

Members Absent: Mara Boppre, Molly Christianson, Jessica Dunphy, Gloria Rodriguez.

Resigned: Kasey Young.

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

Guest: Melissa Gjellstad, University Senate Chair
Melissa gave a report on what University Senates goals and activities are for the 2014-2015 year. University Senate is a very large group with 23 standing committees.

1. Call to Order by President Sharley Kurtz at 1:16 PM.

2. Approval of September 10, 2014 Staff Senate minutes
   Motion made by Eileen Tronnes Nelson to approve the minutes from September 10, 2014. Second by Kim Keeley. Motion carried.

3. Treasurer Report – Sarah Abentroth
   Sarah reported that the President’s Office will be reimbursing the funds for State Employee Recognition Week.

4. Membership – Cheri Williams
   Cheri reported that we are now down to 46 members. Kasey Young resigned. If you know of anyone that is interested in filling a 1 year temporary term, please let Diane and Cheri know.

5. Historian Report – Elizabeth Becker
   Elizabeth reported that she visited with Chris Carper, Records Manager. He recommended that we use ImageNow to store all of our documents and materials that we want to archive. Elizabeth has put in the request to the NDUS team for an account.
   We have not heard any update on our new Staff Senate logo.
   Elizabeth noted that there have been some reports of issues with the Staff Senate webpage loading correctly in FireFox. If you hear of any issues, please direct people to use another web browser. Elizabeth has added a disclaimer on the website as well.

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 – Diane Hillebrand
      Diane reported that the Bylaws/Elections committee met again to review the friendly amendments from the September meeting. Diane went through all of the changes for the Bylaws and the Constitution. Discussion ensued.
      Motion made by the Bylaws/Elections committee to accept the Constitution as presented. Motion carried.

Approved at November 12, 2014 Staff Senate Meeting
Motion made by the Bylaws/Elections committee to accept the Bylaws as presented. Motion carried. (see end of minutes for revised Constitution and bylaws).

b. Denim Day Committee – Cheri Williams
Cheri reported that the special Denim Day for the Sunshine Memorial Foundation raised $417 and the special for International Disaster Relief Efforts raised $427. In addition to regular Denim Days, we have two more specials in October – American Diabetes Association on October 9 and the UND Mortar Board Turkey Basket Drive on October 23.
We are accepting Denim Day applications for 2015 regular Denim Day funds. The application can be found on the Staff Senate Denim Day website. Applications are due November 15.

c. Fundraising/Scholarship – Pam Henderson
Pam reported that we are continuing to collect donations for Denim and Diamonds, and finalize the silent auction portion of the event.
Our next fundraising activity is our 31 Days of Glory raffle. During October and November, Staff Senators sell 500 raffle tickets at $20 each. Each senator is responsible for selling 10 tickets. Please make sure that the information section of the ticket is completed, and returned with money or cash. A winner is drawn for each day of December. Monday through Saturday winners receive $100 cash and Sunday winners receive $500 cash. Proceeds from the raffle will be used to provide scholarships for dependents of UND Staff members.

d. Legislative – Trish Hodny
Trish reported that Student Government hosted a forum regarding Measure 3 on Tuesday, October 7. The North Dakota State Staff Senate will host a public information session on Measure 3 on Thursday, October 9 from 4:00 to 5:30 PM at the Gorecki Alumni Center. Murray Sagsveen, North Dakota University System Chief of Staff, will present information at a public information session. The presentation is coordinated by the North Dakota State Staff Senate, in conjunction with the University of North Dakota Staff Senate and the Core Technology System Office Staff Senators. For more information, contact UND Staff Senate President Sharley Kurtz, or, CTSO Staff Senate President, Clay Willoughby.

e. Public Relations – Lacey Dahlen (this committee meets the first Wednesday of each month at 9:00 am in the Alumni Room in the Union as needed)
Lacey reported they have not met.

John Lee gave a reminder that the deadline for submissions for the Staff Senate newsletter is the Friday before finals week.

f. Staff Development Program – Shannon Medina (this committee meets every month before Staff Senate from 12-1 in the Alumni Room in the Union)
Shannon reported that we have several upcoming speakers coming to Staff Senate meetings.
There will be an upcoming First Aid/CPR/AED Training program on October 28 from 2:00 to 3:00 PM. Registration is through Learning and Development (formerly U2).

g. Staff Recognition – Shannon Dravland
Have not met

7. Old Business
   a. Suggestion Box
      No new suggestion box items

8. Stop and Stretch

9. New Business
   a. Sharley gave a quick reminder regarding the privilege of receiving tickets from the President’s Office for events. If you win tickets, such as attending a UND hockey game, please make sure you attend, or if you are unable to attend, please pass along your tickets to another senator or return them to Sharley.

