Motion carried.*

SSS would like to recommend the following changes to the NDUS Human Resource Policy 7.1.c:

Eligible family members include the employees spouse, parent (natural, adoptive, foster, ~~and~~ step-parent, **and parents in-law**); child (natural, adoptive, foster, and step-child, **and children in-law**); or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family members.

### **5) NDSSS Logo**

Various logos were discussed and after a brief discussion it was tabled until next meeting. Dickinson will be working with their graphic designer to come up with a new design.

## **New Business:**

### **1. Employee benefits when both spouses work for a NDUS Institution**

Discussion:

If your spouse works at another state entity, health benefits are already in place and an employee is not allowed duplicate health coverage. Discussion revolved around possible monetary compensation for lost benefits due to the employee status. It was brought to our attention that there have been situations where hiring packets have not included information regarding the loss of benefits due to duplication. There has also been some discussion that this is possibly a hiring advantage for the university system where additional points could be given during the hiring process for individuals who are already receiving health benefits through a state employed spouse. It was decided to recommend to the HRC and university system that they must communicate to possible employees that they would not be compensated for health benefits if they have a state employed spouse.

*Melissa Meyer (NDSCS) made motion to forward the following recommendation to HRC. Diane Hillebrand (UND) seconded. Motion carried.*

ND SSS recommends the following be sent to the HRC:

ND SSS recommends that HRC educate all individuals involved in the hiring of employees that they notify all interviewees that if their spouse is employed with any state entity that the health insurance benefits will reside with their spouse, and the health insurance policy will not be part of their benefit package.

## **2. Review of NDSSS Constitution & Bylaws**

Section IV. Meeting Times / Section 2 – Anthony recommended the following:

The State Staff Senate shall meet at least four times throughout the academic year, including a meeting to be held in June. Additional meetings may be called as deemed necessary by the President of the State Staff Senate or by two-thirds of the membership.

Bylaws:

Change the following to:

Section 1. State Staff Senate Agenda

1. The President, with advice from officers and members, will set an agenda prior to each scheduled meeting. The agenda must be ~~distributed~~ **made available** to all campus representatives and the Chancellor at least ~~two~~ **one** week in advance of the meeting.

Change the following:

Communications Officer – add in ‘maintains listserv’

Anthony Willer will be making these changes to the bylaws and proposing them prior to the next SSS meeting.

## **3. NDSSS Elections**

### **Vice President/President Elect**

Kristi Swartz (UND) nominated Scott Staudinger (DSU). Second by Carla Sivesind (BSC). Scott accepted. *Emma Tufte moved to close nominations and accept Scott Staudinger by unanimous ballot. Second by Sara Vollmer. Motion carried.*

Scott Staudinger was elected as Vice President/President Elect

### **Secretary/Treasurer**

Diane Hillebrand (UND) nominated Kristi Swartz (UND). Second by Rick Clark (VCSU). Kristi accepted. *James Foertsch moved to close nominations and accept Kristi Swartz by unanimous ballot. Second by Sara Vollmer. Motion carried.*

Kristi Swartz (UND) was elected as Secretary/Treasurer

### **Communication Officer**

Carla Sivesind (BSC) nominated Kelly Bisek (NDSU). Second by Betty Veland (NDSCS). Kelly accepted. *Scott Staudinger moved to close nominations and accept Kelly Bisek by unanimous ballot. Second by Jill Jerdee. Motion carried.*

Kelly Bisek (NDSU) was elected as Communication Officer

HRC Representative (2 year non-voting term)

Next meeting is Sept. 4 and 5 in Mayville

Diane Hillebrand (UND) nominated Carla Sivesind (BSC) second by James Foertsch (WSC). Carla Sivesind (BSC) accepted.

*Jill Jerdee moved to cease nominations. Second by Wendy Gibson. Motion carried.*

**State Board Update:**

Janice Hoffarth informed us that the next meeting is at NDSU June 13, 2012. The institutions will be presenting their various campus capital funding proposals. The student representative is being replaced. When the meetings are in your area please try to attend. Janice also is willing to attend meetings if she is able at the various institutions. She will also open a Facebook page so people are able to follow along during the Board meetings.

Huge thank you to Anthony Willer for his willingness to step up and take the President's position this last year.

**Future Meetings**

If you think your school will be interested in hosting the next June face to face meeting please check with your institution and get back to James Foertsch (WSC) as soon as possible.

**Open Discussion:**

Heidi Larson (DSU) said she just got word that DSU has 2 athletes going to Olympics. In the 100 Meters and High Jump – make sure to keep an eye out for them!

**Adjournment:**

*Anthony Willer (NDSCS) made a motion to adjourn. Cindy Ingebretson (MiSU) second. Motion carried.*