UND Staff Senate Minutes
November 14, 2012
1:00 pm - 2:30 pm
River Valley Room - Union

Members Present: Kristi Bruggeman, Kimberley Burris, Chadd, Damm, Katie Douthit, Jessica Dunphy, Brian Fricke, Connie Gagelin, Brenda Halle, Pat Hanson, Jim Hanson, Diane Hillebrand, Nancy Krom, Sharley Kurtz, Darin Lee, John Lee, Lynn Lee, Jolene, Marsh, Shannon Medina, Evan Nelson, Marsha Nelson, Shelly Pecka, Leyton Rodahl, Kim Ruliffson, Dale Spicer, Derek Stinchfield, Kristi Swartz, Vicki Thompson, Eileen Tronnes-Nelson, Clay Willoughby, Carol Winkels, Patricia Young, William Young

Ex-Officio: Pat Hanson  NDSSS Ex-Officio: Janice Hoffarth

Members Absent: Chad Bushy, Joan Jensen, Edward Martin

Members Absent (excused): Elizabeth Becker, Tearnie Braaten, Brent Gerhardt, Patricia Hodny, Kim Keeley, Dan O'Donnell, Tatjana Richards, Denise Sturges, Cheri Williams, Kasey Young

Eric Plummer, UND Director of Public Safety and Chief of Police and Cara Halgren, Associate Vice President and Dean of Students, will share information regarding responding to and working with campus emergency and crisis situations.

1. Call to Order: Meeting called to order by President Patricia Young at 1:02 pm.

2. Approval October 10, 2012 Staff Senate minutes:
   Jolene Marsh made a motion, Evan Nelson seconded to approve the minutes of the October 10, 2012 Staff Senate Meeting. Motion carried.

3. Treasurer Report - Katie Douthit
   Katie reported that the income under Denim Day for pink shirts is an error and was corrected.

4. Membership - Vicki Thompson
   Vicki asked that senators check the attendance sheet, as they are signing it, to make sure all information is correct.

5. Staff Senate Committee Reports - **Please remember to turn in a report to the secretary prior to this meeting (either e-mail or hard copy)
   a. Bylaws/ Election - Kristi Swartz
      The committee met by email to make additions/corrections to the Mission Statement. The committee made a motion to accept the changes/additions. After some discussion, the committee rescinded the motion in order to give senators more time to review the Mission Statement (see information at the end of the minutes). It will be voted on at the next Staff Senate meeting.

   b. Denim Day Committee - Cheri Williams
      No report.

   c. Fundraising/ Scholarship - Sharley Kurtz, Shannon Medina
      31 Days of Glory: Tickets/money is due today. Drawing will be a next executive meeting. Shar will publish daily winners; Senators are encouraged to share information with their departments/areas
      Seeds for Staff Success: Letter mailed to Dept. Heads, Chairs, Deans, VP’s about the program. Silent Auction -Seeking Donations from Senators.

   d. Legislative - Darin Lee
      Have not met. Darin answered a question asked about voting on a motion (i.e. changing the name of Emerald and Ice to Denim and Diamonds) and if quorum is needed for that type of vote. The answer is no, quorum is not needed, majority vote qualifies.
e. **Public Relations** - John Lee (this committee meets the first Wednesday of each month at 9:00 am in the Alumni Room in the Union)
Met on November 7 and reviewed several documents/flyers. Would like items for the newsletter before Reading and Review Day.

f. **Staff Development Program** – Diane Hillebrand (this committee meets every month before Staff Senate from 12-1 in the Alumni Room in the Union)
Met before this Staff Senate meeting. Discussed monthly speakers - February is open. The Gorecki tours had 50 people sign up for the first one and 34 for the second one. There were 14 at the Hughes Fine Arts tour. The Goal setting workshop had five in attendance. This is geared toward smaller audiences.

g. **Staff Recognition** – Marsha Nelson
Have not met.

h. **U-Shine Award** – Kim Keeley
September winner was Rick Helmoski, October was Rebecca Slade and November was Millie Strang. In conjunction with World Kindness Week, Exceptional U awards will be given to one faculty, one student and one staff who are nominated for an act of kindness. The staff winner will be eligible for the annual U Shine award.

i. **Emerald & Ice** – Trish Hodny
No report. Shannon Medina did mention that they are looking for a new band to book for the event.

