

Members Absent:  Molly Christianson, Chadd Damm, Kim Keeley, Leyton Rodahl, Denyse Sturges.

Resigned:  Christina Loh.

New Members:  Amber Flynn (present), Diane Fugleberg (absent-excused).

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

Guest:  Julie Evans, General Counsel

Julie Evans came to Staff Senate to discuss state policies regarding open records. Since UND is a state agency, we must inform the public of what topics are going to be addressed at our Staff Senate meetings. Our agenda and meeting minutes should be submitted to University Relations for all Staff Senate meetings (this includes Executive Committee and Committees). No official business and discussion can occur via email. For non-procedural motions, roll call votes must be recorded. Julie explained the open records request policy and procedure.

1. Call to Order by President Sharley Kurtz at 1:03 PM

2. Approval of October 8, 2014 Staff Senate minutes
   Motion made by Laura Look to approve the minutes from October 8, 2014. Second by Shannon Dravland. Motion carried.

3. Treasurer Report - Sarah Abentroth
   Sarah reported that she received the transfer from the President’s Office for our fiscal year funds. She will reallocate the funds that need to be used for Denim & Diamonds and State Employee Recognition Week.

4. Membership - Cheri Williams
   Cheri reported that Christina Loh resigned. We have two new Staff Senators, Amber Flynn and Diane Fugleberg, bringing us up to 47 Senators.

5. Historian Report - Elizabeth Becker
   Elizabeth reported that our new Staff Senate logo was approved. She will work on creating new table tent name tags for meetings and binder covers.
   Elizabeth submitted the request for a Staff Senate ImageNow account. She was notified by the systems office that they are currently backlogged, and hope to have it created for Summer/Fall 2015.

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

Approved at December 10, 2014 Staff Senate Meeting
Diane reported that she brought back the changes from our last Staff Senate meeting to Julie Evans for final review. Julie made a few additional suggestions. Diane reviewed changes with Staff Senate. 

Motion brought forward by Bylaws/Election Committee to accept the friendly amendment changes to the Constitution and the Bylaws. 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 American Diabetes Association raised $403 and the UND Mortar Board Turkey Basket Drive special raised $599. There is a special tomorrow for Northlands Rescue Mission Kids Plus program. 

We are still accepting Denim Day applications for 2015 regular Denim Day funds until November 15. There have been 7 applications submitted so far.

c. Fundraising/Scholarship – Pam Henderson
Pam reported that she is wrapping up all payments and deposits for the silent auction of Denim and Diamonds. We raised over $7000 at the event, which will go towards Seeds for Staff Success. 31 Days of Glory tickets are all sold! We will be drawing winners for December 1 – 31. Winners will be announced Monday thru Friday over Staff Chat, as well as weekly through the U-Letter.

Our next deadline for Seeds for Staff Success is December 15.

d. Legislative – Katrina Kriewall
No Report

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 that the committee will move forward on updating the display case in the Memorial Union now that the new logo is approved.

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 the Staff Development Committee met prior to the Staff Senate meeting. There was a CPR workshop in October that went really well. They are considering having it again.

Staff Senate will do “Tubs of Love” again through December 9. All donations will go to the Salvation Army. 

As part of our December Staff Senate meeting, we will have a Holiday Potluck. The sign-up sheet was emailed out prior to the meeting. The potluck is at 12:00 PM, with the meeting still starting at 1:00 PM.

g. Staff Recognition – Shannon Dravland 
No Report

7. Old Business
a. Suggestion Box
One suggestion box item regarding why applications go to Human Resources and not to the departments direction. Sharley will forward it on to Pat Hanson for a response to get posted to the Staff Senate website.

8. Stop and Stretch

9. New Business
a. Reminder – University Council meetings on Tuesday, November 18 at 3:30 PM. Topics include updates from University Senate Chair, Melissa Gjellstad, Staff Senate President, Sharley Kurtz, UND Student Government President, Tanner Franklin, and UND updates by President Robert Kelley.

b. Sharley and Shannon Medina will be attending the UND Legislative Reception and Discussion in Bismarck on December 1st.

