



Meeting Minutes

March 14, 2016

The North Dakota State Staff Senate met on March 14, 2016, via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 3:00 PM CST on March 14, 2016 by ND State Staff Senate President Diane Hillebrand (UND).
- II. Roll call
 - a. **Bismarck State College (BSC):** Jennifer Klesalek, Scott Helphrey, Cherie Beck
 - b. **Core Technology Services Office (CTSO):** Randy Wald
 - c. **Dakota College Bottineau (DCB):** Heidi Hall
 - d. **Dickinson State University (DSU):** Kathleen Obritsch, Krissy Kilwein
 - e. **Lake Region State College (LRSC):** Andy Wakeford, Brittany Wesphal
 - f. **Mayville State University (MaSU):** Ashley Mooney
 - g. **Minot State University (MiSU):** Evelyn Klimpel
 - h. **North Dakota State College of Science (NDSCS):** Nicholas Kraft, Robert Heitkamp, Darrell Schreiber, Lisa Braun, Elizabeth Phen-Oren
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Amanda Groom, Diane Axness
 - j. **University of North Dakota (UND):** Diane Hillebrand, Pam Henderson, Amber Flynn
 - k. **Valley City State University (VCSU):** Greg Carlson, Nicole Hanson
 - l. **Williston State College (WSC):** Katie Peterson
 - m. **NDUS Representative:** Absent
 - n. **HRC Representative:** Absent
 - o. **SBHE Representative (VCSU):** Emma Tufte
- III. Approval of Agenda
 - a. Motion to approve agenda made by Katie Peterson (WSC) and seconded by Andy Wakeford (LRSC). The agenda was unanimously approved.
- IV. Approval of Minutes
 - a. Motion was made by Pam Henderson (UND) and seconded by Nicholas Kraft (NDSCS) to approve the February 22, 2016 minutes. The minutes were unanimously approved.
- V. Reports
 - a. Campus Updates

- i. March monthly updates were distributed by email. No verbal updates were given.
 - ii. Staff Senate Presentations
 - 1. NDSCS Staff Senate Presentation – Elizabeth Phen-Oren
 - 2. DCB Staff Senate Presentation – Heidi Hall
 - b. Staff Advisor Report - Emma Tufte reported on the following items from the State Board of Higher Education (SBHE).
 - i. SBHE Budget and Finance Committee Meeting on March 11, 2016 included:
 - 1. Approved 2016-17 Annual Budget Guidelines
 - ii. Next SBHE Meeting: March 15, 2016 at UND. Agenda and minutes are available at: <http://www.ndus.edu/board/agendas/>
 - 1. Topics of discussion will include:
 - a. University of North Dakota presidential appointment.
 - b. Chancellor’s Report
 - c. Board Policies to be Reviewed:
 - i. HR 6 – Annual Leave
 - ii. HR 7 – Sick Leave
 - iii. Board Policy 2nd Reading:
 - 1. HR 13 – Employment of Relatives
 - c. Human Resource Council: Lisa Braun reported on the following items:
 - i. Notifind
 - 1. Not all employees received notification via Notifind in the recent BSC Campus Lockdown. Research is underway to determine the cause and how to remedy this notification process in the future.
 - ii. Old Business
 - 1. Projects in Progress:
 - a. Phased retirement
 - b. Background checks
 - iii. New Business
 - 1. Performance Reviews
 - 2. Rest Periods Policy
 - iv. The Teachers Insurance and Annuity Association recently changed the name from TIAA CREF to TIAA.
 - v. Next meeting May 24th and 25th in Wahpeton, ND.
 - d. SBHE Task Forces
 - i. Cost Containment – Emma Tufte (VCSU) reported no update.
 - ii. Shared Services – Diane Hillebrand (UND) reported no update as she was unable to attend the last meeting.
 - iii. Tuition/Fees Model – Andy Wakeford (LRSC) reported no update.
- VI. Business Agenda
- a. Ideas for topics for June Face-to-Face meeting:
 - i. Diane Hillebrand (UND) reviewed list of suggested topics for the annual F2F meeting to be held in Williston. She also encouraged members to submit additional topics.

- ii. Diane Hillebrand (UND), Katie Peterson (WSC), and Robert Heitkamp (NDSCS) will meet to prepare agenda for F2F meeting.

VII. Open Discussion

- a. **North Dakota State Staff Senate Resolution:** (See attached document.) Amber Flynn (UND) presented a proposed North Dakota State Staff Senate Resolution to ask that all eleven NDUS institutions request that Presidents of institutions across the NDUS endorse
 - i. The prioritization of the academic mission of each respective institution when making budget decisions and
 - ii. The utilization of staff input when recommending resource reallocation and
 - iii. Report to the senate chairs and ND SSS chairs exactly how staff participated and provided input into the budget reallocation process.

Following discussion, it was noted that this resolution was passed at the Council of College Faculties meeting and is now being forward to individual campus faculty senates and staff senates requesting similar support. The purpose of the resolution is to promote shared governance across North Dakota University System and to assure a voice to faculty and staff in the budget reallocation process. Greg Carlson (VCSU) made a motion, seconded by Nicholas Kraft (NDSCS), to move this item to the next monthly meeting thereby allowing individual staff senates the opportunity to review the proposed resolution and make a decision regarding support or non-support. Motion carried.

- b. **North Dakota State Staff Senate Membership:** Robert Heitkamp (NDSCS) asked for clarification regarding how membership is determined at the State Staff Senate.
 - i. The ND SSS Constitution states:
 - III. Membership
 - Section 1 Composition
 - 2. Membership may be granted to recognized representative bodies of the North Dakota University System operating independently from the System's individual campuses at the discretion of the ND SSS membership.
 - 3. One representative member and two alternates from each NDUS campus and CTSO staff senate shall have full rights to discussion and deliberation. An alternate may vote only in the absence of the representative member from that campus.
 - 4. Each representative and alternate shall serve a three-year term. Terms shall be staggered to allow one-third of the members from each NDUS campus and CTSO to be retired at the end of each academic year.
 - ii. Individual Staff Senates select the representatives. One model used is to provide a rotation made up of past president, current president, and vice-president.

- c. **Sanford Health Plan:** Randy Wald (CTSO) indicated that they are preparing a survey to assess the effectiveness and/or satisfaction of the new Sanford Health Plan. Diane Hillebrand (UND) noted that we have discussed the transition to the Sanford Health plan in the past and no major issues were reported. She also noted that ND SSS is attempting to obtain representation on the NDPERS board and encouraged members to bring issues forward as needed. Diane Axness (NDSU) noted that recently a representative met with Sanford Health but did not note any major issues.

VIII. Future Meetings

- a. State Staff Senate Meeting – April 25, 2016
- b. Schedule for Campus Updates at scheduled ND SSS meetings
 - i. April 25 – NDSU
 - ii. May - TBD
- c. Schedule for SBHE Table/Open Forums
 - i. March 15 – UND

IX. Adjournment

- a. The meeting adjourned at 4:15 PM CT.

Respectfully submitted,

Kathleen J. Obritsch, SSS Secretary, 2015-16