Members Present: Kim Burris, Chadd, Damm, Katie Douthit, Connie Gagelin, Brent Gerhardt, Brenda Halle, Pat Hanson, Jim Hanson, Diane Hillebrand, Patricia Hodny, Marco Holter, Kim Keeley, Sharley Kurtz, Darin Lee, John Lee, Lynn Lee, Jolene Marsh, Evan Nelson, Marsha Nelson, Dan O’Donnell, Shelly Pecka, Tatjyana Richards, Leyton Rodahl, Dale Spicer, Dennis Stangl, Derek Stinchfield, Denyse Sturges, Kristi Swartz, Vicki Thompson, Eileen Tronnes-Nelson, Cheri Williams, Clay Willoughby, Carol Winkels, Casey Young, Patricia Young, William Young

Ex-Officio: Pat Hanson  NDSSS Ex-Officio: Janice Hoffarth

Members Absent: Kristi Bruggeman, Chad Bushy, Brian Fricke, Joan Jensen, Edward Martin, Shannon Medina

Members Absent (excused): Renae Tholkes, Nancy Krom, Kim Rulifson

Alice Brekke, VPFO spoke about the breakdown in communication for emergency announcements and steps that are being taken to remedy the problems.

Program: Scott Roche, Financial Consultant with TIAA-CREF.

1. Call to Order: Meeting called to order by President Patricia Young at 1:01 pm.

2. Approval June 13, 2012 Staff Senate minutes:
   Clay Willoughby made a motion, Sharley Kurtz seconded to approve the minutes of the August 8, 2012 Staff Senate Meeting. Motion carried.

3. Treasurer Report - Katie Douthit
   Katie reported that the first half of the fall budget money has been received.

4. Membership - Vicki Thompson
   No updates. Larry Zitzow has given his full support to any facilities staff person who would like to get involved in Staff Senate. He did say that he would sign a letter of support.

5. Staff Senate Committee Reports - **Please remember to turn in a report to the secretary prior to this meeting (either e-mail or hard copy)**
   a. Bylaws/ Election - Kristi Swartz
      No report.
   
   b. Denim Day Committee - Cheri Williams
      Cheri reported that the August 30 Special Denim Day for International Disaster Relief, going to the Red Cross, brought in $492. Starting on October 1, applications will be accepted (until November 15) for 2013 regular Denim Day funding requests.

   c. Fundraising/ Scholarship – Sharley Kurtz, Shannon Medina
      Sharley reported on these items:
      31 Days of Glory Raffle: Applied for the city permit; Ticket/Flyer design; Payroll deduction.
      Seeds for Staff Success: Quarter deadline Sept 15th – One application received as of 9/6/12 (announcement blast); President will match funds donated; Converting Emerald and Ice silent auction to main fundraising event. Taco in a bag brought in $25 for scholarships and $85 for the Listen Drop-In Center.

   d. Legislative - Darin Lee
      Have not met.
Public Relations - John Lee (this committee meets the first Wednesday of each month at 9:00 am in the Alumni Room in the Union)

Discussed Staff Senate Newsletter. Because our content is old, we are starting fresh on the next issue. Voted to set deadlines on when issues come out. Issue will come out in winter and summer. Other committees need to submit their content by Reading and Review day in the spring and fall. The PR committee will generate the newsletter in the two weeks following Reading and Review day. Committees should write content that covers events (i.e., photos and summary of parades, photos and summary of State Employee Recognition Week, advertisement or photos and summary of Emerald and Ice Gala, etc.)

Discussed the archive project. Some data has already been stored on the drive. Discussed quantifying PR Committee tasks. As of yet, there is no tally of what the PR Committee reviews.

Staff Development Program – Diane Hillebrand (this committee meets every month before Staff Senate from 12-1 in the Alumni Room in the Union)

Met before this Staff Senate meeting. Discussed ideas for upcoming workshops and tours

Trish Young discussed the Star 12 option that is available through pre-recorded webinars from U2 – Contact person is Katie Douthit.

Suggestions are to try and use some speakers within our committee and Staff Senate that could do some professional development workshops. Patricia Hodny has done some workshops for the Law School.

Jolene Marsh could do a goal setting workshop.

Shelly Pecka will work on a workshop based on UPD visibility around campus, Notifind, sirens, and awareness to the campus on what is occurring.

Staff Recognition – Marsha Nelson

SERW is going well. There were 388 taco bags sold yesterday.

