Staff Senate Minutes
August 14, 2013
1:00 pm - 2:30 pm
Memorial Union, River Valley Room

Members Present: Sarah Abentroth, Elizabeth Becker, Kristi Bruggeman, Kim Burris, Katie Douthit, Shannon Dravland, Jessica Dunphy, Jennifer Ellis, Brent Gerhardt, Jim Hanson, Pam Henderson, Diane Hillebrand, Trish Hodny, Susie Kroetsch, Nancy Krom, Sharley Kurtz, Darin Lee, John Lee, Lynn Lee, Josh Lindenberg, Shannon Medina, Marsha Nelson, Kelli Puckett, Gloria Rodriguez, Kim Ruliffson, Bob Schindele, Moses Serna, Dennis Stangl, Derek Stinchfield, Denyse Sturges, Vicki Thompson, Eileen Tronnes Nelson, Cheri Williams, Trish Young, William Young.

Members Absent (excused): Tearnie Braaten, Kim Higgs, Kim Keeley, Dale Spicer, Clay Willoughby, Carol Winkels, Kasey Young.

Members Absent: Chad Bushy, Chadd Damm, Jenny Duffy, Lacey Erickson, Dan O’Donnell, Leyton Rodah.

Resigned: Jolene Marsh

Ex-Officio: Pat Hanson                ND SSS Ex-Officio: Kristi Swartz                SBHE Ex-Officio: Janice Hoffarth (Absent)

Guest Speaker - Dusty Bates Farnd, University Ombuds
Dusty introduced himself and his role as the first University Ombuds. He started on July 1st to represent all university members. Funding has been provided for one year, and will be re-evaluated for the future. He is located in O’Kelly Hall, room 4.

1. Call to Order: Meeting called to order by President Diane Hillebrand at 1:03 pm.

2. Approval of June 12, 2013 Staff Senate minutes

   Eileen Tronnes Nelson made a motion to approve the minutes from June 12, 2013. Shannon Medina seconded. Motion carried.

3. Treasurer Report - Katie Douthit

   Katie reported that currently the general fund shows a negative number because they funds for Fiscal Year 2014 have not yet been moved. $5000 has been moved from the CD to the scholarship fund for dependent scholarships.

4. Membership - Cheri Williams

   Jolene Marsh resigned, so we now have two positions to fill. One technical and one crafts/trades. We can temporarily fill the positions with one year terms with full time staff from any band.

   Please verify that your contact information and committee information is correct on the sign-in sheet. A second list was passed around, as well, for ordering of name tags and how each senator would like their name listed.

5. 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

      Have not met. Suggestions for senators should be emailed to Trish Young.

   b. Denim Day Committee - Cheri Williams

      Distributed funds raised from January through June to recipients. A total of $4615 was distributed to 13 local charities.

   c. Fundraising/Scholarship - Shannon Medina/Pam Henderson

      President Kelley has allotted alumni funds to match the funds given for Dependent Scholarships, up to $10,000 or 20 scholarships for the 2013/2014 school year. We currently have awarded 15 scholarships.

      Motion brought forward from the Fundraising/Scholarship Committee to increase from 15 to 20 scholarships for dependents, so that we can get the full 20 matched scholarships. Motion carried.

Approved at September 11, 2013 meeting
We are currently seeking donations for the silent auction for Denim and Diamonds. Shannon and Pam sent out a letter to about 150 business owners, soliciting donations. List of business owners passed around for assistance making follow up phone calls. Popcorn sales for the summer have gone well. So far to date we have raised $252.50, with three shifts remaining. Seeds for Staff Success application has been made into an electronic form and is found on the Staff Senate website.

d. Legislative – Darin Lee
   Have not met.

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)
   Have not met since June 5 but have had several e-mails to review 5 releases, printed 200 post cards for new employee packets, finished Staff Happens Newsletter and Nancy Krom became the new chair of the PR committee.

f. Staff Development Program – Sharley Kurtz (this committee meets every month before Staff Senate from 12-1 in the Alumni Room in the Union)
   Met on August 14, 2013. Have several ideas for fall staff development programs, including a tour of Special Collections, Email Etiquette Workshop, and Communication (words we use). If you have any ideas or hear anything in your department or the community, please let Shar or Diane know.

g. Staff Recognition – Marsha Nelson
   Met on August 7, 2013. State Employee Recognition Week events have been set. SERW week September 9-13, 2013. There will be 3 events this year. Taco in a Bag on Wednesday, September 11 in the Ballroom; Pie/Ice Cream on Thursday, September 12 in the Loading Dock and Night Staff Appreciation Breakfast will be Thursday, September 12 at 6 am in Terrace Cafeteria. There will not be any door prizes this year. Sign-up sheet passed around for volunteers to assist with Taco in a Bag and Pie/Ice Cream.

