Approved at May 13, 2015 Staff Senate Meeting

Staff Senate Minutes
April 8, 2015
Memorial Union, River Valley Room
1:00 pm – 2:30 pm

Members Present: Sarah Abentroth, Elizabeth Becker, Jessica Dunphy, Lacey Erickson, Amber Flynn, Diane Fugleberg, Nancy Garcia, Brent Gerhardt, Jim Hanson, Pam Henderson, Diane Hillebrand, Shannnon Jongeward, Katrina Kriewall, Sharley Kurtz, John Lee, Bree Melicher, Beth Moe, Lani Moen, Tina Monette, Don Rasmuson, Leyton Rodahl, Kim Ruliffson, Moses Serna, Dennis Stangl, Denyse Sturges, Vicki Thompson, Eileen Tronnes Nelson, Brandon Wallace, Cheri Williams, Carol Winkels.


Members Absent: Molly Christianson, Trish Hodny, Arlyn Pearson.

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

Guests: Dave Chakraborty, Associate Vice President for Facilities Management
Dave has been on campus for about five months now. Facilities is here to serve the campus. His goal is to make sure people are happy to come to work. He wants to help create a positive work environment. Discussion on how facilities and Staff Senate can collaborate to have representation from facilities, as well as offering professional development opportunities for those that work within facilities. Discussion on night staff and holiday hours. Dave ensured us that it is being looked into.

Dr. Lori Reesor, Vice President for Student Affairs
Dr. Reesor gave an update on the Community and Campus Committee to Reduce High-Risk Alcohol Use (CCC). This is an entire community project that is funded through grants for educational initiatives. Dr. Reesor gave an update on two ordinances that were reviewed by City Council on April 4. There will be a second reading of them on April 21.
(see end of minutes for Dr. Reesor’s PowerPoint)

1. Call to Order by Secretary Pam Henderson at 1:02 PM

2. Approval of March 11, 2015 Staff Senate minutes
Motion made by Don Rasmuson to approve the Staff Senate minutes from March 11, 2015. Second by Eileen Tronnes Nelson. Motion carried.

3. Treasurer Report – Sarah Abentroth
No report

4. Membership – Cheri Williams
Cheri reported that we are at 41 Senators.

5. Historian Report – Elizabeth Becker
Elizabeth reported that they are working to start put documents into ImageNow.

6. Committee Reports - Please remember to turn in a report to the secretary prior to this meeting
   a. Bylaws/Elections – Diane Hillebrand
   Diane reported that the Staff Senate 2015-2016 Election ballot is open until April 15. If you add a “write-in”, please contact the person before writing in their name. Elizabeth created the ballot as a Qualtrics Survey. Paper ballots are also available.
b. Denim Day Committee – Cheri Williams
   Cheri reported that we collected $370 on the special Denim Day for the March of Dimes March for Babies. We have a special Denim Day on April 14 for The V Foundation Hoops for Hope event.

c. Fundraising/Scholarship – Pam Henderson
   Pam reported that they met on Monday and selected the winners from the March 31st deadline for Seeds for Staff Success. April 15th is the deadline for 2015-2016 Dependent Scholarships. The committee discussed possible changes for scholarships which we will continue to discuss at upcoming committee meetings. We are still looking for a chair or co-chairs for 2015-2016. Pam would highly encourage two people to co-chair the committee together.

d. Legislative – Katrina Kriewall
   Katrina reported that they are meeting on April 9 in the afternoon. She will send out an email with an update on the legislative bills that are being followed.

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 they met on March 16. The committee has updated the Memorial Union display case. They are working on some promotional fliers and items for Spring Fling. They are reviewing the newsletter for future editions since John Lee’s term is up in May.

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 they met today. They are hoping to have a construction site tour in May.

g. Staff Recognition – Amber Flynn
   Amber reported that the Staff Recognition committee approved the food budget for Spring Fling. They are finalizing the vendors who will be participating that day, and they will have the flier out next week. Spring Fling is a free event, and Kim Ruliffson is providing prizes from Work Well. Elizabeth will make a sign-up sheet for volunteers.

7. Old Business
   a. Suggestion Box
      No new items

8. Stop and Stretch

9. New Business
   a. Election of Officers – VP/President Elect, Secretary, Treasurer, Membership and Historian
      i. VP/President Elect - Lacey Erickson and Pam Henderson gave their speeches on why they wanted to be the VP/President Elect. Pam Henderson was elected the new VP/President Elect.
      ii. Secretary – Lacey Erickson nominated by Elizabeth Becker. 
         Motion made by Eileen Tronnes Nelson to cease nominations and cast a unanimous ballot for Lacey Erickson. Second by Don Rasmuson. Motion carried. 
         Lacey Erickson was elected the new secretary.
      iii. Treasurer – Sarah Abentroth nominated by Pam Henderson
         Motion made by Don Rasmuson to cease nominations and cast a unanimous ballot for Sarah Abentroth. Second by Brent Gerhardt. Motion carried.
         Sarah Abentroth was elected to continue as treasurer.
         Motion made by Pam Henderson to cease nominations and cast a unanimous ballot for Cheri Williams. Second by Brent Gerhardt. Motion carried.
         Cheri Williams was elected to continue as Membership Officer.
         Motion made by Brent Gerhardt to cease nominations and cast a unanimous ballot for Elizabeth Becker. Second by Jim Hanson. Motion carried.
         Elizabeth Becker was elected to continue as Historian.
   b. Senator of the Year Vote
      Ballots were handed out (and picked up) for Senator of the Year. Winner will be announced at the May Staff Senate meeting.

