



Meeting Minutes

May 18, 2016

The North Dakota State Staff Senate met on May 18, 2016, via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 3:00 PM CST on May 18, 2016 by ND State Staff Senate President Diane Hillebrand (UND).
- II. Roll call
 - a. **Bismarck State College (BSC):** Scott Helphrey, Cherie Beck
 - b. **Core Technology Services Office (CTSO):** Randy Wald
 - c. **Dakota College Bottineau (DCB):** Heidi Hall, Michael O'Toole
 - d. **Dickinson State University (DSU):** Kathleen Obritsch, Laura Fetting, Krissy Kilwein
 - e. **Lake Region State College (LRSC):** Andy Wakeford, Brittany Westphal
 - f. **Mayville State University (MaSU):** Jessica Amb, Mindy O'Connor, Sheena Moe
 - g. **Minot State University (MiSU):** Linda Benson, Mindy Rudnick
 - h. **North Dakota State College of Science (NDSCS):** Robert Heitkamp, Lisa Braun, Elizabeth Phen-Oren, Darrell Schreiber
 - i. **North Dakota State University (NDSU):** Gennifer Sprecher, Diane Axness
 - j. **University of North Dakota (UND):** Diane Hillebrand
 - k. **Valley City State University (VCSU):** Kelli Health, Greg Carlson
 - l. **Williston State College (WSC):** Katie Peterson
 - m. **NDUS Representative:** Linda Donlin
 - 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 Andy Wakeford (LRSC) and seconded by Robert Heitkamp (NDSCS). The agenda was unanimously approved.
- IV. Approval of Minutes
 - a. Motion was made by Katie Petersen (WSC) and seconded by Laura Fetting (DSU) to approve the April 25, 2016 minutes. The minutes were unanimously approved.
- V. Reports
 - a. Campus Updates - March monthly updates will be distributed by email. No verbal updates were given.

- b. Staff Advisor Report - Emma Tufte reported on the following items from the State Board of Higher Education (SBHE).
 - i. Next SBHE Meeting: May 24, 2016 Agenda and minutes are available at: <http://www.ndus.edu/board/agendas/>
 - 1. Topics of discussion will include:
 - a. Board Policies:
 - i. HR 18 – Rest Periods, Second Reading
 - ii. HR 6 – Annual Leave, Second Reading
 - iii. HR 7 – Sick Leave, Second Reading
 - b. Board Business
 - i. Shared Services: Learning Management System – The Chancellor is recommending that all institutions move to a single instance learning management system (LMS).
 - ii. Capital Project Prioritization – Several capital projects will be reviewed.
 - 2. Budget Finance Committee meeting rescheduled. Biennial Budget Review for 2017-19 is due in August. Still waiting for guidelines from the OMB.
 - 3. Envision 2030 met on May 24, 2016.
 - ii. Human Resource Council (HRC): Lisa Braun noted that the next meeting is scheduled on May 24 and 25, 2016, in Wahpeton, ND.
- c. SBHE Task Forces
 - i. Cost Containment – Emma Tufte (VCSU) reported no update.
 - ii. Shared Services – Diane Hillebrand (UND) reported that committee met on May 10, 2016. Still collecting data and any report submitted will ultimately require an actual study.
 - iii. Tuition/Fees Model – Andy Wakeford (LRSC) reported that while the committee did not meet, a document was distributed depicting the impact a change in the Tuition/Fees model will have on individual campuses. The report noted that six of the eleven institutions would lose tuition dollars.

VI. Business Agenda

- a. June SSS F2F Meeting – June 21st and 22nd
 - i. Draft Agenda distributed via email.
 - 1. Discussion – Brainstorming: Plan for Upcoming Legislative Session, Facilitated by Andy Wakeford (LRSC).
 - 2. Discussion – How to Keep an Active Staff Senate, Facilitated by Diane Hillebrand (UND).
 - 3. Discussion – Promote Morale in Spite of Budget Cuts, Facilitated by Robert Heitkamp (NDSCS).
 - 4. Discussion – Promote One Culture, One Mission Cohesiveness between Faculty and Staff, Facilitated by Katie Peterson (WSC).
 - ii. Emma Tufte (VCSC) will work with Kathleen Neset regarding the SBHE Chair’s Report.
 - iii. Katie encouraged NDSSS members to complete the Qualtrics Survey.

1. Block of rooms set aside at the El Rancho Inn.
 2. WSC dorm rooms are also available.
 3. WSC will sponsor the breakfast on the morning of June 22.
 4. Meeting will also be available via IVN connections.
 5. Group dinner is optional at own cost on June 21.
- b. ND SSS Constitution and Bylaws – Membership terms:
- i. Diane Hillebrand (UND), Emma Tufte (VCSU), and Grant Carlson (VCSU) will present recommended changes to the NDSSS Constitution and Bylaws regarding terms and nomination dates.
- c. Representatives for the NDUS Retirement Plan Oversight Committee: Diane Hillebrand (UND) reported that the following NDSSS members were selected as representatives to this committee:
- i. 4-year - Laura Fetting (DSU)
 - ii. 2-year - Katie Peterson (WSC)
- d. Nomination for Officers for June meeting
- i. Vice President: Greg Carlson (VCSU) nominated Katie Peterson (WSC). Nomination accepted.
 - ii. Secretary: Krissy Kilwein (DSU) nominated Laura Fetting (DSU). Nomination accepted.
 - iii. Communication Officer: Michael O’Toole (DCB) nominated Heidi Hall (DCB). Nomination accepted.
 - iv. HCR Representative: Lisa Braun filled vacant seat recently.
- Motion made by Katie Peterson (WSC), seconded by Andy Wakeford (LRSC), to suspend the NDSSS Constitution and Bylaws and leave nominations open and/or accept nominations from the floor at the June F2F meeting in Williston, ND. Motion carried.

VII. Open Discussion

- a. 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 will check with Administration and report back.
 - ii. BSC – Will check with the new incoming leadership to see if they are interested.
 - iii. NDSCS – Robert Heitkamp indicated a willingness to host the annual meeting and would consider either Wahpeton or Fargo as the physical site.

VIII. Future Meetings

- a. State Staff Senate Meeting – F2F meeting:
- i. June 21, 2016, 1:00-5:00 PM CT
 - ii. June 22, 2016, 8:00-12:00 Noon CT
- b. Schedule for SBHE Table/Open Forums.
- i. May 24, 2016 – Bismarck State Capitol – BSC Staff Senate will check to see if it is possible to sponsor a table at the SBHE meeting on May 24, 2016.
 - ii. June 16 and 17, 2016 - Washburn, Lewis and Clark Center.

IX. Adjournment

a. The meeting adjourned at 4:00 PM CT.

Respectfully submitted,

Kathleen J. Obritsch, SSS Secretary, 2015-16