Staff Senate Minutes
November 13, 2013
1:00 pm - 2:30 pm
Memorial Union – River Valley Room


Members Absent (excused): Sarah Abentroth, Jenny Duffy, Josh Lindenberg.

Members Absent: Kim Burris, Trish Hodny, Trish Young.

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

Guest Speaker: Dr. Thomas DiLorenzo, UND Provost and Vice President for Academic Affairs
Due to a scheduling conflict, Provost DiLorenzo was unable to attend and will be rescheduled for a future meeting.

1. Meeting called to order by President Diane Hillebrand at 1:01 PM.

2. Approval of October 9, 2013 Staff Senate minutes
   Clay Willoughby made a motion to approve the minutes from October 9, 2013. Marsha Nelson seconded. Motion carried.

3. Treasurer Report – Katie Douthit
   Katie reported that funds have been used to pay out several of the Denim Day organizations, as well as a few Seeds for Staff Success awardees. Working on paying the last of the Denim and Diamond expenses. Soon Katie will begin working on paying the 31 Days of Glory winners in December.

4. Membership – Cheri Williams
   Cheri reported that we are still at 47 members. Ideas for recruitment or new members should be sent to Trish Young, Cheri or Diane.

5. Historian Report – Elizabeth Becker
   Elizabeth reported that she is continuing to add photos to Flickr. Met with Diane, Sharley, John Lee and Nancy Krom regarding retention of documents. Will be meeting again October 24, 2013. Reminder that committee reports and minutes should be sent to the Staff Senate secretary, Pam Henderson. Continuing to update website.

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 – Trish Young
      Diane reported for Trish Young. Committee brought forward motion regarding Vice President/President Elect absentee voting that 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, and it will be decided upon by the staff senate President if it will be accepted or denied, as stated in Article III of the Staff Senate bylaws. Discussion ensued on process, the importance of the Vice President/President Elect speeches, the decision being solely the responsibility of the President, possibility of recording speeches ahead of time, reasons an absentee ballot would be allowed, and membership concerns. Silent vote conducted to change wording in bylaws to allow absentee ballot voting. Motion carried 20 to 19 votes. (see end of minutes for revised bylaws).
   b. Denim Day Committee – Cheri Williams

Approved at Staff Senate Meeting on December 11, 2013
Cheri report that UND raised $516 on the special Denim Day for the American Diabetes Association; $520 for the Northlands Rescue Mission special Denim Day; and $697 for the UND Mortar Board Turkey Basket Drive.

The committee met on November 12 to review procedures for reviewing 2014 regular Denim Day applications. November 15 is the last day we will accept applications for 2014 regular Denim Day funding. We have received 9 applications so far. Our next meeting is December 3 when we will discuss applications and select 2014 regular Denim Day recipients.

2. Fundraising/Scholarship - Shannon Medina/Pam Henderson
Shannon reported that she was collecting all money and tickets and ticket stubs for 31 Days of Glory. Winners will be drawn at the next Staff Senate Executive Committee Meeting.

3. Legislative – Darin Lee
Darin reported that the committee met on November 7. They reviewed the bills that passed during the last legislative session. Will Young will be taking over as Legislative Committee Chair.

4. 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)
Nancy reported that the committee met on November 6 and have also reviewed several items by email. Reminder to committee chairs to send any materials for the newsletter to John Lee by December 13.

5. 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 Tubs of Love annual event has kicked off, with bins in various locations around campus. Leyton was kind enough to distribute all tubs to their locations. If anyone needs tubs picked up, please email Leyton so that he can pick up the tubs prior to our December meeting and potluck. Upcoming Professional Development events include "Creating Positive Relationships through Effective Communication" on November 14 and 20 from 2:30 to 4:30 PM in the Memorial Union Lecture Bowl, and "Email Etiquette" on December 3 from 3:00 to 4:00 in the Memorial Union River Valley Room. Committee is working on development opportunities and tours for the spring semester.

