Members Present: Elizabeth Becker, Kristi Bruggeman, Kimberley Burris, Chad Bushy, Katie Douthit, Jessica Dunphy, Brian Fricke, Brent Gerhardt, Pat Hanson (Joy Johnson), Jim Hanson, Diane Hillebrand, Patricia Hodny, Janice Hoffarth, Kim Keeley, Nancy Krom, Sharley Kurtz, Darin Lee, John Lee, Lynn Lee, Jolene, Marsh, Shannon Medina, Evan Nelson, Shelly Pecka, Tatjiana Richards, Leyton Rodahl, Kim Ruliffson, Dale Spicer, Dennis Stangl, Denyse Sturges, Derek Stinchfield, Kristi Swartz, Vicki Thompson, Eileen Tronnes-Nelson, Cheri Williams, Clay Willoughby, Carol Winkels, Patricia Young, William Young
New Members: Kim Higgs, Pam Henderson, Jenny LeTexier, Josh Lindenberg, Bob Schindele, Wendy Warner.

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

Members Absent: Joan Jensen, Edward Martin, Dan O'Donnell

Members Absent (excused): Tearnie Braaten, Chadd Damm, Connie Gabelin, Brenda Halle, Marsha Nelson, Kasey Young

Update from President Kelley.

Program: Rick Sandwick, Human Resource Officer with the University’s Human Resource and Payroll Services Office, Leadership Development Course.

1. Call to Order: Meeting called to order by President Patricia Young at 1:04 pm.
President Young read off the names of six individuals who volunteered to fill the open seats on Staff Senate for the remainder of the year. Trish Hodny made a motion to accept Kim Higgs, Pam Henderson, Jenny LeTexier, Josh Lindenberg, Bob Schindele, and Wendy Warner as new members to fill the remainder of the term. Sharley Kurtz seconded the motion. Motion carried.

2. Approval of the November 14, 2012 Staff Senate minutes:
Clay Willoughby made a motion, Diane Hillebrand seconded to approve the minutes of the November 14, 2012 Staff Senate meeting. Motion carried.

3. Treasurer Report - Katie Douthit
Katie had a question about the color copy charge. Shar indicated that it was for the Department Head letters that were sent out. Please let Katie know when you have made a charge and what it’s for. Katie has been making notifications and payments for the 31 Days of Glory. Winners do have to complete a W-9.

4. Membership - Vicki Thompson
Vicki mentioned that the new members have been given their notebooks.

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 made a motion to accept the changes/additions to the mission statement. Motion carried.
   (See attachment at the end of the minutes for the changes/additions). There are now 49 Staff Senate members, one more is needed.

b. Denim Day Committee - Cheri Williams
   The Denim Day committee met on December 6 and reviewed and discussed all applications received for 2013 regular Denim Day funding. The committee voted to award funds to all 13 applicants. The 2013 Denim Day recipients and dates will be posted in the U-Letter before the end of the year.
c. **Fundraising/Scholarship** - Sharley Kurtz, Shannon Medina
   Shar has been emailing the list of 31 Days of Glory winners every day.
   The application deadline for Seeds for Staff Success is December 15. There are 10 applicants right now.

d. **Legislative** - Darin Lee
   Have not met.

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)
   Have not met.

f. **Staff Development Program** - Diane Hillebrand (this committee meets every month before Staff Senate). Did not meet this month. The next meeting will be January 9, 2013.

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

h. **U-Shine Award** - Kim Keeley
   December winners are Jim Hansen and Galen Gasink.

i. **Denim & Diamonds** - Trish Hodny
   Trish Hodny handed out tickets for senators to sell (two each). The cost is $20 per person or $35 per couple. The event will be at the Gorecki Alumni Center so it will be limited to 170 people. Donations for the silent auction are still needed.

6. **Old Business**
   a. **Suggestion Box**
      none.

7. **New Business**
   None.

8. **Other Committee Reports**
   a. **Building/Facilities 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
      Met on November 11. Diane mentioned that the committee continues to struggle with quorum.

   d. **COSE** - Patricia Hodny, Shelley Pohlman, Kristi Swartz
      Have not met.

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

   f. **Healthy UND Tobacco Task Group** - Kim Ruliffson
      Have not met.

   g. **NDSSS** (North Dakota State Staff Senate) - Kristi Swartz, Trish Young, Diane Hillebrand
      Will meet on December 17.

   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*)
      Listened to updates on the Ombuds position and the faculty handbook. Discussed the Chancellor’s plan. Asked to have a staff member on the IP committee.
j. **Work Well Committee** - Shelly Pecka (meets once a semester)  
   Have not met.

k. **Sexual Violence** - Trish Hodny  
   Met last week and focused on getting an inventory of services already offered.

l. **SBHE** - Janice Hoffarth  
   Will meet in January. Janice mentioned that Staff Senate needs to nominate a person to the seat on the State Board of Higher Ed in January. Shannon Medina nominated Janice Hoffarth and Kristi Swartz seconded the nomination to submit Janice Hoffarth for the position on the Higher Ed Board. **Kristi Swartz made a motion to cease nominations and accept Janice Hoffarth by acclamation. Motion carried.**

m. **Ad-hoc University Ombuds Committee** - Cheri Williams  
   The committee met on November 20 and finalized the job description and advertisement. It is now being reviewed and approved by the President’s Executive Council. **Correction to last report, the Ombuds will report directly to the President (not to a University Senate committee).**

9. **Matters Arising/ Open Discussion**  
   Diane Hillebrand mentioned that Staff Senators will be running the gaming tables on Denim and Diamonds night. She is routing a sign-up sheet and asking everyone who can to help out for a half hour or more.

   Janice Hoffarth suggested inviting the Chancellor to a Staff Senate or Exec meeting so that he has a better idea of what we do. She will give him a list of the meeting dates and times so he can choose one to attend.

10. **Next Staff Senate Meeting January 9, 2013 in the River Valley Room in the Union.**

11. **Adjournment:** 2:14 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.