



Meeting Minutes

May 11, 2015
3:00 PM CST (2:00 MT)

The North Dakota State Staff Senate met on May 11, 2015 via IVN

- I. Call to order
 - a. The meeting was called to order at 3:01 PM CST by ND State Staff Senate President Emma Tufte (VCSU)

- II. Roll call
 - a. **Bismarck State College (BSC):** Carla Sivesind, Marlene Seaworth
 - b. **Core Technology Services Office (CTSO):** Angela O’Leary
 - c. **Dakota College Bottineau (DCB):** Jacob Nelson
 - d. **Dickinson State University (DSU):** Kathy Obritsch
 - e. **Lake Region State College (LRSC):** Andy Wakeford
 - f. **Mayville State University (MaSU):** Sarah Olson, Mindy O’Connor
 - g. **Minot State University (MiSU):** Evelyn Klimpel, Linda Benson
 - h. **North Dakota State College of Science (NDSCS):** Bob Heitkamp, Nick Kraft
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Wendy Gibson
 - j. **University of North Dakota (UND):** Diane Hillebrand, Sharley Kurtz, Pam Henderson, Kristi Schwartz
 - k. **Valley City State University (VCSU):** Emma Tufte, Stephanie Roelfsema, Sam Stover
 - l. **Williston State College (WSC):** Ryan Avery

 - m. **NDUS Representative:**
 - n. **HRC Representative:** Carla Sivesind (BSC)
 - o. **SBHE Representative:**

- III. Approval of Agenda
 - a. Motion to approve agenda: Marlene Seaworth (BSC), Sarah Olson (MaSU), second. The agenda was unanimously approved.

- IV. Approval of Minutes
 - a. The heading on the April meeting minutes say “Agenda”. It was proposed to amend the minutes heading to “Meeting Minutes”.

- b. Motion to approve minutes from April with amendment: Kathy Obritsch (DSU), Wendy Gibson (NDSU) second. The amended meeting minutes from April 2015 were unanimously approved.
- V. Reports –
- a. Campus Updates – verbal
 - i. Please see attached report for campus updates.
 - b. SBHE Staff Advisor Report
 - i. Next SBHE Meeting: May 14; agenda available at <http://ndus.edu/board/agendas/>
 - ii. Emma Tufte (VCSU) gave an update.
 - 1. Dr. Mark Hagerott has been named the Chancellor for the NDUS. Dr. Hagerott will start on July 1.
 - 2. Emma encouraged everyone to take a look at the board agenda, especially the purchasing and background check policies as these items will be discussed during the meeting.
 - 3. If Senators have questions or updates, please visit with Janice Hoffarth (UND) or Emma.
 - c. HRC Update
 - i. Carla Sivesind (BSC), HRC representative gave an update.
 - 1. HRC will be meeting on May 20-21 at NDSU.

VI. Business Agenda -

- a. Tuition Waiver Policy
 - i. Emma Tufte (VCSU) gave an update on the Tuition Waiver Policy. The first reading occurred at the SBHE meeting on April 30, and no changes are anticipated at this time.
 - ii. Bob Heitkamp (NDSCS) requested clarification on the policy. It was explained that starting during the Fall 2015 semester the new Employee Tuition Waiver would be in place. Within the policy, it states that the if an employee at an institution other than their employer, the employee would be responsible for 50% of the tuition and the employer would be responsible for 50% of the tuition regardless of delivery method (on-line or traditional face-to-face). Course fees would not be covered under the new policy and would be the employee's responsibility.
 - iii. Andy Wakeford (LRSC) asked if ND State Staff Senate is still in favor of the changes to the Employee Tuition Waiver. It was discussed that individuals at the two year campuses are at a disadvantage if he/she wishes to pursue a Bachelor's degree or higher. It was further discussed that individuals at the regional four year campuses are at a disadvantage if he/she wishes to pursue a Master's degree or higher.
 - iv. Shar Krutz (UND) asked if we had any options for changing the policy at this point. It was discussed that there is a strong push to get this policy in place by Fall 2015. CCF has also reviewed the policy and given feedback. It was suggested that a 100% tuition waiver should be in place regardless of instruction mode or institution. It was

questioned which campus in the scenario would be paying for the class. One of the reasons for updating the policy was consistency, but it was also to ensure that campuses aren't losing money by offering the courses, especially for self-funded programs.

- v. Diane Hillebrand (UND) suggested that ND SSS keep this item on our radar and continue to review employee usage.
- b. SSS Meeting June 23-24, 2015
 - i. The annual face-to-face ND State Staff Senate meeting will be held at Lake Region on June 23-24. Staff Senate members are encouraged to review the draft agenda and provide updates to Andy Wakeford (LRSC) or Emma Tuft (VCSU).
 - ii. Andy Wakeford (LRSC) will be sending out registration information the week of May 18th.
- c. Nominations for Officers
 - i. Vice President/President Elect
 - 1.
 - ii. Secretary
 - 1. Kathy Obritsch (DSU)
 - iii. Communications Officer
 - 1.
 - iv. HRC Representative
 - 1. Carla Sivesind (BSC)
- d. Nominations for staff representative to NDUS Retirement Plan Oversight Committee
 - i. Misti Wuori (MaSU)
 - ii. Diane Hillebrand (UND) said that UND may have someone interested. Diane will check and let ND State Staff Senate know.

VII. Open Discussion

- a. NDPERS health insurance transition (Sanford Health Insurance effective 7/1/2015)
 - i. No updates at this time.
- b. Shared Governance Updates
 - i. No updates at this time.
- c. Other
 - i. Andy Wakeford (LRSC) mentioned that the Higher Education User Group will be meeting on October 28-29 in Bismarck.

VIII. Future Meetings

- a. June 22-23, 2015 (LRSC) *Note Date Change*

IX. Adjournment

- a. Motion to adjourn the meeting: Linda Benson (MiSU), Stephanie Roelfsema (VCSU) second. The meeting adjourned at 3:59PM CST.