



Meeting Minutes

June 22 & 23, 2015

The North Dakota State Staff Senate met on June 22 & 23, 2015 in Devils Lake, ND

- I. Call to order
 - a. The meeting was called to order at 1:06 PM CST on June 22 by ND State Staff Senate President Emma Tufte (VCSU)

- II. Roll call
 - a. **Bismarck State College (BSC):** Not Present
 - b. **Core Technology Services Office (CTSO):** Phillip Moore, Marietta Kemmet, Clay Willoughby
 - c. **Dakota College Bottineau (DCB):** Jacob Nelson, Heidi Hall
 - d. **Dickinson State University (DSU):** Kathy Obritsch
 - e. **Lake Region State College (LRSC):** Andy Wakeford, Anne Rasmusson, Jen Jenssen, Bobbi Lunday
 - f. **Mayville State University (MaSU):** Jessica Amb, Mindy O'Connor
 - g. **Minot State University (MiSU):** Evelyn Klimpel, Forrest Macy
 - h. **North Dakota State College of Science (NDSCS):** Bob Heitkamp, Nick Kraft
 - i. **North Dakota State University (NDSU):** Not Present
 - j. **University of North Dakota (UND):** Diane Hillebrand, Pam Henderson, Kristi Swartz
 - k. **Valley City State University (VCSU):** Emma Tufte, Sam Stover
 - l. **Williston State College (WSC):** Katie Peterson

 - m. **NDUS Representative:**
 - n. **HRC Representative:**
 - o. **SBHE Representative:** Janice Hoffarth

- III. Approval of Agenda
 - a. Motion to approve agenda: Diane Hillebrand (UND), Katie Peterson (WSC), second. The agenda was unanimously approved.

- IV. Approval of Minutes
 - a. Motion to approve minutes from May: Robert Heitkamp (NDSCS), Marietta Kemmet (CTSO) second. The amended meeting minutes from May 2015 were unanimously approved.

- V. Reports –
 - a. Campus Updates – verbal

- i. Please see attached report for campus updates.

VI. Welcome by Andy Wakeford, LRSC Staff Senate President

VII. Welcome by Corry Kenner, LRSC VP of Administrative Affairs

VIII. Break Up into Discussion Groups

- a. Discussion – Open Meetings: Best Practices & Guidelines,
Facilitated by Diane Hillebrand, UND

- b. Discussion – Open Records: Best Practices & Guidelines,
Facilitated by Andy Wakeford, LRSC

- c. Recap – Recommendations from Subgroups

- i. Open Meetings Best Practices: Monthly employee update of committees, 3-7 days after meeting a draft of meeting minutes sent to leadership of SS and then 1 week before the main meeting needs to go to full staff senate. Minutes/Agenda should be posted on a website or public place so not only staff but public can see minutes/agenda. Have a template for the minutes, with Roberts rules of order, Diane Hillebrand will be sending everyone a template for minutes/agenda to all staff senates. Attendees to meetings would need to be recognized before talking at the meeting. Suggestion box for people to give feedback / suggestions to the senate was one idea that was also brought up.
- ii. Open Records Best Practices: You can charge a reasonable amount (.25 / page) – not always free. Consider **everything** an open record (Cell phones [state owned or not] – texting included, email, voicemail, - anything in writing). Put everything out on the web – do not try to hide them. Use a public website not intranet. Student information (grades, transcript, location, etc) is not public record.

IX. Break

X. Break Up into Discussion Groups

- a. Discussion – Legislative Updates & Upcoming Topics
Facilitated by Emma Tufte, VCSU

- b. Discussion – Legislative Affairs – Best Practices & Guidelines
Facilitated by Erin Wood, LRSC

- c. Recap – Recommendations from Subgroups

- i. Legislative Updates & Upcoming Topics: Two biggest concerns, ACA and NDPERS – Change in board with legislators added, cap on what state contributes to rising health care. Where Higher Ed is going from here...

