

NORTH DAKOTA STATE UNIVERSITY  
**STAFF SENATE MEETING MINUTES**

November 3, 2010  
Memorial Union, Great Room

Staff Senate meeting minutes are archived on our Web site at:  
[http://www.ndsu.edu/staff\\_senate/meeting\\_information/meeting\\_minutes/](http://www.ndsu.edu/staff_senate/meeting_information/meeting_minutes/)

**Upcoming Staff Senate Meetings:**

December 1, 2010	9:30 – 11:00 a.m.	Great Room, MU
January 5, 2011	9:30 – 11:00 a.m.	Great Room, MU
February 2, 2011	9:30 – 11:00 a.m.	TBD

**Upcoming Executive Committee Meetings:**

December 15, 2010	9:30 – 11:00 a.m.	Gunkelman, MU
January 19, 2010	9:30 – 11:00 a.m.	Gunkelman, MU
February 16, 2010	9:30 – 11:00 a.m.	Gunkelman, MU

**NOTE:** Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Heather Heger prior to the meeting (231-8293 or [heather.heger@ndsu.edu](mailto:heather.heger@ndsu.edu)).

***All broadbanded staff members are encouraged to attend.***

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Executive Director and Chief Diversity Officer, 202 Old Main, (701)231-7708.

**Senators & Substitutes:**

- Attendance sheets are on the back table; please sign in. (Absences are noted in the minutes.)
- Please mute or turn off cell phones before the meeting.

## **Call to Order**

**Kris Mickelson called meeting to order at 9:59 a.m.**

### **I. Quorum, substitutions and guests – Heather Heger**

Absent:

Tamara Cummings

Chad Lindberg

Amanda Lindseth

Jan Lofberg

Lorna Olsen

Kelly Summers

Subs:

Randi Smith for Mary Sinner

Andrea Abrahamson for Bruce Sundeen

Present: 52

Absent - 6

### **II. Program – Dean Bresciani, President**

President Bresciani is excited to come around and visit each of the departments and the individuals on this campus. He wanted to have accomplished that by now, but his focus has been mending bridges in the legislature. His plan is to come and visit each department in the near future.

He is working together with UND to discuss what we can do for North Dakota, if we had the appropriate funding to make a difference. There is going to be a lot of collaboration with UND to take the strength of both universities to make things happen in North Dakota.

### **III. Student Government Report – Kevin Black, Student Government President**

This is a critical time to make sure that all three senates, staff, faculty, and student work together and keep the lines of communication open.

Academic Advising Center will hopefully be launched this fall in the Memorial Union. The goal is to have it be like the Bison Connection, where students can drop in to ask questions related to General Education. They will also be a referral service so the students do not fall through the cracks.

Walk the Talk Campaign: A way to address the issues related to Suicides/Bullying on this campus.

### **IV. Consent Agenda – For Information: MOTION:** to access Consent Agenda (Dallmann/Exner), Vance Olson would like take Policy 160 taken off the Consent Agenda and moved to New Business. Consent Agenda Approved. **MOTION CARRIED.** **Policy 148:** Payroll Deduction Services **Policies for Input:** **Policy 335:** Code of Academic Responsibility and Conduct **Policy 611:** Student Travel (w/Attachment – Student Travel Notification Form) **Policy 158:** Acceptable Use of Electronic Communications Devices

### **V. Approval of Meeting Agenda**

**MOTION:** (Miller/Pierce) to approve meeting agenda. **MOTION CARRIED.**

**VI. Approval of the October 6, 2010 minutes**

**MOTION:** (\_\_\_\_/\_\_\_\_) to accept minutes as changed. **MOTION CARRIED.**

**VII. Treasurer's Report –Kathy Backen-Andersen**

Local – \$725.31

Appropriated - \$4,327.13

Agency - \$0

**VIII. Advisor Comments – Colette Erickson**

On October 11, the President's cabinet approved HR/Payroll to no longer print advice slips (pay stubs).

