
Members Absent (excused): Elizabeth Becker, Kim Burris, Chadd Damm, Jessica Dunphy, Kim Higgs, Trish Hodny, Darin Lee, Josh Lindenberg, Dale Spicer, Trish Young, Will Young.

Members Absent: Dennis Stangl, Kasey Young.

New Member: Aaron Flynn Resigned: Dan O’Donnell
Ex-Officio: Peggy Varberg (on behalf of Pat Hanson) ND SSS Ex-Officio: Kristi Swartz
SBHE Ex-Officio: Janice Hoffarth

Parking Update - Peggy Lucke, Associate Vice President for Finance and Operations
Peggy Lucke gave an update on the parking changes that went into effect August 16th. Changes came from on-going discussion on the UND/Grand Forks Transportation and Traffic Coordination Committee, as they are trying to reduce traffic on University Avenue. Goal in changing the parking access in the ramp was to increase the ability for commuters to be able to find parking. Currently the committee is doing a space utilization study. There are also additional changes for event parking. There will no longer be a shuttle from the parking ramp to the Ralph Engelstad Arena for hockey games, and additional parking lots will become paid event parking, including the A-lot by the Nursing Building and possibly the A-lot by the School of Medicine and Health Sciences. Peggy and Eric Plummer will be forming a parking committee this fall. New policy for parking has been sent campus-wide, and is open for a comment period from August 29 thru September 30. Peggy answered questions posed by staff senators regarding cost of parking, revenue, maintenance, other planned interruptions for parking based on building projects, pedestrian safety, and parking spots available in the ramp and in the parking lot just northeast of Columbia Rd and 2nd Avenue North.

1. Call to Order: meeting called to order by President Diane Hillebrand at 1:08 PM.
2. Approval of August 14, 2013 Staff Senate minutes

*Clay Willoughby made a motion to approve the minutes from August 14, 2013. Marsha Nelson seconded. Motion carried.*

3. Treasurer Report – Katie Douthit

Katie reported that if a senator knows a charge is coming through, to please notify her so that she can add the item.

4. Membership – Cheri Williams

Cheri reported that we current are at 47 members, but will be voting on one new member today. Dan O’Donnell resigned.

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

Diane Hillebrand reported for Trish. The committee met on September 9th.

*Motion brought forward from the committee to have Aaron Flynn fill a 1 year temporary term. Motion carried.*

Changes to the bylaws emailed out to Staff Senate with changes in red. Discussion ensued on changes. The committee brought forth a proposal for changes to the bylaws. Change regarding VP/President Elect

Approved at October 9, 2013 Meeting
elections in section III tabled to be brought back to the committee to be reworded, after majority vote to pull it out. Wording in section IX will also be tabled until wording of section III resolved. All other changes approved except for two areas that were tabled to be reworded by committee. (see end of minutes).

b. Denim Day Committee – Cheri Williams
   We have weekly Denim Days starting this Friday through Nov 8, including 4 special Denim Days. Dates are listed in the U-Letter and on the Staff Senate website. We will be accepting applications from October 1 to November 15 for 2014 regular Denim Day funding. Applications are available on the website.

c. Fundraising/Scholarship – Shannon Medina/Pam Henderson
   Donations continue to be collected for the silent auction. If anyone has any baskets that we can use to package items together, please get them to any of the Denim and Diamonds committee. Sign-up sheets for volunteers for the Mock Gaming passed around.

d. Legislative – Darin Lee
   No report

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)
   Reviewed 5 fliers.

f. Staff Development Program – Sharley Kurtz (this committee meets every month before Staff Senate from 12-1 in the Alumni Room in the Union)
   Committee will be meeting today after the staff senate meeting. All activities will be published through U2. Upcoming activities include:
   Special Collections Tour October 23rd
   Creating Positive Relationships through Effective Communication November 14th and 20th 2:30-4:30
   Email Etiquette December 3rd 3:00-4:00

g. Staff Recognition – Marsha Nelson
   Taco-in-a-Bag went well today. Sold approximately 387 bags! Tomorrow is Pie and Ice Cream in the Loading Dock, as well as Night Staff Appreciation Breakfast.
   Suggestion made to have an event at the airport for those employees, since it is difficult for them to come to the main campus.

6. Old Business
   a. Suggestion Box
      i. Suggestion to bring back pie on the porch for State Employee Recognition Week. Will post response that we will take that into consideration, but also need to be mindful of North Dakota weather and climate.
      ii. Question asked if you can apply for Seeds for Staff Success if you are also partially funded by your department. Will post response that yes, you can apply if you are partially funded. Applicants just need to indicate other funding sources on their application.