10. Other Committee Reports
   a. Building/Facility Access Committee – Marsha Nelson
      Sharley reported the Building/Facility Access Committee has not met yet this semester. They have had a few emails back and forth with committee members and have done an email vote on a couple of key appeals.
   b. Conflict of Interest/Scientific Misconduct Committee – Kim Keeley, Trish Hodny
      Trish reported that the committee has been meeting every other week. They are currently working on the Ethics and Scholarship document.
   c. COSE (Council of State Employees) – Kim Keeley, Shannon Dravland

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Kim reported that COSE has not met. They will be meeting on October 20. Shannon Medina has stepped down from COSE. Shannon Dravland can either step up from her alternate spot or we can elect a new representative. Discussion ensued on if an alternate is needed. Shannon Dravland will check with her department on if she can move up into the board position. Sharley will send out the application for Staff Senators to complete if they are interested in becoming a member.

d. Denim and Diamonds – Jenny Duffy, Trish Hodny
Like us on Facebook: https://www.facebook.com/UNDStaffSenateDenimDiamonds
Jenny reported that Denim and Diamonds is less than two weeks away. We are still looking for volunteers to assist with the mock gaming. Sign up sheet passed around.
Trish reported that there are still about 30 tickets available for the event. She is also still looking for items for the live auction portion of the evening.

e. Healthy UND Coalition - Kim Ruliffson, Jessica Dunphy
Kim reported that the Healthy UND Coalition hosted their Annual Meeting on September 24. The next meeting is November 4 at 10:00 AM.
New this year in the Old Main Marketplace is a salad bar on Tuesday and Wednesdays. Kim encouraged everyone to check it out!
Work Well is hosting Flu Shot Clinics again this year. Dates to be announced soon.

f. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Shannon Medina
Sharley reported that ND SSS met and did campus updates. They also discussed the employee tuition waiver process.
Next meeting is October 27.

g. Parades – Jim Hanson
Jim reported that the Homecoming parade is this Saturday, October 11. Anyone willing to help put the float together should meet Friday at 4:15 PM at the Recycling Center. They need lots of volunteers to help put the float together, as well as to walk in the parade on Saturday to hand out candy.

h. SBHE (State Board of Higher Ed) – Janice Hoffarth
Janice reported that the SBHE met last week on October 2. She explained a few violations that the SBHE has recently received regarding open meeting laws. Janice will be going to Chicago to attend a community college convention. The next meeting for the SBHE is in Valley City on October 30.

i. Senate Legislative Affairs Committee – Sharley Kurtz
Sharley reported that the Senate Legislative Affairs Committee has been discussing Measure 3.

j. Sexual Respect & Violence Intervention Committee – Eileen Tronnes-Nelson
Eileen reported that there is now a new Harassment and Violence Prevention website. The website features the new Prevent Sexual Assault video about standing up and speaking out against violence and also has resources about the different types of violence and how to get help. Please visit the site here: http://und.edu/student-affairs/dean-of-students/harassment-and-violence-prevention/
Amber Flynn, the Coordinator of Sexual Respect & Violence Prevention said that more things are still coming to the website.

k. Shared Governance Committee – Sharley Kurtz
Sharley reported that there have been open forums regarding the formation of a Faculty Senate. They are working on what the next steps may be.

l. The President’s Cabinet – Sharley Kurtz
Sharley reported that the President’s Cabinet met on September 29. Dr. Riedy gave a presentation on PAR, regarding retention and admissions. The cabinet reviewed the parking recommendation and have passed it on to the President’s Office for final approval. The policy regarding Institutional Research has been extended. The President’s Cabinet got to take a tour of the new Medical School.

m. U-Shine Award – Jessica Dunphy
No report

n. University Bookstore Advisory Committee – Brandon Wallace
No report

o. University Ombuds Advisory Committee – Cheri Williams
Cheri reported that President Kelley has informed the committee that the Ombuds will report to Provost. The committee has provided the Provost with an updated job description and he has been asked to review and approve for posting/advertising. The Provost has scheduled a meeting with the committee on October 16 to discuss the formation of the search committee, the search process, the role of the advisory committee, etc.

p. University Senate – Sharley Kurtz, Shannon Medina and Pam Henderson

Approved at November 12, 2014 Staff Senate Meeting
Sharley and Pam reported that we met on October 2 and started the meeting by doing a small group activity. It was a short meeting. Received updates on what Student Government is doing. Sharley was able to give an update on Staff Senate. Heard from Steve Light regarding the Promotion and Tenure and Evaluation initiative. He will be co-chairing the committee with Ryan Zerr, and will have several open sessions to gather input.

q. University Senate Executive Committee – Sharley Kurtz
Sharley reported that the executive committee is reviewing all the committees that fall under University Senate to determine which ones are needed, especially those committees that are currently dormant. The committee reviewed and put forward the faculty recommendations to the Promotion and Tenure committee.

