Staff Senate Minutes
March 11, 2015
Memorial Union, River Valley Room
1:00 pm - 2:30 pm


Members Absent: Molly Christianson, Vicki Thompson.

Resigned: Shannon Medina.

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

Staff Senate pictures taken

Guests: Nutrition Students - National Nutrition Month Presentation
Healthy snacks courtesy of the Health and Wellness Hub
Two UND Nutrition/Dietetics students did a presentation on Not-So Healthy Salads. Brought with them salad recipes to share with Staff Senate. The Department of Nutrition and Dietetics is partnering with the Student Association of Nutrition and Dietetics to host their annual food drive. The food drive will run the entire month of March. This year, the proceeds will go to St. Joseph's Social Care. Over the past 10 years, St. Joseph's has provided over 2.8 million pounds of food to people in need in the Grand Forks area. Currently, the greatest need is for peanut butter, canned fruits and vegetables, boxed non-perishable dinners, juice, pickles, condiments, tomato products, diapers, and personal care products. Any and all donations are greatly appreciated. Donation boxes are located in McCannel Hall, the Union, Twamley, Education 200, Gamble 110, Athletics Office, Housing Office, O'Kelly 20, Wellness Center, U Place, Ryan Hall, and the South Entrance of the SMHS.

1. Call to Order by Secretary Pam Henderson at 1:01 PM
2. Announcements
   a. Sharley announced that Shannon Medina has resigned from Staff Senate and as Vice President/President Elect due to the time commitment of her job at the One Stop Shop. As stated in the bylaws, if the office of the Vice President is vacated, at the March/April meetings, the election of the Vice President will proceed as normal, and the President, Sharley, and the Past President, Diane Hillebrad, will remain in office for an additional term. Sarah Abentroth will be overseeing Staff Development for the remainder of this term.

3. Approval of February 11, 2015 Staff Senate minutes
   Motion made by Katrina Kriewall to approve the minutes from February 11, 2015. Second by Jessica Dunphy. Motion carried.

4. Treasurer Report – Sarah Abentroth
   No report

5. Membership – Cheri Williams
   Cheri reported that we are now at 41 members.

Approved at April 8, 2015 Staff Senate Meeting
   Elizabeth reported that Staff Senate has been approved for an ImageNow account. Elizabeth will start processing documents and meeting with archives to determine our next steps. If anyone is willing to help or has an ImageNow scanner, please let Elizabeth know.

7. Committee Reports - Please remember to turn in a report to the secretary prior to this meeting
   a. Bylaws/Elections – Diane Hillebrand
      Diane made a motion from the Bylaws/Elections Committee to accept the three changes to the University of North Dakota Staff Senate Bylaws. Second reading of changes done by Diane. Motion carried. (see end of minutes for revised Bylaws)
   b. Denim Day Committee – Cheri Williams
      Cheri reported that we collected $514 for National Disaster Relief Efforts and $545 for Feed My Starving Children in special Denim Day funds. There will be a special Denim Days for March of Dimes March for Babies on March 19 and for the American Cancer Society Relay For Life on April 2.
   c. Fundraising/Scholarship – Pam Henderson
      Pam reported that Seeds applications for this quarter are due by March 31, and will be reviewed shortly after that date by the committee.
   d. Legislative – Katrina Kriewall
      Katrina gave an update on the bills that were reviewed by the House that effect UND. She reminded Senators about the guidelines for communication by UND Employees with local, state, and federal government officials.
      Pat Hanson gave a report on the change from BCBSND to Sanford Healthy Insurance. Our health insurance coverage is provided by NDPERS, so our benefits will remain the same for the current biennium. NDPERS has a Frequently Asked Questions (FAQs) page regarding the upcoming change in our healthy plan carrier, available at: [http://www.nd.gov/ndpers/insurance-plans/docs/sanford-health/faq.pdf](http://www.nd.gov/ndpers/insurance-plans/docs/sanford-health/faq.pdf)
      Please refer to this document for any questions that you may have. If the document does not address a specific question you may have, please call NDPERS at (800) 803-7377.
   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)
      Lacey reported that the PR committee is working on the display case in the Memorial Union and have been reviewing items via email. They will be meeting again on March 16th.
   f. Staff Development Program – Sarah Abentroth (this committee meets every month before Staff Senate from 12-1 in the Alumni Room in the Union)
      Sarah reported that the Staff Development committee will meet on March 17 at 1:00 PM.
   g. Staff Recognition – Amber Flynn
      Amber reported that the committee continues to plan for Spring Fling. They have been busy lining up vendors and finalizing the food.

8. Old Business
   a. Suggestion Box
      There was one suggestion box item regarding allowing time for employees to donate blood or plasma, especially given the shortage the blood bank faces. Suggestion will be passed to Pat Hanson in Human Resources.
   b. Meeting Etiquette
      Sharley gave a reminder regarding meeting etiquette and making sure everyone is being respectful of their fellow senators, as well as following meeting protocol for making motions and when to talk.