   Thank you to Sharley Kurtz and Elizabeth Becker for their work on the Staff Senate Website. The Suggestion Box is now on the left hand side of every page as you navigate the Staff Senate Website, and brings you to an individual suggestion box page when clicked on.

Motion made by Lynn Lee to extend the meeting by 15 minutes. Clay Willoughby seconded. Motion carried.

7. Stop and Stretch

8. New Business
   a. Voting on new officer position – Historian Officer
      Elizabeth Becker nominated by Pam Henderson.
      *Clay Willoughby made a motion to cease nominations and by acclamation elect Elizabeth Becker. Jim Hanson seconded. Motion carried.*

   b. Archiving Update
      Timeline for records retention is that for the fall semester (September through December) the historian, Historian, Diane, Sharley, and PR Chair, Nancy Krom will focus on developing a procedure on how records retention will be handled. For spring semester, they will work on archiving fiscal year 2014 and work backwards to get everything properly archived and retained.

   c. Parking
Executive Committee is working on a resolution regarding the changes to the parking permits in the ramp, which will try to get back the 75 shared A permit parking spots in the parking ramp. Executive Committee has been collecting data to back our resolution. Looking to find the minutes from 2006 when Bob Gallagher met with staff and guaranteed that staff would not lose their A spots when the parking structure was built.

9. Other Committee Reports
   a. Building/Facility Access Committee – Marsha Nelson
      Have not met
   b. Chester Fritz Auditorium Advisory Committee – Kim Keeley
      Have not met
   c. Conflict of Interest/Scientific Misconduct Committee – Diane Hillebrand, Cheri Williams
      Met on September 9. They will continue meeting twice a month and initially focusing on review & revisions to the Conflict of Interest policy and procedures. Reminder to all staff, except those in 6000 (crafts & trades) and 7000 (services) job bands to fill out yearly Conflict of Interest forms. Policy and forms can be found on the Research Development and Compliance website. Announcement and website will be listed in U-Letter soon.
   d. COSE (Council of State Employees) – Kim Burris, Kim Keeley, Shannon Medina
      Have not met
   e. Denim and Diamonds – Trish Hodny
      Shannon Medina reported for Trish Hodny that she would be collecting money or tickets brought back to the meeting today.
   f. Diversity Council - Thomas Brockling, Kristine Paranica, William Young
      Not present
   g. Healthy UND Tobacco Task Group – Kim Ruliffson
      Have not met
   h. ND SSS (ND State Staff Senate) – Diane Hillebrand, Sharley Kurtz, Trish Young
      Next meeting on September 23, 2013
   i. Parades – Robert Schindele
      Very successful Potato Bowl Parade. Won “best theme”.
      Have the Homecoming Parade in October. Will need volunteers and candy again.
   j. SBHE (State Board of Higher Ed) – J Janice Hoffarth
      Meeting on September 16, 2013. There are currently three candidates for the chancellor position. Any input can be given to Janice. It will be a temporary position until November 2014, at which time there will be a statewide vote whether to continue or disband the SBHE and Chancellor position.
   k. Sexual Violence – Eileen Tronnes-Nelson
      Met on August 28, 2013. Vicki Morrissette is now the Interim Director of Judicial Affairs and Crisis Programs. An additional person will be hired to be the Coordinator for Sexual Respect and Violence Prevention, which Vicki previously held. Both positions are one year positions, at which point Vicki will then return to her Coordinator position.
      Sara Gullickson McGrane, an attorney from the Minneapolis law office of Felhaber, Larson, Fenlon and Vogt will present on Title IX on September 25 from 1:30 pm to 3:00 pm at the Committee on Sexual Violence Meeting. She is also doing two sessions that are open to the public on September 26th and 27th.