6. Staff Recognition – Marsha Nelson
Have not met

7. Old Business
a. Suggestion Box
One submission submitted regarding being notified by Human Resources when a tuition waiver form has been submitted and processed. Pat Hanson shared that this is being worked on for future semesters to move the process to an electronic form.

8. Stop and Stretch

9. New Business
None

10. 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 October 28. They are continuing to review and revise the Conflict of Interest policy and procedures.

d. COSE (Council of State Employees) – Kim Burris, Kim Keeley, Shannon Medina
Kim reported that COSE is looking to revise their website. They will no longer be offering COSE clothing. The next COSE board meeting is January 28, 2014 where they will be electing a new President and look at developing a calendar for 2014.

e. Denim and Diamonds – Trish Hodny
Have not met

f. Diversity Council - Thomas Brockling, Kristine Paranica, William Young
Have not met

g. Healthy UND Tobacco Task Group – Kim Ruliffson
Have not met

h. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Trish Young
Diane reported that they will be meeting November 18 in Gamble Hall room 130 from 3:00 to 5:00 PM.

i. Parades – Robert Schindele
No updates. Parade season is done!
j. SBHE (State Board of Higher Ed) – Janice Hoffarth
   Kristi Swartz reported that the SBHE will be meeting on November 21 at Mayville University. They are reforming the committee that will be reviewing and looking at the policy regarding using tuition waivers for online courses.

k. Sexual Violence – Eileen Tronnes-Nelson
   Not present

l. Shared Governance Committee – Sharley Kurtz
   Have not met

m. The President’s Cabinet – Diane Hillebrand
   Diane reported that the President’s Cabinet met on November 4, however President Kelley was not able to be there. An update on the HLC was given. All members had a chance to give an update on their areas.

n. U-Shine Award – Lynn Lee
   November winner for the U-Shine was Jeanette Gratton. Have received 20 applications so far for the Exceptional U award.

o. University Bookstore Advisory Committee – Nancy Krom
   Have not met

p. University Ombuds Advisory Committee – Cheri Williams
   Have not met

q. University Senate – Diane Hillebrand, Sharley Kurtz, and Kim Keeley
   Sharley reported that University Senate met on November 7. Provost DiLorenzo attended and gave an update for campus. Have been working on curriculum changes.

r. University Senate Executive Committee – Diane Hillebrand
   Diane reported that they met on October 22. Reviewed early graduation requests, manual changes, and faculty handbook.

s. Work Well Advisory Board – Jessica Dunphy
   Jessica reported that the board met on November 5. Discussion on the Dean’s for Wellness program, and possibility of having a signature event with a traveling trophy to get more participation and involvement by departments. Discussed having Dr. Reesor dropping out of “Deans”, but then the Grad School would need to be removed also to be fair. Possibility of doing a social event at the end of the event/challenge for all participants. There are two Sit/Stand Ergotron Units available, so they will be reviewing the prior applications to see if those individuals are still interested and determine who will receive them. GRA working on a marketing video regarding the usage of the Ergotron units around campus. For spring semester, the Healthy Living Expo will be combining with the Student Wellness Expo at the Wellness Center. Possibility of having on-campus shuttle to help transport faculty and staff to the Wellness Center for event. Will work to push Wellness Expo through Supervisors to allow staff out to participate. Update given that if members have questions regarding the $200 credit for preventative health screenings, they should call the 800 numbers on the back of their BSBSND health insurance card. The credit is all based on how the screening is coded by the healthcare facility.

11. Matters Arising/Open Discussion
    None

12. Next Staff Senate Meeting – December 11, 2013 – Skalicky 2nd Floor Atrium and Room 211 – Potluck at 12:00 PM, Meeting at 1:00 to 2:30 PM.

13. Adjournment
    Motion made by Shannon Medina to adjourn at 2:06 PM. Second by Marsha Nelson. Motion carried.

14. Meet and Greet – as time allows

Changes to bylaws for November 13, 2013 minutes

III. Election of Officers/ Members-at-Large
    The Staff Senate will vote; 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. The Elections/ Bylaws Committee shall tally the votes.

Approved at Staff Senate Meeting on December 11, 2013