



Meeting Minutes

October 27, 2014
3:00 PM CST (2:00 MT)

The North Dakota State Staff Senate met on October 27, 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): Marlene Seaworth; Marilyn Eckroth
 - b. CTSO: Clay Willoughby
 - c. Dakota College Bottineau (DCB):
 - d. Dickinson State University (DSU): Kathleen Obritsch
 - e. Lake Region State College (LRSC): Andy Wakeford
 - f. Mayville State University (MaSU): Sheena Moe
 - g. Minot State University (MiSU): Steve Swenson; Linda Benson
 - h. North Dakota State College of Science (NDSCS): Nick Kraft; Bob Heitkamp
 - i. North Dakota State University (NDSU): Viet Doan; Daniel Erickson
 - j. University of North Dakota (UND): Diane Hillebrand; Kristi Swartz; Joy Johnson (for Pat Hanson)
 - k. Valley City State University (VCSU): Emma Tufte
 - l. Williston State College (WSC): Katie Peterson
 - m. NDUS Representative: Laura Glatt

- n. HRC Representative:
 - o. SBHE Representative: Janice Hoffarth (UND)
- III. Approval of Agenda
- a. Hillebrand (UND), Willoughby (CTSO) Second
 - b. The agenda was unanimously approved with proposed changes.
- IV. Approval of Minutes
- a. Erickson (NDSU), Hillebrand (UND) Second
 - b. Motion approved.
- V. Campus Updates – verbal
- a. Murray Sagsveen asked questions on what we wanted to know regarding open records and open meetings for all Staff Senates and also the ND SSS regarding requirements. Murray will come back to the next ND SSS meeting and will also provide a report in writing.
 - b. Each senate gave an update. Updates are included on a separate report. Additions given at the meeting will be sent to Sarah Olson to be included in the report.
- VI. SBHE - Staff Senate Board Member Report
- A. Janice Hoffarth, SBHE Staff Representative gave the update.
 - i. She attended the American Community College Trustees Conference in Chicago. NDSCS gave a workshop on retention and their increases have been 80% and 90%. This set the tone for the conference and North Dakota was a shining star.
 - ii. SBHE meeting will be on Thursday in Valley City. Many important items on agenda and it will again be live streamed.
 - iii. There will be a special meeting on November 6th regarding the outcome of Measure 3.
- VII. Old Business
- a. HRC Update – Joy Johnson (UND) reported there are links on the SBHE agenda regarding policy changes. There is one regarding job termination/job abandonment.
 - b. Campus Staff Senates & Open Records – Diane Hillebrand (UND) reported that UND has been working with Julie Evans regarding open

meetings/records laws as the Bylaws/Elections Committee reviews and updates their constitution and bylaws. UND was told each committee meeting needed to be posted through the stated campus process.

- c. 2014-2015 Goals - Updates
 - i. Watch & Support bills in Legislative Session – no discussion
 - ii. Measure 3 – Janice Hoffarth and Emma Tufte both thanked all involved in providing the forum on Measure 3 at UND including all that worked to record, archive and allow on-line questions to be received.
 - iii. Promote Shared Governance – no discussion
 - iv. Promote Tuition Waiver Policy – Janice Hoffarth asked how the implementation was going since there was some concern in past meetings. No concerns reported.

VIII. New Business: None

IX. Future Meetings

November 17 – 3 PM (CST)

December 15 – 3 PM (CST)

June 2015 (LRSC)

- i. Andy Wakeford gave an update on the meeting. It is planned for June 23 & 24. They are looking at starting in the early afternoon on the 23 and end around noon on the 24. This will allow others across the state time to get to the meeting.
- ii. A plan to allow campus staff senates to attend via IVN is being planned.

X. Open Discussion: None

XI. Adjournment

- a. Motion to adjourn: Seaworth (BSC), Wakeford (LRSC) Second
- b. Meeting adjourned at 3:45 PM