Members Present: Sarah Abentroth, Elizabeth Becker, Kristi Bruggeman, Lacey Dahlen, Chadd Dam, Katie Douthit, Shannon Dravland, Jessica Dunphy, Brent Gerhardt, Jim Hanson, Pam Henderson, Diane Hillebrand, Nancy Krom, Sharley Kurtz, Darin Lee, John Lee, Lynn Lee, Shannon Medina, Marsha Nelson, Kelli Puckett, Leyton Rodahl, Kim Rulffson, Moses Sema, Dale Spicer, Dennis Stangl, Derek Stinchfield, Vicki Thompson, Cheri Williams, Carol Winkels.

Members Absent (excused): Tearnie Braaten, Jenny Duffy, Aaron Flynn, Trish Hodny, Kim Keeley, Susie Kroetsch, Denyse Sturges, Eileen Tronnes Nelson, Kasey Young.

Members Absent: Chad Bushy, Josh Lindenberg, Gloria Rodriguez, Trish Young, Will Young.

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

Guest: Carrie Herrig - U2 Coordinator
Carrie gave a presentation on the new vision for U2. The program, which they will be renaming the Learning and Development Program, will focus on building collaboration and strong partnerships on-campus from the top down. U2 conducted a Professional Development survey to assist in knowing the campus needs, and how to rebrand U2 to better bit UND. Will be looking at how development can assist technical, human, conceptual and personal growth through skills based learning. Also looking to start a Career Advancement Program (CAP), to focus on specific job categories, and to enhance the mentoring program.

1. Call to Order by President Diane Hillebrand at 1:01 PM.

2. Approval of March 12, 2014 Staff Senate minutes
   Marsha Nelson made a motion to approve the minutes from March 12, 2014. Second by Cheri Williams. Motion carried.

3. Treasurer Report - Katie Douthit
   Katie reported that the request has been made to Alice Brekke for funds for Spring Fling. Typically U-Shine expenses are $83.35. Due to error, the withdrawal for the March winner came out as $50, so the remaining money will be on the April expenses.

4. Membership - Cheri Williams
   Cheri reported that we are currently at 43 members.
   Voting for the 2014-2015 Staff Senate will continue through Friday, April 11, 2014.

5. Historian Report - Elizabeth Becker
   Elizabeth reported that they have been working on a policy regarding archiving of documents. Requested that if any current or past chairs have any fliers from events, to please send them to her for archiving.

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.
      Committee brought forward motion regarding adding chairs as voting members of the executive committee, in Article V, for the Constitution. Motion carried.
      Committee brought forward motion to remove NDUS employees from Article I-C, and to add “unexcused” absences in Article IV-A-9 and VII. Motion carried.
      (see end of minutes for revised Constitution and bylaws).
      Election voting for the 2014-2015 Staff Senate will continue through Friday, April 14, 2014. We will be voting on the three member-at-large positions at the May Staff Senate meeting.

Approved at May 14, 2014 Staff Senate Meeting
b. Denim Day Committee – Cheri Williams
Cheri reported the special Denim Day for the Salvation Army National Disaster Relief Efforts raised $393. The special held for the American Heart Association raised $325. The special for the March of Dimes was held on April 3.

c. Fundraising/Scholarship – Shannon Medina/Pam Henderson
Pam reported that the next meeting will be Wednesday, April 16 at 8:30 AM at the Law School, room 102. We will be selecting the 2014-2015 Dependent Scholarship winners and voting on a chair for 2014-2015. We will be selecting the Seeds for Staff Success winners for the first quarter at the next Executive Committee meeting.

d. Legislative – William Young
Diane reported that William has stepped down as chair. We will be seeking a new chair, which will be very important for the upcoming year and topics in the legislature.

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 April 7 to review the Staff Senate postcard for new employee packets, which have been sent to duplicating. Have also reviewed a few items via email.

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 that they met today. Have finalized all details of the May Walking Tour. All stop on the tour will have some type of treat or refreshment. The Email Etiquette Workshop was rescheduled for April 29 due to weather cancelations. Committee worked on details for meet and greet with new senators.

g. Staff Recognition – Marsha Nelson
Marsha reported that they have not met. Working on the last of the details for Spring Fling, which is May 1. Will have the breakfast for the overnight staff at Terrace Dining Center at 6:00 AM, and then the lunch for all other staff in the Memorial Union Ballroom. Volunteer sign-up sheet passed around.