In self-service you can initiate:

- a personal change on-line.
- View your W-4 tax information
- Look at your last year's W-2 form
- See what your deductions are for your benefits
- January 14<sup>th</sup> pay period, you will not get a check stub

HR/Payroll will start training people in December and January to print their pay stubs.

**IX. Reports of the Committees**

**A. Executive** – Kris Mickelson – SWOT analysis - we are scheduled to meet next week and hopefully we can move forward to have the entire Staff Senate participate. Valentine Ball is being planned, we have two additional faculty members to help with the planning of the Ball.

**B. NDUS Staff Senate** – Kathy Backen-Andersen – Attachment1

**C. Standing**

1. **Bylaws** – Vince Anderson - Reviewing bylaws to make sure that the students are also not left hanging on the winds, that they are also interacting in the groups.
2. **Election** – Vance Olson – Committee will be meeting before the next staff senate meeting.
3. **Legislative** – Debra Severson – no report
4. **Program** – Victoria Miller – United Way Campaign will be the guest next month
5. **Public Relations** – Deb Haney/Marilyn Dowdy – no report
6. **Scholarship** – Stephanie O'Brien/Connie Eggers – no report
7. **Staff Development** – Jodi Pierce/Paula Schneider – no report
8. **Staff Recognition** – committee has not met yet

**D. COSE** – Laura Dallmann – COSE met last month in Minot. Laura was involved in the meeting via teleconference. Next meeting is scheduled for January 20<sup>th</sup> in Bismarck. COSE board has decided to post some how-to's and what's going on in the legislation and how to contact your legislators.

**X. New Business**

**Policy 160:** Political Activities and Voting Rights of University Employees

Vance Olson concerns with Policy 160:

- Second sentence includes faculty

**XI. Announcements**

Andrea Abrahamson the Horticulture Hjemkost Center will be having a Wine Tasting and dance on November 19<sup>th</sup> for \$20 a ticket

Deb Haney on November 16<sup>th</sup> the Bookstore is having a Holiday Open House. They are having 30% off of many items, cookies and coffee will be served.

Kris Mickelson said “thank you so much for being here this morning. Truly it is wonderful that this room is full.”

Marilyn Dowdy reminded everyone that Equity/Diversity & Global Outreach is doing a coat drive.

Sheila Watson mentioned there is a holiday giving tree in student activities and a holiday food drive.

Ron Fingarson - Annual blood drives – Tues, Wed, Thurs, November 30, 1, 2 10:00 – 2:00 p.m.

## **XII. Adjourn**

Meeting adjourned 10:40 a.m.

### ***Scheduled meetings:***

- *Executive Committee: Wednesday, November 17, 9:30-11:00, MU/Dinwoodie-Bjornson*
- *Staff Senate: Wednesday, December 1, 9:30-11:00, MU Great Room*

NDUS Staff Senate NDPERS Recommendation Committee  
Bill recommendation for NDUS Staff Senate consideration

The charge of this committee was to recommend one of three bills describing how an 8% increase in retirement contributions to the NDPERS retirement fund will be distributed between Employers and Employees. Bill 51 calls for the 8% increase to be paid entirely by the Employee, Bill 52 calls for the 8% increase to be paid entirely by the Employer and Bill 53 calls for the Employer and Employee to each contribute 4%. For all three bills, the increases are to be phased in over 4 years beginning in January, 2012 with 2% increases in contributions per year until the total 8% is attained. Bill 53 stipulates that this will be done by a 1% Employee and 1% Employer increase each year for four years.

