Staff Senate Meeting Minutes
October 14, 2015
Memorial Union, Swanson 10-12
1:00 pm – 2:30 pm


Members Absent (excused): Bree Melicher, Tina Monette, Don Rasmuson, Danny Weigel.

Members Absent: Nancy Garcia, Jim Hanson, Moses Serna,
Resigned: Laura Look, Leyton Rodahl.

New Members Present: Alison Day, Kari Holter, Renee Nilsen.

New Members Absent (excused): Jana Diemert.

Ex-Officio Present: Pat Hanson

1. Call to order by President Sharley Kurtz at 1:02 PM

2. Special Election for the Staff Senate Secretary position.
   Nomination made by Amber Flynn to nominate Alyssa Walker as the Secretary. Seconded by Jenny Le Texier. Motion carried.

3. Announcements:
   a. Guest Speakers:
      - Master Planning Steering Committee Leadership: Dave Chakraborty, AVP of Facilities Management; Laurie Betting, AVP for Health & Wellness (Master Planning Steering Committee Coordinator); and Gary Hay, consultant
      The NDUS has charged all higher education institutions within the state to create a Master Plan for space utilization to ensure that the institutions are best utilizing the spaces that they currently have. UND has created a Master Planning Steering committee composed of mostly college deans and administrators. Laurie Betting and Dave Chakraborty are serving as the committee coordinators. Gary Hay, principal from Hay-Dobbs Architects is serving as a consultant on the Master Plan steering committee. A Space Utilization Master Plan sets a plan for the physical spaces on campus. This study should create a roadmap that will guide the campus’ spaces for the years ahead. The study will begin with Phase One which is assessing learning spaces (office and classroom spaces) which are classified as Type I spaces which are academic buildings and Type II spaces which are academic support buildings. Phase One will not assess Type III spaces which are auxiliary buildings such as the Memorial Union, the libraries, Housing, or the Wellness Center. The Steering Committee is collecting a great deal of data from several studies that are in progress or have been completed in the last year. These studies include:
        - Facility condition study
        - Classroom utilization study (will be updated this year)
        - Medical school repurposing study
        - Capital projects master planning
        - Strategic energy plan (in progress)
• Classroom prioritization assessment (in progress)
• IT/Network assessment (in progress)
• Housing evaluation study
• Site infrastructure study

The Committee is also gathering data on the classroom environments that currently exist today and area assessing their conditions (i.e. lighting, technology, air quality etc.) and how the teaching and learning process is happening on campus. They are also assessing “learning spaces” i.e. areas in which students study and learn outside of the classroom such as hallways, gathering spaces, individual study spaces etc.

The final draft of the Master Plan must be completed by December 31, 2015 in which the Steering Committee will make recommendations to the President for capital projects for the next legislative session focusing first on life safety, deferred maintenance, and areas for educational growth. After the President reviews the draft, he will submit a final draft to the NDUS by January 19, 2016.

The goal of the Master Plan is to focus on students (enhancing teaching and learning environments), resource stewardship, and creating EXCEPTIONAL UND facilities. By the end of the Master Planning process, the committee will have a list of priority buildings that need to be renovated/remodeled or taken down. UND has never gone through a data-driven process like this so it is a different process that will be beneficial for areas that needs are high.

Communication Process: The Steering Committee is utilizing several venues to gain information about academic spaces from faculty, staff, and students. These include:

• Master Planning Open Forums – October 22nd in Swanson Hall rooms 16/18. The open forums will provide an overview of the analysis phase of the master plan process to the UND community and will outline the process for looking at space and gain feedback to confirm the preliminary project goals. The forums will include brief presentations at 11:30 AM, 1:30 PM, and 4:30 PM, with open discussions throughout the day. Students, faculty, and staff are encouraged to stop by any time between 11:00 AM- 5:00 PM to visit with the project team and see the preliminary planning materials.
• Classroom polling: The Steering Committee is polling students and faculty from classes in 5 recently renovated (enhanced) classrooms and 5 non-renovated classrooms. They will gain their feedback about both types of spaces and use it in the Master Planning efforts.
• Student Government is sending qualtrics (online) survey to students to learn more about what students think about academic spaces on campus.