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 they updated the building access policy. It is currently out for public comment. Jessica Dunphy noted an issue with UND Access Request – Key and Electronic Door Access (EDA) Form, that she requested Don bring back to the committee to fix.

b. Committee on Sexual Violence Prevention – Eileen Tronnes-Nelson
Eileen reported that the Committee on Sexual Violence Prevention has not meet since the last report to the Staff Senate Meeting on March 11, 2015. The next meeting is April 30, 2015.
c. Conflict of Interest/Scientific Misconduct Committee – Trish Hodny, Lisa Moore
No report
d. COSE (Council of State Employees) – Kim Keeley
Kim reported that Relay for Life is April 24. She is the team contact.
e. Denim and Diamonds – Trish Hodny
No report
f. Global Engagement Steering Committee – Pam Henderson
Pam reported that the steering committee is developing their survey tools which will be distributed to different groups around campus in the upcoming months so that they can start collecting data.
g. Healthy UND Coalition - Kim Ruliffson, Jessica Dunphy
Kim gave an update on the transition from BCBSND to Sanford Health Group. There will be some changes with HealthyBlue. The 6000 point voucher is due April 14 for HealthyBlue. The next Healthy UND meeting is April 21 at 10:00 AM in the Memorial Union River Valley Room.
h. Nickname Committee – Diane Hillebrand
Diane reported that the committee met on March 25, and have two upcoming meetings scheduled. The committee opened up online suggestion from the public through April 30. Have received many responses.
i. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz
Diane reported that there was an update on HRC. ND SSS approved a resolution in support of NDUS attorneys and internal auditors.
j. Parades – Jim Hanson
No report
k. Senate Legislative Affairs Committee – Sharley Kurtz
Sharley reported that she has submitted a request to University Senate to change the representative for this committee from the Staff Senate President to the Staff Senate Legislative Chair.
l. Shared Governance Committee – Sharley Kurtz
The committee brought forward to University Senate a motion to form a faculty senate.

Motion made by Diane Hillebrand to extend the meeting by 5 minutes. Second by Brent Gerhardt. Motion carried.
m. The President’s Cabinet – Sharley Kurtz
No report
n. U-Shine Award – Jessica Dunphy
Jessica reported that the March U-Shine award was presented to Elaine Erickson. Executive Committee chose the Annual U-Shine award winner, which will be announced at the May Staff Recognition Luncheon.
o. University Bookstore Advisory Committee - Brandon Wallace
No Report
p. University Ombuds Advisory Committee – Cheri Williams
Cheri reported that an offer has been made to one of the candidates, however it has not yet been officially accepted.
q. University Senate – Sharley Kurtz, Pam Henderson, Lacey Erickson
Pam reported that University Senate met on April 2. We heard updates from Steve Light on many of the campus job searches that are currently occurring. We received an update on the SOAR process. There will be a “Budget 101” session with the University Senate Budget Committee Chair, Margi Healy, on Thursday, April 9 at 4:00 PM in Education Room 113. This is a great opportunity to learn and ask questions about the new budget model and then help disseminate information back to colleges and units across campus. University Senate approved a resolution in support of NDUS attorneys and internal auditors that has now been sent to President Kelley, UND Council of College Faculties representatives, the NDUS Interim Chancellor, and members of the State Board of Higher Education. Approved a motion endorsing the formation of a Faculty Senate, and a motion to create a Faculty Senate Development
Committee to develop a new constitution and bylaws and create a University Senate Revision Committee to revise the existing constitution and bylaws of the University Council and University Senate. Both will be drafted for approval at the first University Senate meeting in 2015-16.

r. University Senate Executive Committee – Sharley Kurtz
   No report

11. Matters Arising/Open Discussion
   a. Denim Days
      Suggestion made to have Denim Days only on Fridays, as that seems to be a day that many offices dress down every week. Explanation given that Denim Days rotate between Fridays and Wednesdays because there are some employees that don’t work on Fridays, so it allows them to also participate.
   b. Today is Library Day. There are free treats available at the Chester Fritz Library.
   c. Amber Flynn made an announcement that she is trying to get into as many departments as possible to spread the word on the Green Dot program. If you have an upcoming staff or department meeting, please let Amber know and she would be happy to come give a presentation.
   d. Don Rasmuson and Pam Henderson are both serving as Table Captains at the upcoming CVIC Rise and Shine Breakfast if anyone is interested in attending the event.

12. Next Staff Senate Meeting – May 13, 2015 1:00 – 2:30 PM Memorial Union, River Valley Room

13. Adjournment
   Motion made by Jessica Dunphy to adjourn the meeting at 2:33 PM. Second by Moses Sema. Motion carried.