In considering the three bills, this Committee determined that Bill 51 which places the responsibility of the increase in contributions solely on the employee is an unrealistic expectation. While the employee contributed funds under this bill are portable if employment ends prior to retirement, the abrupt increases in contributions could cause undue hardship for employees, especially for those earning lower wages within the University System. In forming this determination, the Committee considered the net impact of a 2% contribution increase on take-home pay. Even in the best case scenario where state employees are allowed salary increases over the next biennium, the distribution of any percentage increase granted by the legislature is not across the board for employees in the University System. Many individuals would see any potential salary increase largely if not completely consumed by meeting a 2% contribution increase each year over 4 years. There is also significant potential that some employees may see a net reduction in take-home pay if their annual increases are below the 2% proposed contribution increases.

Bill 52 was also determined by this Committee to be an unrealistic expectation. While on the surface, an increase that is paid completely by the employer sounds appealing to many employees, the residual effects of this plan could end up costing employees more in the long run. This Committee was given evidence that having employers completely cover the increase in contributions would likely affect employee salary considerations. In the case that salary increases are affected in the short term, employees may see salary increases at reduced levels. Reduction in salary increases over time would have a significant impact on an individual's lifetime earnings and could lead to a final income at retirement age significantly lower than it would have been if salary increases had not been affected. This is due to the subsequent compounding of salary increases over the course of the employee's career with the University System/ State. Potential reductions in salary considerations are particularly impactful for employees who plan to remain employed with the University System/ State for many more years. In addition to the concerns regarding Bill 52's potential effect on salaries and final retirement benefits, this bill would also not allow for portability of the increased contribution. Should employment with the state end prior to retirement, the employee would not have access to these funds because employer contributions remain in the general fund. Further, concern was expressed that endorsement of this bill may be seen as employees being unwilling to contribute to their own retirement plans and could have a negative impact on the Legislature's future decisions regarding funding for state employees.

Bill 53 was determined by this Committee to be the most reasonable option for increasing contributions to the NDPERS retirement fund. A shared contribution increase will limit the direct financial burden being placed on employee paychecks over the next four years and may reduce the potential impact on salary considerations that could adversely affect NDPERS future retirees. Additionally, Bill 53 is a compromise on the portability of funds issue from Bill 52. The employer would retain its portion of the increased contributions while employees would retain portability of

the funds they contributed should their employment with the state end prior to retirement. Support of this bill would also provide strong evidence that employees are willing to be active contributors to the benefits provided by North Dakota and its taxpayers. It is therefore the recommendation of this Committee that the NDUS Staff Senate place its support behind Bill 53 which calls for a shared increase in both employer and employee contributions of 4% and 4% done through respective 1% and 1% contribution increases per year for four years beginning January 2012. Further, this Committee recommends that representatives from the NDUS Staff Senate contact members of the Employee Benefits Programs Committee prior to their next meeting on October 26, 2010 (see Attachment A) and members of the NDPERS Board (see attachment B) prior to their next meeting on November 18, 2010 to express support of Bill 53, the shared contribution increase.

Note: Bill 53 is currently known as Legislative Council #10053. A formal bill number will be assigned if LC #10053 is submitted to the Legislature by the bill's sponsor(s).

Respectfully Submitted,

NDUS Staff Senate NDPERS Recommendation Committee

Attachment(s):

