



Meeting Agenda

March 23, 2015
3:00 PM CST (2:00 MT)

The North Dakota State Staff Senate met on March 23, 2015 via IVN

- I. Call to order
 - a. The meeting was called to order at 3:00 PM CST by ND State Staff Senate President Emma Tufte (VCSU)

- II. Roll call
 - a. **Bismarck State College (BSC):** Carla Sivesind,
 - b. **Core Technology Services Office (CTSO):** Clay Willoughby
 - c. **Dakota College Bottineau (DCB):**
 - d. **Dickinson State University (DSU):** Josh Nichols, Kathy Obritsch
 - e. **Lake Region State College (LRSC):** Andy Wakeford, Annie Rasmusson, Jennifer Jessen
 - f. **Mayville State University (MaSU):** Sarah Olson, Mindy O'Connor, Sheena Moe
 - g. **Minot State University (MiSU):** Steve Swenson, Evelyn Klimpel, Linda Benson
 - h. **North Dakota State College of Science (NDSCS):**
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Kelly Bisek, Viet Doan
 - j. **University of North Dakota (UND):** Diane Hillebrand, Kristi Schwartz, Janice Hoffarth, Pat Hanson
 - k. **Valley City State University (VCSU):** Emma Tufte, Rick Clark,
 - l. **Williston State College (WSC):** Ryan Avery

 - m. **NDUS Representative:** Laura Glatt, Vice Chancellor of Administrative Affairs
 - n. **HRC Representative:** Carla Sivesind (BSC)
 - o. **SBHE Representative:** Janice Hoffarth (UND)

- III. Approval of Agenda
 - a. Motion to approve agenda: Kelly Bisek (NDSU), Clay Willoughby (CTSO), second. The agenda was unanimously approved.

- IV. Approval of Minutes
 - a. Motion to approve minutes from February: Steve Swenson (MiSU), Diane Hillebrand (UND) second. The meeting minutes from February 2015 were unanimously approved.

- V. Reports –
 - a. Campus Updates – verbal
 - i. **Bismarck State College (BSC):** Nothing to add, see written report.

- ii. **Core Technology Services Office (CTSO):** Nothing to add, see written report.
 - iii. **Dakota College Bottineau (DCB):**
 - iv. **Dickinson State University (DSU):** Nothing to add, see written report.
 - v. **Lake Region State College (LRSC):** Nothing to add, see written report.
 - vi. **Mayville State University (MaSU):** Nothing to add, see written report.
 - vii. **Minot State University (MiSU):** Nothing to add, see written report.
 - viii. **North Dakota State College of Science (NDSCS):**
 - ix. **North Dakota State University (NDSU):** Nothing to add, see written report.
 - x. **University of North Dakota (UND):** Nothing to add, see written report.
 - xi. **Valley City State University (VCSU):** No updates at this time.
 - xii. **Williston State College (WSC):** Nothing to add, see written report.
- b. SBHE Staff Advisor Report
- i. Next SBHE Meeting: February 26; agenda available at <http://ndus.edu/board/agendas/>
 - ii. Janice Hoffarth, SBHE Staff Representative gave an update.
 - 1. The campuses are presenting on HB 1003, today, tomorrow, and Wednesday.
 - 2. Thursday morning is the NDUS Chancellor Search Committee meeting. The SBHE will meet in the afternoon.
- c. HRC Update
- i. Carla Sivesind (BSC), HRC representative gave an update.
 - 1. The HRC met in Dickinson on March 3 and 4.
 - 2. Each campus designated a representative to serve as the employee tuition waiver contact. The HRC has put this information into a list, which will be shared with the NDSSS list serv.
 - 3. The HRC discussed policies for background checks, specifically which staff members need background checks and how often.
 - 4. The transition from Blue Cross Blue Shield to Sanford Health Plan was discussed. The frequently asked questions document is being updated regularly and distributed to campuses, and posted on the Sanford Health Plan website.
 - 5. The next HRC meeting will be May 20 and 21 at NDSU.
- d. Legislative Committee Update
- i. Emma Tufte (VCSU) shared updates from the Legislative Committee. This is a big week for the University System, as several important bills are being heard including appropriations, student access to attorneys during disciplinary hearings, and employee benefits. The Legislative Committee will continue to send weekly updates through the ND State Staff Senate list serve for the remainder of the legislative session. Janice Hoffarth (UND) reminded everyone that you can watch the proceedings on live stream. Janice will send the link out on the list serve.
- e. Legislative Showcase @ Capitol: Wednesday, March 25
- i. Janice Hoffarth (UND) and Emma Tufte (VCSU) will be attending the Legislative Showcase and will be at the Staff Senate booth. If any other Staff

Senate members are planning to attend the showcase, please let Emma know.

