
Members Absent (excused):  Chad Bushy, Chadd Damm, Jenny Duffy, Aaron Flynn, Josh Lindenberg, Marsha Nelson, Gloria Rodriguez, Dale Spicer, Trish Young, Will Young.

Members Absent:  Denyse Sturges, Vicki Thompson, Kasey Young.

Resigned:  Kim Burris

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

Guest:  Dusty Farned

Update:  President Kelley.
President Kelley was unable to stay to give an update.

1. Call to Order by President Diane Hillebrand at 1:06 PM.

2. Approval of November 13, 2013 Staff Senate minutes
   Motion made by Clay Willoughby to approve the November 13, 2013 meeting minutes.  Second by Lynn Lee.  Motion carried.

3. Treasurer Report – Katie Douthit
   Katie reported that she has been busy calling the winners for 31 Days of Glory, and processing the paperwork for the winners.

4. Membership – Cheri Williams
   Cheri reported that we are now down to 46 members since Kim Burris has resigned.  This gives us 4 seats that can be filled, if anyone knows of an interested staff member who would like to fill a five month spot.  Would be a great way for someone who is interested in finding out more about Staff Senate to get involved.

5. Historian Report - Elizabeth Becker
   Elizabeth reported that Diane, Sharley and her met.  If anyone has any documents or pictures that are staff senate related, please get them to Elizabeth for possible archiving.
   A reminder was given that all committees should be sending their reports and minutes to the staff senate secretary, Pam Henderson.

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
      Have not met
   b. Denim Day Committee – Cheri Williams
      Cheri report that the committee met on December 3.  They discussed 12 regular Denim Day applications and we will support all 12 local non-profit organizations with 2014 regular Denim Day funds. List of recipients passed around.

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c. Fundraising/Scholarship – Shannon Medina/Pam Henderson
Shannon reported that the committee has not met, however we drew the names for the 31 Days of
Glory winners at the last Staff Senate Executive committee meeting. Pam has been sending out winners
names daily through the Staff Chat listserv and Staff Senate listserv, as well as weekly through Jan Orvik.
Question regarding when the Dependent Scholarship application will be available. Shannon will send out
an email to Staff Senate with when that will be (expected sometime in February).

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)
Nancy reported that they committee has not met.
John Lee reminded everyone to get him any items for the newsletter by Friday, December 13.

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 they have not met. The committee will finish planning the spring semester events
at the January meeting. The December event on Email Etiquette was well attended, with over 40 people
registered.

g. Staff Recognition – Marsha Nelson
Marsha reported that they have not met. The committee will meet in January to discuss the Senator of
the Year process. Spring Fling has been set for Thursday, May 1.

7. Old Business
   a. Suggestion Box
      Commented submitted regarding snow/ice clearing of sidewalks, doorways, and parking lots. Leyton will
draft a response regarding contacting facilities if you notice an area that needs extra attention. Especially
when it is snowing out, it is difficult to keep areas perfectly cleared, and takes a lot of facilities man
power.

8. Stop and Stretch

9. New Business
   No new business

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 November 25 and December 9. Have completed revisions to
      the Conflict of Interest policy and will begin work on the Conflict of Interest procedures in January.

   d. COSE (Council of State Employees) – Kim Keeley, Shannon Medina
      Kim reported that the committee has not met. We are looking for a new COSE representative to serve as
      an alternate member. COSE meets four times per year and serves on the staff recognition committee.
      Reminder also to submit nominations for the STAR award.

   e. Denim and Diamonds – Trish Hodny
      Trish reported that the committee has not met. Have been wrapping up final payments.

   f. Diversity Council - Thomas Brockling, Kristine Paranica, William Young

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

h. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Trish Young
   Janice reported that NDUS is forming its own staff senate that will have representatives from Grand Forks, Fargo and Bismarck. Will be voting on Friday on members, and then will meet to form a constitution and bylaws for approval by ND SSS.
   Taskforce meeting today to discuss further including online courses as part of the tuition waiver for staff. Nominations currently open for staff representative on the State Board of Higher Education. UND Staff Senate will submit a nomination for Janice.

i. Parades – Robert Schindele
   Have not met

j. SBHE (State Board of Higher Ed) – Janice Hoffarth
   Janice reported that the SBHE will be meeting in January in Williston. The meeting will be broadcasted live online.
   Future action for SBHE as staff representative is to fight for a vote for the staff and faculty representatives.
   UND Student Body President currently pushing for the Pathways program to be kept as is, which calls for higher standards for admission to UND and NDSU. This would drastically decrease the student body. He has also asked for a hold on tuition increases if they agree to move funds to assist with the new one-stop in the Memorial Union. President Kelley is still moving forward with hiring a director.

k. Sexual Violence – Eileen Tronnes-Nelson
   Eileen reported that the committee met on November 13. The meeting has a report regarding Title IX training. Committee did not meet on December 4, but will be meeting again in January 2014.

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 December 6. Beginning of the meeting was outside at the ribbon cutting for the new Campus Bridge. Reviewed and approved two policies on 2-way radios and lactation support.

n. U-Shine Award – Lynn Lee
   December winner is Randy Rasmusen.
   Received 13 Staff, 4 Student and 7 Faculty applications for the Exceptional-U award. Winner for faculty was Robert Brooks.
   Will be sending out information in January regarding information on applications for Random Acts of Kindness week.

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

p. University Ombuds Advisory Committee – Cheri Williams
   Have not met
   Dusty was present and gave a quick update. He has been seeing a variety of issues. He is hopeful that the position will go full time after this trial year.

q. University Senate – Diane Hillebrand, Sharley Kurtz, and Kim Keeley
   Diane reported that University Senate met on December 5. Ryan Zerr is wanting to send out more detailed agendas, where relevant information is sent along with the agenda so that members are more informed and prepared prior to the meeting. Will also be creating a document called “Fate of Recent Senate Actions” each month.
   Will possibly be meeting January 16.
Currently working on how to sustain Writers Workshop, which has been held on the UND Campus for 40 years.

New grades implemented for F for Financial Aid purposes. There will now be F, FN and FNN. A student receiving an F means they attended classes and earned an F. A student receiving an FN means they attended at some point, but then stopped. Instructor will need to enter a specific date for which they stopped attending. A student receiving an FNN means they never attended the class.

r. University Senate Executive Committee – Diane Hillebrand
Diane reported that the committee met on November 22. Will be asking for website development and funding. Making changes to the faculty tenure/promotion policy and faculty handbook. Continuing to review committees to make sure they are needed.

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

11. Matters Arising/Open Discussion
   a. Trish Hodny announced that she is now serving on the Financial Wellness Advisory Board. The board is encouraging students to participate in activities and services offered by the Financial Wellness Office as a way to reduce debt.
   b. Trish Hodny began a discussion regarding the newer business cards that UND employees are given. The new ones look cheaply made. Diane will contact Susan Walton regarding paper quality and print.

12. Next Staff Senate Meeting – January 8, 2014 1:00 – 2:30 PM Memorial Union, River Valley Room

13. Adjournment
   Motion made by Trish Hodny to adjourn the meeting at 2:11 PM. Second by Shannon Medina. Motion carried.