11. Matters Arising/Open Discussion
Reminder, The North Dakota State Staff Senate will host a public information session on Measure 3 on Thursday, October 9 from 4:00 to 5:30 PM at the Gorecki Alumni Center. Murray Sagsveen, North Dakota University System Chief of Staff, will present information at a public information session. The presentation is coordinated by the North Dakota State Staff Senate, in conjunction with the University of North Dakota Staff Senate and the Core Technology System Office Staff Senate. For more information, contact UND Staff Senate President Sharley Kurtz, or, CTSO Staff Senate President, Clay Willoughby. Please help get the word out. The session will be recorded.

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

13. Adjournment
Diane made a motion to adjourn the meeting at 2:28 PM. Second by Trish. Motion carried.

Changes to Constitution for the October 8, 2014 minutes
Article II – Authority, Objectives & Purpose and Status
C. Advisory Status of the Senate

Article IV - Officers
The officers of the Senate shall be the president, immediate past president, vice-president/president elect, secretary, treasurer, membership/attendance officer, historian, and three (3) Members-at-Large. Three (3) Members-at-Large may be elected by the Senate as deemed necessary by the Officers of the Senate.

Article V – Executive Committee
The Executive Committee shall be comprised of the Officers of the Senate and the Chairs of the Legislative, Bylaws/Elections, Public Relations, Staff Development Program, Staff Recognition, Fundraising/Scholarship, and Denim Day Committees. and three (3) Members-at-Large shall comprise the Executive Committee.

Article VII – Amendments to the Constitution
A. Proposals for amending the Constitution may be initiated by:
1. The President of the University of North Dakota; or
2. 65% of the voting member of the Executive Committee Officers; or
3. 10% of voting members of the Senate; or
4. Petition signed by 50 full time benefitted staff as-defined in Article III of this Constitution.

B. Amendments to the Constitution are to be made through the Bylaws/Elections Committee that will present them to the Senate for consideration of a first reading with a vote to follow at the next meeting. shall be presented in writing at open meetings of the Senate.

C. Amendments shall be approved by a simple majority (51%) 75% vote of the Staff Senate and concurrence by the President of the University of North Dakota.

Changes to Bylaws for the October 8, 2014 minutes
I. Composition of the Senate
D. The Executive Officers Committee shall be elected from the membership of the Senate.
II. Terms of Office and Election of Senate Members

B. The Officers terms are one year.
C. Regular elections to fill vacant positions shall be held annually during the month of April. Terms of elected senators begin with the first meeting in May. During the yearly Staff Senate elections, if there are not enough members to fill the various senator positions in a broadband classification, the Bylaws/Elections Committee shall follow Section VIII: Interim Vacancies, present to the full staff senate, for a vote, an interested staff member(s) from other broadband classifications. This position will be a temporary, voluntary position for the remaining time, until the next annual election, at which time they can be reelected into their own broadband classification and may still count as their year off. (move this last sentence to Section VIII)

III. Election of Officers/Members-at-Large

The Staff Senate will nominate and vote annually for the following Executive Committee members:

4. Membership/Attendance Officer

The Staff Senate will vote; simple majority vote determines the winner. Regarding the election of the VP/President elect, if a senator is not able to be present at the meeting, an absentee ballot can be requested from the Staff Senate President prior to the meeting. The Staff Senate President has the authority to make the decision to accept or deny the absentee ballot based on criteria such as: sickness, work related meetings, Staff Senate related meetings, attendance, etc. The Elections/Bylaws Committee shall tally the votes.

(A) Senator(s) may, in good faith, request a vote of competency for an Officer when an Officer is unable or does not properly perform the duties of the office, e.g. does not attend meetings or fulfill duties described for that office, by the following:
6. If a request for a vote of competency involves the President, the Vice President will fulfill the President’s duties listed above.

IV. Duties of the Officers
A. The President:
8. Authorizes monies from Staff Senate funds in the absence of the Treasurer, with knowledge by the Vice President.

D. The Secretary:
6. Gives notice to University Relations of the scheduled meetings of Staff Senate including date, place and time. If changes in the schedule occur, new notice must be given to University Relations.

F. The Membership/Attendance Officer:
4. Maintains and distributes Staff Senate Manuals.

G. The Historian
1. Moves previous years history documents to Special Collections by the end of the fiscal year. April each year.

H. Members-at-Large
1. Provide additional voices one more voice for the betterment of all Staff Senate.
2. Act as a conduit between the Executive Committee and all other staff senators.

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:
7. Approve disbursement of funds when required.

Approved at November 12, 2014 Staff Senate Meeting
B. Other Staff Senate Committees

Every Staff Senate member is expected to belong to at least one committee. A Staff Senator may only serve as chairperson on a maximum of one committee each year. Each committee chair shall give an oral report and submit a written report prior to each monthly Staff Senate meeting. At the April meeting, each committee chair will submit in writing a detailed year-end report to the secretary. All Committees shall work with the Public Relations Committee to assist with production of all documents, correspondence, flyers, etc., before publication.

1. **Elections/Bylaws Committee** - reviews, drafts, and recommends amendments to the bylaws and presents them to the Executive Committee and then to Staff Senate for approval. The Committee rules on questions relating to qualifications of electors and members; nominates and receives nominations; presents a slate of nominees; and conducts the elections.

2. **Legislative Committee** - provides Staff Senate with information regarding legislative activity, placing particular emphasis on issues affecting higher education and UND staff. The Committee depends on feedback from the Staff Senate to propose and initiate a coordinated effort as a result of the given information. Committee also acts as parliamentarian or source of parliamentary procedure according to Sturgis.

3. **Staff Development Program Committee** - identifies, recommends, and coordinates various programs and activities that will provide professional and personal growth for all UND employees. Committee may suggest programs for Staff Senate meetings.

4. **Public Relations Committee** - works in conjunction with other Staff Senate Committees and to:
   a. Publicizes events sponsored by the Staff Senate,
   b. Opens channels of communication with the campus community,
   c. Raises awareness about the vital role performed by staff in the operation of the university,
   d. Develops documents and correspondence prior to submission to the Executive Committee, and
   e. Maintains the Staff Senate display case.

5. **Fundraising/Scholarship Committee** - shall develop funding sources for scholarships and other programs as they apply to Staff Senate and shall develop scholarship programs, disseminates information, and monitors selection of recipients on an annual basis as funds are available.

6. **Staff Recognition Committee** - develops and administers events and programs to recognize and reward Staff Employees for their service to UND. Coordinates events such as Spring Fling, and in conjunction with Council of State Employees (COSE), plans activities for State Employee Recognition Week. This Committee also administers the UND Staff Senate Senator of the Year award.

7. **Denim Day Committee** - advertises and accepts applications from local non-profit organizations that will receive funds generated from UND Denim Days. The Committee will review applications and determine recipients of funding. The Committee will approve and publicize regular and special Denim Days as submitted throughout the year. All collected donations from UND employees and the funds disbursed to recipients will be handled by the President’s Office.

C. **University Senate Appointments**

Staff Senate will have three representatives on the **University Senate this committee** who will each serve a one-year term:

1. Staff Senate President
2. Staff Senate Vice President
3. Staff Senator to This person will be selected each year by the Executive Committee, through the standard committee selection process currently in place.

D. **Other University Committees and Task Forces**

Approved at November 12, 2014 Staff Senate Meeting
The Staff Senate Executive Committee will appoint Senators to serve on University committees and task forces as requested. (See Procedures Manual)

E. State Committees, Boards and/or Task Forces

2. **COSE** - Three Senators will be selected to serve one three-year term each, two who will serve as voting members and one who will serve as an alternate. The Staff Senate Executive Committee (See Procedures Manual) will appoint Senators to serve. If the Senator’s Staff Senate term expires before his/her their COSE term, the Senator will remain on Senate until the COSE appointment has expired as well.

VII. Attendance/Absenteeism

Senators are expected to attend all Staff Senate meetings. A Senator shall contact the Membership/Attendance Officer directly, to record their absence prior to an anticipated absence or as soon as possible after an unexpected absence of any Staff Senate meeting. A Senator who has had three (3) unexcused absences in any twelve (12) month period or fraction thereof will be contacted by the UND Staff Senate President and that--A Senator’s position may be vacated by a vote of the Executive Committee. Attendance will be taken at each Staff Senate meeting.

VIII. Interim Vacancies

Interim vacancies will be filled using the following procedures:

D. **Bylaws/Elections Executive Committee** at their discretion has the option not to fill the vacancy.

E. If the vacancy is filled, it will be for the duration of the unexpired term. Any term less than 12 months is not considered a full term. The President will write to the new Staff Senator, indicating the length of the their term and when it expires.

F. This position will be a temporary, voluntary position for the remaining time, until the next annual election, at which time the Senator they can be reelected into his/her their own broadband classification and may still count as the year off.

IX. Meetings and Actions

B. A record of proceedings at meetings shall be kept and shall be made available by the secretary of the Senate upon request. and under reasonable conditions.

XI. Amendments to the Bylaws

Amendments to the Bylaws can be proposed by written request from any Staff Senator to the Bylaws/Elections Committee. The Bylaws/Elections Committee will present proposed amendments to the Senate for consideration of a first reading with a vote to follow at the next meeting. Amendments to these bylaws may be proposed by motion at any regular meeting of the Senate. Amendments shall must be approved by a simple majority vote of the Senate. The President of the University, in addition to each Staff Senator, shall receive a copy of all changes indicating what changes have been made/approved.

Approved at November 12, 2014 Staff Senate Meeting