



Meeting Minutes

October 19, 2015

The North Dakota State Staff Senate met on October 19, 2015, via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 3:00 PM CST on October 19, 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):** Phil Moore
 - c. **Dakota College Bottineau (DCB):** Heidi Hall
 - d. **Dickinson State University (DSU):** Kathy Obritsch
 - e. **Lake Region State College (LRSC):** Andy Wakeford
 - f. **Mayville State University (MaSU):** Mindy O'Connor, Ashley Mooney
 - g. **Minot State University (MiSU):** Evelyn Klimpel
 - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Nicholas Kraft
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Amanda Groom, Diane Axness
 - j. **University of North Dakota (UND):** Diane Hillebrand, Sharley Kurtz
 - k. **Valley City State University (VCSU):** Kelli Health, Greg Carlson, Nicole Hanson
 - 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 remove the MiSU Presentation under Campus Updates to December meeting made by Katie Peterson (WSC) and seconded by Nicholas Kraft (NDSCS). The agenda was unanimously approved.
- IV. Approval of Minutes
 - a. Motion to approve the September 28th Minutes made by Sharley Kurtz (UND) and seconded by Phillip Moore (CTSO). The meeting minutes from September 2015 were unanimously approved.

V. Introductions

- a. All State Staff Senate members shared their name, department and a fun or interesting fact.

VI. Reports

a. Campus Updates

i. Verbal Updates

1. Nicholas Kraft reported that NDSCS Staff Senate recently created a Bylaws Committee, Campus Awareness Committee and a Marketing Committee.
2. Kathleen Obritsch reported that DSU hosted a State Staff Senate and DSU Senate display during the recent State Board of Higher Education meeting held at DSU. Display included State Staff Senate Video and a PowerPoint presentation depicting the DSU Staff Senate activities. This event concluded with a Popcorn Social to welcome the new DSU President, Thomas M. Mitzel, PhD. Popcorn Fridays are held twice a month to promote faculty, student, and staff interaction.

b. Staff Senate Presentations

- i. Andy Wakefield presented a PowerPoint presentation detailing Staff Senate Activity on the LRSC Campus.

c. SBHE Staff Advisor Report

- i. Emma Tuft reported on the following items from the State Board of Higher Education (SBHE) meeting held on September 30, 2015 at DSU.

1. SBHE approved the appointment of Dr. Thomas M. Mitzel as the next DSU President

ii. Chancellor Hagerott created Presidential Studies. Three of these studies include representation from the State Staff Senate.

1. Shared Services – State Staff Senate representative will be Diane Hillebrand (UND)
2. Tuition Model Review – State Staff Senate Representative will be Andy Wakeford (LRSC)
3. Cost Containment – After ND SSS gets the invitation to participate on the Cost Containment Committee, State Staff Senate Representative will be Sharly Kurtz (UND)

iii. Other Business Items

1. The FY 16 Annual Budget Guidelines were amended to roll back fees at WSC for the spring 2016 semester.
2. In an attempt to curb meeting travel costs, the SBHE Board agreed to change the way meetings are scheduled. They will no longer meet on a different campus for every meeting. Instead, they will hold six of the meetings on a college campus (to be determined) and the other six at centralized locations. The plan is to utilize Skype for Business. Equipment will be purchased to facilitate this change in technology support.

d. HRC Update

- i. No report. Next meeting is December 1st and 2nd in Wahpeton, ND.
- VII. Business Agenda
 - a. Open Bullying Discussion: In the absence of Robert Heitkamp, Nicholas Kraft agreed to lead the discussion regarding the need to initiate training sessions on Bullying. As the discussion progressed, it appears that individual campuses are working through Title IX and Harassment policies and procedures. It was not possible to determine where each campus is at in the process; but, appears that this issue is being reviewed and steps are in place to help campuses raise awareness and provide assistance to report and address these issues. The group concluded that bullying is included in the definition of harassment. The group also agreed that individual campuses are responsible for developing and implementing policies and procedures and providing training to include Title IX, etc. Members were encouraged to report back to this group on progress and/or need for assistance.
 - b. Time It Takes To Help Students
 - i. Elizabeth Phares had suggested a discussion regarding the amount of time that it takes to help students. However she was absent at this time. Nicholas Kraft (NDSCS) made a motion, seconded by Phillip Moore (CTSO) to move this agenda item to the next meeting. Motion carried.
- VIII. Open Discussion
 - a. Recording of Meetings. Kathleen Obritsch (DSU) had a request to record the State Staff Senate meeting by a Senator who was unable to attend the meeting. Diane Hillebrand (UND) will conduct research to determine if this is allowed and report back at the next meeting.
- IX. Future Meetings
 - a. November 16, 2015
 - b. Schedule for Campus Updates/Open Forums (3rd Monday of each month at 3:00 CST)
 - i. November 16, 2015 – BSC, WSC
 - ii. December 14, 2015 – VCSC, MiSU
 - iii. January – CTSO, MaSU
 - iv. February – NDSCS, DCB
 - v. March – NDSU
 - vi. April
 - vii. May
 - viii. June – F2F at WSC
 - c. Schedule for SBHE Table
 - i. November 19 - UND
 - ii. December 17 - MiSU
- X. Adjournment
 - a. The meeting adjourned at 2:58 PM.

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