North Dakota University System Staff Senate Meeting  
June 14, 2011 Meeting Minutes

The North Dakota University System Staff Senate met on June 14, 2011 in Dickinson, ND.

Schools present:
- Bismarck State College (BSC): Darcy Makeeff;
- Dakota College Bottineau (DCB): Tracy Chisholm;
- Dickinson State University (DSU): Christie Chernich, Heidi Larson, and Anthony Willer;
- Lake Region State College (LRSC): Cindy Rerick;
- Mayville State University (MaSU): Cindy Ingebretson;
- Minot State University (MISU): Nathan Anderson, Linda Benson, Connie Teets, and Anton Huether;
- North Dakota State College of Science (NDSCS): Aaron Berg;
- North Dakota State University (NDSU): LaDonna DeGeldere;
- University of North Dakota (UND): Janice Hoffarth, Kristi Swartz, Loren Liepold, and Patricia Young;
- Valley City State University (VCSU): Joy Smith and Rick Clark;
- Williston State College (WSC): Angie March, Rita Ann Deichert and James Foertsch.

Schools Absent: None

Human Resource Council representative: Gail Ebeltoft, DSU

Welcome by DSU President Richard J. McCallum—President McCallum welcomed NDUSSS to DSU.

NDUS Staff Senate President Aaron Berg called the meeting to order at 8:45 a.m.

Campus Updates: The campuses provided updates. See attached.

HRC Update: Gail Ebeltoft (DSU), was asked to talk about the changes in the NDPers, the Defined Benefit Program for state employees. There was a suggestion to share her powerpoint with all new employees through the HR orientation programs and also to try and inform present employees at the various institutions on the various ways they can contribute. She will be emailing her material to the Senate so that we can also help spread the word. The ND State life insurance vendor has changed from Prudential to ING. Differed Contribution has changed from Fidelity to TIAA CREF. Gail reported that the HRC is still working on Faculty Sick Leave Policy and one concern staff brought forward is the short term disability for maternity leave.

Approval of Minutes: Approval of minutes was done electronically on 5/6/11.

Old Business:

Constitution & Bylaws Revisions:

1. Removal of an Officer. The following is the proposed change by the Bylaws Committee.

Constitution

Section 6 Item 8. Removal from office.
1. This section shall govern the removal process of officers and shall be interpreted in such manner as to afford equity and fairness to all affected thereby.

2. An officer of the NDUS Staff Senate may be removed from office for reasons such as: violation of the constitution, bylaws or policies or procedures; malfeasance in office; lack of attendance; or neglect of duty to the NDUS Staff Senate.

3. The process to remove an officer can be initiated by the submission of a written petition to the president, signed by at minimum of 3 (three) institutions listing reasons for removal. If the president is the officer in question, the petition shall be presented to the vice president. The signatures on the petition will be verified as appointed representatives of the institutions by the NDUS Staff Senate Secretary. Upon verification, the petition will be presented at the next regularly scheduled senate meeting. A written copy of the accusations shall immediately be given to the officer in question and all members of the NDUS Staff Senate. The officer in question will be given an opportunity to question all members of the NDUS Staff Senate. The officer in question will be given an opportunity to resign on his/her own volition after receiving the accusations. If there is no voluntary resignation, at the next regular NDUS Staff Senate meeting, after a reading of the petition, the officer in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations to the full Staff Senate in attendance. Following the rebuttal opportunity, the presiding officer will call for a vote as to the removal of the officer in question from his/her office or to the removal of him/her from the Staff Senate. The voting process shall be conducted using paper or electronic ballots with a majority of those members present required to carry the motion. Upon the motion’s approval, the presiding officer of the NDUS Staff Senate shall declare the office vacant.

Loren Liepold (UND) made a motion to accept. Nathan Anderson (MiSU), second. Motion carried.

2. SBHI Member Election. The following is the proposed change by the Bylaws committee.

Constitution

V. OFFICERS

Section 1. Officer Composition

1. The elected officers shall consist of president, vice president, secretary/treasurer, communication officer, representative to the State Board of Higher Education and immediate past president.

Section 2. Terms and Vacancies

1. Election of officers for the next academic year will occur at the June meeting.
2. The terms of office shall be for one year commencing July 1, unless approved by a majority vote at June meeting.
3. Vacancies occurring during a term of office shall be filled by a vote at the next scheduled meeting after the vacancy occurs.