9. Stop and Stretch
10. New Business
   a. VP/President Elect Nominations
      Held nominations for VP/President Elect. Cheri Williams nominated Pam Henderson. Eileen Tronnes-Nelson nominated Lacey Erickson.
      Motion made by Cheri Williams to cease nominations. Second by Jessica Dunphy. Motion carried.
   b. Senator of the Year Nominations from Committees
      Amber announced that each committee needs to send Amber two nominations for Senator of the Year by March 30, 2015. We will vote at our next meeting for Senator of the Year, which will be awarded at our May Staff Senate meeting.

11. Other Committee Reports - Please remember to turn in a report to the secretary prior to this meeting

Approved at April 8, 2015 Staff Senate Meeting
a. Building/Facility Access Committee – Don Rasmuson
   Don reported that the committee will be meeting March 18.

b. Committee on Sexual Violence Prevention – Eileen Tronnes-Nelson
   Eileen reported that the committee met on March 5. They heard reports from three sub-committees.
   They have been updating department flyers and resources guides for faculty, staff and students, Campus
   Clarity, and Green Dot.
   Their next meeting is April 30.

c. Conflict of Interest/Scientific Misconduct Committee – Trish Hodny
   No report

d. COSE (Council of State Employees) – Kim Keeley
   Kim reported that there is still one vacancy for COSE, and after May there will be another vacancy as Kim
   will be done. Relay for Life is April 24. Kim gave a reminder about submitting nominations for the STAR
   award. Their next meeting is April 30 in Jamestown.

e. Denim and Diamonds – Trish Hodny
   No report

f. Global Engagement Steering Committee – Pam Henderson
   Pam reported that the steering committee met with Institutional Research on February 18 to start
   drafting the survey we plan to send out to gather information from different constituencies on campus, as
   well as to learn about what data is already collected and available through Institutional Research. The
   next meeting is March 24.

g. Healthy UND Coalition - Kim Ruliffson, Jessica Dunphy
   Kim reported that Healthy UND Coalition met on February 24. There was a lot of discussion at the
   Coalition meeting regarding the Social Host ordinance and the extreme drink specials. The Coalition is
   writing a letter in support of these two proposals that will be heard at City Council. Reminder that March
   is National Nutrition Month. UND is now part of a Healthier campus Initiative. April 4 thru 8 is Public
   Health Week. Coming soon to campus will be several signs along University Avenue that tell you the
   distance between specific locations, as well as the time it will take to bike or walk to those locations.
   Registration is now open for the Get Moving Challenge, which is open to faculty, staff, students, and
   family members.

h. Nickname Committee – Diane Hillebrand
   Diane reported that the committee met for the first time on March 10. They discussed the key attributes
   that they will be looking for in the future nickname for the University of North Dakota. They are in the
   process of setting their future meeting dates.

i. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Shannon Medina
   Diane reported that ND SSS met on February 23. They heard an update on the insurance carrier for ND
   PERS. They had a presentation on best practices for open records and meetings.

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 have been meeting every two weeks. Katrina will be attending the next
   meeting for Sharley, as she has another obligation.

m. Shared Governance Committee – Sharley Kurtz
   Sharley reported that they are working on the proposal for Faculty Senate to be formed.

n. The President’s Cabinet – Sharley Kurtz
   Sharley reported that President’s Cabinet discussed the records retention policy and how to create a
   uniform policy with the NDUS system. They reviewed an impact statement for the Affordable Care Act.
   They had the second reading of a policy regarding University Tickets.

o. U-Shine Award – Jessica Dunphy
   Jessica reported that they have selected the winners for the March U-Shine award, as well as for the
   February Exception-U awards. The winners will be announced once the recipients have received their
   award.

p. University Bookstore Advisory Committee - Brandon Wallace
   No report

q. University Ombuds Advisory Committee – Cheri Williams
   Cheri reported that the committee invited three finalists to campus. Those interviews are occurring this
   week.

Approved at April 8, 2015 Staff Senate Meeting
University Senate – Sharley Kurtz and Pam Henderson
Sharley reported that University Senate heard many updates. They are moving forward with the discussion on the creation of a Faculty Senate and hope to have the first reading of the proposal in April, for final approval at the May meeting. Dr. Reesor presented an update on the Community and Campus Committee (CCC) to reduce high risk alcohol consumption. Margi Healy gave information on the new budget model.

University Senate Executive Committee – Sharley Kurtz
Sharley reported that the committee has met numerous times. They have heard many campus updates.

12. Matters Arising/Open Discussion
   a. Staff Senate Survey
      A survey was sent out to all staff at UND regarding their perception of Staff Senate. We are still gathering results. The current responses are very mixed. We will be looking at the results to see how we can improve Staff Senate and better serve all staff at UND.
   b. Senator Survey
      Sharley announced that a second survey specific to Staff Senators will be sent out shortly. This survey is soliciting feedback on how we can engage senators and best use our time. Please share your ideas and be honest on the survey.

13. Next Staff Senate Meeting – April 8, 2015 1:00 – 2:30 PM Memorial Union, River Valley Room
14. Adjournment
    Motion made by Kim Rulifson to adjourn the meeting at 2:19 PM. Second by John Lee. Motion carried.

Changes to Bylaws for the March 11, 2015 Minutes

V.E.2 - COSE - Three Senators will be selected to serve one three-year term each, two who will serve as voting members and one who will serve as an alternate.

VIII.F - If the appointment the Senator is filling is in a category other than his/her own, the 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.

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