

**North Dakota State Staff Senate
June 18, 2013 Meeting Minutes**

The North Dakota State Staff Senate met on June 18, 2013 at Minot State University. At 8:25 am, Vikki Troftgruben (MiSU) welcomed attendees to Minot State University and introduced members of the MiSU Staff Senate.

Schools present:

Bismarck State College (BSC): Carla Sivesind;

Dakota College Bottineau (DCB): Jacob Nelson, Michael O'Toole;

Dickinson State University (DSU): Kathleen J. Obritsch, Anthony Willer, Krissy Kilwein;

Lake Region State College (LRSC): Andy Wakeford;

Mayville State University (MaSU): John Peterson;

Minot State University (MiSU): Tyler Schmaltz, Sherri Giessinger, Daral Weigel, Vicki Troftgruben, Linda Benson, Annette Mennem, Devin McCall, Donna Harvey, Gretchen Ingledue, Teresa Loftesnes, Lindsey Benson, Derek Van Dyke, Mindy Rudnick;

North Dakota State College of Science (NDSCS): Carin Kassa, Melissa Friday;

North Dakota State University (NDSU): Laura Dallmann;

University of North Dakota (UND): Janice Hoffarth, Patricia Young, Sharley Kurtz, Kristi Swartz;

Valley City State University (VCSU): Emma Tufte, Rick Clark;

Williston State College (WSC): James Foertsch

SBHE Board Member: Janice Hoffarth

NDUS Representative: Laura Glatt

HRC Representative: Wes Matthews

ND State Staff Senate President James Foertsch called the meeting to order. Staff Senators introduced themselves and their institutions.

Agenda: Under New Business, SBHE agenda items 46, 47, 48 were added. MiSU moved to approve. DSU seconded. Motion carried.

MiSU moved to approve the May 6 minutes as distributed. BSC seconded. Motion carried.

Campus Updates: The campus updates were distributed by email.

DSU initiated discussion occurred about ideas for increasing participation by the Facility Operations personnel on campus Staff Senates. UND stated that their practice is if they can't fill a position from the broadband group, will have a one year temporary position filled by an individual at large. Discussion was tabled until afternoon session.

Welcome by Dr. David Fuller, MiSU President

Dr. Fuller welcome NDUS State Staff Senate to MiSU at the beginning of the centennial year. There are two things he is proud of: 1. The centennial is a testament to its faculty, staff and students – to the service that

individuals have made to the campus. 2. The staff, who reach out to students, help them, support them. MiSU needs staff support to function well. Thank you was made to the SBHE members in attendance and the ability of staff to be represented on the board through the staff advisor's position. Staff Senate, as a member of shared governance, has shared in the responsibility of the institution – has done well with shared decision making. Staff Senate has looked to improve the welfare of others, for example, the tax rebate program for flood victims that was recently passed by the governor. MiSU Staff Senate prepared a report on the economic impact of oil industry on the lives of MiSU staff and faculty. In addition, the Senate has supported a food-filled backpack for elementary children who would otherwise go hungry on the weekends.

Update on the Human Resource Council - Mr. Wes Mathews, MiSU Director of HR

Wes Mathews is a member of the Human Resource Council and MiSU Director of HR. The MiSU Compensation Task Force was established in 2005 with 4 faculty, 4 staff, athletics, HR and Adm of Finance. In 1999, the University System moved away from the state system (pay chart) to the current broad banding system (based on market). MiSU has 450 benefitted faculty and staff. Task Force looked at the compo ratio (distance from market value) of the salaries. Recommended that positions should be 80% of compo ratio or higher. Fixed compo ratio rates over 3-4 years for some positions (10-12% raises) to reach 80%+ of market value. Employees received across the board increase with some receiving compo ratio increase to maintain or improve compo ratios. At MiSU, decisions are made based on equations versus subjective factors.

Wes Mathews is a member of the State Employee Compensation Commission with 4 legislatures, 4 state employees. This group discusses various options for state employee raises.

NDPERS Update – Mr. Sparb Collins, NDPERS Executive Director

Sparb Collins, NDPERS Executive Director provided a presentation on the Legislative Wrap-up regarding the NDPERS changes. NDPERS started in 1966 as a defined contribution plan, changed in 1977 to a defined benefit plan, in 1999 changed to a hybrid model. 21,000 active employees including state employees and political subdivisions employees; with an additional 6,000 retirees and an additional 1,200 are eligible for retirement.

NDPERS Funded Ratio: The Actuarial Value – the tech market bust in 2001/2002 affected the investment returns as well as the 2009 market collapse. The Funded Ratio decreased in the 2000s with projections continuing to deteriorate. The 2011 Recovery Plan, based on 2% increases in 2011 each year to 2015. The first two years were approved by the legislature in SB2108 in 2011. The 2013 Recovery Plan, requested 2% increases for each of the next two years. Final version provided increase for 2014 (not 2015).

