1. Call to Order
   President, Pam Henderson at 1:01pm.

2. The meeting began by taking the annual Staff Senate photo.

3. Announcements:
   a. Guest Speaker: Henok Elias, UND Ombudsman
      i. Go to UND.edu/ombuds to find more information.
      ii. The charter for the Office of the Ombuds has been signed by UND leadership
          and clarifies the purpose of the ombuds’ office. It can be found on the website.
      iii. Henok uses the term, “difference management” to describe what he does as
           perspective is almost everything. His goal is to help people manage their
           differences with others or respond to differences of opinion.
      iv. The four I’s of the Ombuds: Informality, Identity-protection (confidentiality),
          Impartiality (multi-partiality), and Independence
   b. Guest Speakers: Presidential Search Update – Angie Morgan & Shari Nelson
      i. Thank you for all that have attended the staff forums and open forums for
         Presidential Candidates. The last candidate visited campus Monday and Tuesday.
      ii. This afternoon the search committee will receive the summary of the feedback
          that was submitted about each presidential candidate. If you didn’t have a
chance to submit feedback, please feel free to email Angie or Shari with your comments, perspectives, and concerns. Your input is helpful as we move forward.

iii. The Presidential Search Committee will meet on Friday to put forward at least three candidates to the State Board of Higher Education. The SBHE will interview the candidates on campus on Tuesday, March 15. The SBHE will put forward a recommendation to the Chancellor and he will make the final decision. We most likely will know who the new UND President will be by Tuesday afternoon. The SBHE will host a press conference later that day to announce the new president.

iv. Thank you to Angie and Shari for the hard work that they have put into the Presidential Search Committee!

c. A Staff Voluntary Separation Incentive Plan just went out via email to all staff. It is intended to help with the current funding challenges. The enrollment period is open today (March 9, 2016) through March 31, 2016. There will be two open forums for staff to gain more information: Friday, March 11, 2016 form 10-11:00, in the Memorial Union Lecture Bowl and Wednesday, March 15 from 1-2pm, in the Memorial Union Lecture Bowl. A web link with more information was also sent out in the email.

4. Approval of Staff Senate minutes from February, 10 2016 Staff Senate meeting.

   Barry Brode motioned to approve the Staff Senate Meeting Minutes from February 10, 2016. Seconded by Stacie Borboa-Peterson. Motion carried. Jenny LeTexier, Kari Gagner, Trish Hodney, Elizabeth Becker, Susie Krosch abstained.

5. Officer Reports
   a. Treasurer Report, Tyler Clauson as proxy for Sarah Abentroth: (The Treasurer report was sent to Staff Senators prior to the meeting on March 2, 2016)
   b. Membership, Cheri Williams: No report.
   d. Pam and Tyler presented the February U-Shine Award to Marlene Gasink from Mailing Services. March’s recipient has been selected but not yet presented. We are currently accepting nominations for the Random Acts of Kindness.

6. Staff Senate Committee Reports – (committee reports were sent prior to meeting with the agenda)
   a. Bylaws and Elections Committee, Diane Hillebrand: The committee met on March 2, 2016. Diane was unable to attend the last meeting. There were procedural errors that occurred when appointing two staff senators at the last meeting which made the motion null and void.

   The committee motions to fill an open senator position in a temporary spot with Patricia Reed. Motion carried.

   i. The first reading of revisions to the bylaws will be sent out today via email. Contact Diane if you would like a hard copy. Revisions include temporary vacancies, committee changes, and changing location of items in the bylaws. Please review the bylaw changes. Contact Diane if you have any questions.

7. University Committee Reports – (committee reports were sent prior to meeting with the agenda)
8. Suggestion Box – No suggestion items were submitted this month/ Questions for presidential candidates were submitted and were presented to the presidential candidates at the staff open forums.

9. Business Items
   a. Vice President/President Elect Nominations
      i. Nominees for Vice President must submit a written statement that must be sent to the President one week prior to April meeting. At the April meeting, the candidates for VP will give a short speech then the senate will vote.
      ii. Nominations for Vice President/President Elect
          1. Tyler Clauson nominated Amber Flynn. She Accepts.
          2. Diane Fugleberg nominated Barry Brode. He declined the nomination.

