Members Present: Sarah Abentroth, Elizabeth Becker, Kristi Bruggeman, Chad Bushy, Lacey Dahlen, Chadd Damm, Katie Douthit, Shannon Dravland, Jessica Dunphy, Aaron Flynn, Brent Gerhardt, Jim Hanson, Pam Henderson, Diane Hillebrand, Kim Keeley, Nancy Krom, Sharley Kurtz, John Lee, Lynn Lee, Josh Lindenberg, Shannon Medina, Marsha Nelson, Kelli Puckett, Dale Spicer, Dennis Stangl, Derek Stinchfield, Denye Sturges, Vicki Thompson, Eileen Tronnes Nelson, Cheri Williams, Carol Winkels, Kasey Young.


Members Absent: Jenny Duffy, Darin Lee, Trish Young, Will Young.

Resigned: Bob Schindele

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

Staff Senate pictures taken
Guest: Kim Stewart – Acting Writing Center Coordinator, UND Writing Center
Kim gave a brief explanation of the services offered for faculty, staff and students at the UND Writing Center. The Writing Center is located in Merrifield Hall, and is open to the entire UND community for both academic and non-academic writing projects. It will be part of the upcoming Walking Tour.

1. Call to Order by President Diane Hillebrand at 1:15 PM.

2. Approval of February 12, 2014 Staff Senate minutes
   Marsha Nelson made a motion to approve the minutes from February 12, 2014. Second by Elizabeth Becker. Motion carried.

3. Treasurer Report – Katie Douthit
   Katie reported that we received the match for Denim and Diamonds from President Kelley. We are all caught up as well with payroll deductions.

4. Membership – Cheri Williams
   Cheri reported that we are now at 43 members since Bob Schindele resigned. Nominations for 2014-2015 Staff Senators has been extended to Friday, March 14. Paper nomination forms are also available.

5. Historian Report – Elizabeth Becker
   Elizabeth reported that they met on March 3 to discuss the archiving procedure. She also ran a google analytics report after the last Staff Senate email was sent out to all staff, and we had 171 visits immediately after it was sent. A new link has been added on the Staff Senate website that includes a list of the current and past professional development sessions.

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
      Diane reported for Trish. They will be bringing forward three changes to the bylaws at the next Staff Senate meeting:
      • I. Composition of the Senate
        Remove “or North Dakota University System employee housed on the UND campus.”
      • VII. Attendance/Absenteeism

Approved at April 9, 2014 Staff Senate Meeting
A Senator who has three (3) unexcused absence will be contacted.

IV. A. The President
Contacts Senators when three unexcused absences occur.

- V.A. Executive Committee
  Add in ability for all members of the Executive Committee to vote.
  Will also be recommending an article to be added to the Constitution regarding adding the specific committee chairs as voting members of Executive Committee.

b. Denim Day Committee – Cheri Williams
   Cheri reported that the Special Denim Day for Feed My Starving Children raised $616. There is a Special Denim Day for National Disaster Relief efforts tomorrow. All proceeds will go to the Salvation Army.

c. Fundraising/Scholarship – Shannon Medina/Pam Henderson
   Shannon reported that the committee has not met. Currently we have 20 applications for the next quarter of Seeds for Staff Success, which is most likely in correlation with the Staff Senate email blast.

d. Legislative – William Young
   No report

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 the committee met on March 5 for a discussion. They have also reviewed a couple of items thru email. The deadline for the spring newsletter is Reading and Review Day. Please send any items for the newsletter to John Lee.

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 on the upcoming development programs:
   March 26, 2014, 9:30 to 11:00 AM, Memorial Union River Valley Room – It Begins Here: Best Responses to Bullying Behavior
   April 2, 2014, Education Room 113 – Email Etiquette
   April 24, 2014, 8:00 to 9:00 AM, 10:00 to 11:00 AM, and 1:00 to 2:00 PM – IT Building Tours
   May 7, 2014, 1:30 to 3:30 PM – Service Center Tour

g. Staff Recognition – Marsha Nelson
   Marsha reported that the committee has not met. Will be meeting soon to discuss Spring Fling, which is on May 1.
   Senator of the Year vote – ballots passed out with names of Staff Senators that were nominated by committees. Results will be announced at the May Staff Senate meeting.

7. Old Business
   a. Suggestion Box
      No new suggestions.

8. Stop and Stretch

9. New Business
   a. VP/President Elect Nominations
      *Marsha Nelson made a motion for nominations to cease. Aaron Flynn seconded the motion to cease nominations.* Motion carried.