Attachment A- Legislative Employee Benefits Programs Committee Structure

Attachment B- NDPERS Board Contact Information

\*Member of full Legislative Management 11

## EMPLOYEE BENEFITS PROGRAMS COMMITTEE

**(9 members)**

- 1341 § 1 Study the feasibility and desirability of an appropriation to the Office of Management and Budget for a state employee tuition reimbursement pool program
- 1562 § 1 Study the feasibility and desirability of an administrative leave program for use by executive branch agencies to allow employees to attend legislative hearings or meetings, grievance meetings, disciplinary hearings, labor and management meetings, negotiating sessions, or other meetings or activities jointly agreed upon by the chief administrative officer of the employing agency
- Receive annual report from the Board of Trustees of the Teachers' Fund for Retirement regarding annual test of actuarial adequacy of statutory contribution rate (NDCC § 15-39.1-10.11)
- Receive notice from a firefighters relief association concerning service benefits paid under a special schedule (NDCC § 18-11-15)
- Receive periodic reports from Human Resource Management Services on the implementation, progress, and bonuses provided by state agency programs to provide bonuses to recruit or retain employees in hard-to-fill positions (NDCC § 54-06-31)
- Receive biennial report from the Office of Management and Budget summarizing reports of state agencies providing service awards to employees in the classified service (NDCC § 54-06-32)
- Receive biennial report from the Office of Management and Budget summarizing reports of state agencies providing employer paid costs of training or educational courses to employees in the classified service (NDCC § 54-06-33)
- Receive biennial report from the Office of Management and Budget summarizing reports of executive branch state agencies paying employee membership dues for professional organizations and membership dues for service clubs when required to do business or if the membership is primarily for the benefit of the state (NDCC § 54-06-34)
- Review legislative measures and proposals affecting public employees retirement programs and health and retiree health plans (NDCC § 54-35-02.4)
- Approve terminology adopted by the Public Employees Retirement System Board to comply with federal requirements (NDCC § 54-52.1-08.2)
- Receive report from Human Resource Management Services before July 1, 2010, on the outcome of its study and evaluation of steps the state could take to recruit and retain state employees in state government employment as those state employees reach retirement (2009 S.L., ch. 509, § 1)

**Chairman: Representative Bette B. Grande**

**Vice Chairman: Senator Ralph L. Kilzer**

**Legislative Council Staff: Jeffrey N. Nelson**

### **Representatives**

Drovdal, David	2802 131st Avenue NW	Arnegard	58835-9127
Grande, Bette B.	3204 39th Avenue South	Fargo	58104-7075
Metcalf, Ralph	11819 33rd Street SE	Valley City	58072-9404
Wald, Francis J.	P.O. Box 926	Dickinson	58601-0926
*Wolf, Lisa	1420 78th Street SE	Minot	58701-9357

### **Senators**

*Holmberg, Ray	621 High Plains Court	Grand Forks	58201-7717
Kilzer, Ralph L.	1982 Mesquite Loop	Bismarck	58503-0198
Krebsbach, Karen K.	P.O. Box 1767	Minot	58702-1767
Nelson, Carolyn	1 Second Street South #5-402	Fargo	58103-1959

\*Member of full Legislative Management

[Jon Strinden, Chairman](#)

Fredrikson & Byron P.A.  
Dakota Center, Suite 402  
51B Broadway North  
Fargo, ND 58102  
Phone: 701-237-8202

Appointee - Term Expires  
06/30/2015

[Joan Ehrhardt](#)

Department of Human Services  
Division of Aging Services  
Prairie Hills Plaza, 2nd Floor 1237  
W Divide Ave, Suite 6  
Bismarck, ND 58501  
Phone: 701-328-4617

Member Elected - Term Expires  
06/30/2014

[Levi Erdmann](#)

ND State Land Department  
1707 N 9th St  
PO Box 5523  
Bismarck, ND 58506-5523  
Phone: 701-328-1911

Member Elected - Term Expires  
06/30/2013

[Howard Sage](#)

2346 Pointe Place  
Bismarck, ND 58503  
Phone: 701-222-3515

Retiree Elected - Term Expires  
06/30/2014

[Mike Sandal](#)

ND Department of Transportation  
Human Resources  
608 E. Blvd. Ave.  
Bismarck, ND 58505-0700  
Phone: 701-328-4365

Member Elected - Term Expires  
06/30/2012

[Arvy Smith](#)

ND Department of Health  
600 E. Blvd. Ave.  
Bismarck, ND 58505-0530  
Phone: 701-328-2392  
Health Department Appointee

[Thomas Trenbeath](#)

Attorney General's Office  
608 E. Blvd. Ave.  
Bismarck, ND 58505-0530  
Phone: 701-328-2210

Attorney General Appointee -  
Term Expires 06/30/2011