



Meeting Minutes

June 21 and 22, 2016

The North Dakota State Staff Senate met on June 21 and 22, 2016, for the annual face-to-face meeting at Williston State College in Williston, ND. Some participants attended via IVN from DSU, MaSU, and MiSU.

- I. Call to order
 - a. The meeting was called to order at 1:00 PM CST on June 21, 2016 by ND State Staff Senate President Diane Hillebrand (UND).
- II. Roll call
 - a. **Bismarck State College (BSC):** Amy Brown
 - b. **Core Technology Services Office (CTSO):** Randy Wald, Bradley Holcomb, Doug Osowski
 - c. **Dakota College Bottineau (DCB):** Heidi Hall, Michael O'Toole, Lisa Anderson
 - d. **Dickinson State University (DSU):** Kathleen Obritsch, Laura Fetting, Krissy Kilwein
 - e. **Lake Region State College (LRSC):** Andy Wakeford
 - f. **Mayville State University (MaSU):** Misti Wuori
 - g. **Minot State University (MiSU):** Mindy Rudnick, Evelyn Klimpel, Lindy Paige
 - h. **North Dakota State College of Science (NDSCS):** Robert Heitkamp, Lisa Braun
 - i. **North Dakota State University (NDSU):** Ryan Brinkman
 - j. **University of North Dakota (UND):** Diane Hillebrand, Mark Danes
 - k. **Valley City State University (VCSU):** Emma Tufte
 - l. **Williston State College (WSC):** Katie Peterson, Natalie Boese, Tina Stewart
 - m. **NDUS Representative:** Linda Donlin (Absent)
 - n. **HRC Representative:** Lisa Braun (NDSCS)
 - o. **HRC Liaison:** Gail Ebeltoft (Absent)
 - p. **SBHE Representative (VCSU):** Emma Tufte
- III. Approval of Agenda
 - a. Motion to approve agenda made by Lisa Braun (NDSCS) and seconded by Katie Peterson (WSC). The agenda was unanimously approved.
- IV. Approval of Minutes

- a. Motion was made by Robert Heitkamp (NDSCS) and seconded by Heidi Hall (DCB) to approve the May 18, 2016 minutes. The minutes were unanimously approved.
- V. Welcome:
 - a. Katie Peterson, WSC Staff Senate President welcomed State Staff Senate Senators to the Williston State College Campus.
 - b. Dr. John Miller, WSC Acting President and Vice President for Academic Affairs, welcomed State Staff Senate Senators to the Williston State College Campus.
- VI. Campus Updates - June monthly updates were distributed by email. Each individual campus provided a brief verbal update recapping activities for the 2015-16 year.
- VII. Discussion - Break Out Sessions:
 - a. Brainstorming: Plan for Upcoming Legislative Session facilitated by Andy Wakeford, LRSC.
 - i. This group reviewed the importance of actively monitoring the 65th Legislative activities and discussed options to share concerns and recommendations across all campuses.
 - 1. Know your representatives.
 - 2. Participate in "Legislative Days."
 - 3. Provide weekly summaries of bills that affect NDSU personnel.
 - 4. Consider partnering with faculty and student groups when choosing whether or not to support proposed legislation.
 - ii. Activities to focus on:
 - 1. Budget
 - a. Keep student focused.
 - 2. Monitor early retirement policies/procedures.
 - 3. Monitor impact of understaffing.
 - 4. Monitor health care and benefit policies.
 - 5. Monitor policy changes for overall impact on future.
 - iii. Action plans:
 - 1. Identify legislation that impacts NDSU personnel.
 - 2. Provide weekly summaries of legislative activity.
 - 3. Maintain contact with legislative representatives.
 - 4. Monitor SBHE and Interim Committees to track activity and provide a window of opportunity to provide feedback or an opportunity for intervention in the developmental stage when bills are being formulated.
 - b. How to Keep an Active Staff Senate facilitated by Diane Hillebrand, UND.
 - i. This group recommended utilizing the following options to promote staff senate participation:
 - 1. Personal invitations. Example: "Get to Know Your Senator."
 - 2. Spread executive duties among more people.
 - 3. Budget to compensate senators for extra duties performed.
 - 4. Provide "New Senator Orientation."
 - a. Utilize "Robert's Rules of Order."