- ii. Legislative Affairs Best Practices: Suggestion was made to hold a Staff Senate Open Forum at each SBHE campus meeting – highlighting that campus/senate. See about getting student input and support from student organization (NDSA). Keep the ball rolling.

Note: Article in paper says ND is #1 in FTE per Capita. ND has low population and also has 11 institutions. We need to show the numbers in per student not per capita – how many staff compared to students...SSS is to tell the story/share the facts/on how to save staff jobs.

Need press coverage on correct data. Data is available at each / for each institution showing staff/student ratio....compare apples to apples. Staff helping student's success not administration...and then compare to other universities country wide. Importance of staff to students (not admin)

What do you want to know and what are you going to do with it and Who is going to do it!! How do you meet with Ray and his committee to let them know facts. It makes more impact coming from us than from presidents...Both SSS must work to let people know and also the campus staff senates need to work in promoting the facts.

XI. Closing Thoughts

- a. Motion was made to add an agenda item on the June 22, 2015 Agenda under Business Agenda for Legislative/Staff Outreach Project. Motion by Forrest Macy (MiSU), second by Bobbi Lunday (LRSC). . The motion was unanimously approved.
- b. Feedback on today's meeting: Any feedback or ideas for future can be sent to Diane Hillebrand.

June 23, 2015 Roll Call

- a. **Bismarck State College (BSC):** Carla Sivesind
- b. **Core Technology Services Office (CTSO):** Phillip Moore, Marietta Kemmet, Clay Willoughby
- c. **Dakota College Bottineau (DCB):** Heidi Hall
- d. **Dickinson State University (DSU):** Kathy Obritsch
- e. **Lake Region State College (LRSC):** Andy Wakeford, Anne Rasmusson, Jen Jensen, Bobbi Lunday, Erin Wood, Sandi Lillehaugen
- f. **Mayville State University (MaSU):** Jessica Amb, Mindy O'Connor
- g. **Minot State University (MiSU):** Evelyn Klimpel, Forrest Macy
- h. **North Dakota State College of Science (NDCS):** Bob Heitkamp, Nick Kraft
- i. **North Dakota State University (NDSU):** Not Present

- j. **University of North Dakota (UND):** Diane Hillebrand, Pam Henderson, Kristi Swartz
- k. **Valley City State University (VCSU):** Emma Tufte, Sam Stover
- l. **Williston State College (WSC):** Katie Peterson

- m. **NDUS Representative:** Laura Glatt
- n. **HRC Representative:**
- o. **SBHE Representative:** Janice Hoffarth

- XII. Title IX, Becky Lamboley, Director of Student Affairs (Bismarck)
 - a. Training (Green Dot, Bullying) All campuses must provide training to all employees, Notification, Title IX Coordinator, No funding but requirements are effective immediately, no research of best practices.
- XIII. Active Shooter Training, John Meirotto, LRSC, Peace Officer Training Director
- XIV. Shared Services Update, Laura Glatt

- XV. ND State Staff Senate Business Meeting
 - a. Reports
 - a. SBHE Staff Advisor Report
 - i. Next SBHE Meeting: June 24-25; agenda available at <http://ndus.edu/board/agendas/>
 - ii. Janice Hoffarth reported that there is a SBHE meeting tomorrow, the new Chancellor starts July 1, 2015, there is a new board member orientation tomorrow after the board meeting.
 - iii. Emma Tufte presented Janice Hoffarth with an appreciation award for all of her dedication and work for ND SSS.
 - b. HRC Update (see attached)
 - c. 2014-2015 ND State Staff Senate Goals – Recap
 - i. Establish a Legislative committee – SSS was successful and met weekly during the Legislative Session, provided updates to Senators and brought forth a resolution.
 - ii. Measure 3 – SSS helped sponsor a forum at UND and helped distribute information about the measure.
 - iii. Shared Governance – We now have eight senates who now have direct line to administration.
 - iv. Monitor Tuition Waiver implementation – The policy was revised effective Fall 2014 to allow staff to have access to online coursework. SSS received feedback throughout the

first year of implementation and reviewed the policy revisions effective Fall 2015.

