



Meeting Minutes

September 19, 2016

The North Dakota State Staff Senate met on September 19, 2016 via ND IVN.

- I. Call to order
 - a. The meeting was called to order at 2:30pm CT on September 19, 2016 by ND State Staff Senate President Katie Peterson (WSC).
- II. Roll call
 - a. **Bismarck State College (BSC):** Marlene Anderson, Retha Mattern
 - b. **Core Technology Services Office (CTSO):** Randy Wald
 - c. **Dakota College Bottineau (DCB):** Mike O'Toole
 - d. **Dickinson State University (DSU):** Laura Fetting, Krissy Kilwein
 - e. **Lake Region State College (LRSC):** Andy Wakeford, Brittany Westphal
 - f. **Mayville State University (MaSU):** No members present.
 - g. **Minot State University (MiSU):** Mindy Rudnick
 - h. **North Dakota State College of Science (NDSCS):** Lisa Braun, Nick Kraft, Bruce Woytassek
 - i. **North Dakota State University (NDSU):** Ryan Brinkman, Amanda Groom, Diane Axness
 - j. **University of North Dakota (UND):** Amber Flynn, Pam Henderson, Diane Hillebrand
 - k. **Valley City State University (VCSU):** Greg Carlson
 - l. **Williston State College (WSC):** Katie Peterson
 - m. **NDUS Representative:** Linda Donlin (Not Present)
 - n. **HRC Representative (NDSCS):** Lisa Braun
 - o. **HRC Liaison:** Gail Ebeltoft
 - p. **SBHE Representative (LRSC):** Andy Wakeford
- III. Approval of Agenda
 - a. Katie Peterson (WSC) noted a correction to the HRC Update, the September meeting has already taken place. A motion was made by Nick Kraft (NDSCS) and seconded by Krissy Kilwein (DSU) to approve the updated agenda. The agenda was unanimously approved with this correction.
- IV. Approval of Minutes
 - a. Motion was made by Nick Kraft (NDSCS) and seconded by Mike O'Toole (DCB) to approve the August 15, 2016 minutes with the correction of *VII. Special Elections > b. Communications Officer > ii*, the motion was seconded by Diane Hillebrand (UND). The minutes were unanimously approved.

V. Reports

- a. Campus Updates – Nick Kraft (NDSCS) gave a verbal update. NDSCS has 2 vacant senate positions to fill due to one reduction in force and one resignation. They will be updating their photo and newsletter as soon as the senate positions are filled. They are pursuing avenues to further fund their scholarship.
- b. SBHE Staff Advisor Report – Andy Wakeford (LRSC) reported that the next State Board of Higher Education (SBHE) meeting will be held on September 29, 2016 at UND. The SBHE meeting agenda will be available at <http://ndus.edu/board/agendas/>. The SBHE Budget & Finance Committee met via conference call last week. They addressed media articles that may have inaccurately reflected number of job reductions.
- c. HRC – Gail Ebeltoft (HRC Liaison) reported that the HRC is discussing compliance processes and policies across campuses to make them more consistent. The following items are being discussed: Faculty Sick Leave; Political Activity definitions; Criminal History Background Checks – using one provider for all of the NDUS; and Time/Leave Submissions going to an electronic process. Lisa Braun (NDSCS) noted that some campuses had already started the time/labor management online submission process with others following. Retha Mattern (BSC) asked if anything was brought up regarding political clothing worn on campuses by employees. This will be looked into. Randy Wald (CTS) noted that with the time/labor management online system, you cannot see history post moving to this system. The next HRC meeting will be held on December 6 or 7 via conference call.
- d. SBHE Task Forces
 - i. Shared Services – Diane Hillebrand (UND) reported that the committee has not met recently. Diane will send a copy of the DRAFT report out to the listserv. Mindy Rudnick (MiSU) noted that Dr. Shirley submitted a report with 9 suggestions to the SBHE and is waiting for direction.
 - ii. Tuition/Fees Model – Andy Wakeford (LRSC) reported that the committee submitted their work to the Budget & Finance Committee and it has been accepted and will move on to the SBHE. This document addresses tuition and fees charges on campuses and to allow campuses to charge fair tuition based on geographic areas/markets. He will send a copy of this document to the listserv.

VI. Business Agenda

- a. Legislative Session Special Group – Katie Peterson (WSC) noted that you can follow legislative deadlines and online bill tracking on the ND Legislature website. NDSSS will put together a group before January.
- b. UND Presidential Inauguration- Save the Date – Pam Henderson (UND) stated that Mark Kennedy's presidential inauguration will be held on October 10th at 2:00pm CT with a reception to follow. She will email the invitation to the NDSSS listserv. Andy Wakeford (LRSC) mentioned the DSU Presidential Inauguration. Laura Fetting (DSU) stated that it will be held on September 23rd at 1:00MT with a reception to follow.

- c. Envision 2030 Pillar Events - Laura Fetting (DSU) noted that DSU held the first event discussion diversity. Katie Peterson (WSC) stated that WSC will be hosting the next discussion on energy on September 21st at 6:00pm CT. Mike O'Toole (DCB) asked if DCB will be hosting an event or if these will be sent via IVN to all campuses and who would be notified. Katie stated that she will send information to the listserv with the link to the NDUS blog which will have locations and times for the events.
 - d. Shared Governance on Campuses – Krissy Kilwein (DSU) noted that DSU had a seat on Cabinet for three years, now they only have a seat on the Advisory Council. She asked if other campuses have a seat on Cabinet and how they were placed there. Discussion was held and information was requested to be sent to Krissy via email and she will compile this information and send it to the listserv.
- VII. Open Discussion
- a. Diane Axness (NDSU) requested information regarding dependent tuition waivers across campuses. Katie Peterson (WSC) will collect the information and will share at the next meeting.
 - b. Andy Wakeford (LRSC) requested that any comments or questions that you would like addressed at the upcoming SBHE meeting be sent to him.
- VIII. Future Meetings
- a. State Staff Senate Meeting – October 17, 2016 at 2:30pm CT
- IX. Adjournment
- a. The meeting adjourned at 3:21pm CT.

Respectfully submitted,

Laura Fetting
ND SSS Secretary 2016-17