10. Other Committee Reports
a. Building/Facility Access Committee – Marsha Nelson
No Report

b. Committee on Sexual Violence Prevention – Eileen Tronnes-Nelson
Eileen reported that there will be a panel on Thursday, November 20th regarding Title IX. Amber Flynn gave an explanation of Title IX and that all employees of UND are mandatory reporters.

c. Conflict of Interest/Scientific Misconduct Committee – Kim Keeley, Trish Hodny
No Report

1. COSE (Council of State Employees) – Kim Keeley, Arlene Brown
No Report

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e. Denim and Diamonds – Jenny Duffy, Trish Hodny
   No Report
f. Global Engagement Steering Committee – Pam Henderson
   Pam reported that the committee just formed and will be meeting bi-weekly. We will be developing our
   mission for Global Engagement at UND and developing our process to gain input for “inventory” at our
   next meeting on November 19.
g. Healthy UND Coalition - Kim Ruliffson, Jessica Dunphy
   Kim reported that there was a Healthy UND Meeting on November 4. There were many updates.
   New to the Old Main Marketplace at the Memorial Union on Tuesdays and Wednesdays from 11 AM to 2
   PM, you can now make your own salad. For a reasonable price (about $5) you can chose from many
   options of lettuce, protein and vegetables/fruits/toppings.
h. Nickname and Logo Taskforce – Sharley Kurtz
   Sharley reported that they taskforce has had many meetings over the last few months. They are in the
   process of hosting several “Town Hall” meetings, including one for Student Athletes and two that were
   open to other constituencies. Next week they will be hosting a “virtual Town Hall meeting” with six
   locations across the state.
   Sharley commented that the charge of the committee is not to select a new nickname and logo, but
   rather to create a report on how the University should move forward in the selection process and the
   timeline for selection. The taskforce will be sending out a survey in the coming week seeking input on
   this as well.
i. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Shannon Medina
   Diane reported that they met on October 27 for a short meeting. They had many updates given at the
   meeting.
j. Parades – Jim Hanson
   Jim thanked all those who participated in both the Homecoming and Potato Bowl parade. Both were very
   successful.
k. SBHE (State Board of Higher Ed) – Janice Hoffarth
   No Report
l. Senate Legislative Affairs Committee – Sharley Kurtz
   Sharley reported that they met on October 24. Will be further reviewing issues such as employee
   benefits. The committee will be meeting monthly.
m. Shared Governance Committee – Sharley Kurtz
   No Report
n. The President’s Cabinet – Sharley Kurtz
   Sharley reported that they reviewed a few policies. She was not able to attend the meeting due to
   illness.
o. U-Shine Award – Jessica Dunphy
   Jess reported that the November U-Shine Award was presented to Lori Morken at Student Account
   Services. Still working on scheduling the presentation for the September U-Shine award winner. Jess
   sent out emails about World Kindness Day to all faculty, staff and students, as well as submitted it to the
   U-Letter.
p. University Bookstore Advisory Committee – Brandon Wallace
   Brandon reported that the committee has recommended to continue the bookstore contract for another
   five years.
q. University Ombuds Advisory Committee – Cheri Williams
   Cheri reported that the committee met with Provost DiLorenzo to discuss the search process. The
   Provost asked Ryan Zerr and Cheri Williams to co-chair the search committee. The Provost will be
   adding additional members to the search committee. The job has been posted and advertised. The
   position will remain open until filled, but application review will begin December 15.
r. University Senate – Sharley Kurtz, Shannon Medina and Pam Henderson
   Pam reported that we heard many updates from around campus, including a budget redesign update by
   Provost DiLorenzo, Title IX update by Donna Smith, NDUS Password update by Darin King and a Logo
   and Nickname Taskforce update by Sue Jeno. Melissa, University Senate Chair, shared with the Senate
   the responses from our October Activity on what the University is and isn’t talking about. We completed
   another activity where we picked the top 3 items that we think should be talked about. Reviewed the
   Curriculum Committee Report. Had a first reading of changes to the Bylaws of the University Senate,
   which will be vote on at the December meeting. Sol Jensen brought forward proposed recommendations

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for the admission process and confirmation tuition deposit with priority date. Due to time, these items will be looked at again at the December meeting.

s. University Senate Executive Committee – Sharley Kurtz

Sharley reported that there were two requests for early graduation dates. Provost DiLorenzo gave an update on the Huron budget redesign and Donna Smith gave an update on Title IX.