Senators asked a number of questions of the Master Planning Committee leaders:

• Are you looking at spaces that are not yet in existence for example, an LGBTQ+ Resource Center?
  o Chakraborty: Right now we are just assessing current academic spaces but eventually we would like to do an entire campus Master Plan that assesses all spaces both current and future.
• Are you looking at the infrastructure of buildings (i.e. is there enough steam power to heat the buildings) and will there be more staff for new buildings as there is already a shortage?
  o Chakraborty: UND has enough steam power in the plant that they could almost double the size of campus and still have enough steam power, steam power is not being used in the new Medical School building because it would cost too much to extend the pipes. I do not have a say in staffing beyond the Facilities Department, staffing is really a question to ask of the state legislature as staff salary dollars come from them.
• Is access to buildings such as using ID cards to swipe and enter part of what you are assessing?
  o Chakraborty: Building access is not directly part of the master plan but the UPD did a study recently regarding building access and has created a priority list for updating buildings. They know that it costs about $450,000 to upgrade the access system so they must make updates on a priority basis.
• How does the Master Plan relate to donors who are willing to give money to build buildings on campus?
  o Chakraborty: If a donor wishes to provide full funding and/or an endowment for infrastructure, that building would go to the top of priority list.

• Is energy efficiency part of the planning process?
  o Chakraborty: Absolutely! The strategic energy plan is part of study and we are assessing campus wide opportunities to ensure energy efficiency is part of the priority list.

• Will you provide the slides from this presentation as well as the building priority list?
  o Chakraborty: The committee must still present to the University Senate at beginning of November, so the slides will be posted online after the meeting.
  o The list of buildings that are being assessed is on the website.

• Are you looking at all spaces within the academic buildings?
  o Chakraborty: Yes, we are looking at all academic spaces, office spaces, and all others. The Committee will have office space data hopefully by the end of the week.

• Can we post information about the Master Planning Process in the Staff Happens newsletter that is to be published next week?
  o Chakraborty: Yes! Laurie (Betting) and Jimmie (Kennedy) will work with Shar to get information to you for the newsletter.

• It seems that recently there have been a number of spaces that have been remodeled and are going through another remodel just two or three years after their initial updates. We have so many other buildings on campus with deferred maintenance, why are we redoing spaces that have been remodeled only a few years ago, instead of just doing it right the first time?
  o Chakraborty: This is exactly why we need to create a Master Plan and a priority list. We are trying to avoid this type of situation from happening by creating data driven decisions and a set of design standards that all projects from this point forward will have to follow. The design standards will include specific types of carpet, paint etc. that must be used for any updates on campus so that cheaper, less durable products are not purchased thus cutting down on replacement a few years after they are installed. The Master Plan’s building priority list will also determine the facilities that have deferred maintenance and need to be updated sooner rather than later.

• What will you do if a building that you want to remodel or update is on the historical registry?
  o Chakraborty: We are in constant communication with the Historical Society to gain their input. We have a meeting with them in a couple of weeks. We want to balance all of the needs and improvements that are required with the requirements of historical buildings.

• Will renovation/remodel design standards be put into place?
  o Chakraborty: Yes, the design standards will decide the quality of carpet etc. that a department must purchase in order to provide the best quality and value for ND taxpayer dollars. They will also need to follow a color scheme. We want to do it right the first time.

More information about the Space Utilization Master Planning process can be found on the website here: [http://und.edu/finance-operations/facilities-management/masterplanning.cfm](http://und.edu/finance-operations/facilities-management/masterplanning.cfm). Senators can also email any additional questions to Sharley Kurtz and she will be sure to send them to Dave or Laurie.

b. Welcome new Senators: Kari Holter, Renee Nilson, Alison Day, Jana Diemert!