By-Laws

Section 6. Officers

5. Past President

1. Serves as an active member of the Executive Committee providing continuity in the administration of the State Staff Senate.
2. Serves as an advisor to current and proposed activities, using previous Executive Committee experience to give a historical perspective.
3. Serves as chair of the Bylaws Committee.
4. Contacts campus representatives to fill vacancies within each campus.
5. Serves as legislative liaison and chair of the Legislative Committee.

7. Representative to the State Board of Higher Education

1. The representative to the SBHE shall report to the SBHE the actions and concerns of the State Staff Senate as agreed to by a vote of the State Staff Senate.
2. The representative to the SBHE shall report to the State Staff Senate the actions and concerns of the SBHE.
New Business:

1. TIAA CREF Oversight Committee Report

Aaron Berg, NDSCS reported that he was asked to serve on the TIAA CREF Oversight Ad-hoc Committee by Laura Glatt. The committee will provide advice and/or oversight for the various NDUS TIAA-CREF retirement plans. See Attachment_1.pdf for more information.

2. Senate Name Change

The following was discussed:

Constitution

1. Name
The name of this organization shall be North Dakota University System State Staff Senate, referred to hereafter as the State Staff Senate (SSS).

Cindy Rerick (LRSC) made a motion to ask the Bylaws committee to make the change and come back to full senate with Constitutional name changes. Christie Chernich seconded. Motion carried.

3. Dickinson State Tuition Waiver

Lauren Payne and Josh Nichols from Dickinson State University Staff Senate presented a problem that they are in the process of looking into. Tuition waivers cannot be used for online courses, which is prohibiting some state employees from pursuing a program of continuing education. While on the eastern half of North Dakota this is not a large problem on the western half it is. They are looking into presenting the attached document to the SBHE to have the policy investigated. Aaron Berg asked that all campuses report back on what their process/procedure is for allowing the tuition waivers to be used in online courses. It was suggested that they also develop a survey that we could distribute to the various institutions. See Attachment_2.pdf for more information.

4. Listserv Membership

Cindy Rerick (LRSC) asked that all institutions review the listserv and let her know of old emails or new emails that need to be updated. She has asked for assistance on developing the website – any ideas send her an email.

5. Elections

Floor was opened for nominations.

Vice President Nominations.
Nathan Anderson (MiSU) nominated James Foertsch (WSC), LaDonna DeGeldere (NDSU) second. James accepted.
LaDonna DeGeldere (NDSU) made a motion to cease nominations and cast a unanimous ballot. Anthony Willer second. Motion carried.
James Foertsch (WSC) is the SSS Vice President.

Secretary/Treasurer Nominations.
Anthony Willer (DSU) made a motion to cease nominations and cast a unanimous ballot. Cindy Rerick second. Motion carried.
Kristi Swartz (UND) is the SSS Secretary.

Communications Officer Nominations.
Cindy Ingebrretson nominated Cindy Rerick (LRSC). Loren Liepold (UND) second. Cindy accepted.
Joy Smith (VCSU) nominated Emma Tufte (VCSU). LaDonna DeGeldere (NDSU) second. Emma accepted via phone.
LaDonna DeGeldere made a motion to cease nominations. Christie Chernick (DSU) second. Motion carried.
Vote was held and Cindy Rerick (LRSC) is our Communications Representative.

Loren Liepold made a motion to have the duties of Parliamentarian added to the Vice Presidents duties this year. Tracy Chisholm (DCB) second. Motion Carried.

SBHE Advisor Nominations.
Linda Benson (MiSC) nominated Janice Hoffarth (UND). Loren Liepold (UND) second. Janice accepted.
LaDonna DeGeldere (NDSU) nominated Aaron Berg (NDSCS). James Foertsch (WSU) second. Aaron accepted.
Cindy Rerick (LRSC) moved to cease nominations. Rick Clark (VCSU) second. Motion carried.
Vote was held and Janice Hoffarth (UND) was named our SBHE Advisor.

Open Floor

Aaron Berg (NDSCS) will be looking into holding the next face to face meeting in 2012 at Wahpeton’s campus. He will keep us updated.

Kristi Swartz (UND) will send out a Doodle to get our next meeting scheduled.

Cindy Rerick (LRSC) made a motion to adjourn, Rick Clark (VCSC) second. Motion carried.