11. Matters Arising/Open Discussion

Kim Ruliffson brought up two items for possible future discussion:

a. Night Shift workers holiday hours (paid holidays and what they are required to work)

b. Dependent Scholarships – why does the proceeds from 31 Days of Glory go to scholarships that are only available to dependents of staff, when those students already get a discount on their tuition?

12. Next Staff Senate Meeting – December 10, 2014 Holiday Potluck at 12:00, meeting at 1:00. Skalicky 2nd Floor Atrium and Room 211

13. Adjournment

Diane Hillebrand made a motion at 2:27 to adjourn the meeting. Second by Shannon Dravland. Motion carried.

Changes to Constitution for the November 12, 2014 minutes

Article VII – Amendments to the Constitution

A. Proposals for amending the Constitution may be initiated by:

4. Petition signed by 50 full-time, benefitted staff; or

5. The Bylaws/Elections Committee.

B. Amendments made by A. 1-5 must be made in writing and given to the Bylaws/Elections Committee for formatting and presentation to the Senate for consideration of a first reading with a vote to follow at the next meeting. 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.

Changes to Bylaws for the November 12, 2014 minutes

I. Composition of the Senate

D. The Executive Officers shall be elected from the membership of the Senate.

II. Terms of Office and Election of Senate Members

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 to fill the vacant positions.

III. Election of Officers/Members-At-Large

The Staff Senate will vote; a simple majority vote determines the winner. Regarding the election of the Vice President/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 two hours prior to the meeting. The Staff Senate President has the authority to make

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the decision to accept or deny the absentee ballot based on criteria such as: the ballot has been timely requested and submitted; whether the member is in good standing; work related meetings; and staff senate related meetings, etc. The Elections/Bylaws Committee shall tally the votes.

IV. Duties of the Officers

A. The President:
5. Serves ex-officio on all committees of the Staff Senate, if needed.
8. Authorizes monies from Staff Senate funds in the absence of the Treasurer, with concurrence knowledge by the Vice President.
9. Contacts Senators when they have three unexcused absences occur.

B. The Past President:
2. Serves as an advisor to current and proposed activities, using previous Executive Committee experience to give a historical perspective, if needed.

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

V. Committees and Task Forces

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 who shall develop goals for the upcoming year. Yearly goals of each committee shall be submitted to the Executive Committee in September.

4. Public Relations Committee - works in conjunction with other Staff Senate Committees: and publicizes events sponsored by the Staff Senate; opens channels of communication with the campus community; raises awareness about the vital role performed by staff in the operation of the university; develops documents and correspondence prior to submission to the Executive Committee; and maintains the Staff Senate display case.

VI. Attendance/Absenteeism
Senators are expected to attend all Staff Senate meetings. Senators shall contact the Membership 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 is not in good standing and will be contacted by the Staff Senate President and that 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
F. This position will be a temporary, voluntary position for the remaining appointment time, until the next annual election, at which time the Senator can be reelected into his/her own broadband classification. This partial year will not count towards term limits and may still count as the year off.

IX. Meeting and Actions
C. The agenda will be circulated one week prior to the meeting and any additions will be accepted up to and including the day before the meeting. Senate shall establish and maintain reasonable procedures whereby any Staff Senator may propose to the Executive Committee items to be included on the agenda for the next Senate meeting.

X. Email and Telephone Voting
In instances where the President of Staff Senate determines a motion and vote must be addressed on an emergency basis, voting may occur through email or via the telephone to the chair of the Elections/Bylaws Committee. In the case of an email vote, arrangements will be made for any senator without email.

XI. Amendments to the Bylaws
Amendments to the Bylaws can be proposed in by writing request from any Staff Senator to the Bylaws/Elections Committee.

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XII. Dissolution

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