7. Old Business
   a. Suggestion Box
      Over 30 suggestions were submitted after the announcement that the Twamley Snack Bar will remain permanently closed. Although many people are disappointed, a lot of the submissions included positive suggestions on alternatives to the snack bar in Twamley. Please encourage co-workers to submit their suggestions through the Staff Senate Suggestion box. Diane will collate all the Twamley suggestions and submit to VP Lori Reesor and VP Alice Brekke.

8. Stop and Stretch

9. New Business
   a. Election of Officers
      VP/President Elect – Shannon Medina gave speech on why she wanted to be the VP/President Elect. Shannon was elected the new VP/President Elect.
      Secretary – Pam Henderson was nominated by Cheri Williams.
      Leyton Rodahl made a motion to cease nominations. Jim Hanson seconded the motion. Motion carried.
      Treasurer – Sarah Abentroth was nominated by Shannon Medina.
      Cheri Williams made a motion to cease nominations. Katie Douthit seconded the motion. Motion carried.
      Membership – Cheri Williams nominated by Katie Douthit.
      Elizabeth Becker made a motion to cease nominations. Darin Lee seconded the motion. Motion carried.
      Historian – Elizabeth Becker nominated by Pam Henderson.
      Kim Ruliffson made a motion to cease nominations. Shannon Dravland seconded the motion. Motion carried.

10. Other Committee Reports
    a. Building/Facility Access Committee – Marsha Nelson
       Marsha reported the committee met on March 25 and went over some of the policies and procedures of the committee, as well as the membership of the committee as they go into the next year.
    b. Chester Fritz Auditorium Advisory Committee – Kim Keeley
       No report
    c. Conflict of Interest/Scientific Misconduct Committee – Diane Hillebrand, Cheri Williams

Approved at May 14, 2014 Staff Senate Meeting
Diane reported the Conflict of Interest policy and forms were approved by the University Senate on April 4. The committee has begun review and revisions to the Conflict of Interest procedures.

d. COSE (Council of State Employees) – Kim Keeley, Shannon Medina, Shannon Dravland
Shannon Medina reported that the roles and responsibilities were established and individuals volunteered for the various duties currently conducted to carry out the work of COSE - they too, like Faculty Senate, borrowed greatly from Staff Senate bylaws. A new website is still under construction. Newsletter will be receiving a makeover. STAR Award recipients from the quarter ending December 31 that have been presented their awards are Kelly Hodgson from the EERC and Phyllis Trelfa at the Law School. There were two recipients for the quarter ending March 31. Both were from UND. Great job getting those nominations in and please keep them coming.
Dennis Stangl created a new AWESOME STAR Award certificate. The COSE Board would like to thank him for his contribution. It is GREATLY appreciated.
Meritorious Service Award nominations will also be submitted for the Governor's Award with the help of Pat Hanson – So please submit your Meritorious Service Award nominations now and you get two for one.
STAR Awarded presented to Sharley Kurtz.

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
Sharley reported that the last ND SSS meeting was on March 24. Campuses each gave updates. Chancellor was not presented, so did not give a report. No update on the Pathways Program. The tuition taskforce has not met, however the recommendation for employee tuition waivers to include online classes in in the Chancellor's Office. Valley City currently undergoing a President search. The ND SSS Legislative Affairs Committee is looking to design an educational tool regarding the Measure 3 vote in November.

i. Parades
No report

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

k. Senate Legislative Affairs Committee – Diane Hillebrand
Diane reported that they met April 9, 2014. They are hoping to keep the same chair for the upcoming academic year, as they have made a lot of progress this year. They are really working to make sure that faculty, staff and students have input.

l. Sexual Violence Prevention – Eileen Tronnes-Nelson
No report

m. Shared Governance Committee – Sharley Kurtz
Sharley reported that the committee met on April 8, 2014. Committee submitted to Ryan Zerr, University Senate Chair, a proposal for the structure of a new Faculty Senate, which would then change the structure of the currently University Senate. This proposal will be brought forward to University Senate Executive Committee.

