Members Present: Sarah Abentroth, Tammy Anderson, Elizabeth Becker, Patty Dorsher, Jessica Dunphy, Lacey Erickson, Amber Flynn, Diane Fugleberg, Nancy Garcia, Brent Gerhardt, Jim Hanson, Pam Henderson, Trish Hodny, Shannon Jongeward, Katrina Kriewall, Sharley Kurtz, John Lee, Shannon Medina, Beth Moe, Lani Moen, Tina Monette, Don Rasmuson, Kim Rulfison, Dennis Stangl, Denyse Sturges, Vicki Thompson, Eileen Tronnes Nelson, Cheri Williams, Carol Winkels.


Members Absent: Molly Christianson, Jenny Duffy.

Resigned: Shannon Dravland, Jeff Kaul.

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

Guests: Sandra Mitchell, Associate Vice President for Diversity & Inclusion
Sandra explained a little on her role, which was a new position at UND that she started in a little over six months ago. Her main functions include educating people on what diversity is (and isn't), as well as to help the community to know what they are doing right. She is very willing to come into the different colleges and departments to do workshops and presentations. Sandra encouraged all of the staff to attend the cultural activities that occur at UND.

Amber Flynn, Coordinator of Sexual Respect & Violence Prevention – Green Dot
Amber gave an introduction to the Green Dot program. Green Dot is a bystander intervention strategy, so that we can change the norm on campus and send the message that violence is not tolerated on campus. Staff Senate will be putting on two Green Dot presentations on February 23 at 11 am and 1 pm.

Approved at March 11, 2015 Staff Senate Meeting
VIII.F - If the appointment the Senator is filling is in a category other than his/her own, this position will be a temporary, voluntary position for the remaining appointment, until the next annual election, at which time the Senator can be reelected into his/her own broadband classification.

X. Amendments to the Bylaws can be proposed in writing from any Staff Senator to the Bylaws/Elections Committee. The Bylaws/Elections Committee will present proposed amendments to the Senate for consideration at a first reading with a vote to follow at the next meeting.

b. Denim Day Committee – Cheri Williams
   No report

c. Fundraising/Scholarship – Pam Henderson
   Pam reported that the Staff Dependent Scholarship for 2015-16 was announced today. Applications will be due to Financial Aid by April 15 at 4:00 PM. Discussion occurred on selection of the recipients for the Staff Dependent Scholarship. Pam will bring back suggestions and the Fundraising/Scholarship committee will discuss it.

d. Legislative – Katrina Kriewall
   Katrina reported that the committee met on Tuesday. The legislature is being very conservative on funding based on the current oil forecast. Katrina will start sending a weekly update regarding the Legislative Assembly and any related bills.

e. Public Relations – Lacey Erickson (this committee meets the third Monday of each month at 9:00 am in the Alumni Room in the Union as needed)
   Elizabeth Becker reported that due to President’s Day, the February monthly meeting will be on February 23 instead. They are now working on the Staff Senate display case in the Memorial Union. John updated the U-Shine logo, and has updated the certificate.

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 they met today. Upcoming events include the Green Dot presentation on February 23, Active Shooter Training on March 17, Safe Online Practices in April, a tour of the NDUS IT Building on March 27, and a tour of Studio One on March 26.

g. Staff Recognition – Amber Flynn
   Amber reported that the committee met February 9. They are finalizing the details for Spring Fling, which is on April 30, including getting a flyer created. Kim Ruliffson will have prizes from Work Well. The committee will work on updating the table tents with Staff Senate and COSE’s information. There will also be a breakfast for night workers.

7. Old Business
   a. Suggestion Box
      There was one suggestion box item submitted regarding access at Robertson-Sayre for dropping and picking up exams. Parking is not easily accessible for that building, you cannot turn left out of that road back onto University Avenue and there is no elevator access. Suggestion will get forwarded to VP Brekke and Chief Plummer.

8. Stop and Stretch

9. New Business
   a. University Committees
      Don Rasmuson is now our representative on the Building/Facility Access Committee. We are still looking for representatives to search on COSE and the Conflict of Interest/Scientific Misconduct Committee. If you are interested, please contact Sharley.

b. Pictures
   We will have our annual Staff Senate and Staff Senate Executive Committee pictures next Staff Senate meeting. It was be right at the beginning of the meeting, so please make sure you are here by 1:00 PM.

c. Committee Procedure Manuals
   Sharley requested that all committee chairs begin drafting a procedure manual with activities and tasks that each committee does, so that it can then be passed to the next chair and assist with transitions. We would like to have this completed by May.

