



Meeting Minutes

September 28, 2015

The North Dakota State Staff Senate met on September 28, 2015, via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 3:00 PM CST on September 28, 2015 by ND State Staff Senate President Diane Hillebrand (UND).

- II. Roll call
 - a. **Bismarck State College (BSC):** Jennifer Klesalek
 - b. **Core Technology Services Office (CTSO):** Phill Moore
 - c. **Dakota College Bottineau (DCB):** Heidi Hall
 - d. **Dickinson State University (DSU):** Kathy Obritsch, Krissy Kilwein
 - e. **Lake Region State College (LRSC):** Andy Wakeford
 - f. **Mayville State University (MaSU):** Mindy O'Connor
 - g. **Minot State University (MiSU):** Evelyn Klimpel, Forrest Macy, Linda Benson
 - h. **North Dakota State College of Science (NDSOS):** Lisa Braun, Elizabeth Phares
 - i. **North Dakota State University (NDSU):** Daniel Erichsen, Amanda Groom, Diane Axness
 - j. **University of North Dakota (UND):** Diane Hillebrand, Pam Henderson, Sharley Kurtz
 - k. **Valley City State University (VCSU):** Absent
 - l. **Williston State College (WSC):** Katie Peterson
 - m. **NDUS Representative:** Absent
 - n. **HRC Representative (BSC):** Carla Sivesind
 - o. **SBHE Representative (VCSU):** Emma Tufte

- III. Approval of Agenda
 - a. Motion to approve agenda as amended to allow guest speaker to present at beginning of meeting made by Sharley Kurtz (UND), seconded by Katie Peterson (WSC). The agenda was unanimously approved.

- IV. Approval of Minutes
 - a. Motion to approve corrected minutes by removing the name of "Grant" from the Roll Call for August 2015 made by Sharley Kurtz (UND), seconded by Andy Wakefield. The meeting minutes from August 2015 were unanimously approved.

- V. Parliamentary Procedure: Diane Hillebrand introduced Ryan Zerr, UND University Senate Past President, who reviewed and commented on several handouts provided as resources. These resources included: (See attachments)
 - a. Robert's Rules of Order – Cheat Sheet
 - i. The Main Motion Process
 - ii. What Do I Say?
 - b. Robert's Rules of Order - Additional Information
 - c. Robert's Rules of Order – Information for Chairs
 - d. Parliamentary Procedures at a Glance
 - e. Parliamentary Strategy (From the Standard Code of Parliamentary Procedure by Alice Sturgis)
 - i. The Chief Purpose of Motions
 - ii. Principal Motions
 - iii. Incidental Motions
 - f. Topics discussed included:
 - i. When to hold the discussion and when to set time limits on the discussion.
 - ii. When are exceptions allowed?
 - iii. When simple majority or two-thirds majority rules apply.
 - iv. When to use a voice vote versus a ballot vote.
 - v. Discovered that Agendas and Minutes are debatable; add, delete, correct.
 - vi. Same sign is acceptable as a nay or no vote option.
 - vii. Acceptable to call for discussion three times but not mandated.

- VI. ND SSS/SBHE Representative Orientation
 - a. Diane Hillebrand (UND) and Emma Tufte (VCSU and SBHE Representative) reviewed the SSS Orientation Packet PowerPoint provided to the State Board of Higher Education and included details regarding:
 - i. Mission
 - ii. Parliamentary Procedure
 - iii. Constitution/Bylaws
 - iv. Officers
 - v. Meeting Dates/Times
 - vi. Membership List
 - vii. Individual campus updates. This report should include items related to Staff Senate Campus Activities. It may include major events, such as the hiring of a new president, etc.

- VII. Reports
 - a. Campus Updates
 - i. No verbal updates
 - ii. See attached report for individual campus updates.
 - b. Sharley Kurtz presented a PowerPoint presentation detailing Staff Senate Activity on the UND Campus.
 - c. Kathleen Obritsch and Krissy Kilwein presented a PowerPoint presentation detailing Staff Senate Activity on the DSU Campus.

- d. Emma Tufte noted that her role at the SBHE meeting is to:
 - i. Share individual campus update highlights.
 - ii. Follow and report on policy updates that change or impact individual employees on all campus.
 - iii. Follow agenda items and seek endorsement or support for items that affect all employees at the universities

VIII. ND State Staff Senate Business Meeting

- a. BHE Staff Advisor Report
 - i. Next SBHE Meeting: September 30 agenda available at <http://ndus.edu/board/agendas/>.
 - ii. Second reading of policy changes, construction updates, and Strategic Plan are agenda items.
 - iii. Interview will be conducted with the DSU Presidential Candidate, Dr. Thomas Mitzel.
 - iv. Several studies are currently being conducted with regard to retention, governance, cost containment, etc.
 - v. Noted recent personnel changes on the Chancellor's team.
- b. HRC Update: Carla Sivesind reported: (Next meeting- December 1st and 2nd in Wahpeton, ND) (See attachment)
 - i. Policy to increase dependent leave to 480 hours will be in effect but may require physician authorization.
 - ii. Employee Tuition Waiver has been modified
 - iii. Criminal history background checks will use the same company at all eleven institutions resulting in a significant cost savings.
 - iv. Harassment policy will be implemented
 - v. Changes to NDPERS defined benefit retirement plan included changing the rule of 85 to a rule of 90 for all new employees.
 - vi. Studies to implement shared services continue for payroll, H1-Visa, Construction, and IPED reporting.

IX. Business Agenda

- a. Parliamentary Procedure – see above
- b. Open Bullying Discussion: Motion made by Sharley Kurtz (UND) and seconded by Forest Macy (MISU) to table the Open Bullying Discussion until the next meeting. Motion carried.

X. Open Discussion

- a. NDPERS Health Insurance Transition took effect on 7-1-2015. Sanford Health Insurance is now the insurance carrier for the NDPERS contract. No comments made regarding issues with transition.
- b. Legislative/Staff Outreach Project Committee: Diane Hillebrand presented the second draft letter to Dr. Lisa Feldner, Interim Chief of Staff, North

Dakota University System. This letter is requesting that a ND SSS representative be added to the two NDUS task forces regarding cost containment of faculty to staff ratios and shared services. Forrest Macy (MISU) made a motion, seconded by Katie Peterson (WSC) to approve sending letter. Voice vote resulted in support from all campuses except VCSU who had no representative at the meeting. Motion carried. (Letter is attached.)

XI. Video Project Questions

- a. Andy Wakefield (LRSC) reported that a video has been created depicting why staff members should be involved in the North Dakota State Staff Senate. He is asking State Staff Senators to visit with campus Staff Senates to secure contributions to share the cost. Video production = \$472.50 divided by twelve campuses would equal \$39.00 per senate. Senates can send dollars to Andy Wakefield, (LRSC). Video is available for viewing prior to purchase on the State Staff Senate Website. If individual senates which to contribute to the cost of this video, contact Andy Wakefield at LRSC and he will provide a contact to secure an invoice and payment details.

- XII. UND will showcase the UND Senate and State Staff Senate at the next SBHE meeting on November 19th. LRSC and MiSU will provide the verbal campus update at the October 19th meeting.

XIII. Future Meetings

- a. Next June Face to Face meeting: Williston is willing to host.
- b. Third Monday of each month at 3:00 CST. (October 19, 2015).

XIV. Adjournment

- a. The meeting adjourned at 3:34 PM.