2013 Session Recovery Plan, including defined contribution option for state employees. If employees leave, funding status decreases. NDPERS continued recovery goals – stop downward trend, stabilize plan, reach 100% funded status. The major unknown that NDPERS is challenged with is what happens when people leave the defined contribution plan impact on the hybrid model. Impact is greater when more people leave the plan.

Study resolution HB 1452 will study defined contribution plan versus defined benefit plan.

Additional contribution increases will be needed in the future. Good returns can improve the gap.

Legislative Management Study was established to review state employee health insurance premiums. Will study a maximum state contribution to the cost of state employee health insurance premiums.

NDPERS is a grandfathered plan it does not have to meet all benefit requirements under federal law (wellness, birth control) at this time. If/when these benefits are adopted, would increase premiums 2% per month.

HB 1059 – modified eligibility definitions to match federal language. Employers are responsible to ensure that FTE employees according to federal guidelines with penalties for failure to meet requirements including affordability.

SB 2060 – Made administrative changes to the plans.

Legislative Update

Legislative Update was made by Tom Seymour (former State Senator), Senator David Hogue, Representative Robert Frantsvog.

This was a historic session with unprecedented and un-parallel in many aspects (tax relief, tax incentives for businesses, healthy reserve for future, landmark funding of priorities). Looked at ways to save, spend, and give back to people. Focus from the West was for increased funding for roads, education, law enforcement, judicial impacts. The adopted property tax relief is affordable for the next 4-6 years (now includes residential, commercial and agricultural land).

Discussion was held about elections, caucus leaders and meetings, role of relationships in the legislative process.

Higher Education Funding Committee has some standing interim agenda items as well as new topics that they will review.

Looking ahead, the 2014 election will shape the next session, members from odd numbered districts will be up for election in 2014.

State Board of Higher Education Update by Dr. Kirsten Diedrich and Terry Hjelmstad

Kirsten expressed her support that staff has provided to the institutions and system. The evaluations of the university presidents have been published in the media before the SBHE has reviewed them.

The Pathways to Student Success is a living document will continue moving forward. Continue to work on buy-in and support.

MiSU concerns were discussed regarding the Pathway to Student Success changes as impact is felt since 10 year plan items will be reversed. (Out of state/international tuition impact – had been done to help with enrollment). The SBHE is looking to make tuition fair – out of state students shouldn't be saving thousands of dollars to come to MiSU versus an institution in their home state. Board will continue to revisit this issue.

SBHE will look for a temporary chancellor since position will be reviewed at the next election. This person will need to be collaborative, able to rebuild trust, schools, public, etc.

Diedrich and Hjelmstad emphasized the need to have openness. Faculty and staff are welcome to listen at SBHE meetings, visit with board members.

Pathways to Student Success: When visiting with schools and school counselors, feeling was that students should have standards to work on to be prepared for college (watch GPA, prepare for tests). Make a correct path for kids so that they can be successful (not just a warm body). Want to reduce the drop out rate and improve graduation rates.

Question was raised about how SBHE will repair the relationship with the media. Diedrich is working on a vision – improve quality of life for North Dakota through education, which should be purpose of why staff/faculty go to work.

Minot State University, How has it changed? – Dr. Doris Slaaten, Ms. Garnet Cox, Susan Ness

Susan Ness (Director of Public Information), Dr. Doris Slaaten (faculty emeritus), Ms. Garnet Cox (former Dean of Women) provided a presentation entitled “Minot State University, How has it changed?”

Minot State University Centennial website was deployed May 10, 2013 it includes a President’s Welcome, Early history of Minot State University, biographies and photos of presidents, and a photo gallery (including historic photos). MiSU will host a Great Plains Symposium featuring historical presentations October 11 & 12.

Doris Slaaten, registered in the Fall 1939 for the standard training program for grades 1-8. She provided personal antidotes about campus life, her first teaching job, and her return to MiSU to teach in the Division of Business. After retirement, Slaaten has been active on campus – she helped fundraise money to restore organ and been involved in a variety of campus boards and committees.

Garnet Cox, completed two phone interviews and came to ND as the Dean of Women in 1963. She spent 20 years as the Dean of Women and 13 years as Dean of Students. Cox provided antidotes about campus life, community relations and described changes that have occurred in student life over the past 50 years.

Susan Ness described the Power of 100 project. MiSU continues to focus on the original motto of MiSU “service – service to all humanity.” MiSU has created a Service Challenge to alumni, businesses, organizations, friends that would be dedicated to the University in celebration of their centennial. The goal is to have 100 service projects in honor of the centennial that would create a wave of change. See www.minotstateu.edu/100

Business Meeting was called to order at 1:00 PM.

1. SBHE Update – Ms. Janice Hoffarth, ND SSS Representative

Next SBHE meeting is this Thursday in Bottineau. Board will review the President’s evaluations. Chancellor last date is July 15. Kirsten begins as president July 1.