4. Approval of Staff Senate minutes

*Barry Brode made a motion to approve the Staff Senate Meeting Minutes from September 9, 2015. Seconded by Laurie McHenry. Jenny LeTexier and Tyler Clauson abstained. Motion carried.*

Additional information/clarification

Section 2A, During the discussion with Vice President Susan Walton regarding the new UND nickname, she indicated that if one nickname did not receive 51% of the vote from the initial voting period that a run-off vote would occur where the two highest vote-getters in the initial election would be on the ballot and only students...
would be able to vote. A recent nickname email clarified that a run-off vote would take place but all voters who were eligible in the initial voting period would be eligible to participate in a run-off vote.

Amber Flynn submitted amendments to the minutes.

5. Officer Reports
   a. Treasurer Report – Sarah Abentroth
      No report
   b. Membership – Cheri Williams
      Cheri reported that the Staff Senate currently is at 45 senators as Laura Look and Leyton Rodahl resigned. Diane Hillebrand has been busy recruiting and after the approval of new senators during this meeting we should officially be at 49 senators.
   c. Public Relations - Beth Moe
      The Staff Happens newsletter is being edited and will be out soon.
   d. Historian Report – Elizabeth Becker
      No report.

6. Staff Senate Committee Reports – please read committee reports prior to meeting sent with agenda (As needed)
   a. Denim Day Committee, Cher Williams - The Denim Day Committee is accepting apps for 2016 funding year for non-profits. Please let any non-profits know that they can apply. The deadline to apply is November 15, 2015.
   b. Denim & Diamonds, Trish Hodny - Shar expressed a special thank you to Trish Hodny, Diane Fugleberg, Jess Dunphy on one of the most successful Denim and Diamonds events to date. 200 people attended the event, over 100 businesses donated to the event and $8,404 raised. Thanks to everyone who helped with the event! Way to go committee, these seven people put on a phenomenal event!
   c. Parades, Jim Hanson - The Staff Senate float won the Best Theme Award at the Potato Bowl Parade! Thanks to everyone who helped with both the Potato Bowl and Homecoming floats and walked in the parades!
   d. Fundraising/Scholarship, Jess Dunphy
      31 Days of Glory – Tickets were handed out at the meeting, if you did not get your tickets, come see Jess. She sent a flyer to advertise the tickets, please forward on to your department. This year the 31 Days of Glory proceeds will go to the Seeds for Staff Success.
   e. Staff Development, Pam Henderson
      Staff Development Committee will be doing tubs of love again this November. All donations collected will go to the Humane Society & St. Joseph’s food pantry. Pam will work on getting priority needs lists from both groups and will distribute them at the November Staff Senate meeting. If you want to volunteer to man the tub/box in your building for donations, please let Pam know. The annual potluck in December will take place before the December Staff Senate meeting. Please sign up at next meeting to bring items.
   f. Staff Recognition, Amber Flynn. Thank you to everyone who assisted with the State Employee Recognition Week events. We will have a Staff Recognition committee meeting next week to finish writing thank you notes and discussing the results of the week’s events.
   g. Bylaws and Elections Committee, Diane Hillebrand
      The Bylaws and Elections Committee met on five open senator spots and filled four. The committee contacted potential senators in the order that they contacted the committee and showed interest in becoming a senator. Currently, there is one candidate who is considering becoming a Staff Senator if he/she accepts the position, we will be full. If they decline, the committee will continue to contact the five other who are on the list in order. If there are any remaining candidates who are still interested in being a senator, the committee will put them on the ballot for the next election cycle. The committee sent out a call for senators via Staff Chat and they received a huge response!

