Staff Senate Minutes  
September 10, 2014  
Memorial Union, River Valley Room  
1:00 pm - 2:30 pm

Members Present:  Sarah Abentroth, Tammy Anderson, Mara Boppre, Patty Dorsher, Shannon Dravland, Jenny Duffy, Jessica Dunphy, Nancy Garcia, Brent Gerhardt, Jim Hanson, Pam Henderson, Diane Hillebrand, Trish Hodny, Angela Holkesvig, Jeff Kaul, Kim Keeley, Katrina Kriewall, Susie Kroetsch, Sharley Kurtz, John Lee, Laura Look, Shannon Medina, Bree Melicher, Beth Moe, Lani Moen, Tina Monette, Lisa Moore, Leyton Rodahl, Gloria Rodriguez, Kim Ruliffson, Moses Serna, Dennis Stangl, Denyse Sturges, Vicki Thompson, Eileen Tronnes Nelson, Cheri Williams, Carol Winkels

Members Absent (excused):  Elizabeth Becker, Arlene Brown, Lacey Dahlen, Christina Loh, Don Rasmuson, Brandon Wallace

Members Absent:  Molly Christianson, Chadd Damm, Arlyn Pearson, Kasey Young

Resigned:  Del Smith

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

1. Call to Order by President Sharley Kurtz at 1:01 PM.

2. Approval of August 13, 2014 Staff Senate minutes  
   Motion made by Cheri Williams to approve the minutes from August 13, 2014.  Second by Katrina Kriewall.  
   Motion carried.

3. Treasurer Report – Sarah Abentroth  
   Sarah reported that the 49 cent deficit in the Fundraising treasurer report line will get moved to the General Fund.

4. Membership – Cheri Williams  
   Cheri reported that we are now at 47 members. Del Smith resigned, as he is no longer at UND.  Suggestions for interested staff to fill one-year terms should be sent to Sharley, Shannon or Cheri.

5. Historian Report – Elizabeth Becker  
   Shannon Medina reported for Elizabeth. They have an archival policy in place detailing what will be collected, who will do the collecting, and when it all needs to be collected. Sharley, Diane and Elizabeth sorted through numerous old Staff Senate documents and organized them into categories: Agendas/Minutes, Financial Documents, Membership Lists, Correspondence, etc.  Elizabeth has also gone through the website and downloaded/printed documents that fell into the above categories. The next step is to put all of the documents into chronological order by month and year, and then identify any areas where we have files missing, and then attempt to collect any missing documents. After that, it will be ready to go over to Special Collections. Sharley presented the two Staff Senate logo designs that were chosen by Executive Committee.  
   Trish Hodny made a motion to vote on the official Staff Senate Logo.  Second by Brent Gerhardt.  Discussion ensued.  Motion carried.  Vote occurred.  Staff Senate will submit logo #2 for approval by the UND Design Group.  Revised logo on page 4.

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 – Diane Hillebrand  
      Diane reported that the Bylaws/Election Committee met on September 4 and discussed a meeting that Diane was called into with General Counsel for the University.  The President had asked Julie Evans to review the last Constitution change and then she also requested the Bylaws to review. Several changes were discussed and these changes were brought to Staff Senate. Diane will email out the documents for review to the entire Staff Senate, for vote at our next meeting.

Pending approval at October 8, 2014 Meeting
b. Denim Day Committee – Cheri Williams
Cheri reported that the committee met on August 21 to discuss request from Kim Ruliffson, UND Work Well, to incorporate previous “Tennis Shoe Tuesday” into Denim Days. The committee agreed to encourage employees to wear their tennis shoes on Denim Days and walk during their breaks. The new message was sent out in the U-Letter, to Denim Day coordinators, as well as is now included on Denim Day reminder flyers.
On October 1 we will begin accepting Denim Day applications for 2015 regular Denim Day funds. The application can be found on the Staff Senate Denim Day committee website.