- i. Do not allow side conversations.
 - ii. Review quorum requirements.
 - b. Emphasize who each senator represents (department, band, other).
 - 5. Provide physical notification of meetings in person or via mail; not just computer generated emails.
 - c. Promote Morale in Spite of Budget Cuts facilitated by Robert Heitkamp, NDSCS.
 - i. Promote team building activities.
 - ii. Focus on positive outcomes.
 - iii. Provide rewards for good deeds.
 - d. Promote One Culture, One Mission Cohesiveness Between Faculty and Staff facilitated by Katie Peterson, WSC.
 - i. This group noted the importance of communication across the campus:
 - 1. Utilize multiple communication methods. Example: Email, Newsletters, Open Forums, etc.
 - 2. Maintain updated personnel directories for faculty and staff.
 - ii. Promote active monitoring by Administrative Council to maintain rumor control.
 - iii. Create and maintain events or projects to enhance faculty and staff working together.
- VIII. Guest Speaker – Kathleen Neset, Chairperson, State Board of Higher Education.
 - a. Recognized Emma Tufte (VCSU) for her outstanding representation of the State Staff Senate at the State Board of Higher Education meetings and activities.
 - b. Welcomed Andy Wakeford (LRSC) as the new representative from the State Staff Senate to the State Board of Higher Education.
 - c. Reviewed the Evision 2030 visionary discussion held on May 23 and 24, 2016. The goal was to assess what students need to be successful in the future. These outcomes are being incorporated into the recently developed “Strategic Plan.”
 - d. Noted that the Technology Committee formulated the need to address items such as larger data storage and security.
 - e. Reviewed outcomes for the Chancellor’s Task Force Studies related to:
 - i. Mission
 - ii. Shared Services
 - iii. Retention
 - iv. Tuition/Fees Model
- IX. Reports
 - a. Cost Containment Task Force Report – Emma Tufte (VCSU).
 - i. The committee focused on data collection at the College Presidents level (Band 0000) and Deans and Associate Deans level (Band 2000) to categorize salary data and document noted changes.

- ii. Committee reported findings to the Chancellor and will now be disbanded. The “System Office” will work directly with the SBHE to address recommendations and/or make changes if needed.
- b. Shared Services Task Force Report – Diane Hillebrand (UND).
 - i. Committee met six times and presented their report at the Board retreat.
 - ii. The committee identified current shared services, at the regional level or throughout the system.
 - iii. Recommendations focused on:
 1. Learning Management Systems.
 2. Procurement Software.
 3. Library Databases.
 4. International Student Tracking Software.
 5. Human Resources.
 6. Mental Health Counseling.
 7. Internal Audits.
 - iv. Shared services have been implemented to some degree for:
 1. Payroll Services.
 2. Video Conferencing (IVN).
 3. IPEDS Reporting.
 4. Institutional Research.
 - v. Bob Heitkamp (NDSCS) recommended that Asset Management Software be added to the list for assessment. Currently some campuses utilize Ad Astra but appears limited in providing a comprehensive management system.
- c. Tuition/Fees Model Task Force Report – Andy Wakeford (LRSC).
 - i. Committee met via conference call and looked at different models used to set tuition and fees.
 - ii. Committee reviewed the following scenarios:
 1. Flat fee per credit hour would change how the research universities (NDSU and UND) set fees. Traditionally, research institutions do not utilize the flat rate model.
 2. Blend tuition and non-mandatory fees into one fee.
 3. Close the gap between on campus and online fees. (Leave a convenience fee in place for online.)
 4. Establish different rates for special programs. For example nursing incurs a higher cost of providing services based on specialized equipment, provision for clinical applications, etc.
 5. Consider institution rates based on:
 - a. Current market.
 - b. Geographical differences. (Higher costs incurred in rural regions.)
 - c. Resident versus non-resident. (Reduce current difference in fees charged.)
 - d. International. (Reduction in rates charged would potentially reduce revenue for some institutions.)

6. SBHE board will continue to review and make a decision. Need to consider waivers and limitations related to the ND state statute that places a cap on tuition fees.
- d. Staff Advisor Report - Emma Tuft reported on the following items from the State Board of Higher Education (SBHE).
 - i. SBHE Meeting and Retreat: June 16 and 17, 2016 agenda and minutes are available at: <http://www.ndus.edu/board/agendas/>
 1. Envision 2030 met on May 24, 2016.
 2. Board retreat on June 16, 2016 focused on the Mission. Discussed meeting the work force needs of the geographic regions. Noted importance of providing access to the right programs in the right parts of the state to meet the needs of the region. The Pharmacy Tech partnership between the East (NDSCS) and West (BSC or WSC) is an example of providing programing to meet specialized needs as is a new program in "Cybersecurity" being offered as a three college partnership.
 3. Board meeting on June 17, 2016 included a presentation from Mr. Vern Dosch, CEO, National Information Solutions Cooperative (NISC), focusing on the need to merge technology and education. It will be important in the future to recruit and retrain and the best and the brightest and retain that talent in North Dakota.
 4. Second reading of:
 - a. Policy 302.2 – Audit Committee.
 - b. Policy 802.8 – Internal Audit Charter.
 - c. Policy 1202.1 – Acceptable Use of Information Technology Resources.
 - d. Next SBHE Special Meeting – June 29, 2016 - President Evaluations and Contracts.
 - ii. Human Resource Council (HRC): Lisa Braun reported on the meeting held on May 24 and 25, 2016, in Wahpeton, ND. Items discussed included:
 1. Reduction in workforce – review of policies and need to monitor impact on services provided to students.
 2. Department of Labor implemented a change to the Fair Labor Standards Act that is changing the income thresholds utilized to determine when overtime pay applies to both salaried and non-salaried employees (nonexempt versus exempt). Other factors include essential staff, first responders, housing, educator exemptions, and coaches.
 3. Next meeting: Sept. 20 and 21, 2016 in Valley City, ND.
 - iii. 2015-2016 ND State Staff Senate Goal recap:
 1. Create a working group to address article in the paper regarding number of people on staff. Committee met and submitted a letter documenting the use of data inconsistently. Goal met.