10. Other Committee Reports - Please remember to turn in a report to the secretary prior to this meeting
    a. Building/Facility Access Committee – Don Rasmuson
      Don reported that the committee has not met. They are working on rewriting the Building Access Policy.

    b. Committee on Sexual Violence Prevention – Eileen Tronnes-Nelson

Approved at March 11, 2015 Staff Senate Meeting
Eileen reported that the Committee on Sexual Violence Prevention met on January 22, 2015. There is a Community Violence Intervention Center Advisor on campus. Logan Kassa’s office is located in O’Kelly Hall Room 4, and students, faculty, and staff can all schedule appointments by either walking in or calling (701) 777-6550. She is a confidential advisor and will spend 20 hours a week on campus.

Logan Kassa’s Office Hours
Monday – 8:00 to 4:30
Wednesday - 12:30 to 4:30
Thursday - 10:00 to 2:00
Friday - 9:00 to 1:00

Appointments can also be scheduled outside of the UND office hours.
UND Campus Phone: 701.777.6550
Off-campus CVIC phone: 701.746.0405
24-Hour Crisis Line: 701.746.8900
Toll Free: 866.746.8900
TTY: 800.366.6888

For further information: www.cviconline.org

The next meeting is March 5.

c. Conflict of Interest/Scientific Misconduct Committee – Trish Hodny
   Trish reported that the Conflict of Interest committee has been meeting every week alternating on Tuesday and Thursday. They are plugging away each week at the writing of an Ethical Conduct in Scholarship policy.

d. COSE (Council of State Employees) – Kim Keeley
   Sharley reported that they are still looking for a staff senate representative. COSE will be participating in Relay For Life on April 24. They met on January 20 in Grafton. The next meeting will be in Jamestown on April 30.

e. Denim and Diamonds – Trish Hodny
   No report

f. Global Engagement Steering Committee – Pam Henderson
   Pam reported that the Global Engagement Steering Committee has been meeting monthly. We have divided into smaller working groups to focus on the different areas around campus. Each working group is responsible for developing how they would like to gather their information so that we can start collecting data that will be used for the final report and recommendation to President Kelley. Pam is co-leading the Financial Support working group.

g. Healthy UND Coalition - Kim Ruliffson, Jessica Dunphy
   No report. Next meeting is February 24.

h. Nickname and Logo Taskforce – Sharley Kurtz
   Sharley reported that the taskforce gave their report to President Kelley. They will be meeting again on February 13 to review the report and hear what recommendations President Kelley has to move forward with the nickname and logo process for the University of North Dakota.

i. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Shannon Medina
   Sharley reported that they met on January 26. Emma Tuftie, current president of ND SSS, was elected as the next SBHE representative.
   Schools gave a recap of how the new tuition waiver procedure was working on each campus. The next meeting will be February 23. The June meeting will be at Lake Region State College.

j. Parades – Jim Hanson
   No report

k. SBHE (State Board of Higher Ed) – Janice Hoffarth
   No report

l. Senate Legislative Affairs Committee – Sharley Kurtz
   Sharley reported that they met on January 23. Discussion occurred at that meeting on what legislative bills to be watching.

m. Shared Governance Committee – Sharley Kurtz
   Sharley reported that they continue to work on the proposed formation of a faculty senate. The next step is to poll the faculty for more information. If a faculty senate is created, there will be a lot of work that they go into what the structure of that would look like, as well as what would happen with University Senate.

n. The President’s Cabinet – Sharley Kurtz

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Sharley reported that they met on February 9 and reviewed 3 policies.

o. U-Shine Award – Jessica Dunphy
   Jessica reported that they awarded the January U-Shine Award to Brenda Halle and the February U-Shine Award to Amber Onder.
   The Random Acts of Kindness Week application is currently available. Jessica encouraged senators to submit applications and to help spread the word. Nominations will be accepted throughout the month of February.

p. University Bookstore Advisory Committee - Brandon Wallace
   No report

q. University Ombuds Advisory Committee – Cheri Williams
   Cheri reported that they are videoconference interviewing six candidates. The last of the interviews will be on February 20. They will then decide who to bring to campus for interviews.

r. University Senate – Sharley Kurtz, Shannon Medina and Pam Henderson
   Pam reported that University Senate met on January 15 and February 5. A majority of both meetings was spent discussing the formation of a Faculty Senate. Melissa reviewed all the steps that will need to be taken for the Faculty Senate Proposal to become legal, including approvals and constitution changes. The next step is that they will be sending a survey out to all benefitted faculty regarding the formation of a faculty senate.
   There is a Legislative Bill Tracker for the ND 64th Legislative Assembly that is refreshed each Friday - http://www.cqstatetrack.com/texis/statetrack/insession/viewrpt?report=54cc5773153
   Legislative Fact Sheets are also available online - http://und.edu/discover/statewide-activity.cfm
   The Senate approved the Curriculum Committee Report and the nominations for Honorary Degrees.

11. Matters Arising/Open Discussion
   None

12. Next Staff Senate Meeting – March 11, 2015 1:00 – 2:30 PM Memorial Union, River Valley Room

13. Adjournment
   Motion made by Trish Hodny to adjourn the meeting at 2:29 PM. Second by Elizabeth Becker. Motion carried.