



Meeting Minutes

November 16, 2015

The North Dakota State Staff Senate met on November 16, 2015, via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 3:00 PM CST on November 16, 2015 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):** Absent
 - c. **Dakota College Bottineau (DCB):** Heidi Hall
 - d. **Dickinson State University (DSU):** Kathleen Obritsch, Stacy Wilkinson, Krissy Kilwein
 - e. **Lake Region State College (LRSC):** Andy Wakeford
 - f. **Mayville State University (MaSU):** Mindy O'Connor
 - g. **Minot State University (MiSU):** Evelyn Klimpel, Linda Benson
 - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Robert Heitkamp, Elizabeth Phen-Oren
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Diane Axness
 - j. **University of North Dakota (UND):** Diane Hillebrand, Sharley Kurtz, Pam Henderson
 - k. **Valley City State University (VCSU):** Kelli Health, Greg Carlson
 - l. **Williston State College (WSC):** Katie Peterson
 - m. **NDUS Representative:** Absent
 - n. **HRC Representative (BSC):** Absent
 - o. **SBHE Representative (VCSU):** Emma Tufte
- III. Approval of Agenda
 - a. Motion to approve agenda as amended to change the order of presentations to align with the State Board of Higher Education (SBHE) meetings made by Andy Wakeford (LRSC) and seconded by Sharley Kurtz (UND). The agenda was unanimously approved as amended.
- IV. Approval of Minutes
 - a. Motion to approve the October 19, 2015 minutes made by Lisa Braun (NDSCS) and seconded by Sharley Kurtz (UND). The meeting minutes from October 2015 were unanimously approved.

V. Reports

- a. Campus Updates
 - i. Distributed via email. No verbal updates.
- b. Staff Senate Presentations
 - i. Jennifer Klesalek presented a PowerPoint presentation detailing Staff Senate Activity on the BSC Campus. Interesting detail. Membership is determined by "Department Districts" instead of Broadband Categories and they utilize a document titled, "Staff Bill of Rights."
 - ii. Katie Peterson presented a PowerPoint presentation detailing Staff Senate Activity on the WSC Campus. WSC utilizes "Divisions" determined by who reports to individual Executive Departments.
- c. SBHE Staff Advisor Report - Emma Tuft reported on the following items from the State Board of Higher Education (SBHE).
 - i. Tammy Dolan, CFO for NDUS, will be the NDUS Representative to State Staff Senate.
 - ii. On November 10th, the SBHE meet with the Higher Learning Commission to evaluate whether the Board and system office are working to refine and strengthen their work on systematic improvement. The focus of this visit was on Criterion Five, Core Component 5.D.
 - iii. Special SBHE meeting conducted on November 10, 2015.
 1. Approve changes to the 2015 SBHE Meeting Calendar to include cancelling the November 19th meeting and rescheduling the SBHE meeting that was set for December 17th at MiSU to December 10th at NDSU.
 2. DSU, MASU, and VCSU were approved to offer a new program: M.A. in Teaching (MAT).
 3. Presidential Search Policy 601.1 received second reading approval.
 4. Edward T. Schafer, Former Governor of North Dakota, was approved as the University of North Dakota Interim President.
 - iv. Chancellor Task Forces. Committee membership will be forwarded by Diane Hillebrand, SSS President.
 1. Shared Services – Diane Hillebrand (UND) reported that committee met on Monday, November 16th. Discussion included what services are currently shared and potential for other services.
 2. Tuition/Fees Model Review – Andy Wakeford (LRSC) reported that the committee met during the week of November 9-13 and discussed alignment of goals. They will review current models from other states to include, Colorado, Tennessee, and Montana.
 3. Cost Containment – Sharly Kurtz (UND) reported no meeting to date.
 - v. HRC Update – Next meeting – December 1-2, 2015. No report.

VI. Business Agenda

- a. Human Resource Committee meets quarterly and is seeking a new State Staff Senate representative as Carla Sivesind (BSC) has accepted another position and is no longer available to serve as the SSS representative to HRC. Next meeting is in Wahpeton. NDSCS agreed to have someone from campus attend this meeting.
- b. Recording of Meetings – Diane Hillebrand referred the question as to whether or not it is possible to record State Staff Senate meetings to the NDUS Legal team for a recommendation.
- c. Increased Student Help Time Discussion
 - i. Elizabeth Phen-Oren lead the discussion regarding the increased time required from staff to assist students with academic, financial, housing, and other student support services. It was recommended that this concern be referred to the newly established Task Force Studies where committees are currently studying Shared Services, Tuition Model Review, and Cost Containment.
- d. State Staff Senate Video. Andy Wakeford, LRSC, will send an email to the SS President’s lining out the exact way to pay for the video that was developed to raise awareness of how important it is to be a Staff Senator and how this can enhance shared governance.

VII. Open Discussion

- a. Robert Heitkamp, NDSCS, shared the Bullying/Harassment Policies from their college via email. No further discussion noted.

VIII. Future Meetings

- a. State Staff Senate Meeting – December 14, 2015
- b. Schedule for Campus Updates at scheduled ND SSS meetings
 - i. December 14, 2015 – VCSU, MiSU
 - ii. January – CTSO, MaSU
 - iii. February – NDSCS, DCB
 - iv. March – NDSU
 - v. April
 - vi. May
 - vii. June – F2F at WSC
 1. Site: Williston State College
 2. Dates: To be determined – Will work with Katie Peterson (WSC).
- c. Schedule for SBHE Table/Open Forums
 - i. November 19 - Cancelled
 - ii. December 10 - NDSU

IX. Adjournment

- a. The meeting adjourned at 3:45 PM CT.

Respectfully submitted,
Kathleen J. Obritsch, SSS Secretary 2015-16