c. Fundraising/Scholarship – Pam Henderson
Pam reported that the committee continues fundraising efforts for Denim and Diamonds. The committee will be meeting again next on September 16. At this meeting we will be selecting the third quarter recipients for Seeds for Staff Success.

d. Legislative – Trish Hodny
Trish reminded Senators of the guidelines for communicating, especially in relation to the Measure 3 vote in November. Passed around information regarding the new policy changes for on-campus and online tuition waivers for benefit faculty and staff.

e. Public Relations – Lacey Dahlen (this committee meets the first Wednesday of each month at 9:00 am in the Alumni Room in the Union as needed)
No report

f. Staff Development Program – Shannon Medina (this committee meets every month before Staff Senate from 12-1 in the Alumni Room in the Union)
Shannon reported that the Staff Development Committee met before the Staff Senate meeting. They discussed many workshop and tour ideas for the upcoming year. There will be a Wellness Tour on September 29 that will encompass many different aspects of wellness – physical, financial, spiritual, mental, etc.. Elizabeth Becker hosted the first of two technology workshops on September 9. If you have any ideas, please send them to Shannon.

g. Staff Recognition – Shannon Dravland
Shannon reported that the State Employee Recognition Week Taco-In-A-Bag had 381 attendees and brought in $40.50 in free will donations. 86 employees attended the Night Appreciation Breakfast. Pie and Ice Cream is on Thursday. Thank you to all who have helped out.

7. Old Business
a. Suggestion Box
One suggestion submitted: It has been said several times before that Parking is a self supporting function. For sponsored programs there is a facilities and administrative costs rate applied to these funds. It is my understanding that the F&A rate goes to support infrastructure. Why do these funds not partially help to support parking since it is a part of the infrastructure like buildings etc?
Sharley will forward to Vice President Brekke.

8. Stop and Stretch

9. New Business
Suggestion made to do the popcorn sales again in Summer 2015. The Fundraising and Scholarship committee will coordinate in the spring semester.

10. Other Committee Reports
a. Building/Facility Access Committee – Marsha Nelson
No report

b. Conflict of Interest/Scientific Misconduct Committee – Kim Keeley, Trish Hodny
Trish reported that the committee met on September 4 and will be meeting every other week. They selected a chair for the committee. Will be reviewing the policy for ethical scholarship and creative activity.

c. COSE (Council of State Employees) – Kim Keeley, Shannon Medina, Shannon Dravland
Kim reported on the STAR awardees for 1st and 2nd quarter. October 1 is the deadline for 3rd quarter applications. COSE has launched their new website https://sites.google.com/site/NDCOSE/ The Governor’s Awards for Excellence were awarded on Monday, and we had one winner from UND. The next meeting is October 20 in Bismarck.

Pending approval at October 8, 2014 Meeting
d. Denim and Diamonds – Jenny Duffy
   Like us on Facebook: https://www.facebook.com/UNDStaffSenateDenimDiamonds
   Jenny reported that her and Pam are collecting money for tickets. Please continue to sell your four tickets. If people need extra tickets, let Jenny know. For auditing purposes, if you exchange tickets with another senator, please let Pam know so that it can be recorded on the ticket spreadsheet. Jenny sent out the mock gaming sign up sheet.

e. Healthy UND Coalition - Kim Ruliffson, Jessica Dunphy
   Reported that the Healthy UND Coalition will be meeting on September 24 at 10:00 AM.

f. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Shannon Medina
   No report

g. Parades – Jim Hanson
   Jim reported that we won the award for Best Potato Bowl Theme! The next parade is the Homecoming Parade on October 11. If you have any theme ideas, please send them to Sharley. We will have the same candy drop off location sites on campus for anyone wanting to donate candy.

