



Meeting Minutes

November 17, 2014
3:00 PM CST (2:00 MT)

The North Dakota State Staff Senate met on November 17, 2014 via IVN.

- I. Call to order
 - a. 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; Marlene Seaworth; Marilyn Eckroth
 - b. **CTSO:** Clay Willoughby
 - c. **Dakota College Bottineau (DCB):**
 - d. **Dickinson State University (DSU):** Josh Nichols; Kathleen Obritsch;
 - e. **Lake Region State College (LRSC):** Andy Wakeford
 - f. **Mayville State University (MaSU):** Sarah Olson
 - g. **Minot State University (MiSU):** Steve Swenson, Evelyn Klimpel
 - h. **North Dakota State College of Science (NDSCS):**
 - i. **North Dakota State University (NDSU):** Daniel Erichsen
 - j. **University of North Dakota (UND):** Diane Hillebrand, Kristi Swartz, Shannon Medina, Sharley Kurtz, Janice Hoffarth
 - k. **Valley City State University (VCSU):** Emma Tufte, Stephanie Roelfsema, Rick Clark
 - l. **Williston State College (WSC):** Katie Peterson

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

- III. Approval of Agenda
 - a. Campus Staff Senates & Open Records agenda item was tabled until the December meeting.
 - b. Motion to approve agenda with proposed changes: Diane Hillebrand (UND), Clay Willoughby (CTSO) Second. The agenda was unanimously approved with proposed changes.

- IV. Approval of Minutes
 - a. Motion to approve minutes from October 2014: Steve Swenson (MiSU), Katie Peterson (WSC) Second. The meeting minutes from October 2014 were unanimously approved.

- V. Campus Updates – verbal
 - a. Emma Tufte (VCSU) asked if there were any verbal updates. Written updates are included in a separate report.

- VI. SBHE - Staff Senate Board Member Report
 - a. Janice Hoffarth, SBHE Staff Representative gave the update.
 - i. Upcoming meeting Thursday at NDSU. There will be two hours of training with Mr. Meredith. The main board business will be admissions standards, NDSU email exceptions, and high performance computing. There is no draft legislation at this time. Other agenda items include: the audit committee recommendation concerning the chief auditor position; tenure requests; bonds; and second reading on policies.
 - ii. This meeting will also start the search for the next NDUS chancellor. Two SBHE board members will go to each campus to discuss what campuses would like to see in the next chancellor. Janice Hoffarth (UND) will keep ND SSS updated as the search progresses.

- VII. Old Business
 - a. HRC Update – Carla
 - i. Carla Sivesind (BSC), HRC representative gave an update.
 - 1. The HRC quarterly meeting will be held in December. HRC is focusing on the Affordable Care Act.
 - b. Campus Staff Senates & Open Records
 - i. Tabled until the December 2014 meeting.
 - c. 2014-2015 Goals - Updates
 - i. Watch & Support bills in Legislative Session
 - 1. There aren't any bills to monitor yet as the legislature is not in session. Janice Hoffarth (UND) reminded the group that she will get weekly emails when the legislative session begins and will keep ND SSS updated.
 - ii. Measure 3
 - iii. Promote Shared Governance
 - 1. Emma Tufte (VCSU) reported that 8 of 12 campus staff senates had shared governance. Janice Hoffarth (UND) and Emma Tufte (VCSU) are willing to visit with campus presidents who do not have shared governance.
 - iv. Promote Tuition Waiver Policy
 - 1. Josh Nichols (DSU), as tuition waivers are processed for the Spring 2015 semester there may be more questions, but nothing new to report.

- VIII. New Business
 - a. NDUS Strategic Plan
 - i. Emma Tufte (VCSU) stated that many of the indicators and strategies deal with academics; however, one area where ND SSS can be involved is Goal 4: Maximize the Strengths of a Unified System. Janice Hoffarth (UND) reminded the group that anything we bring forth will need to be in line with the strategic plan. Andy Wakeford (LRSC) stated that faculty and staff have begun discussions on revising the strategic plan at LRSC.

- IX. Future Meetings
 - December 15 – 3 PM (CST)
 - June 2015 (LRSC)

- X. Open Discussion
 - a. Emma Tufte (VCSU) reminded the group that state board advisor will be elected during the December meeting, and nominations should be sent to Sarah Olson at sarah.m.olson@mayvillestate.edu
 - b. Emma Tufte (VCSU) stated that meeting invitations were sent out earlier this week for the Spring semester.

- XI. Adjournment
 - a. Motion to adjourn the meeting: Kathleen Obritsch (DSU), Steven Swenson (MiSU) second. The meeting adjourned at 3:19 PM CST.