2. Expanded membership to System Office to assure that all 11 campuses and the SITS Office have senate representation. Goal met.
3. Enhanced communication by:
 - a. Updating the web site.
 - b. Show cased local staff senate projects and the NDSSS PowerPoint presentation at State Board of Higher Education meetings.
 - c. Presented a PowerPoint presentation highlighting focus and activities of each staff senate at monthly NDSSS meetings. Shared presentation with listserv members.
 - d. Guest speaker reviewed parliamentary procedures. Documentation shared via listserv.
 - e. Goal met.
4. Monitored changes that occurred when insurance carrier changed to Sanford Health. Goal will continue to be monitored.

X. Business Agenda

a. Election of Officers

i. Vice President:

1. Greg Carlson (VCSU) nominated Katie Peterson (WSC). Nomination accepted at the May meeting.
2. Lisa Braun (NDSCS) nominated Mike O'Toole (DCB). Nomination accepted from the floor.
 - a. Diane Hillebrand (UND) moved to close nominations. Ryan Brinkman (NDSU) seconded. Following a roll call vote, Katie Peterson was elected to the Office of Vice President.

ii. Secretary: Krissy Kilwein (DSU) nominated Laura Fetting (DSU). Nomination accepted at the May meeting.

1. Ryan Brinkman (NDSU) moved to close nominations and unanimously elect Laura Fetting (DSU) to the Office of Secretary. Motion carried.

iii. Communication Officer: Michael O'Toole (DCB) nominated Heidi Hall (DCB). Nomination accepted at the May Meeting.

1. Ryan Brinkman (NDSU) moved to close nominations and unanimously elect Heidi Hall (DCB) to the Office of Communications. Motion carried.

iv. HCR Representative: Lisa Braun recently filled the vacant seat and will remain in this position.

v. Bylaws Changes – Terms and Nomination dates:

1. Diane Hillebrand (UND), Emma Tufte (VCSU), and Grant Carlson (VCSU) presented recommended changes to the NDSSS Constitution and Bylaws regarding terms and nomination dates.
 - a. Abbreviations updated throughout document.

- b. III. Membership - Section 4 – reference to terms removed.
- c. VI. Qualifications, Nomination and Election of Officers – Section 2 – Nominations – Changed to: “Nominations may occur at any meeting prior to the June meeting or from the floor of the June meeting.”
 - i. Motion made by the committee. No second required. Motion carried unanimously.
- 2. 2016-2017 ND State Staff Senate Goals - Robert Heitkamp, President, reviewed goals established for the upcoming year.
 - a. Continue to monitor NDPERS Insurance Coverage. Current carrier: Sanford Health. Previous carrier: Blue Cross and Blue Shield of North Dakota.
 - b. Follow and report on the 65th Legislative Assembly regarding any bill or action that affects NDUS personnel.
 - c. Encourage meetings on individual campuses in a face-to-face setting followed by a tour of the campus.
 - d. Continue the NDSSS Mission by promoting staff senate opportunities to include reaching out to faculty and students.

XI. Open Discussion

- a. Evision 2030: Andy Wakeford and Robert Heitkamp attended Evision 2030 and provided an overview. Overall, very impressed with idea generation. Workforce will require diversity, soft skills, liberal arts, technology skills, and management.
- b. Asset Management Software: Mark Danes (UND) noted that EMS Software (EMS.com) markets an event management software package that is very robust.
- c. ListServ Update: The Leadership ListServ will be eliminated as it is not being utilized at this time.
- d. UND Logo Revealed: Viewed a video unveiling of the Fighting Hawk logo at UND.
- e. Future Promotion: Recommendation made to promote all the universities, not just the 2-year colleges as seen in recent advertising campaigns.
- f. Diane Hillebrand (UND) noted that an attempt is being made to encourage all Staff Senates to host the Annual Summer F2F meeting. At this time, MaSU, DCB, and CTSO have not hosted the F2F summer meeting.
 - i. DCB – Mike O’Toole indicated a willingness to host annual F2F meeting in 2017; tentatively June 20-21, a Tuesday-Wednesday.
 - ii. MaSU – Will consider hosting in 2017-2018.
 - iii. CTSO will check to see if NDSU or UND would be willing to provide meeting space.
- g. Andy Wakeford thanked Diane Hillebrand and Emma Tufte for their dedicated service in performing NDSSS duties this past year.

XII. Future Meetings

- a. State Staff Senate Meeting

- i. July 18, 2016 2:30 PM CT (Third Monday of each month.)
 - b. Schedule for SBHE Table/Open Forums to be determined.
 - i. June 29, 2016 (Special Meeting)
- XIII. Adjournment
 - a. The meeting adjourned on June 22, 2016 at 12:00 PM CT.

Respectfully submitted,

Kathleen J. Obritsch, SSS Secretary, 2015-16