   Motion made by Sharley Kurtz to extend the meeting by an additional 5 minutes. Clay Willoughby seconded. Motion carried.

l. The President’s Cabinet – Diane Hillebrand
   Met on August 26, 2013. Heard several presentations from the FBI, Higher Learning Commission, Parking, Export Control, and the State Board of Higher Education.
   m. U-Shine Award – Lynn Lee
      August winner was Michael Frantes. September winner was Cheri Tretter.
   n. University Bookstore Advisory Committee – Nancy Krom
      Have not met.
   o. University Ombuds Advisory Committee – Cheri Williams
      Will be meeting September 12, 2013.
      Met last week. Provost DiLorenzo has started a blog called “In the Know with Provost DiLorenzo”.
   q. University Senate Executive Committee – Diane Hillebrand

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Met on August 22. Diane reported that the makeup of the University Senate is 3 staff, 14 students and the remainder are faculty.

r. Work Well Advisory Board – Jessica Dunphy
   Not present

10. Matters Arising/Open Discussion
   None

11. Next Staff Senate Meeting – October 9, 2013 1:00 – 2:30 PM Memorial Union, River Valley Room

12. Adjournment at 2:49 PM

Changes to bylaws for September 11, 2013 minutes

III. Election of Officers/ Members-at-Large

The Staff Senate will nominate and vote annually for the following Executive Committee members:

1. Vice President/President Elect
2. Secretary
3. Treasurer
4. Membership/Attendance Officer
5. Historian
6. Members-at-Large (3)

The Staff Senate will vote; majority vote determines the winner. The Elections/ Bylaws Committee shall tally the votes. Regarding the election of the VP/President Elect, if a Senator is not able to be present at the meeting, they can submit their vote in writing, to the current Staff Senate President by the close of business the day prior to the meeting.

IV. Duties of the Officers

A. The President:

1. Presides over all meetings of the Staff Senate and Executive Committee.
2. Ensures that all Staff Senate activities are conducted in an orderly and professional manner.
3. Has the authority to appoint such committees as are deemed necessary for the business of the Staff Senate.
4. Ensures that all actions conform to the Staff Senate Constitution and Bylaws.
5. Serves ex-officio on all committees of the Staff Senate, if needed.
6. Is the spokesperson for the Staff Senate at meetings and events functions.
7. Serves as the direct communication liaison between the President of the University and Staff Senate.
8. Authorizes monies from Staff Senate funds in the absence of the Treasurer.
9. Contacts Senators when three absences occur.
10. Is responsible for retrieval of mail from the Staff Senate Post Office Box, as needed.
11. Serves on the University Senate Executive Committee
12. Serves on the President’s Cabinet

D. The Secretary:

2. Publishes and distributes the minutes from the previous Staff Senate Meeting and the agenda for the upcoming Staff Senate Meeting to all Staff Senators one week prior to the next meeting via the Staff Senate List-Serve and sends copies of the Staff Senate Minutes, agendas, and special reports to the UND President, Vice Presidents, Staff Senators without e-mail addresses, and other designated people. The Secretary also coordinates with the Historian web site coordinator.

F. The Membership/ Attendance Officer:

2. Maintains a roll of current members, e-mail addresses, and their attendance at meetings and reports monthly to the Executive Committee on attendance status of Senators.
5. Maintains the Staff Senate listserv.
6. Orders name tags for new Senators.

G. The Historian
1. Acts as the Webmaster and maintains the website.
2. Maintains the historical and past information of the Staff Senate (minutes, memos, letters, resolutions, correspondence, etc.)
3. Prepares and collects documents for Special Collections at the University Library.
4. Moves previous years history documents to Special Collections by the end of April each year.

HG. Members-at-Large
3. Members at large may be required to coordinate an adhoc committee

V. Committees and Task Forces

B. Other Staff Senate Committees
2. Legislative Committee - provides Staff Senate with information regarding legislative activity placing particular emphasis on issues affecting higher education and UND staff. The committee depends on feedback from the Staff Senate to propose and initiate a coordinated effort as a result of the given information. Committee also acts as parliamentarian or source of parliamentary procedure according to Sturgis.

3. Staff Development Program Committee - identifies, recommends, and coordinates various programs and activities that will provide professional and personal growth for all UND employees. Committee may suggest programs for Staff Senate meetings.

7. Denim Day Committee - Advertises and accepts applications from local non-profit organizations who will receive funds generated from UND Denim Days. The committee will review applications and determine recipients of funding. The committee will approve and publicize regular and special Denim Days as submitted throughout the year. All collected donations from UND employees and the funds disbursed to recipients will be handled by the President’s Office.

E. State Committees, Boards and/or Task Forces
1. ND USSS - The President, Vice President and Past President will serve as members of the North Dakota State University System Staff Senate with the Past President rotating off each year.

IX. Meetings and Actions

The Senate shall normally meet in regular session monthly or on call of the Senate President. A majority of the Senate members eligible to vote shall constitute a quorum for a meeting. Members must be present to vote, except for the VP/President Elect position. In the conduct of the meetings, Sturgis shall prevail, unless superseded by the Bylaws of the University of North Dakota Staff Senate.