n. The President's Cabinet – Diane Hillebrand
Diane reported that the President's Cabinet met on March 24, 2014. Phyllis Johnson presented a draft of the Institutional Conflict of Interest Policy, which is needed for IRB accreditation. Tabled a policy on hazardous materials, as more information is still needed. Susan Walton provided an outline of the strategic communication plan, including the “Things To Know” updates that have been sent out. The university is trying to be as transparent as possible.

o. U-Shine Award – Lynn Lee
Lynn reported that the March U-Shine winner was Connie Marshall. The April U-Shine winner is being award on Friday, so will be announced at the May Staff Senate meeting. We selected the winners for the Annual U-Shine award and the Exceptional-U awards at the March Executive Committee meeting. Those winners will also be announced in May after they have been awarded.

p. University Bookstore Advisory Committee - Nancy Krom
Have not met.

q. University Ombuds Advisory Committee – Cheri Williams
Cheri reported the committee met with President Kelley and Provost DiLorenzo on April 2. The committee recommended that the position become full-time and permanent.

University Senate – Diane Hillebrand, Sharley Kurtz, and Kim Keeley
Sharley and Diane reported that an update was given by Provost DiLorenzo, VP Laurie Reesoe and VP Alice Brekke on the Pathways to Student Success. For the upcoming academic year, we will keep our current admission requirements, but will be looking to change them. Would like a more holistic approach than just relying on ACT scores. Would also have a possible March early admission deadline, where students would also pay a deposit to keep their seat. There is also a proposal where community college faculty will work with high schools to help prepare students to be college ready. Proposals were provided for English and Math, which will launch in Fall 2014. UND has been preparing and discussing a new tuition model. The new model will be implemented for Fall 2015. The Council on College Faculties presented on open resource materials.

University Senate Executive Committee – Diane Hillebrand
Diane reported that they will be meeting next week.

Work Well Advisory Board – Jessica Dunphy
Have not met

11. Matters Arising/Open Discussion
   a. Question posed if there is any update on the Parking Ramp. Diane reported that there is currently no update, and she will follow up on it further.

12. Next Staff Senate Meeting – May 14, 2014 1:00 – 2:30 PM Memorial Union, River Valley Room
13. Adjournment
   Motion made by Cheri Williams to adjourn the meeting at 2:25 PM. Seconded by Jessica Dunphy. Motion carried.

Changes to constitution for April 9, 2014 minutes

Article IV - Officers
Officers of the Senate shall be a president, immediate past president, vice-president/president elect, secretary, treasurer, membership/attendance officers, and historian. Three (3) Members-at-Large may be elected by the Senate as deemed necessary by the Officers of the Senate. The Officers of the Senate and three Members-at-Large shall comprise the Executive Committee.

Article V - Executive Committee
The Officers of the Senate, the chairs of the Legislative, Bylaws/Elections, Public Relations, Staff Development Program, Staff Recognition, Fundraising/Scholarship, and Denim Day Committees, and three Members-at-Large shall comprise the Executive Committee.

Article VI - Bylaws
Article VI I - Amendments to the Constitution
Changes to the bylaws for the April 9, 2014 minutes

I - Composition of the Senate
   C. An eligible member is a full-time or part-time benefited employee who is off probation at the time of the nomination and is a UND employee or North Dakota University System employee housed on the UND campus.

IV - Duties of the Officers
   A. President
      9. Contacts Senators when three unexcused absences occur.

VII - Attendance/ Absenteeism
Senators are expected to attend all Staff Senate meetings. A Senator shall contact the Membership/Attendance Officer directly, to record their absence prior to an anticipated absence or as soon as possible after an unexpected absence of any Staff Senate meeting. A Senator who has had three (3) unexcused absences in any twelve (12) month period or fraction thereof will be contacted by the UND Staff Senate President. A Senator's position may be vacated by a vote of the Executive Committee. Attendance will be taken at each Staff Senate meeting.

Approved at May 14, 2014 Staff Senate Meeting