Old Business

a. U-Shine Award Winner
August winner is Cindy Knutson, Memorial Union.

b. Suggestion Box
There were two questions about the bridge, wondering how long it will be out of commission. Bismarck and Minot staff asked about including them in SERW. The answer was that it is a state event and to check for events going on in their city for state employees.

c. Resolution
After hearing Alice Brekke speak about the steps that are being taken to fix the breakdown in communication for emergency announcements, Katie Douthit made a motion to dissolve the resolution that was going to be presented to President Kelley. Connie Gagelin seconded the motion. Motion carried.

New Business

Meeting with President Kelley – He thanked Staff Senate for all of their hard work. When the budget was presented to President Kelley, he added another $500 to it which will go in the general fund. He mentioned that he would like to see the Staff Ambassador program get going. There was discussion about the ombudsman position, there will not be any funding for it.

United Way - Margaret Myers from United Way will have an Ice Cream Social on October 4, from 2-4 in the River Valley Room and was wondering if there were any Staff Senators who would like to help serve. Diane Hillebrand made a motion that Staff Senate help serve at the Ice Cream Social. Vicki Thompson seconded the motion. Motion carried.

Other Committee Reports

a. Building/Facilities Access Committee - Marsha Nelson
Met 9/16/12 and talked about how to move forward.

b. Chester Fritz Auditorium Advisory Committee – Kim Keeley
Did not meet.

Conflict of Interest/Scientific Misconduct Committee – Diane Hillebrand, Cheri Williams
Did not meet.
c. **COSE** - Patricia Hodny, Shelley Pohlman, Kristi Swartz
   The next meeting will be on October 18 in Fargo. A new COSE member will be needed to replace Shelley Pohlman, whose membership is up in September.

d. **Diversity Council** - Thomas Brockling, Kristine Paranica, William Young
   No report.

e. **Healthy UND Tobacco Task Group** - Representative needed. No report.

f. **NDSSS** (North Dakota State Staff Senate) - Kristi Swartz, Trish Young, Diane Hillebrand
   Kristi Swartz is the new VP/President-elect. No new news on the tuition waiver.

g. **University Bookstore Advisory Committee** - Nancy Krom
   No report.

h. **University Senate** - Trish Young, Diane Hillebrand, Sharley Kurtz *(does not meet in the summer)*
   Most of the meeting was spent on updating new members on what has been happening. Also looked at and discussed the Intellectual Property policy.

i. **Work Well Committee** - Shelly Pecka *(meets once a semester)*
   Met on August 28. The committee is working on reorganizing what they do and how they do it. Healthy Blue points have gone up from 1,000 and 6,000.

j. **Sexual Violence** - Trish Hodny
   Have met twice. They will meet every Friday except in the month of November. They are working on a new name for the committee. This is a student-focused group looking at what is already in place and what needs to be added or improved upon.

k. **Emerald & Ice** - Trish Hodny
   They will be joining forces with the fundraising committee so they can work together on raising funds for Seeds for Staff Success during the Emerald and Ice event. The event will be held at the Gorecki Alumni Center in either February or March. President Kelley has offered to match any funds raised for Seeds for Staff Success scholarships.

l. **Parade** - Leyton Rodahl
   The Potato Bowl Parade was a huge success, thanks to all who participated and helped out. Leyton will send an email about the next meeting for the Homecoming parade.

   *Diane Hillebrand made a motion to extend the meeting 10 minutes. Trish Hodny seconded. Carried.*

m. **SBHE** - Janice Hoffarth
   Janice talked about the 3-tier system and answered several questions and concerns related to it and other changes taking place.

9. **Matters Arising/Open Discussion**
   a. Ad-hoc University Ombuds Committee - Met on 9/5/12. President Kelley is in support of the Ombuds position with restrictions. It will be on a temporary trial basis to see if there is a need and to see if it is utilized. This will be a part-time position to begin with. The Ombuds position must be filled by a current UND faculty or staff member. There will be no additional support for infrastructure or support staff. The committee will begin working on a job description soon.

   b. Kristi Swartz announced that she just received word that HRC is meeting in Mayville today and on the agenda is allowing sick leave to be used for in-laws and the dual dependent health insurance coverage.

10. **Next Staff Senate Meeting October 10, 2012 in River Valley Room - Union.**

11. **Adjournment:** 2:40 pm.