         Juan Pedroza motioned to close nominations, seconded by Jenny Duffy. Motion carried.
   b. Executive Committee Office Election Information
      i. The positions of Secretary, Treasurer, Membership Officer, and Historian will be nominated at April meeting. Descriptions of each position was presented. Officer descriptions will be sent to Senators via email.
   c. Senator of the Year Nominations for Committees
      i. The Senator of the Year Award is given each spring to recognize a senator who has gone above and beyond their role as a staff senator. Each chair will solicit two names from their committees and forward them to Amber Flynn by April 8, 2016. Any staff senator can be nominated, they do not have to be on the committee who nominated them. The Staff Recognition committee will meet April 11th and will discuss nominations. The nominations will be presented at the April meeting and Staff Senate will vote for the recipient of the Senator of the Year award. Amber will send out the criteria to Staff Senate and a list of the last six to eight Staff Senators that received the award. The current president and ex-officio member are not eligible for the award.
   d. Faculty/Staff Engagement Survey Update – You should receive an email from President Schafer this week with more information about the upcoming faculty/staff engagement survey. A random sampling of 40% of faculty and staff (about 1,000 people) will be selected by Institutional Research. The faculty/staff that are selected must have worked at UND for one year as of January 1, 2016. The survey will go out March 14, 2016. Those selected will get an email from Modern Think and will have until April 8, 2016 to complete the survey. Modern Think will assess the data then the results of this survey will be sent back in July. The results will be used by University Senate and Staff Senates as well as UND administration for decision-making, etc.
   e. Provost Thomas DiLorenzo and Vice President Finance and Operations, Alice Brekke, budget and priorities update
      i. Three different pieces to UND’s current budget situation:
          1. Current fiscal year (FY16): The $5+ million budget gap plus additional incurred costs were rectified with one time funds.
             a. However, the following additional costs were incurred which brought the Total gap to $13.3 million.
                i. Presidential search and transition
                ii. Internal audit
                iii. Marketing costs (enrollment)
iv The ND State Legislature gave us our extraordinary repairs funding of $4.4 million but in order to spend it, we needed to identify $2 for every $1 spent (applies to all SBHE institutions) which = $8.8 million for repairs and maintenance money

v Scholarship obligations

vi Division I transition with Athletics (Conference affiliation and travel requirements) and matching revenue with expenses

vii EERC institutional investment in program development.

b. Question: How much of these items were one-time expenses?

i Brekke: Some of them are one time expenditures but for other items, we don’t know yet if it is one-time expense. We don’t know what other surprises we may get, so we have to work with the information that we have and do the best we can to anticipate.

2. Allotment – Governor Dalrymple announced that the state’s general fund revenues were not tracking with the original projections (tied to oil and agriculture commodity prices). There is a state statute requirement that dictates that at a certain trigger level there be a minimum 2.5% across the board reduction for all state agencies that receive state general funds (capital projects, operating funds, etc.). Some agencies didn’t get reduced because their funding does not necessarily come from the state general fund, but rather comes from other funds that are used for specific projects for specific agencies. This impacted all of higher education and a vast majority of state government.

a. For UND our allotment is $9.5 million with $2.5 million tied to the new medical school building. The remaining $7 million ties to UND’s operating costs. The Medical School in addition, is facing a $3.1 million reduction because their appropriation is separate from the institution. For the time being, this is one-time, however, we are funded on a biennial basis and with oil not rebounding, we are probably looking at 2-4 years before we see an upswing in tax revenues that will make us whole again. Therefore, UND has to look at cutting its expenses.

3. For Fiscal year 17 (FY17), we cannot use one-time cuts to fix the budget gap. FY17 is still a work in progress and we are still learning what reductions make sense. Brekke continues to be impressed by the creativity and thought that is being given to ways that we can make cuts or increase revenues. It is not our goal to do more with less, rather, we want to determine what the University’s highest priorities are and how we do things differently to address these priorities.

ii. March 15th – Each department must send their budget information to their respective Vice Presidents.

iii. April 1st – each of the VPs will present to President Schafer an appropriate plan to respective areas.

iv. There are great conversations going on focused on what is right for UND and the students.

v. We will know more about the 17-19 biennium soon.
vi. The reality is that there is not enough money right now to go forward in the same way that we have in the past.

vii. Questions:

1. What percent of the UND total budget is in appropriated money?
   a. Brekke: About 24-25% of the general fund is in appropriated money.

2. Does the $9.5 million in cuts have to come from areas funded by appropriated dollars or can it come from other areas?
   a. Brekke: The end result has to be from appropriated dollars, however, if you can reduce cost in an area that is not funded with appropriated money and those monies have flexibility, you can reassigned costs over which frees up appropriated money.

3. Why are departments being asked to look at 5% cut and 10% cut scenarios?
   a. Brekke: Governor Schafer is very invested in affordability for students and sustainability of what we are doing matched to our revenue sources. What we are doing now is not sustainable unless we have a corresponding increase in enrollment. We need to right-size things. From an affordability standpoint we charge students in many other ways beyond tuition. We decided to ask all areas to look at their budgets not just those who receive appropriated funding as all areas are connected. It will help us to collectively understand the priorities and where they are.

4. The two scenarios (5% & 10% cuts) are based upon reducing each units total budget not just appropriated dollars?
   a. Brekke: Correct, they are to look at all sources.

5. If projections change (particularly in oil) will we see that dollar amount come back?
   a. Brekke: I have no idea, there was one prior allotment in my 37 years but I have not seen money come back.

6. With the medical school being on their own allotments, how will the cuts effect the new medical school building?
   a. Brekke: Because of the way the building was appropriated, UND is required under board policy to have an appropriated reserve. We have one, but the reserve is below the target threshold that is required in SBHE policy. The $2.5 million will be taken from reserve, however, we have not had time to explore the option of deficiency appropriation. Ultimately, we don’t know how it is going to get covered yet. It is UND’s responsibility to cover. We have not gained any feedback from the SBHE regarding this. This will not halt the construction project and the Med School will continue to be built.