The Bylaw and Elections Committee motioned to move Laurie McHenry and Alyssa Walker from one year terms to three year terms in 3000 broadband terms 2018(1). Accept Kari Holter and Jana Diemert into three year 5000 broadband terms 2018(1). Accept Alison Day and Renee Nilson into one year terms. There was no discussion. Motion carried.

Pending approval at November 4, 2015 Staff Senate Meeting
7. University Committee Reports – All committees were included on prior committee report that was sent. No additional reports

8. Stop and Stretch

9. Suggestion Box
   a. The one submission this month thanked Staff Senate for implementing Spirit Day Fridays. They submitter stated that they enjoyed seeing the enthusiasm throughout the departments on campus! Spirit Day is wearing green and pink or UND gear every Friday. Cheri clarified that Spirit Days are not necessarily denim days unless specified. Supervisors may allow staff to wear jeans on Spirit Days but they are not necessarily denim days.

10. Business Items
    a. Senator Outreach – Presidential Search
       • What characteristics do you feel are ideal in the next UND President and why?
         o Policy making experience
         o Diverse candidate
         o Visible on campus and in the community
         o Approachable and engaged
         o Bridge builder
         o Thick skinned
         o Knowledge of UND/Institutional History
         o Show no fear
         o No need to have academic teaching background however, higher education experience
         o Ability to unify and rebuild relationships
         o Internal experience
         o Strategic planning/prioritization experience
         o Understands and respects Midwestern values and culture
         o Strong sense of leadership, empowers the leaders that report to them (no micromanagement)
         o Strong networking and connections to UND and North Dakota
         o Internationalization experience

       • How do you feel the UND Presidential Search Committee could solicit staff feedback on Presidential Candidate(s) brought to visit campus?
         o Surveys to all stakeholders
         o Open forums with the ability to provide feedback
         o Ability to email feedback to committee members or respected senators to forward on to the search committee
         o Candidates should have the opportunity to meet with overnight staff so they can provide feedback
         o Campus site visits should include a wide variety of departments; interaction with faculty and staff in these departments with the opportunity to provide feedback
         o Candidate presentations should be provided live online and virtual guests should be given the ability to ask questions of the candidates. Record the candidate presentations for later review and leave online for longer than 48 hours.

       • If given the opportunity to interact with the Presidential Candidate(s), would you participate? Why or why not?
         o Overwhelming YES for interacting with candidates
         • How??
           o Campus escorts should consist not only of administrators and search committee members, perhaps include faculty, staff and students (match them up)
             i. Staff Senators
             ii. Student Government
             iii. University Senators
Deans and direct supervisors should encourage staff to attend sessions during the work day.

Candidates attend a meeting with Staff Senate or Staff Senate Executive Committee to gain staff feedback and ask questions of the staff.

- Senators have heard feedback from other staff who are finding it difficult to think about the characteristics of the new president if they don’t know who the interim president is going to be. Shar stated that she will figure out a way to voice Staff Senate’s concerns regarding the interim president.
- Dr El Rawini, who is the Chair of the Presidential Search Committee, will be coming to the next Staff Senate meeting to talk more about the Presidential Search Committee.
- All feedback was recorded by Pam and Shar and was sent to Presidential Search Committee staff representative Angie Morgan & Shari Nelson. Shar has requested that once the Presidential Search Committee begins meeting, they come present at Staff Senate. The Exec Team will ensure that staff will be at the table for the Presidential Search and the suggestions will be heard even if we have to do them on our own.

b. November’s Senator Outreach will be discussing the MIRA Budget
   - Sharley will be sending out questions for the November meeting, please talk to the staff in your areas about the questions. Alice Brekke will be coming to the next meeting to discuss the MIRA budget process.

*Amber Flynn motioned to extend meeting until 2:40pm, Seconded by Laurie McHenry. Motion carried.*

11. Matters Arising/Open Discussion - None

12. Meeting was adjourned at 2:38pm.

   **Next Staff Senate Meeting**
   November 4, 2015
   Wellness Center Room 120 & 121