Staff Senate Meeting  
2/19/13  
2:00-3:30 pm

Present: Norm Betland, Tanya Fuher, Mike Gayette, Linda Greenstein, Laura Kalvoda, Michelle Kraft, Emily McKay, Brenda Nottestad, Leigh Nygaard, Kristyn Olzweski, Kathie Overson, Marnie Piehl, Carla Sivesind, Roxanne Van Zomeren, Taunia Welch, Eve Wentz, Kylee Wilson, Alison Zarr, Dave Clark

Absent: Deb Kraft (excused), Scott Helphrey (excused), Lee Red Horse (excused), Dar Wixcey (excused)

I. Call to Order – Meeting was called to order by Carla Sivesind at 2:00 pm.

II. Standing Committee Reports

- **Salary, Benefits and Compensation** (Mike, Tanya, Kathie, Kristi) – No report.
- **Staff Rights and Campus Life** (Laura, Brenda, Kristyn, Eva) – Brenda reported that the NDUS SSS Legislative Assembly Committee met Feb. 6. There are basically two bills that affect NDUS staff, HB1452 and HB1368. HB1452 is a bill that provides for all current state employees to move to a PERS defined contribution plan. On Feb. 12, an amendment was adopted to permit only new employees, not existing employees, to participate in the PERS defined contribution plan. This bill has again been referred to the appropriations committee. HB1368 is a bill that would change the per diem lodging and meal rates to be consistent countrywide. Currently, short-term lodging rates are 90% of the GSA rate and the proposal would be to see the rate go to the full GSA rate. However, an amendment to this bill was adopted on Feb. 12 to limit in-state and out-of-state meal per diem to 80% of GSA rate, and in-state and out-of-state lodging to 90% of GSA rate. The bill has been referred to the appropriations committee.
- **Orientation and Campus Relations** (Kylee, Marnie, Leigh, Emily, Carla) – Leigh reported that they were planning another meeting within the next couple of days. They are still working on the roadmap of a BSC employee. So far they have only discussed full time, benefitted employees, and Kylee indicated that they will also need to work on a road map for all other employee types, such as 11 month with benefits. Carla will send Leigh a list of all of the employee types.
- **Professional Development** (Roxanne, Taunia, Alison, Michelle, Dar) – Roxanne reported that they had met several times to work on details for STAFF day. The team has started to collect supplies and also has a tentative schedule set, with all breakout sessions confirmed. She reminded everyone to complete the survey as well, so that they can get a better headcount for meals.
- **Constitution & Bylaws** (Deb, Lee, Linda, Norm) – Carla reported that an updated copy of the Constitution & Bylaws are available online, and that they have been reformatted with HR’s standard template.
- **Election Committee** (Ad Hoc - Alison) – No report.
- **Senate Ethics** (Ad Hoc) – No report.
IV. Other Committee Reports

▪ **NDUS State Staff Senate** (Carla) – Carla reported the February meeting was cancelled due to bad weather in the eastern part of the state. They plan to reschedule before the end of the month.

▪ **Operations Council** (Carla) – Carla reported the OC has met twice since the last Staff Senate meeting. Several items were discussed at each meeting.
  o There will be a supervisor’s meeting the week after spring break to discuss several items, including:
    □ Pathways to Success
    □ Flexible work schedules
  o Innovation certification
  o The annual strategic planning retreat will be held July 18.
  o The 75th anniversary kick-off picnic will be held August 6, 2013. It will take the place of the annual Meadowlark building picnic. The official celebration date for the anniversary will be August 23, 2014, and they have many events planned for that date.
  o Admissions will no longer use a two-year catalog but will implement a one-year catalog for 2013-2014. Other information (form fees, food service, etc) will be online only, which will keep it more updated.
  o Common meeting times will be suspended while BPS is on the BSC campus.

▪ **Emergency Operations** (Roxanne) – No report.

▪ **BSC Aquatic & Wellness Center** (Kylee) – No report.

▪ **Holiday Party & Employee Recognition Dinner** (Leigh) – Leigh reported that she is no longer serving on the planning committee, but that she did attend the wrap-up meeting. The survey results showed a strong interest to hold the dinner on NECE’s 4th floor, but that Dr. Skogen will need to approve that since it would affect food service and also maintenance. She said that Scott Helphrey is a new member of the committee, but that they are still looking to add one or two additional planning members.

V. Old Business

▪ **NDUS State Staff Senate Logo** (Michelle) – Carla sent out the two logos still being considered with the February meeting. Because State Staff Senate did not meet, a decision has not yet been made on the final choice.

▪ **Building Construction Updates** (Roxanne) – Dave the updates.
  o **4th floor & Kuntz building**: Almost complete. They are finalizing the punch list.
  o **Student Union**: They have held the first pre-construction meeting, but are waiting for the contracts to come back. The first part of construction (the new construction phase) will probably begin in March, and the north parking lot at the Union will be lost. The second phase of construction will begin once the new construction/new kitchen is ready. In total, the project will probably last 18-24 months. Dave also said that part of the east parking lot will also be lost due to construction trailers and materials.
- **Meadowlark**: Dave reported that the owners of the Meadowlark building are letting BSC look into renovating the lower level. OSHA and Tamara Barber’s finance team would move into that space and out of the Horizon Building. In addition, Marketing will be moving out of the Horizon Building and into NECE, in the space formerly used by Institutional Research.

- Dave also said that, in the current Legislative Assembly, campus budgets are looking good statewide, and that applies to BSC as well.

  - **AQIP/Professional Development** (Scott) – No report.

  - **Other Old Business**

    - **Bismarck Public Schools Transition Update** – Dave reported that BPS students will be on campus starting in the fall. There will be 300 of them. He said that there still discussions taking place about if there will be 300 more the second year, and that they are working through details with BPS on facility usage.

    - **Core Portal** - Carla reported that the OC minutes are all available online in the Core Portal, and Marnie said that BSC News and FYI is also being posted in that location.

VI. **New Business**

   - **District Concerns**

     - No report.

VII. **District Updates**

   - **Campus Quality Survey** – Carla reminded everyone that Jane Schulz will be giving several presentations the week of February 25 on results from the Campus Quality Survey in the Basin Auditorium in the NECE building.

VIII. Upon motion made by Tanya and seconded by Marnie, the meeting adjourned.