UND Staff Senate Minutes  
April 10, 2013  
River Valley Room - Union

**Members Present:** Elizabeth Becker, Kristi Bruggeman, Chadd Damm, Katie Douthit, Jessica Dunphy, Connie Gagelin, Brent Gerhardt, Brenda Halle, Pat Hanson, Jim Hanson, Pam Henderson, Kim Higgs, Diane Hillebrand, Patricia Hodny, Janice Hoffarth, Kim Keeley, Nancy Krom, Sharley Kurtz, Darin Lee, John Lee, Lynn Lee, Jolene Marsh, Marsha Nelson, Evan Nelson, Shelly Pecka, Kim Ruliffson, Bob Schindele, Dennis Stangl, Derek Stinchfield, Denise Sturges, Kristi Swartz, Vicki Thompson, Eileen Tronnes-Nelson, Wendy Warner, Clay Willoughby, Carol Winkels, Patricia Young, William Young

**Members Absent:** Jenny LeTexier, Kasey Young

**Members Absent (excused):** Tearnie Braaten, Kimberley Burris, Chad Bushy, Josh Lindenberg, Shannon Medina, Dan O'Donnell, Leyton Rodahl, Dale Spicer, Cheri Williams

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

**Program - Higher Learning Commission Self-Study and Reporting Process - Joan Hawthorne,** Director of Assessment & Regional Accreditation, Patrick O'Neill, Professor and Chair, Economics, College of Business & Public Administration, **Donna Pearson,** Associate Professor, Teaching & Learning, College of Education & Human Development.

1. **Call to Order:** Meeting called to order by President Patricia Young at 1:02 pm.

2. **Approval of the March 13, 2013 Staff Senate minutes:**  
   Marsha Nelson made a motion, Vicki Thompson seconded to approve the minutes of the March 13, 2013 Staff Senate meeting. **Motion carried.**

3. **Treasurer Report** - Katie Douthit  
   Katie reported that money was moved from the Denim and Diamonds to the auction. All applicants for Seeds for Staff Success have been paid.

4. **Membership** - Vicki Thompson  
   No report.

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  
      Kristi mentioned that the elections for new Staff Senators are complete. Diane Hillebrand is calling the candidates. There are still several openings in Trades.

   b. **Denim Day Committee** - Cheri Williams  
      UND employees donated $673 for a special Denim Day held on February 26 for Feed My Starving Children; $357 for a special Denim Day held on March 14 for the American Heart Association; and $455 for a special Denim Day held on March 28 for National Disaster Relief Efforts. There is a special Denim Day tomorrow, April 11, for the March of Dimes.

   c. **Fundraising/ Scholarship** - Sharley Kurtz, Shannon Medina  
      No report.

   d. **Legislative** - Darin Lee  
      Have not met. Darin mentioned the email that Chancellor Shirvani had sent to staff talking about the wages/salaries bill that is being considered by Legislature. Janice Hoffarth touched on how the bill affects UND.

   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 as needed)
The committee is considering ways to be more efficient. They have created and approved several flyers. Information for the newsletter is due May 3.

f. **Staff Development Program** - Diane Hillebrand (this committee meets every month before Staff Senate). Met and talked about the May 1st tours of the Cultural Centers. The *Acing the Interview* workshop went so well that a resume workshop is being planned. The mentorship program is still in the works.

g. **Staff Recognition** - Marsha Nelson
   Have not met but the flyer has gone out for Spring Fling. The next meeting is April 17.

h. **U-Shine Award** - Kim Keeley
   March winner is Trudy Soli from Military Science. The Faculty Exceptional U award winner has not been notified yet.

6. **Old Business**
   a. **Suggestion Box**
      None.
   
   b. **Election of Officers**
      VP/President-elect – Kim Keeley, Sharley Kurtz and Lynn Lee gave speeches on why they wanted to be the VP. Sharley Kurtz was elected the new VP.
      Secretary - Pam Henderson, Lynn Lee and Denyse Sturges were nominated by Diane Hillebrand. Lynn Lee respectfully declined.
      *Marsha Nelson made a motion to cease nominations. Connie Gagelin seconded the motion. Motion carried.*
      Pam Henderson was elected.
      Treasurer – Marsha Nelson nominated Katie Douthit.
      *Marsha Nelson made a motion to cease nominations and appoint Katie Douthit by acclamation. Motion carried.*
      Membership Officer – Sharley Kurtz nominated Shannon Medina. Diane Hillebrand nominated Cheri Williams.
      *Marsha Nelson made a motion to cease nominations. Clay Willoughby seconded the motion. Motion carried.*
      Cheri Williams was elected.

7. **New Business**
   None

8. **Other Committee Reports**
   a. **Ad-hoc University Ombuds Committee** – Cheri Williams
      On March 19 & 20 the committee participated in six telephone interviews. The committee voted to invite three candidates to campus to meet with the committee, meet with President Kelley, and present at an Open Forum. Those on-campus interviews took place April 8, 9 & 10.

   b. **Building/ Facilities Access Committee** – Marsha Nelson
      Have not met.

   c. **Chester Fritz Auditorium Advisory Committee** – Kim Keeley
      Have not met.

   d. **Conflict of Interest/ Scientific Misconduct Committee** – Diane Hillebrand, Cheri Williams
      Met on April 8 and will meet again on April 17. The committee is still going over and voting on the policies.

   e. **COSE** – Patricia Hodny, Kim Keeley, Shannon Medina
      Have not met but Kim Keeley mentioned that the president of COSE has asked the Governor to reconsider approval of the PERKS card.

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

   g. **Healthy UND Tobacco Task Group** - Kim Rulifson
      No report.
h. **NDSSS** (North Dakota State Staff Senate) – Kristi Swartz, Trish Young, Diane Hillebrand  
Kristi Swartz mentioned that the Senate met on Monday, April 8 and talked about the bills on the floor of the State Senate. Patricia Young had asked the other universities if their Staff Senate had distance staff serving. The answer was no, that UND would be the first should one be voted in. Kristi Swartz talked about the ITSS staff who are under-represented and how to change that. They may form their own Staff Senate.

i. **The President’s Cabinet** – Trish Young  
Patricia Young reported that the cabinet members went over policies and viewed a video about keeping young people in the community.

j. **SBHE** – Janice Hoffarth  
Janice Hoffarth gave an update on what is happening with Chancellor Shirvani and the bills that are up for consideration.

k. **Sexual Violence** – Eileen Tronnes-Nelson  
No report.

l. **University Bookstore Advisory Committee** – Nancy Krom  
Have not met.

m. **University Senate** – Trish Young, Diane Hillebrand, Sharley Kurtz *(does not meet in the summer)*  
Met on April 4 and had an hour’s worth of presentations and voted on one policy.

n. **Work Well Committee** – Shelly Pecka *(meets once a semester)*  
Have not met.

9. **Matters Arising/ Open Discussion**  
None.

10. **Adjournment:** 2:36 pm.

   **Next Staff Senate Meeting:** May 8, 2013 in the River Valley Room in the Union.