



Meeting Minutes

November 21, 2016

The North Dakota State Staff Senate met on November 21, 2016 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:30pm CT on November 21, 2016 by ND State Staff Senate President Katie Peterson (WSC).
- II. Roll call
 - a. **Bismarck State College (BSC):** Marlene Anderson, Retha Mattern, Roxanne Van Zomeren
 - b. **Core Technology Services Office (CTSO):** Randy Wald
 - c. **Dakota College Bottineau (DCB):** Mike O'Toole
 - d. **Dickinson State University (DSU):** Laura Fetting, Loretta Heidt, Krissy Kilwein
 - e. **Lake Region State College (LRSC):** Bobbi Lunday, Andy Wakeford
 - f. **Mayville State University (MaSU):**
 - g. **Minot State University (MiSU):** Linda Benson, Mindy Rudnick
 - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Nick Kraft, Bruce Woytassek
 - i. **North Dakota State University (NDSU):** Diane Axness
 - j. **University of North Dakota (UND):** Pam Henderson, Diane Hillebrand
 - k. **Valley City State University (VCSU):** Greg Carlson
 - l. **Williston State College (WSC):** Katie Peterson
 - m. **NDUS Representative:** Linda Donlin (Not Present)
 - n. **HRC Representative (NDSCS):** Lisa Braun
 - o. **HRC Liaison:** Gail Ebeltoft
 - p. **SBHE Representative (LRSC):** Andy Wakeford
- III. Approval of Agenda
 - a. A motion to approve the agenda was made by Retha Mattern (BSC) and seconded by Nick Kraft (NDSCS). Motion carried, agenda approved as is.
- IV. Approval of Minutes
 - a. A motion to approve the minutes from the October 17th meeting was made by Diane Hillebrand (UND) and seconded by Lisa Braun (NDSCS). Motion carried, minutes approved as is.
- V. Reports
 - a. Campus Updates – No verbal updates were given.
 - b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that at the October State Board of Higher Education (SBHE) meeting the first reading of Board Policy 608.2 and the second reading of HR policy 24 were discussed. Andy will gather more information on both policies for clarification. NDSU President Bresciani's contract was extended. Discussion was held on capital projects for NDSCS in the Fargo area. The next SBHE meeting will be held on December 14th via conference call/Skype. The agenda will be available at <http://ndus.edu/board/agenda/>.

- c. HRC – Lisa Braun (NDSCS) reported that the HRC had a conference call on November 1st regarding faculty sick leave and the need to have a consistent policy across all campuses. Chancellor Hagerott has formed a task force made up of two representatives from each campus. The task force needs to submit their proposal by December 15th. The next HRC Meeting will be held via conference call on December 7-8, 2016.
- d. SBHE Task Forces
 - i. Shared Services – Diane Hillebrand (UND) read a note the task force received from President Shirley (MiSU) that discussed their findings and will put together a complete list of shared services across all campuses. Tammy Dolan is leading a group to continue the discussion. As of now, the Shared Services Task Force is complete.
 - ii. Tuition/Fees Model – Andy Wakeford (LRSC) stated that there is no update at this time. The discussion was tabled earlier in the Fall, but no decisions have been made.

VI. Business Agenda

- a. Legislative Session Special Group – Katie Peterson (WSC) stated that two years ago, NDSSS formed a group to follow the legislative process and gather requested information. We would like to get this group going again. Those who are interested can let Katie know and she will set up a meeting for January via Pexip.
- b. Jeans Day – Katie Peterson (WSC) asked if there were any questions on the information that was sent out regarding Jeans Day across campuses. There was no further discussion.
- c. Campus Reports – Katie Peterson (WSC) provided clarification that the Campus Reports are designed to provide information on what your campus senate is doing.
- d. SBHE Attendees – Katie Peterson (WSC) mentioned that it was asked if both the NDSSS President and SBHE Staff Advisor should attend the SBHE meetings. Andy Wakeford (LRSC) will check to see if we need to have both people there. Diane Hillebrand (UND) noted that the person who was first in the SBHE Staff Advisor position gave updates at the SBHE meetings. Then when Dr. Skogen was Interim Chancellor, he wanted both to attend and the NDSSS President gave updates. When Chancellor Hagerott started, he was looking to save meeting time and if an update was to be given, it had to be requested to be put on the agenda two weeks in advance. When Diane was NDSSS President, she felt that she should attend to be available for questions and to build the relationship. Katie asked for any thoughts on this and unless we hear different from the Chancellor, we will just have the SBHE Staff Advisor attend, unless requested.

VII. Open Discussion - No discussion was held.

VIII. Future Meetings

- a. State Staff Senate Meeting – December 19, 2016 at 2:30-4:00pm CT. Katie Peterson (WSC) noted that we may look at alternate dates to potentially hold meetings and will send out a Doodle Poll to gather everyone’s availability.

IX. Adjournment

- a. The meeting adjourned at 3:00pm CT.

Respectfully submitted,

Laura Fetting
 ND SSS Secretary 2016-17