SBHE Items 46, 47, 48: State auditors found that an individual took 40 hours vacation and 40 hours of night shifts (at overtime rate). Policy revisions state that overtime is based on time worked. The only exception is if the institution is closed, an individual is still eligible for overtime. Call back time is not impacted by the change in the overtime policy.

SBHE Item 44: Policy 608.2 was reviewed to discuss change for non-renewal and dismissals.

2. Old Business

a. Updates on Pathways

- i. No discussion occurred. The update was made by SBHE members during the morning session.

b. Performance Funding

- i. Discussion occurred at May 23 SBHE meeting in Fargo. The criteria for how the \$5 million for performance funding and use in the NDUS is still to be determined.

c. Tuition and Budgets

- i. Tuition was discussed at length at two SBHE meetings. Final budget decisions at institutions are still pending.

d. SSS Website Content

- i. Discussion occurred about the SSS website and usage.
- ii. UND moved that campus Staff Senate president contact information, link to campus Staff Senate websites, Minutes, agendas, meeting schedule, constitution and bylaws, SSS officers, new SSS logo, NDUS liaison contact be on the website. NDSU seconded. Motion carried.
- iii. NDSSS name should be used. Need to update bylaws with name. James should prepare materials for group to review.

e. Staff Representative for NDUS/SITS

- i. Discussion occurred about the NDUS/SITS employees who are not represented by campus senates. Janice will extend an invitation to NDUS office employee and SITS office employee to approach ND SSS after they are organized.

3. New Business

i. Election of Officers

Vice President: UND nominated Emma Tufte for vice president/president elect. Emma accepted. NDSU moved that nominations cease and cast a unanimous ballot for Emma Tufte. VCSU seconded. Motion carried.

Secretary: NDSCS nominated Vikki Troftgruben (MiSU) for secretary. She declined. UND nominated Patricia Young. She accepted. WSC moved that nominations cease and cast a unanimous ballot for Patricia Young. NDSU accepted.

Communications Officer: UND nominated Laura Dalman (NDSU) for Communications Director. DSU nominated Krissy Kilwein (DSU). DSU moved that nominations cease. WSC seconded. Paper ballots were distributed. Krissy Kilwein was elected.

Parliamentarian: DSU nominated Anthony Willer. Anthony accepted. WSC moved that nominations cease and cast a unanimous ballot for Anthony Willer. NDSCS seconded. Motion carried.

ii. Resolution seeking ND SSS inclusion on Chancellor Search Committee

Linda Benson (MiSU), Janice Hoffarth (UND), Patricia Young (UND) will serve on a committee to develop a resolution if needed to request the opportunity seek inclusion on the Chancellor Search Committee.

iii. Executive and Legislative Committees added to Bylaws (Discussion)

Discussion occurred about the executive and legislative committees to determine if these committees to be added to the bylaws. Consensus was reached that the legislative committee will remain as an ad hoc committee, thereby, standing membership would not be necessary for this committee. James will create a draft for the executive committee to be added to the bylaws.

iv. **Health Insurance**

An interim study is being conducted by the legislature is looking at setting caps as to how much the state will cover for health insurance. Information will be available in the future from Laura Glatt, the NDUS liaison.

v. **Staff Senate Idea Exchange**

Discussion continued regarding improving involvement by Facility Services personnel on the local campus Staff Senates.

BSC/DCB select senators based on department rather than the broadband group. Senators report at department meetings. In bylaws, must have person at meeting if the elected individual does not attend. LRSC has 6 senators, 2 from 3 departments.

BSC includes community/campus involvement on their performance appraisals. Staff Senate counts as one.

LRSCS allows staff to vote for each representative, even those not in their broadband.

UND has implemented mentors for the new Staff Senators. Advice was to ask an individual to help – many are willing to help if just asked.

Use Senators as overseers – to help organize event and then reach out to the campus community for helpers.

vi. **Goals for 2013-14**

Improving communication between the campuses to work together to address staff issues or opportunities. Campus updates should reflect Staff Senate discussions, events, new ideas, etc. Questions can be raised via listserv if campuses have questions about how other Senates are addressing a project, concern, etc. Could be renamed to Staff Senate Updates.

If you have additional ideas for 2013-2014 Goals, please send a message Kristi.

b. **Future Meetings (Discussion)**

- i. 2013-2014 will hold monthly meetings on the Monday prior to SBHE meeting the following Thursday via IVN (or Polycom CMA software) at 3:00 pm (Central).
- ii. **June 2014 meeting:** Looking for a campus to host the event. MaSU, VCSU and LRSC will check.

c. **Open Discussion**

- i. State Staff Senate Facebook page would allow other campus individuals to follow SBHE meetings as Janice provides updates for the agenda items. Janice will send link.
- ii. James thanked MiSU for hosting the meeting.

d. **Adjourn**

- i. VCSU moved to adjourn the meeting. Seconded by DSU. Motion carried.

e. MiSU offered campus/flood area tours for those who were interested following the meeting.