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

i. Senate Legislative Affairs Committee – Sharley Kurtz
   Sharley reported that we all need to make sure we read the guidelines for communication by UND Employees with local, state, and federal government officials, especially in regards to Measure 3. They are working to put together a forum of faculty, staff and students regarding the facts of Measure 3, and how it may impact UND and the NDUS system.

j. Sexual Respect & Violence Intervention Committee – Eileen Tronnes-Nelson
   Eileen reported that on August 27 the members of the Sexual Respect & Violence Intervention Committee attended a webinar on “White House Report: Bystander Intervention Education and Training”. This semester the Dean of Students Office is hoping to choose a Bystander Education Program. The committee met on September 4. Members are each encouraged to choose one of the three subcommittees. They discussed what is new on campus, such as Campus Clarity, brochures and resources, presentations, bulletin board kits, student organization certification, trigger warnings, PSA, and athletics bystander posters.

k. Shared Governance Committee – Sharley Kurtz
   Sharley reported that the committee met on August 27. Reviewed the proposal to form a Faculty Senate. There will be an open forum regarding this on September 18.

l. The President’s Cabinet – Sharley Kurtz
   Sharley reported that the President’s Cabinet met on August 25. Was a short meeting, and primarily discussed the Affordable Care Act and how that will impact UND and NDUS employees. Parking was briefly discussed, however due to time restraints were not able to have in-depth conversation. Sharley and Shannon met individually with President Kelley and broached the idea of bringing back the Parking Committee, which will be brought forward at the next President’s Cabinet meeting.

m. U-Shine Award – Jessica Dunphy
   Jessica reported that the August U-Shine is David Bell from CILT. The September winner has not been announced yet. She is still setting up the presentation time to do the award.

n. University Bookstore Advisory Committee - Brandon Wallace
   No report

o. University Ombuds Advisory Committee – Cheri Williams
   The UND Ombud pilot program has concluded and services will be temporarily unavailable. Dusty has left UND. President Kelley has approved continuation of the Ombud program and has expanded it to a full-time permanent position, for which UND will conduct a national search. Updates will be provided as progress is made in conducting the search.

p. University Senate – Sharley Kurtz, Shannon Medina and Pam Henderson
   Pam reported that University Senate had a meeting on September 4. Melissa Gjellstad took her seat as Chair of University Senate. She will be visiting Staff Senate in October. President Kelley gave an update on campus construction projects, as well as a recap of his developmental leave. Provost DiLorenzo gave an update on the start of fall semester. We have three new administrators on campus, AVP for Diversity and Inclusion, Sandra Mitchell, Dean of the College of Business and Public Administration, Margaret Williams, and Dean of the College of Nursing and Professional Disciplines, Gayle Roux. Julie Anderson has been named Acting Director of the Chester Fritz Library through December 2014 while Wilbur Stolt is on developmental leave. Announced that it has been decided to keep the Ombuds position. 

Pending approval at October 8, 2014 Meeting
President Walton gave a brief update on the web migration, as well as a reminder regarding Measure 3 and the guidelines for communication by UND Employees with local, state, and federal government officials.

We completed elections of the Senate Vice Chair/Chair elect, Rebecca Weaver-Hightower, as well as for faculty, student and staff representatives on Senate Exec Committee and two faculty members for the Committee on Committees. Reviewed the Major Declaration Policy proposal, the proposal to change the Standing Committee on Faculty Rights Committee charge, and the proposal to change the Essential Studies Committee charge.

q. University Senate Executive Committee – Diane Hillebrand

Diane reported that University Senate has updated their website. Have continued discussions regarding the definitions of class rank. The SOAR Taskforce will begin to meet again starting September 15.

11. Matters Arising/Open Discussion
   a. Strategic Optimization Alignment Review (SOAR) – Sharley is on the coordinating committee. Dr. Riedy would like our feedback on what our areas know and how the university can get information out to all areas more efficiently.
   b. Question was asked on what Staff Senate’s opinion is on Measure 3?
      Answer: Staff Senate has no comment on Measure 3.

12. Next Staff Senate Meeting – October 8, 2014 1:00 – 2:30 PM Memorial Union, River Valley Room

13. Adjournment
   Motion made by Kim Ruliffson to adjourn the meeting at 2:19 PM. Second by Trish Hodny. Motion carried.