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 they met on March 4 and March 11. They are on the final draft of the Conflict of Interest policy and forms, and plan to present to the University Senate before the end of the semester.
   d. COSE (Council of State Employees) – Kim Keeley, Shannon Medina, Shannon Dravland
      Kim reported they have not met. Next meeting on April 7 in Grand Forks. Are working on new website.
e. Denim and Diamonds – Trish Hodny  
No report
f. Diversity Council - Thomas Brockling, Kristine Paranica, William Young  
No report
g. Healthy UND Tobacco Task Group – Kim Ruliffson  
Have not met.
h. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Trish Young  
Diane reported that the ND SSS met in on February 24 and the Chancellor connected by telephone.  
Diane will distribute talking points from the ND SSS regarding the November vote regarding the SBHE.  
The Alumni Foundation has this topic on their radar to possibly do some type of statement on closer to  
the time of the vote.  The tuition waiver coverage for online classes in still in review.
i. Parades  
No report
j. SBHE (State Board of Higher Ed) – Janice Hoffarth  
Janice reported that the SBHE will be meeting in Bismarck at the end of March, Dickinson in April and  
Grand Forks in June.  Two positions are opening on the SBHE.  We can expected changes to the  
Pathways program in the near future.  Each institution has been asked to bring forward suggestions.  
Janice will be promoting the idea that Presidents’ at each institution meet with employees who have  
given 20 or more years of service for feedback on what has worked, what has gone bad, and other ideas  
on improving.
k. Senate Legislative Affairs Committee – Diane Hillebrand  
Have not met.
l. Sexual Violence Prevention – Eileen Tronnes-Nelson  
Shannon Dravland reported that at the February 19, 2014 Committee on Sexual Violence meeting, the  
name for the Committee was changed to “Committee on Sexual Violence Prevention”.  There was a good  
discussion and sharing of information and ideas at the meeting for moving towards a safer campus.  
The next meeting is March 19, 2014.
m. Shared Governance Committee – Sharley Kurtz  
Sharley reported that the Shared Governance Committee met on March 12.  The committee will continue  
to meet weekly until May.  They have a subcommittee working on drafting a white paper regarding  
Governance Structure.  Faculty are looking to form a Faculty Senate, which will then likely change the  
structure of University Senate.

n. The President’s Cabinet – Diane Hillebrand  
Diane reported that the President’s Cabinet met.  Gave area reports.  There is a possibility that next year  
there will be a priority deadline for admissions that would include a $200 deposit, as a way to retain  
those who are admitted and assist with Financial Aid and Scholarship disbursements.
o. U-Shine Award – Lynn Lee  
Lynn reported that Sharley, Pam and Elizabeth presented the Exceptional-U award to the student winner,  
Hamzat Koriko.  We received four nominations for the Random Acts of Kindness Award (three faculty and  
one student).  Lynn has been sending an email to those who are nominated for the U-Shine award.
p. University Bookstore Advisory Committee – Nancy Krom  
Have not met.
q. University Ombuds Advisory Committee – Cheri Williams  
Cheri reported that they met with the Ombuds on February 19 to review the evaluation process.  
The final survey results are in.  A BIG THANK-YOU to staff for their participation in the survey.  566 staff  
took the survey (66.3%) as compared to 195 faculty (22.8%).  
The advisory committee is meeting on Friday, March 14 to complete Dusty’s Performance Management  
Plan, and then will meet with Dusty on March 28 to discuss his Performance Management Plan.
r. University Senate – Diane Hillebrand, Sharley Kurtz, and Kim Keeley  
Sharley reported that University Senate met on March 6.  Alice Brekke gave a presentation on the UND  
master plan and space utilization of classrooms and buildings.  There will be a 3.72% tuition increase  
next year.  The Council on College Faculty gave an update at the University Senate meeting regarding  
intellectual property and open resources.
s. University Senate Executive Committee – Diane Hillebrand  
No report
t. Work Well Advisory Board – Jessica Dunphy  
Have not met.
11. Matters Arising/Open Discussion
   a. Sharley gave an update that she has been assigned to the Program and Support Service Prioritization Coordinating Committee.
   b. Question was raised regarding the Program and Support Service Prioritization Task Force Committees and if they will be closed doors. Currently the two task forces have only had training. They are discussing with UND legal counsel on the state open record laws and how to proceed.

   Katie Douthit made a motion at 2:30 PM to extend the meeting by 5 minutes. Second by Marsha Nelson. Motion carried

   c. Janice gave three quick updates:
      i. When speaking about the November Measure 3 vote, if you are speaking as a UND employee do not give your opinion. If you are speaking outside of UND, make sure it is known that it is your personal opinion.
      ii. Janice has been appointed to the State Board Budget Audit and Finance Committee.
      iii. Three representatives have been appointed to the State Board Budget Audit and Finance Committee, which include a faculty member from UND, Janice as a staff representative and a student to be appointed by the Governor.
   d. General comment made regarding the lack of enforcement of the tobacco free policy at UND. A survey has been sent out, and all UND students and staff are encouraged to complete it.

12. Next Staff Senate Meeting – April 9, 2014 1:00 – 2:30 PM Medical School, Room 1370 (Altru Lecture Hall)

13. Adjournment

   Shannon Medina made a motion at 2:34 PM to adjourn the meeting. Second by Jessica Dunphy. Motion carried.