UND Staff Senate Minutes
August 8, 2012
1:00 pm – 2:30 pm
Swanson 16-18

Members Present: Elizabeth Becker, Chad Bushy, Katie Douthit, Jessica Dunphy, Connie Gagelin, Brent Gerhardt, Brenda Halle, Jim Hanson, Diane Hillebrand, Patricia Hodny, Marco Holter, Kim Keeley, Nancy Krom, Sharley Kurtz, Darin Lee, John Lee, Lynn Lee, Jolene Marsh, Shannon Medina, Eileen Nelson, Evan Nelson, Tatjyana Richards, Dale Spicer, Derek Stinchfield, Denyse Sturges, Kristi Swartz, Renae Tholkes, Cheri Williams, Clay Willoughby, Carol Winkels, Kasey Young, Patricia Young, William Young

Ex-Officio: Pat Hanson  
NDSSS Ex-Officio: Janice Hoffarth  

Members Absent: Tearnie Braaten, Kim Burris, Chadd Damm, Brian Fricke, Joan Jensen, Edward Martin, Dennis Stangl

Members Absent (excused): Kristi Bruggeman, Marsha Nelson, Dan O'Donnell, Kim Rulifson, Leyton Rodahl, Vicki Thompson

1. Call to Order: Meeting called to order by President Patricia Young at 1:02 pm.

2. Approval June 13, 2012 Staff Senate minutes:
   Brenda Halle made a motion, Clay Willoughby seconded to approve the minutes of the June 13, 2012 Staff Senate Meeting. Motion carried.

3. Treasurer Report – Katie Douthit
   Katie reported that the first half of 2012 payments were made to the Denim Day recipients.

4. Membership – Vicki Thompson
   No report.

5. Staff Senate Committee Reports - Please remember to turn in a report to the secretary prior to this meeting (either e-mail or hard copy)
   a. Bylaws/Election – Kristi Swartz
      The committee brought forth a proposal for changes to the membership bylaws. The changes were approved. (see end of minutes).

   b. Denim Day Committee – Cheri Williams
      Cheri reported that the first half of 2012 regular Denim Day donations ($4258) was distributed to recipients.

   c. Fundraising/Scholarship – Sharley Kurtz, Shannon Medina
      Sharley reported that the committee received its first application for the Seeds for Staff Success and the award committee will meet to make a decision. Staff Senate will have a table at the Involvement Expo on August 22.

   d. Legislative – Darin Lee
      Did not meet.

   e. Public Relations - John Lee (this committee meets the first Wednesday of each month at 9:00 am in the Alumni Room in the Union)
      Did not meet.

   f. Staff Development Program – Diane Hillebrand (this committee meets every month before Staff Senate from 12-1 in the Alumni Room in the Union)
Met before this Staff Senate meeting. The committee is looking at programs and tours for the coming year. A representative from TIAA will speak to Staff Senate in September. Rick Sandwick from UND’s HR will speak in October.

g. **Staff Recognition** – Marsha Nelson
   Met July 11th the SERW schedule is set and planning is going well. There will be a scavenger hunt during that week, details are being worked out.

6. **Old Business**
   a. **U-Shine Award Winner**
      August winner is Cindy Knutson, Memorial Union.
   
   b. **Suggestion Box**
      There was a suggestion to move Pie on the Porch back to Gustafson. This suggestion will be passed on to the Staff Recognition committee.

7. **New Business**
   Campus Security Forum – There were three representatives on campus from St. Cloud State, Whitewater, WI, and Tallahassee, FL. They conducted a Q&A session asking what UPD should look like in the future and how it can be improved upon.

   Tabled until the September Staff Senate meeting- A resolution asking President Kelley to look into the proper procedures for using NotiFind in the case of emergencies was presented to the senators. Some concerns cited were that it was not used when there was a tornado near town, a bank robbery near campus, and an attempted assault on campus.

   Discussion about replies to email messages that are sent to senators, can they be sent as a “reply all” only when necessary. If not all senators need to see the reply, send it to the individual(s) that it is meant for, not the whole list. It was suggested that whoever is replying to the message, delete the group list and send it to the individual(s). Kristi will check into the setting on listserv to see if it is automatically set to reply all.

8. **Other Committee Reports**
   a. **Building/Facilities Access Committee** – Marsha Nelson
      No report.
   
   b. **Chester Fritz Auditorium Advisory Committee** – Kim Keeley
      Did not meet.

   **Conflict of Interest/Scientific Misconduct Committee** – Diane Hillebrand, Cheri Williams
      Did not meet.
   
   c. **COSE** – Patricia Hodny, Shelley Pohlman, Kristi Swartz
      Met in July. Talked about and finalized the STAR Award. Shelley sent out the newsletter. The new clothing line is on the website.
   
   d. **Diversity Council** - Thomas Brockling, Kristine Paranica, William Young
      No report.
   
   e. **Healthy UND Tobacco Task Group** –
      Representative needed. No report.
   
   f. **NDSSS** (North Dakota State Staff Senate) – Kristi Swartz, Trish Young, Diane Hillebrand
      Did not meet.
   
   g. **University Bookstore Advisory Committee** – Nancy Krom
      No report.
   
   h. **University Senate** – Trish Young, Diane Hillebrand, Sharley Kurtz (does not meet in the summer)
      No report.
Work Well Committee – Shelly Pecka (meets once a semester)
Shelley is the new representative. Kim Ruliffson emailed an update:
Next Advisory meeting is August 28th and would like to have a new Senate representative if possible. Please encourage staff and faculty to join Team UND for the Heart and Diabetes Walks. Dates and information are on the Work Well website. The first 50 people to register will get a free t-shirt. The points for the HealthyBlue program vouchers that can be earned through participation in Work Well activities have been raised to 6,000 points maximum a year (from 1,000). Yeah! More information will be coming out soon about this.

i. Sexual Violence – Trish Hodny
No report.

j. Emerald & Ice – Trish Hodny
No report.

k. Parade – Leyton Rodahl
The dates for the 2012 parades are Potato Bowl September 8th playing the Portland Vikings and Homecoming October 13th playing Arizona. Leyton sent out an email to Michael Elsberry for the application packet. Candy Drop off locations have been selected and Leyton will send an advertisement for candy donations to PR for review. Next meeting is August 21 at 8:30.

l. SBHE – Janice Hoffarth
No report.

9. Matters Arising/Open Discussion
Kristi Swartz mentioned the Impact class that can be taken through Olli.

10. Next Staff Senate Meeting September 12, 2012 in River Valley Room - Union.

11. Adjournment: 1:54 pm

Changes to bylaws for August 8, 2012 minutes
I. Composition of the Senate
   C. An eligible member is a full-time or part-time benefited employee who is off probation at the time of the nomination.

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II. Terms of Office and Election of Senate Members
   A. Senate membership shall be for a three (3) year term with approximately one-third (1/3) of the members elected each April. A member shall not serve more than two (2) consecutive full terms, unless elected to the office of Vice President/President Elect. After being elected to Vice President/President Elect, this senator may be granted up to an additional two (2) years on the Staff Senate, if required, to complete the terms of President and Immediate Past President.

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