- b. Elections of Officers
 - i. Vice President/President Elect
 - 1. Nick Kraft (NDSCS) nominated Robert Heitkamp and he accepted.
 - 2. Pam Henderson (UND) moved that nominations cease and cast a unanimous ballot for Robert Heitkamp. (NDSCS), seconded Forrest Macy (MiSU).
 - 3. Robert Heitkamp (NDSCS) is the new Vice President
 - ii. Secretary
 - 1. Kathy Obritsch (DSU) accepted nomination.
 - 2. Phillip Moore (CTSO) moved that nominations cease and cast a unanimous ballot for Kathy Obritsch (DAU), Andy Wakeford (LRSC) seconded.
 - 3. Kathy Obritsch (DSU) is the new Secretary.
 - iii. Communications Officer
 - 1. Katie Peterson (WSC) nominated herself
 - 2. Diane Hillebrand (UND) nominated Pam Henderson (UND), she accepted.
 - 3. Motion to close the floor was made by Phillip Moore (CTSO) seconded by Kathleen Obitsch (DSU).
 - 4. Katie Peterson (WSC) is the new Communications Officer
 - iv. HRC Representative
 - 1. Carla Sivesind (BSC)
 - 2. Forrest Macy (MiSU) moved that nominations cease and cast a unanimous ballot for Carla Sivesind (BSC), Robert Heitkamp (NDSCS) seconded.
 - 3. Carla Sivesind is the new HRC Representative
 - c. Nominations for staff representative to NDUS Retirement Plan Oversight Committee
 - i. Misti Wuori (MaSU)
 - ii. Katie Douthit (UND)
 - 1. Andy Wakeford (LRSC), moved that nominations cease and cast a unanimous ballot for Carla Sivesind (BSC), Pam Henderson (UND) seconded.
 - 2. Misti Wuori and Katie Douthit will be forwarded to the SBHE.
- XVI. Legislative/Staff Outreach Project Committee: Nick Kraft, Katie Peterson, Andy Wakeford, Clay Willoughby, Mindy O'Connor, Marietta Kemmet, Emma Tufte
- a. Report URL: <http://www.nea.org/home/rankings-and-estimates-2013-2014.html>

- b. Timeline is short – estimated end of August 2015

XVII. 2015-2016 ND State Staff Senate Goals

- a. Create a working group to address article in paper insinuation there are too many staff across the state.
- b. Inclusiveness of all 12 entities of ND SSS – find a way to include everyone.
- c. Enhanced communications to tell our story and possibly enhance website.
- d. Discuss parliamentary procedures and educate.
- e. Follow insurance transition.
- f. Feature 1 or 2 campuses at each of our meetings.

XVIII. Open Discussion

- a. NDPERS health insurance transition (Sanford Health Insurance effective 7/1/2015)
 - i. Emma Tufte asked if there was any concerns. DSU/WSC both have been distributing updates from HR. BSC reported that all cards would be distributed by the end of this week.
- b. Shared Governance Updates
 - i. LRSC has been working on their Bylaws and Constitution and reported their next steps will be shared governance, hopefully this Fall.
- c. Survey: Robert Heitkamp will keep SSS updated on their progress/outcomes
- d. Bullying: DSU reported that most of the bullying occurs between women. How can we educate? Would survey be answer? Keep eyes open and what is being done on campuses. What is Bullying? Who can we go to? Climate assessment? Consistent pattern of behavior. Forrest Macy (MiSU) will be reporting on the results of their survey.

XIX. Future Meetings

- a. Next June Face to Face meeting: Williston is willing to host.
- b. Third Monday of each month at 3:00 CST

XX. Adjournment

- a. Motion to adjourn the meeting: Marietta Kemmet (CTSO), Forrest Macy (MiSU) second. The meeting adjourned at 11:30 AM CST.