Meeting Minutes
January 26, 2015
3:00 PM CST (2:00 MT)

The North Dakota State Staff Senate met on January 26, 2015 via IVN

I. Call to order
   a. The 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
   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
   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): Bob Heitkamp; Mike Craft
   i. North Dakota State University (NDSU): Daniel Erichsen, Viet Doan
   k. Valley City State University (VCSU): Emma Tufte, Stephanie Roelfsema, Rick Clark
   l. Williston State College (WSC): Jenny Wolf
   m. NDUS Representative:
   n. HRC Representative: Carla Sivesind (BSC)
   o. SBHE Representative: Janice Hoffarth (UND)

III. Approval of Agenda
   a. Motion to approve agenda: Diane Hillebrand (UND), Clay Willoughby (CTSO), second. The agenda was unanimously approved.

IV. Approval of Minutes
   a. Motion to approve minutes from December: Diane Hillebrand (UND), Clay Willoughby (CTSO) second. The meeting minutes from December 2014 were unanimously approved.

V. Campus Updates – verbal
   a. Bismarck State College (BSC): Nothing to add, see written report.
b. **CTSO:** Continuing to have subcommittee meetings. Working with management for issues uncovered with their recent survey.

c. **Dakota College Bottineau (DCB):**

d. **Dickinson State University (DSU):** Nothing to add, see written report.

e. **Lake Region State College (LRSC):** Nothing to add, see written report.

f. **Mayville State University (MaSU):** Nothing to add, see written report.

g. **Minot State University (MisU):** Nothing to add, see written report.

h. **North Dakota State College of Science (NDSCS):** Staff Senate is going to be sponsoring a seminar for employees about alcohol and drugs. This will be held in conjunction with the blood borne pathogen seminar.

i. **North Dakota State University (NDSU):** Nothing to add, see written report.

j. **University of North Dakota (UND):** Nothing to add, see written report.

k. **Valley City State University (VCSU):** Nothing to add, see written report.

l. **Williston State College (WSC):** No updates.

VI. **SBHE - Staff Senate Board Member Report**

a. Next SBHE Meeting: January 28; agenda available at [http://ndus.edu/board/agendas/](http://ndus.edu/board/agendas/)

b. Janice Hoffarth, SBHE Staff Representative gave an update.

   i. Board meeting is Thursday at Bismarck State College, will be live streamed. SBHE will be choosing a new chairperson.

VII. **Old Business**

a. **HRC Update – Carla**

   i. Carla Sivesind (BSC), HRC representative gave an update.

      1. HRC has been discussing tuition waivers and ensuring that each campus has a procedure for processing the waivers.

      2. Affordable Care Act lookup has been completed.

      3. HRC is following several bills, and Carla will email the NDSSS Legislative Committee about the bills HRC is specifically following.

      4. HRC’s next meet is March 3-4 at Dickinson State University.

b. **Campus Staff Senates & Open Records**

   i. Emma Tufte (VCSU) is working with Murray Sagsveen, General Counsel for the NDUS, on a date to meet with NDSSS. This meeting has been difficult to schedule as Murray is very busy with the legislative session.

c. **2014-2015 Goals - Updates**

   i. **Watch & Support bills in Legislative Session**  

      (Legislative Committee Report)

      1. The NDSSS Legislative Committee has been meeting on a weekly basis. Each week, emails will be sent to the NDSSS about bills that are being tracked.

      2. Clarification re: HB1080 (retirement fund)

         a. Emma Tufte (VCSU) received clarification on HB1080. This bill states that staff retirement contributions will increase by one percent. Bob Heitkamp (NDSCS) questioned if increase would take place just for the biennium or if it would be longer. Emma Tufte (VCSU) reminded NDSSS that within the weekly Legislative Committee emails there is a link that will provide information about each bill and the fiscal impact of the bill.
3. Josh Nichols (DSU) questioned whether it was acceptable to share NDSSS Legislative Committee emails with our campuses. Janice Hoffarth (UND) said that we can provide this information to our campuses, but we cannot take a position on the bill.

ii. Promote Shared Governance
   1. No updates

iii. Promote Tuition Waiver Policy
   1. No updates

VIII. New Business
   a. Legislative Showcase @ Capitol: Wednesday, March 25
      i. March 25 is the day before the next SBHE meeting. Emma Tufte (VCSU) and Janice Hoffarth (UND) will be there. Diane Hillebrand (UND) would also like to attend. Anyone else that is interested, should let Emma Tufte (VCSU) know.
   b. Staff Advisor to SBHE Election
      i. Diane Hillebrand (UND) presided during this portion of the meeting.
         1. Sharley Kurtz (UND) presented her goals and platform. No follow up questions were asked.
         2. Emma Tufte (VCSU) presented her goals and platform. No follow up questions were asked.
      ii. A roll call vote of each campus and organization was taken, and Emma Tufte was elected Staff Advisor to the SBHE.
   c. Proposed Bylaws Amendment
      i. Kristi Schwartz (UND) emailed proposed Bylaws changes to the NDSSS for consideration, which were reviewed. This item will remain on the agenda for the February meeting.

IX. Future Meetings
   a. Monday, February 23
   b. Monday, March 23
   c. Monday, April 27
   d. Monday, May 18
   e. June 23-24, 2015 (LRSC)

X. Open Discussion
   a. Bob Heitkamp (NDSCS) asked how many people were needed to work at the booth for Showcase at the Capital. Janice Hoffarth (UND) said that people stop by the booth all day and last year we had cards stating who we are and what we do. Linda Benson (MiSU) stated that NDSSS has had a booth at this event since 2008.

XI. Adjournment
   a. Motion to adjourn the meeting: Clay Willoughby (CTSO), Steven Swenson (MiSU) second. The meeting adjourned at 3:48PM CST.

Respectfully Submitted By:
Sarah Olson
Mayville State University, NDSSS Secretary