7. Any increase in oil or agriculture is ultimately going to result in a state surplus, correct?
   a. Brekke: Not necessarily but it is going in the right direction. I don’t know the details of the estimates they used in getting the state’s budget to a $0 balance. Therefore, I don’t know at what point it will result in a surplus.

8. For the next biennium, is it possible that we will see further reductions in the base?
a. Brekke: Yes, however we don’t know. The first we know will be from governor’s budget this spring and guidance from the SBHE. We are always responsible for our own enrollment, tuition, and fee revenue and living within those means. Recruitment and retention is so important! It is everyone’s job to ensure our students are successful.

9. Has the UND considered closing down during winter break to save on operating costs?
   a. Brekke: We are exploring the various options. Unfortunately, closing the facilities for one week isn’t going to make the magnitude of difference that we would want it to. We would need to create a furlough which essentially means folks give up their salaries for a week and there are a number of issues in relation to that. We are exploring the most feasible options and those that have an ultimate impact at this point. The idea of moving to a four day work week in the summer and being closed Thursday through Monday are all questions that are currently being modeled.

10. What can SS do as a body to help communicate with staff/bring suggestions forward in this process?
    a. Brekke: I encourage you all to go out and talk to staff members and if you hear questions, rumors, etc., you find a way to make sure that we get those so we can provide a response. Feel free to pick up the phone and call me so we can provide facts and diffuse any rumors so things aren’t simmering out there.

11. When will we know when decisions are made?
    a. Brekke: Each VP will be working with President Schafer on decisions. There are some things that we are already moving on, so it isn’t all going to occur at the same time. Within areas, we hope conversations are occurring about the variations.

12. Will salary increases be part of the cuts?
    a. Brekke: President Schafer has made the decision to proceed with an average 3% salary increase based upon merit on occupied positions. It will not be an across the board increase, it will be based upon merit.

13. How is the Master Planning process going to impact the budget?
    a. Brekke: I have not seen the numbers or the reality of space but Dave Chakraborty is looking at consolidating spaces and taking space offline to help with utilities and Maintenance costs.

14. MIRA seems like it will be helpful to this process, when does that fully roll out?
    a. Brekke: As we get into fall of 2016, we will begin with the support unit allocation conversations which will be the planning for FY18. Primary units will occur in the spring and will be the first cycle of using mechanisms of MIRA. We aren’t quite there yet to use MIRA for this particular budget issue.

15. Will there be an increase in student fees next year?
    a. Brekke: There is proposed a small increase in the mandatory student fees. We are in all areas looking at what we are charging and we are being intentional to not increase what we are charging to off-set the reductions that are necessary.
16. Will there be any ND Schools close in the next 2-4 years due to the cuts?
   a. Brekke: I don’t think there will be small schools in ND closing as it is a ND state statute that we must have these schools. The relative sizes of other institutions beyond NDSU and Minot, have an operating total of less than 5% of our operating costs so their cuts are much smaller than UND.

viii. April 15 is driven by the practical reality that we need to get our annual budget prepared based upon SBHE guidelines. This needs to be submitted by June 10, 2016. Decisions need to be made in the mid to late April timeline.

ix. To help staff understand budget changes:
   1. Direct them to the Staff Senate website and tell them to use the suggestion box to ask any questions they may have.
   2. The VPFO’s website has a “Talk to Me” button where staff can enter questions, comments, ideas etc. and then will receive information/responses.

x. Higher Ed didn’t have to take a bigger cut than other state agencies as the allotment is across the board. All state agencies are effected. Our circumstance is unique because of tuition downturn, the State Legislature not fully funding the state’s share of our budget, during the SBHE’s first cycle, they chose not to let us raise tuition to offset this, then the state Legislature capped tuition increase.

xi. Senators were encouraged to think outside the box and think about what we are doing and if there are things that we no longer need to be doing.

Trish Hodny motioned to extend the meeting 30 minutes. Seconded by Shannon Jongeward. Motion carried.

10. Matters Arising/Open Discussion
   a. There are certain Departments on campus that allow their staff to take one hour whereas other departments only allow their staff to take half hour lunch breaks, what is the policy? Is it the department discretion to allow one hour lunch breaks?
      i. Pat Hanson: According to HR policy, the lunch break is a half hour with two 15 minute breaks throughout the day. Staff are not technically supposed to link the breaks during lunch but there are departments on campus that do allow staff to take a one lunch hour break. We are the only SBHE institution whose work day ends at 4:30pm, therefore there is a half hour lunch break instead of a full hour.
   b. Pam used a Powerpoint during the meeting and the general consensus was that people liked the use of the powerpoint during meetings to stay on tasks.

11. Meeting adjourned at 2:48 p.m.

Next Staff Senate Meeting
April 13, 2016
1:00-2:30pm
Memorial Union River Valley Room