VI. Business Agenda -

- a. Proposed Bylaws Amendment (tabled from 2/23/2015 meeting)
 - i. The purpose of the proposed bylaws amendment was to specifically define the process for election of SBHE Staff Advisor. Kristi Schwartz (UND) motioned on behalf of the bylaws committee. Josh Nichols (DSU) and Kelly Bisek (NDSU) expressed concerns that the proposed change did not specifically address nomination of the SBHE Staff Representative. Emma Tufte (VCSU) stated that the nomination process is outlined in the ND State Staff Senate Constitution. Kelly Bisek (NDSU) made a motion to include a comment in section 8 of the bylaws indicating where to find the nomination process in the constitution. Josh Nichols (DSU) seconded the motion. Kristi Schwartz (UND) accepted this amendment on behalf of the bylaws committee. A roll call vote was taken. The motion was unanimously approved.
- b. Resolution re: HB1003
 - i. Emma Tufte (VCSU) discussed the resolution regarding HB1003. This resolution states that the ND State Staff Senate supports the SBHE's position on the engrossed versions of HB1003. The resolution goes on to state that the ND State Staff Senate encourages the SBHE to support the retention of NDUS internal auditors and in-house attorneys. Emma Tufte (VCSU) made a motion on behalf of the Legislative Committee to support the resolution as written. A roll call vote was taken. The motion was unanimously approved.
- c. SSS Meeting June 23-24, 2015 – format, topics, etc.
 - i. Open Meetings/Open Records
 - ii. The SBHE Summer Retreat has been moved to June 24-25, so ND State Staff Senate needs to discuss moving our meeting. Emma Tufte (VCSU) proposed moving the ND State Staff Senate meeting to June 22 and 23. The date change was discussed. Andy Wakeford (LRSC) stated that it would work for Lake Region State College to host on June 22 and 23. The meeting is scheduled to begin on Monday afternoon with our breakout sessions and will continue on Tuesday morning with the business meeting.
 - iii. ND State Staff Senate discussed ideas for agenda items for the meeting. Diane Hillebrand (UND) stated that she enjoyed the small group sessions held at the June 2014 face-to-face meeting. The following topics were suggested for the agenda- best practices for open meetings and open records; shared governance; best practices for being both an advocate for legislation and also an employee; combined staff services at campuses; and highlights for each campus and office, which could be helpful when senates are looking for new ideas. If anyone has additional ideas, please send them to Emma Tufte (VCSU) or Andy Wakeford (LRSC).

VII. Open Discussion

- a. NDPERS health insurance transition (Sanford Health Insurance effective 7/1/2015)
 - i. Emma Tufte (VCSU) discussed proposed legislation, which outlines procedures for the bidding process and outlines expectations. Kathy

Obritsch (DSU) said that it seems like most questions are concerning providers in the network, but human resources has been sharing information as it comes in. Emma said that this item would remain on the agenda until the transition is complete.

- b. Records Retention user group/training
 - i. The NDUS records retention policy went into effect March 1st.
- c. Tuition Waiver Policy
 - i. ND State Staff Senate anticipates receiving revisions to this policy. Laura Glatt (NDUS) said that the revisions are coming because the current policy is difficult to understand. ND State Staff Senate and other groups will be consulted before the changes go to the SBHE. The way that the policy is currently structured, how the course is offered and which campus delivers the course contributes to what the employee will receive for a tuition waiver. Laura stated that is important to have consistency between the institution and the NDUS is hoping to have documents ready for circulation within the next month. The overall goal is to have the changes made and approved by June 1st.
- d. Shared Governance Updates
 - i. No updates at this time.
- e. Other
 - i. Janice Hoffarth (UND) encouraged Staff Senate members to look at the information about the chancellor candidates and contact her with questions and comments.

VIII. Future Meetings

- a. Monday, April 27
- b. Monday, May 18
- c. June 23-24, 2015 (LRSC)
 - i. Changed to June 22-23 to accommodate SBHE meeting on June 24-25.

IX. Adjournment

- a. Motion to adjourn the meeting: Clay Willoughby (CTSO), Andy Wakeford (LRSC) second. The meeting adjourned at 4:04 PM CST.