   **Parade** – Leyton Rodahl
   Leyton mentioned that the float and other equipment that has been used may need to be replaced next year; it’s starting to show a lot of wear and tear.

6. **Old Business**
   a. **Suggestion Box**
   A suggestion to make the entrance/exit by the field house wide enough for a left and right hand turn lane to ease congestion. Trish will forward the suggestion on to the proper department.
   b. Kim Ruliffson asked about the status of staff tuition being used statewide. This is on hold for now.

7. **New Business**
   None.

8. **Other Committee Reports**
   a. **Building/ Facilities Access Committee** – Marsha Nelson
   Marsha reported that the committee went over procedures and discussed a lost key appeal.

   b. **Chester Fritz Auditorium Advisory Committee** – Kim Keeley
   No report.

   c. **Conflict of Interest/ Scientific Misconduct Committee** – Diane Hillebrand, Cheri Williams
   Diane mentioned that the committee continues to struggle with quorum. The Chair of the committee resigned so the Vice Chair has taken over for now. Everything is in discussion mode until quorum can be met to vote on the issues and a new Chair.

   d. **COSE** – Patricia Hodny, Shelley Pohlman, Kristi Swartz
   There were 8 nominations for the STAR Award. Dean Stern from the ND Department of Human Services was the winner. A free phone app for the PERK program to go nationwide is in the works.

   e. **Diversity Council** – Thomas Brockling, Kristine Paranica, William Young
   Have not met.

   f. **Healthy UND Tobacco Task Group** – Kim Ruliffson
   Kim reported that the tobacco policy on the website is being updated. There is a picture board of UND employees who have quit smoking on the web.

   g. **NDSSS** (North Dakota State Staff Senate) – Kristi Swartz, Trish Young, Diane Hillebrand
   Have not met.
h. University Bookstore Advisory Committee - Nancy Krom
   Have not met.

i. University Senate - Trish Young, Diane Hillebrand, Sharley Kurtz (does not meet in the summer)
   Met on November 1. There was a presentation. Discussion on revising the handbook. There was a vote to
   have a Staff member on the University Exec committee, it was approved.

j. Work Well Committee - Shelly Pecka (meets once a semester)
   Met on November 5 and reviewed their goals. The metabolic testing fitness assessment schedules are
   full. Healthy Blue points have been added to accounts and should be redeemed by December 31.

k. Sexual Violence - Trish Hodny
   No report.

l. SBHE - Janice Hoffarth
   No report.

m. Ad-hoc University Ombuds Committee - Cheri Williams
   No report.

9. Matters Arising/Open Discussion

10. Next Staff Senate Meeting Holiday potluck at 11:30 with meeting starting at 1:00 in Skalicky.

11. Adjournment: 2:29 pm.

The Staff Senate was established with the encouragement and approval of the President of the
University of North Dakota on March 13, 1998.

The Staff Senate was established to foster a spirit of unity, pride, and cooperation by being
recognized equally with the University Senate and Student Senate as participants in advising
University administration.

The Staff Senate is comprised of elected representatives from each salary band to serve the following
objective purposes:

- To serve as an active link for meaningful information exchange between staff and administration
  relative to issues of mutual concern.
- To provide open meetings to express, propose, represent, investigate and debate issues. The Staff
  Senate, acting as an official and responsible voice in University affairs, will recommend action on
  issues that receive majority approval of the senators.
- To advise the President with regard to working conditions and employment practices, including
  recognition, compensation and other pertinent issues.
- To promote awareness of opportunities developed by Staff Senate, encourage involvement in
  campus activities and events, and to increase knowledge of and involvement in the operation of
  the University, and foster community involvement.