Members Present: Sarah Abentroth, Elizabeth Becker, Kristi Bruggeman, Lacey Dahlen, Aaron Flynn, Brent Gerhardt, Jim Hanson, Pam Henderson, Diane Hillebrand, Trish Hodny, Kim Keeley, Susie Kroetsch, Sharley Kurtz, Darin Lee, John Lee, Lynn Lee, Josh Lindenberg, Shannon Medina, Marsha Nelson, Kim Ruliffson, Dale Spicer, Dennis Stangl, Denyse Sturges, Vicki Thompson, Eileen Tronnes Nelson, Cheri Williams, Carol Winkels, Trish Young, Will Young.

Members Absent (excused): Tearnie Braaten, Chad Bushy, Katie Douthit, Shannon Dravland, Jenny Duffy, Jessica Dunphy, Nancy Krom, Kelli Puckett, Gloria Rodriguez, Bob Schindele, Moses Serna, Derek Stinchfield, Clay Willoughby, Kasey Young.

Members Absent: Chadd Damm, Leyton Rodahl.

Resigned: Jennifer Ellis.

Ex-Officio: Pat Hanson  NDSSS Ex-Officio: Kristi Swartz  SBHE Ex-Officio: Janice Hoffarth (absent)

Special Guest: Donovan Larson – CEO/President of Sunshine Memorial Foundation [http://sunshinememorial.org/](http://sunshinememorial.org/)
Donovan presented information on the Sunshine Memorial Foundation, which was founded to honor his sister Shannon Larson, who passed away in 2007 from heat stroke while she was hiking in Arizona. The Foundation is a North Dakota non-profit, whose purpose is to raise money for charitable programs promoting Shannon’s attitude of helping others. On January 25, 2014 the organization will be having the 3rd Annual Sunshine Fest at the Ralph Engelstad Arena, which is a 5K outdoor run and a 3K indoor fun walk. The event will also have activities for kids. Participants may register online.

The next project for the Foundation is the Sunshine Hospitality Home Project, which will be a hospitality house in Grand Forks in partnership with Altru Health System. The Sunshine Hospitality Home will be a place for patients and their families, affected by critical illnesses, diseases, and injuries, who must travel to fulfill their healthcare needs.

1. Call to Order by President Diane Hillebrand at 1:02 PM.

2. Approval of December 11, 2013 Staff Senate minutes

   Motion made by Eileen Tronnes Nelson to approve the December 11, 2013 meeting minutes. Second by Marsha Nelson. Trish Young and Will Young abstained. Motion carried

3. Treasurer Report – Katie Douthit

   Katie reported that transfers have been made to reflect correct charge accounts. All but three of the payments have been made for 31 Days of Glory. The Denim and Diamond account is showing a negative balance as we are waiting on funds from Alice Brekke.

   Darin Lee commented that for the 2014 Denim and Diamonds committee, they need to make sure in their budget to have an allocation for postal services to cover postage.

4. Membership – Cheri Williams

   Cheri reported that we are now at 45 members. Jennifer Ellis resigned because she left UND. Still looking to fill temporary terms for the remainder of the year.

5. Historian Report – Elizabeth Becker

   Elizabeth reported that she has been receiving many photos, which have been put up on the Flickr site and can be accessed through the Staff Senate website. They have set up Google analytics on the Staff Senate website to track visits to each page.

Approved at February 12, 2014 Staff Senate Meeting
6. Committee Reports - Please remember to turn in a report to the secretary prior to this meeting (either e-mail or hard copy)
   a. Bylaws/Elections – Trish Young
      Trish reported that they have not met. Will meet later in January.
   b. Denim Day Committee – Cheri Williams
      Cheri reported that for 2013 we raised $8,945 for regular Denim Days and $4,681 for Special Denim Days, for a total of $13,626.
   c. Fundraising/Scholarship – Shannon Medina/Pam Henderson
      Shannon reported that they have not met. Plan to meet in January. Will be posting the Dependent Scholarship application in February.
   d. Legislative – Will Young
      Will reported that they have not met.
   e. Public Relations – Nancy Krom (this committee meets the first Wednesday of each month at 9:00 am in the Alumni Room in the Union as needed)
      John Lee reported that they have not met. John continues to work on the newsletter. Committee has approved a few items via email.
   f. Staff Development Program – Sharley Kurtz (this committee meets every month before Staff Senate from 12-1 in the Alumni Room in the Union)
      Sharley reported that they met today. Discussed ideas for spring semester events. Will have “e-mail etiquette” again. Any ideas please share with Sharley. Thank you letter from CVIC for our donations from Tubs Of Love was passed around.
   g. Staff Recognition – Marsha Nelson
      Marsha reported that they have not met, but will be meeting next week.

7. Old Business
   a. Suggestion Box
      None

8. Stop and Stretch

9. New Business
   a. Diane shared the Minot Staff Senate Christmas card that she received.
   b. We have received 10 tickets from the President’s Office for Feast of Nations, which is on February 15, 2014. There will be a lottery for the tickets, and information will be sent out in the near future regarding how to enter.

10. Other Committee Reports
   a. Building/Facility Access Committee – Marsha Nelson
      Marsha reported that they have not met.
   b. Chester Fritz Auditorium Advisory Committee – Kim Keeley
      Kim reported that they have not met.
   c. Conflict of Interest/Scientific Misconduct Committee – Diane Hillebrand, Cheri Williams
      Diane reported that they have not met.
   d. COSE (Council of State Employees) – Kim Keeley, Shannon Medina, Shannon Dravland
      Kim reported that they have not met. Shannon Dravland is the new representative for UND Staff Senate on COSE. Will be meeting again in a couple weeks.
   e. Denim and Diamonds – Trish Hodny
      Trish reported that they have not met. Finalizing payments with Alice Brekke. Waiting for word also from Alice on if we should plan for this event again for 2014.
   f. Diversity Council - Thomas Brockling, Kristine Paranica, William Young
      Will reported that they have not met.
   g. Healthy UND Tobacco Task Group – Kim Ruliffson
      Kim reported that they have not met.
   h. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Trish Young
      Diane reported that they have not met. They will be meeting on January 27. Kristi Swartz, President of ND SSS, reported that they are looking for representatives for a committee regarding retirement. The committee will be an advisory group to the State Board. UND Staff Senate recommends Katie Douthit.
   i. Parades – Robert Schindele
      Bob reported that they have not met.
   j. SBHE (State Board of Higher Ed) – Janice Hoffarth
      No report

Approved at February 12, 2014 Staff Senate Meeting
k. Sexual Violence - Eileen Tronnes-Nelson
   Eileen reported that they have not met.

l. Shared Governance Committee - Sharley Kurtz
   Sharley reported that they have not met.

m. The President’s Cabinet - Diane Hillebrand
   Diane reported that the President’s Cabinet met Monday, December 16. Received a 2 hour presentation
   regarding Title IX and the Save Act. Will be expanding this presentation next to the Deans’ level.
   Will now be meeting once a month. The next meeting is January 27.

n. U-Shine Award – Lynn Lee
   Lynn reported that they are still waiting to present the January U-Shine winner.

o. University Bookstore Advisory Committee – Nancy Krom
   No report

p. University Ombuds Advisory Committee – Cheri Williams
   Cheri reported that they met on December 17 and January 7. Working to develop a “Performance
   Management Plan” for the Ombuds position for Dusty’s six month review. Committee will also be sending
   out a survey during the spring semester to evaluate the Ombuds role at UND.

q. University Senate – Diane Hillebrand, Sharley Kurtz, and Kim Keeley
   Diane reported that they have not met.

r. University Senate Executive Committee – Diane Hillebrand
   Diane reported that they met on December 18. The meeting was mostly regarding faculty issues. There
   is no January University Senate Executive Committee meeting.

e. Work Well Advisory Board – Jessica Dunphy
   Kim Ruliffson reported that they have not met.

11. Matters Arising/Open Discussion
   On Jan. 25, 2014, at the Ramada Plaza & Suites in Fargo,1635 42nd St S, North Dakota United proudly presents
   its first-ever Higher Education Conference. This professional development opportunity is open to all higher
   education faculty and staff in North Dakota. Attendance is free of charge. All faculty and staff of North Dakota’s
   public universities are welcome to this unique opportunity for professional development, which is designed to
   teach you more about what it means to be an employee of the University System, your rights as a worker and
   responsibilities as part of the system to work alongside your colleagues to provide the best possible experience
   for students and everyone involved in educating them.

12. Next Staff Senate Meeting – February 12, 2014 1:00 – 2:30 PM Memorial Union, River Valley Room

13. Adjournment
   Motion made by Kim Ruliffson to adjourn the meeting at 2:02 PM. Second by Marsha Nelson. Motion carried.

14. Meet and Greet – as time allows