

**North Dakota University System Staff Senate Meeting
September 13 & 15, 2010 Meeting Minutes**

The North Dakota University System Staff Senate met on September 13, 2010 via IVN.

Schools present:

Bismarck State College (BSC): Josh Jeffers, Scott Helphrey, Darcy Makeeff, and Rita Nodland;
Dickinson State University (DSU): Christie Chernich, Anthony Willer, and Heidi Larson;
Lake Region State College (LRSC): Cindy Rerick and Joycelyn Hagen;
Mayville State University (MaSU): Jay Henrickson;
Minot State University (MiSU): Nathan Anderson, Linda Benson, and Anton Huether;
North Dakota State College of Science (NDSCS): Aaron Berg;
North Dakota State University (NDSU): Kathy Backen-Andersen, LaDonna DeGeldere, and Janine Trowbridge;
University of North Dakota (UND): Loren Liepold and Kristi Swartz;
Valley City State University (VCSU): Mary Bostrom
Williston State College (WSC): Ron Radle, Angie March, Crystal Bradley.

Schools Absent: Dakota College at Bottineau (DCB)

Human Resource Council representatives: Diane Nelson (UND).

NDUS Staff Senate President Janine Trowbridge called the meeting to order at 3 p.m.

Agenda Approval:

Jay Henrickson moved the meeting's agenda be approved, and Nathan Anderson seconded the motion. Roll-call vote, motion carried.

Approval of Minutes: Rita Nodland moved to approve the June 16, 2010 NDUSSS minutes, a second by Kathy Backen-Andersen. Roll-call vote, motion carried.

A motion to promptly approve NDUSSS minutes electronically after the meeting is held by Nathan Anderson with a second from Scott Helphrey. Motion carried.

Campus Updates: The campuses provided updates. See attached.

HRC Update: Diane Nelson reported that the HRC will be meeting September 28 and 29 in Fargo. Some highlights on the agenda are: NDUS tuition waiver, North Dakota Public Employees Retirement System update, Peoplesoft and data privacy, NDUS Staff Senate update, and a faculty sick leave policy proposal. She will keep us informed of the outcome.

Old Business:

Bylaws; Removal of an Officer and/or Senator:

A proposal was sent out to all members. A discussion was held as to whether the wording should be directed to removal of just an officer or that it would also include a senator. Discussion leaned toward just an officer and that individual institutions could remove a senator if needed. Loren Liepold and Rita Nodland voiced a concern about the word "signature" in the third paragraph and asked if electronic signature would or could be included. Also a concern of the verbiage of five senators – should it contain institutions instead of senators. Janine asked for a motion to table the discussion due to shortage of time. Aaron Berg was asked to collect suggestions and resubmit the proposed changes to the bylaws. Scott Helphrey made a motion to table, and Linda Benson seconded. Motion carried.

New Business:

Meeting ended due to IVN time limit.

Reconvened September 15, 2010 at 3 p.m.**Schools present:**

Bismarck State College (BSC): Josh Jeffers;
Dickinson State University (DSU): Christie Chernich, Anthony Willer, and Heidi Larson;
Lake Region State College (LRSC): Joycelyn Hagen;
Mayville State University (MaSU); Cindy Ingebretson
Minot State University (MiSU): Nathan Anderson, Linda Benson, and Anton Huether;
North Dakota State University (NDSU): Kathy Backen-Andersen, LaDonna DeGeldere, and Janine Trowbridge;
University of North Dakota (UND): Janice Hoffarth and Kristi Swartz;
Valley City State University (VCSU): Mary Bostrom
Williston State College (WSC): Ron Radle and Angie March.

Schools Absent: Dakota College at Bottineau (DCB); North Dakota State College of Science (NDSCS)

New Business:**Next Steps Board Seat:**

Janine Trowbridge reported that the NDUS Chancellor Bill Goetz mentioned that he would like to improve communication between the institutions, and Janine challenged him to include NDUSSS as a way to do this. He mentioned two paths that we may follow: 1) Try to obtain a voting seat through the North Dakota Legislature or 2) To be invited by the State Board of Higher Education to a non-voting seat.

Discussion: Janice Hoffarth recommends going forward to ask for a non-voting seat on the SBHE. In the future going to the Legislature jointly with the faculty to gain a voting seat has been brought up and discussed as a possibility. All agreed with Janine that pursuing a non-voting seat on the SBHE seems like the next logical step.

Nathan Anderson made a motion to pursue a non-voting seat on the SBHE. Christie Chernich seconded. Motion carried.

NDUSSS Fact Sheet:

Janine Trowbridge sent out a sample of what she would like to present to the SBHE. She is asking all institutions to gather information about what makes their university or college unique and submit it to La Donna DeGeldere. Janice Hoffarth mentioned the importance of including the average years of service of staff compared to faculty and students. Staff has a vestige in their institution due to the longevity of their employment.

List-Serv Membership:

Please submit information for your institution to Cindy Rerick, Web master at Cindy.Rerick@lrsc.edu as soon as possible. She will update the list-serv.

Next IVN Meeting December:

Kristi Swartz will send out a Doodle to see when everyone is free in December to meet.

June 15, 2011 Meeting Location Minot or Dickinson

Janice Hoffarth made a motion to move the June meeting to Tuesday, June 14 , 2010. This will allow adequate travel time for NDUSSS representatives to attend the SBHE meeting in Wahpeton on Thursday, June 16, 2010. Kathy Backen-Andersen seconded. Motion carried.

Joshua Jeffers made a motion to hold the June NDUSSS meeting in Dickinson, ND. Janice Hoffarth seconded. Roll call vote; Minot – No, Remaining – Yes.

NDPERS Committee Update

The committee has been formed and has 13 members. September 16 will be the first meeting. Their main goal of this first meeting will be to discuss their charge and future plans. La Donna DeGeldere will be sending out updates.

Open Floor:

Angie March asked other institutions as to how they modify their Staff Senate bylaws. Williston State College has Staff Senate bylaws that need to be updated..

A brief discussion was held on the tuition waiver issue. Diane Nelson had mentioned that it was on the agenda for the next HRC meeting and updates will be coming.

Christie Chernich moved to adjourn the meeting, Kathy Backen-Andersen seconded, and motion passed. The meeting was adjourned at 4:30 p.m.