**UND Staff Senate Minutes**
October 10, 2012
1:00 pm – 2:30 pm
Swanson 16-18

**Members Present:** Tearnie Braaten, Elizabeth Becker, Chad Bushy, Chadd Damm, Katie Douthit, Jessica Dunphy, Connie Gagelin, Brent Gerhardt, Brenda Halle, Pat Hanson, Jim Hanson, Diane Hillebrand, Patricia Hodny, Kim Keeley, Nancy Krom, Sharley Kurtz, Darin Lee, John Lee, Lynn Lee, Jolene, Marsh, Shannon Medina, Evan Nelson, Marsha Nelson, Leyton Rodahl, Kim Ruliffson, Dale Spicer, Derek Stinchfield, Denyse Sturges, Kristi Swartz, Vicki Thompson, Eileen Tronnes-Nelson, Cheri Williams, Clay Willoughby, Carol Winkels, Patricia Young, William Young

**Resigned:** Renae Tholkes

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

**Members Absent:** Brian Fricke, Joan Jensen, Edward Martin, Dan O’Donnell, Tatjyana Richards

**Members Absent (excused):** Kristi Bruggeman, Kim Burris, Shelly Pecka, Dennis Stangl, Kasey Young

Update on UND Emergency Notifications. Peter Johnson, along with Pam Zimbleman, Operations Center; Tracy Meidinger, UND Police; Mike LeFever, Special Projects/VPFO.

Program: United Way Campaign at UND. Margaret Myers, Co-Chair of the Greater GF United Way Campaign for 2012.

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

2. **Approval September 12, 2012 Staff Senate minutes:**
   Brenda Halle made a motion, Eileen Tronnes-Nelson seconded to approve the minutes of the September 12, 2012 Staff Senate Meeting. Motion carried.

3. **Treasurer Report** - Katie Douthit
   Katie reported that there was an error on the scholarship record which has been corrected.

4. **Membership** - Vicki Thompson
   Vicki mentioned that she has put an updated member list on the web site. The meeting schedule for 2013 was handed out.

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 met on October 9. The committee brought forth proposed changes and additions to the Bylaws of the Committees and Task Forces section (see information at the end of the minutes). The committee made a friendly amendment to the first sentence in the second paragraph (in bold).
      Trish Hodny made a motion and Brent Gerhardt seconded to close discussion and vote for the proposed changes. Motion carried.

   b. **Denim Day Committee** - Cheri Williams
      Applications will be taken for 2013 regular Denim Day funding until November 15.
      A special Denim Day was held for the American Diabetes Association October 9.
      There will be a special Denim Day for the UND Mortar Board Turkey Basket Drive on October 25.

   c. **Fundraising/ Scholarship** - Sharley Kurtz, Shannon Medina
      Five applications were submitted for Seeds for Staff Success and all 5 were funded.
      The committee will continue to work on marketing.
      31 days of glory - return tickets to Shar/Shannon before November Staff Senate meeting.
      Shar will publish daily winner, please make sure to send information on throughout your departments.
d. Legislative - Darin Lee
   Have not met. Darin passed around a sample ND voting ballot. Information can be found on www.nd.gov.

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. The deadline for the newsletter is Reading & Review Day.

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. Went over list of monthly speakers. Working on the goal setting workshop which will be on October 16. The tours are on track. Holiday donations will go to a local charity. The holiday potluck will be at Skalicky at noon with the Staff Senate meeting at 1:00.

g. Staff Recognition – Marsha Nelson
   Have not met. SERW went well. $150 went to the Listen Drop-in Center. 390 were served at the picnic, 388 at taco in a bag, and 91 night staff were served.

h. U-Shine Award – Kim Keeley
   September award has not been presented yet.

i. Emerald & Ice - Trish Hodny
   Patricia Hodny made a motion to change the name to Denim and Diamonds. Shannon Medina seconded the motion. Motion carried. 17 yes votes, 14 no votes. The venue and band have been booked. The date has been set for February 22. Cost of tickets and food still need to be worked out.

Parade – Leyton Rodahl
   The Homecoming parade is Saturday, walkers are needed.

