Staff Senate Agenda
August 10, 2016
Memorial Union, River Valley Room
1:00 pm – 2:30 pm

1. Call to Order

2. Guest Speakers: “A New Vision” VPFO Division – Alice Brekke, VPFO and Lisa Earls, Process Improvement Analyst

3. Announcements and Question Period

4. Approval of June 8, 2016 Staff Senate Minutes

5. Officer Reports - as needed
   a. Treasurer Report – Sarah Abentroth
   b. Membership – Jennifer Lunde
   c. Historian Report – Elizabeth Becker

6. Staff Senate Committee Reports - as needed (please read committee reports prior to meeting sent with agenda)

7. University Committee Reports - as needed (please read committee reports prior to meeting sent with agenda)

8. Suggestion Box

9. Stop and Stretch

10. Business Items
    a. University Senate – Staff Senate Seat
    b. Ice Breaker

11. Matters Arising/Open Discussion

12. Adjournment

Next Staff Senate Meeting
September 14, 2016 – 1:00 to 2:30 PM
Memorial Union, River Valley Room
Staff Senate Committee Reports

August 10, 2016

I. Staff Senate Committee Reports
   a. Community Relations - Katrina Kriewall
   b. Constitution, Bylaws and Elections - Diane Hillebrand
   c. Fundraising - Carrie Jackson
   d. Legislative - Stacey Borboa-Peterson
   e. Public Relations - Kari Gagner
   f. Staff & Professional Development - Barry Brode & Mark Danes
   g. Staff Recognition - Tyler Clauson
   h. Ad Hoc Committees

II. Other University Committee Representatives Reports
   a. Budget, Restructuring, & Reallocation Committee - Barry Brode & Sarah Abentroth
   b. Building/Facilities Access Committee - Don Rasmuson
   c. Conflict of Interest/Scientific Misconduct Committee - Trish Hodny & Lisa Moore
   d. Council of State Employees (COSE)
   e. Health UND Coalition - Jess Dunphy
   f. Master Planning Steering Committee - Ryan Jockers
   g. MIRA Space Management Committee - Jana Thompson
   h. North Dakota State Staff Senate - Amber Flynn, Pam Henderson & Diane Hillebrand
   i. Parking & Transportation Advisory Committee - Pam Henderson & Tammy Hendrickson
   j. President’s Cabinet - Pam Henderson
   k. Sexual Violence Prevention Committee - Don Rasmuson
   l. University Bookstore Advisory Committee - Brandon Wallace
   m. University Senate - Amber Flynn & Pam Henderson
   n. University Senate Executive Committee - Pam Henderson
   o. University Senate Legislative Affairs Committee - Stacey Borboa-Peterson

Staff Senate Committee Reports

I.a. Community Relations - Katrina Kriewall
1.) We will hold our first meeting on Wednesday, August 3, at 1:30 in Carnegie Room 102.
2.) On July 22, Katrina mailed Denim Day checks totaling $4,119.00, to the 12 agencies being sponsored during 2016. These payments distributed the funds that were collected between January 1 and June 30, 2016.

I.b. Constitution, Bylaws and Elections - Diane Hillebrand

I.c. Fundraising Committee - Carrie Jackson
The Fundraising Committee has met on July 14 and July 28, 2016 to plan for Denim & Diamonds. The event is scheduled to be held at the Gorecki Alumni Center, October 28, 2016 from 7:00-11:00 pm. Tickets will go on sale August 10 at $15.00 per ticket and be distributed to Senators at the August 10 full Staff Senate meeting. Monies from sales will be due September 14 to Lori Shafer, who is coordinating ticket sales. The band 4-Wheel Drive will provide live music, Campus Catering will provide appetizers, and El Roco will provide a cash bar. The Committee is currently working to reach out to local vendors for donations to appear on the silent auction. This is a large task and critical to the success of this event. We need help from ALL
Staff Senators on this. Please consider businesses that you may have a connection to and help us secure a donation to be used in the silent auction.

**I.d. