
Members Absent (excused): Tearne Braaten, Jim Hanson, Darin Lee, Moses Serna, Dale Spicer, Eileen Tronnes Nelson, Carol Winkels, Kasey Young, Trish Young, Will Young.

Members Absent: Kim Burris, Denyse Sturges.

Resigned: Kim Higg

Ex-Officio: Pat Hanson ND SSS Ex-Officio: Kristi Swartz SBHE Ex-Officio: Janice Hoffarth

HLC Self Study Executive Committee Report Update - Pat O’Neil and Donna Pearson

Pat O’Neil and Donna Pearson gave update on HLC visit that will be taking place October 28 thru 30th. Encouraged all staff to read the Executive Summary, which is available on the Provost website, which is a 24-page summary of the full 300 plus page self-study that has been prepared for the HLC visit. Really stressed that the purpose of this visit isn’t just for accreditation but to identify ourselves and our division/department, and how we will be able to be part of the improvement of education for students. Pat and Donna responded to questions from Staff Senators, including that there has been many man hours put into the report, it is unknown when we will get the final report/decision from HLC, and that the committee has reviewed feedback and guidelines given by HLC regarding the entire process.

1. Call to Order: meeting called to order by President Diane Hillebrand at 1:01 PM.

2. Updates
   Diane Hillebrand gave a few quick updates
   a. Please remember to speak up or use the microphone.
   b. Please remember to sign-in on the attendance sheet. If you come in late, please see Cheri after the meeting.
   c. All Staff Senators are responsible to join at least one committee. This does not include any ad-hoc committees. Must be one of the seven committees under items number 7.
   d. We are still collecting old cell phones for soldiers at the Memorial Union Help Desk.
   e. Great job to those that put on Denim and Diamonds! Thank you to the committee and volunteers. This was the largest silent auction that Staff Senate has had to date.

3. Approval of September 11, 2013 Staff Senate minutes
   Lynn Lee made a motion to approve the minutes from September 11, 2013. Marsha Nelson seconded. Motion carried.

4. Treasurer Report - Katie Douthit
   Katie reported that funds have been moved around to fit the budget. We have paid out a few more of the Seeds for Staff Success monies.

5. Membership - Cheri Williams
   Cheri reported that we are currently at 47 senators. Kim Higgs resigned, which was our third resignation this year. Suggestions should be sent to Diane or Trish Young.

   Elizabeth reported that she has been posting pictures on Flickr. The next step will be to identify the people in each of the pictures. If you have any pictures from Staff Senate events, please get them to Elizabeth.

Pending Approval at November 13, 2013 Meeting
7. 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
      Have not met
   b. Denim Day Committee – Cheri Williams
      We are accepting applications for 2014 regular Denim Day funding until November 15. Applications are available on the website. A notice was posted in the Grand Forks Herald City Briefs on Sunday, October 6 and we are posting weekly in the U-Letter. We raised $423 on the special Denim Day for international disaster relief efforts – donations went to the American Red Cross.
   c. Fundraising/Scholarship – Shannon Medina/Pam Henderson
      Shannon and Pam reported that Denim and Diamonds was a huge success, with 202 tickets sold. The silent auction, along with the pendant numbers sold and jersey numbers sold raised $6868, which will be matched by President Kelley. Thank you to all who helped!
      31 Days of Glory is our next event. Shannon distributed tickets to all Staff Senators at meeting. Each Senator has been asked to sell their 10 tickets, for $20 per ticket. Checks can be made out to UND. Please return money to November Staff Senate meeting, along with the small part of all 10 tickets with all the information filled out on who bought each ticket. Money from 31 Days of Glory goes towards Scholarships for Dependents.
   d. Legislative – Darin Lee
      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)
      Have not met. Reviewed a few items by 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 the committee met prior to this meeting. Special Collection Tour will be October 14 from 2:00 to 3:00 PM.
      Will be doing our annual holiday potluck in the Skalicky atrium the same day as our December 11 Staff Senate meeting. Will be putting out bins for “Totes for Love”, which will then be collected on that day. “Totes for Love” is designed to collect items for CVIC and Santa Clause Girls. Will have a sign-up sheet at the November Staff Senate Meeting for the potluck. Sharley and Elizabeth have been updating the website. Please take the time to go to the website to see updates!
   g. Staff Recognition – Marsha Nelson
      Marsha reported that the committee has not met. State Employee Recognition Week was a success, with 347 people attending Pie and Ice Cream, raising $188 for the Mission. 351 people attended Taco-in-a-Bag. Diane has received many emails and thank you cards from employees in Minot, Fargo and Bismarck thanking Staff Senate for providing funding for them to do something. Next year, Kim Keeley will be taking over as Staff Recognition Chair.

8. Old Business
    a. Suggestion Box
       Question: “Why are on-line courses excluded from the employee tuition waiver? I would like to take on-line courses because my workload prohibits me from taking classes during work hours. I realize there are some evening classes but they are not available in all subjects. I would think it would be a state savings not to have employees leaving work for class but instead doing it on their own time.”
       Answer: On-line courses are self-funded courses. The University System and all eleven Institutions are working on tuition models including on-line courses and the employee tuition waiver. Provost DiLorenzo is very supportive of on-line courses and assistance for staff.

9. Stop and Stretch

10. New Business
    As many have read through campus emails, Val Jenkins, a facilities worker, was injured on the job. She has been an employee at UND for two and a half years, and her husband is also a UND facilities worker. She is currently at the burn center in Minneapolis, and they expect a full, but long recovery. Any donations can be given to Diane, Leyton, or Janice. Janice will be taking any money donated and putting it on a loaded Visa card to assist the family with travel expenses. Individuals can also donate leave to Val or Ken through Human Resources.

Pending Approval at November 13, 2013 Meeting
11. Other Committee Reports
   a. Building/Facility 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
      Cheri reported that the committee met on September 23. They are reviewing & revising the Conflict of Interest policy and procedures. Reminder to all staff, except those in 6000 (crafts & trades) and 7000 (services) job bands, to fill out yearly Conflict of Interest forms. Policy and forms can be found on the Research Development and Compliance website.
   d. COSE (Council of State Employees) – Kim Burris, Kim Keeley, Shannon Medina
      Have not met. Next meeting October 15, 2013.
   e. Denim and Diamonds – Trish Hodny
      Trish reported that it was a very successful event. Thank you to committee, chairs, and volunteers. Top ticket sellers were Gloria Rodriguez, Marsha Nelson, Jim Hanson, Sharley Kurtz and Elizabeth Becker, who will all receive a Staff Senate polo shirt!
   f. Diversity Council - Thomas Brockling, Kristine Paranica, William Young
      Not present
   g. Healthy UND Tobacco Task Group – Kim Ruliffson
      Have not met
   h. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Trish Young
      Sharley reported that ND SSS met on September 23, 2013. They did campus updates. They will be further discussing tuition waivers for online courses at the next meeting. There is a new communications officer who will be working on the website and listserv.
   i. Parades – Robert Schindele
      Bob reported that the Homecoming parade is this upcoming Saturday, October 12. Rain, shine or snow, be there! Theme for our float will be Exception U. Seeking candy donations and volunteers. Will be decorating the float on Friday at 3:30 PM at the Recycling Center.
   j. SBHE (State Board of Higher Ed) – Janice Hoffarth
      Janice reported that the SBHE appointed Larry Skogen, president of Bismarck State College, as the interim chancellor of the NDUS. His appointment will run through June 2015. Future of the State Board and chancellor position will be decided at the November 2014 election. New board and chancellor are re-evaluating the Pathways program, as well as tuition waivers for online/self-supported courses. The next meeting will be in November in Mayville.
      Prior to the former chancellor Shivani being dismissed, a complaint was filed with the HLC. Since the SBHE has changed the chancellor, board members and some policies, they do not believe this will be an issue.
   k. Sexual Violence – Eileen Tronnes-Nelson
      Not present
   l. The President’s Cabinet – Diane Hillebrand
      Have not met
   m. U-Shine Award – Lynn Lee
      October award has not yet been presented to winner.
   n. University Bookstore Advisory Committee – Nancy Krom
      Have not met
   o. University Ombuds Advisory Committee – Cheri Williams
      Cheri reported that the committee met with the Ombuds on September 12. Dusty has completed many introductory meetings with campus administrators, deans, faculty, and staff. He will start connecting with student groups now that they are back on campus. He started providing services as soon as he got here in July. He has assisted mostly staff, but that is probably due to the fact that it was during summer months and most faculty and students were not on campus.
      Sharley reported that they met on October 3, 2013. HLC Self Study Executive Committee attended and presented. Dr. Riedy has proposed making the Memorial Union into a “one stop shop” for students, with an anticipated soft opening late spring. Have begun using new software called iDashboard retention center, which will assist with data track for retention.
   q. University Senate Executive Committee – Diane Hillebrand

Pending Approval at November 13, 2013 Meeting
Diane reported that they met on September 13, 2013. Executive Committee reviewed to make sure all committees were doing things. Diane brought forward parking data to University Senate Executive Committee.

r. Work Well Advisory Board – Jessica Dunphy
   Have not met

12. Matters Arising/Open Discussion
   The parking resolution was submitted by Staff Senate to President Kelley, Alice Brekke and Peggy Lucke. Diane also submitted a comment through the “open comment” regarding the parking policy noting that we had submitted the resolution. No response has been given yet.

13. Next Staff Senate Meeting - November 13, 2013 1:00 – 2:30 PM Memorial Union, River Valley Room

14. Adjournment at 2:17 PM

15. Meet and Greet – as time allows