



Meeting Minutes

September 29, 2014
3:00 PM CST (2:00 MT)

The North Dakota State Staff Senate met on September 29, 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):** Carla Sivesind; Marlene Seaworth; Marilyn Eckroth
 - b. **CTSO:** Clay Willoughby
 - c. **Dakota College Bottineau (DCB):**
 - d. **Dickinson State University (DSU):** Josh Nichols; Kathleen Obritsch;
 - e. **Lake Region State College (LRSC):** Andy Wakeford; Stephanie Shock; Jennifer Jessen; Anne Rasmusson
 - f. **Mayville State University (MaSU):** Sarah Olson; Sheena Moe
 - g. **Minot State University (MiSU):** Steve Swenson; Linda Benson
 - h. **North Dakota State College of Science (NDSCS):**
 - i. **North Dakota State University (NDSU):** Viet Doan; Daniel Erickson
 - j. **University of North Dakota (UND):** Diane Hillebrand, Sharley Kurtz, Shannon Medina; Janice Hoffarth; Joy Johnson (for Pat Hanson); Kristi Schwartz
 - k. **Valley City State University (VCSU):** Rick Clark; Emma Tufte
 - l. **Williston State College (WSC):** Katie Peterson
 - m. **NDUS Representative:** Laura Glatt
 - n. **HRC Representative:** Carla Sivesind (BSC)
 - 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. Hillebrand (UND), Benson (MiSU) Second
 - b. Motion approved.
- V. Campus Updates - verbal
 - a. Each senate gave an update. Updates are included on a separate report.

VI. SBHE - Staff Senate Board Member Report

- a. Janice Hoffarth, SBHE Staff Representative gave the update.
 - i. Meeting is on Thursday at NDSCS Fargo, will be live streamed. All staff are encouraged to watch the proceedings.
 - ii. The deficiency report and strategic plan are important items that will be discussed. Wakeford (LRSC) questioned whether the strategic plan was based on Connie Sprynczynatyk's work over the summer. Connie Sprynczynatyk compiled data and reported at the SBHE retreat in July. HLC requires a strategic plan. The strategic plan can be found by visiting www.ndus.edu, click on State Board of Higher Education, on the left side click on SBHE agendas. The current draft of the strategic plan can be found under the SBHE Agenda October 2, 2014.

VII. Old Business

- a. Tuition Waiver Policy
 - i. Tuft (VCSU) stated that the policy was passed, but the ND SSS listserv had questions about implementation. Nichols (DSU) discussed questions regarding funding and administrative coding. Hoffarth (UND) deferred to Glatt (NDUS).
 - 1. Glatt (NDUS) stated that the NDUS has been working with all 11 campuses to ensure that the administrative coding is correct. The funding model is based upon successfully completed credit hours. Glatt (NDUS) stated that in the short term we know what the model is for Fall 2014, but the board be looking at other models to see if it makes sense for going forward.
- b. November Statewide Vote on SBHE
 - i. Hoffarth (UND) talked to Interim Chancellor Larry Skogen about having an educational event about Measure 3 and there are several complications to hosting and/or moderating. Erickson (NDSU) stated Larry Sagsveen is doing a factual presentation about Measure 3 at NDSU. Peterson (WSC) requested if it would be possible to send out a website link to staff to educate others about Measure 3. It was discussed that prior approval would be required.
- c. HRC Update – Carla
 - i. Carla Sivesind, HRC representative gave an update.
 - 1. The HRC met in Bismarck on September 10. Several topics were discussed including- long term disability insurance; employee tuition waiver policy; behavioral intervention training; guidelines for volunteer workers; and children in the workplace.
 - 2. HRC has been very busy with the Affordable Care Act.
 - 3. HRC will meet again in December via phone conference.
- d. 2014-2015 Goals – Updates
 - i. Tuft (VCSU) presented our Goals for the 2014-2015 year.
 - 1. Watch & Support bills in Legislative Session
 - a. The submission deadline for bills has not come yet.
 - 2. Measure 3 (discussed above)
 - 3. Promote Shared Governance
 - a. Swenson (MiSU) reported that Minot State Staff Senate Representatives were able to attend the University Board of Regents meeting. Interim Chancellor Larry Skogen was also in attendance at this meeting.

- b. Tufte (VCSU) reported that Valley City Staff Senate has been invited to be part of the executive team by Interim President Margaret Dahlberg.

4. Promote Tuition Waiver Policy (discussed above)

VIII. New Business

- a. December Election
 - i. Tufte (VCSU) and Hoffarth (UND) reminded the ND SSS that nominations for the ND SSS Representative to the SBHE are in December and the election will be held in January.
- b. Campus Staff Senates & Open Records
 - i. Obritsch (DSU) said that Dickinson State University Staff Senate is in the process of reviewing bylaws, and would like clarification on how other institutions distribute meeting minutes and agendas. Hoffarth (UND) said that information needs to be sent to anyone who requests it and to make it available. Hoffarth (UND) encouraged campuses to check with their legal counsel with specific questions.

IX. Future Meetings

- October 27 – 3 PM (CST)
- November 17 – 3 PM (CST)
- December 15 – 3 PM (CST)
- June 2015 (LRSC)

X. Open Discussion

- a. Tufte (VCSU) and Hoffarth (UND) will be in attendance at the SBHE meeting on Thursday, October 2nd

XI. Adjournment

- a. Motion to adjourn- Swenson (MiSU), Wakeford (LRSC) second
- b. Meeting adjourned at 3:58pm