6. Old Business
   a. Suggestion Box
      none

7. Stop and Stretch

8. New Business
   a. Approval of Budget
      Budget passed out to all members. We will not be asking for an increase in the Staff Senate budget this year from the University. New budget item is name tags for everyone, which for the first year will be a higher cost since we have to buy everyone a name tag. Future years should be much less with only having to order at most 1/3 of the members new name tags.
      Motion made by Sharley Kurtz to approve the budget for Fiscal Year 2014. Marsha Nelson seconded. Motion carried.

9. Other Committee Reports
   a. Building/Facility Access Committee – Marsha Nelson
      Have not met
   b. Chester Fritz Auditorium Advisory Committee – Kim Keeley
      Not present to report
   c. Conflict of Interest/Scientific Misconduct Committee – Diane Hillebrand, Cheri Williams
      Have not met
   d. COSE (Council of State Employees) – Kim Burris, Kim Keeley, Shannon Medina
      Have not met. Susie Kroetsch, Staff Senator, awarded the STAR Award this summer.
   e. Denim and Diamonds – Trish Hodny
      Ticket price set at $10 per ticket. Each senator requested to sell 4 tickets, which were distributed. Tickets should be sold by the next meeting, September 11, 2013. Please bring back money to the next meeting. Checks can be made out to UND. There will only be 200 tickets total. If you need more tickets, please see Trish Hodny.
      Next meeting, Monday, August 19, 2013 at 9:00 AM in room 102 of the School of Law.
      Will be sending around sign-up sheet at next full staff senate meeting for volunteers to assist with gaming and other responsibilities the day of the event.
   f. Diversity Council - Thomas Brockling, Kristine Paranica, William Young
      Have not met
g. Healthy UND Tobacco Task Group – Kim Ruliffson
Have not met

h. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Trish Young
Have not met

i. Parades – Robert Schindele
Looking for volunteers for the Potato Bowl Parade (September 7) and the Homecoming Parade (October 12). Also seeking donations for candy to pass out at the parade. Sign-up sheet passed around to volunteer. Will be setting up a meeting for next week. The President’s Office has donated $100 worth of candy.

j. SBHE (State Board of Higher Ed) – Janice Hoffarth
Kristi Swartz reported that she went to the last meeting with Janice. The meeting was very positive and the atmosphere was completely different under the new interim chancellor. Discussion included the Pathways program and qualifying students. Will hopefully be looking at tuition waivers for online courses again.

k. Sexual Violence – Eileen Tronnes-Nelson
Have not met

l. The President’s Cabinet – Diane Hillebrand
Have not met

m. U-Shine Award – Lynn Lee
June winner was Mark Peters. July winner was Bob Schindele.

n. University Bookstore Advisory Committee – Nancy Krom
Have not met

o. University Ombuds Advisory Committee – Cheri Williams
Have not met. Please help to spread the word on our new University Ombuds, Dusty.

Provost DiLorenzo invited Lee Smith to the last meeting, to assist with setting the stage for UND’s Strategic Enrollment Management Initiative. Ryan Zerr is the new chair for University Senate. Currently it will remain that there are three staff representatives on University Senate.

q. University Senate Executive Committee – Diane Hillebrand
Have not met

r. Work Well Advisory Board – Jessica Dunphy
Would like to do more education about the $200 for preventative screening benefit and prenatal plus program.

Deans for wellness will continue for 2013-2014 with minor modification.

American Fit Friendly Platinum Award will receive again for 2012 – 55.8% of employees participated in worksite wellness this past year.

Lactations support Policy almost done.
The Work Well Update is going to all benefited employees each month electronically to help share messages.

Reviewed all programs and made suggestions for the future –
- Flu clinics- keep
- State employee recognition week/Healthy Living Expo- spend a little more on food, keep
- Fitness assessment- combine with nutrition or drop
- Hyslop pool- keep
- Monthly challenges- drop
- U2 sessions- keep
- Walking challenge- rename as activity challenge and keep
- Wear red contest- keep but cut back on prizes
- Special denim days- keep but possibly have student groups pick it up organizing the walks
- Metabolic testing- re-structure evaluation and possible use money for something else
- Health screenings- try to cut costs by reducing food provided, do less often, restrict to once a year for employees/spouses, definitely keep

10. Matters Arising/Open Discussion

Approved at September 11, 2013 meeting
a. Looking for volunteers for the UFFDA 5K Mud Run on September 7th. Please let Diane know and she will connect you to the coordinator.

b. Please view and encourage others to review the Staff Senate Website. The Suggestion Box is on the main page.
   Question raised on how we respond to individuals who have made suggestions. Currently it is anonymous, but we will have Elizabeth add in “optional” contact information fields. Suggestion made to post past questions and suggestions, and have a “Question and Answer page”. Suggestion made also to have a drop box for pictures. Elizabeth will look into this further, as that could take up a significant amount of server space.

11. Next Staff Senate Meeting - September 11, 2013 1:00 – 2:30 PM Memorial Union, River Valley Room
12. Adjournment at 2:13 PM
13. Meet and Greet - as time allows