6. Old Business
   a. Suggestion Box
      No submissions

7. New Business
   a. Staff Senate now has a seat on the President's Cabinet.
   b. The person chosen for the Police Chief position is going through a background check.
   c. Kristi Swartz made a motion by acclimation to appoint Kim Ruliffson to the Healthy UND Tobacco Task Group. Motion carried.
   d. Sharley Kurtz made a motion by acclimation to appoint Kim Keeley to COSE. Motion carried.

8. Other Committee Reports
   a. Building/ Facilities Access Committee - Marsha Nelson
      Have not met.

   b. Chester Fritz Auditorium Advisory Committee – Kim Keeley
      Have not met.

   c. Conflict of Interest/ Scientific Misconduct Committee - Diane Hillebrand, Cheri Williams
      Met on October 4. The committee continues to struggle with quorum. Discussed Conflict of Interest policy -- still working on revisions to it. Reminder to all staff (except those in 6000 and 7000 job bands) that they are to complete the Conflict of Interest Form 1 every academic year (after the fall semester) and send to RD&C. The policy and forms can be found at the Research Development and Compliance website. The committee will try to meet twice a month to go over the Scientific Misconduct policy.

   d. COSE – Patricia Hodny, Shelley Pohlman, Kristi Swartz
      The next meeting will be on October 18 in Fargo. Shannon Medina is an alternate member.

   e. Diversity Council - Thomas Brockling, Kristine Paranica, William Young
      Have not met.
f. Healthy UND Tobacco Task Group - No report. Kim Ruliffson is the new representative.

g. NDSSS (North Dakota State Staff Senate) - Kristi Swartz, Trish Young, Diane Hillebrand Have not met.

h. University Bookstore Advisory Committee - Nancy Krom Have not met.

i. University Senate - Trish Young, Diane Hillebrand, Sharley Kurtz (does not meet in the summer) Most of the meeting was spent on updates. The Intellectual Property policy was passed. The faculty handbook is being updated.

j. Work Well Committee - Shelly Pecka (meets once a semester) No report.

k. Sexual Violence - Trish Hodny They are working on the mission and objectives of the committee.

l. SBHE - Janice Hoffarth No report.

m. Ad-hoc University Ombuds Committee - Cheri Williams Met on October 2 and discussed sample job descriptions of other university Ombuds positions. The draft work for the job description is in progress. Next meeting is October 16.

9. Matters Arising/ Open Discussion
   a. Trish Young mentioned that when reply is used for anything sent through the list serve, that it automatically replies to everyone. She asked that senators try to be conscious about sending replies to the proper person/people.

10. Next Staff Senate Meeting November 14, 2012 in River Valley Room - Union.

11. Adjournment: 2:29 pm.

V. Committees and Task Forces

A. Executive Committee:
The Executive Committee of the Staff Senate shall consist of its officers, the Members at Large, and the chairs of the Legislative, Bylaws/Elections, Public Relations, Staff Development Program, Staff Recognition, Fundraising/Scholarship and Denim Days Committees, who collectively shall:
1. Serve as the governing board or steering committee of the Staff Senate.
2. Set the yearly calendar of Staff Senate meetings and activities.
3. Set the agenda for each meeting of the Staff Senate.
4. Ensure that the Constitution and Bylaws are followed.
5. Receive proposals from Senators, staff, or the President of the University for consideration at Staff Senate Meetings.
6. Provide information regarding Staff Senate activities to the President of the University, University Senate Chair, Director of Human Resources, Staff Senators, and all UND Staff.
7. Approve disbursement of funds when required.

B. Other Staff Senate Committees
The Staff Senate shall establish committees as necessary to perform duties determined by the Staff Senate and/or Executive Committee. Each year each committee without a named chair shall elect a chairperson who is a Staff Senator and shall develop goals for the upcoming year. Yearly goals of each committee shall be submitted to the Executive Committee in September.

Every Staff Senate member is expected to belong to at least one committee. A Staff Senator may serve on a maximum of two (2) committees each year. A Staff Senator may serve as
chairperson on a maximum of one committee each year. Each committee shall give an oral report and submit a written report prior to each monthly Staff Senate meeting. At the April meeting, each committee will submit in writing a detailed year-end report to the secretary.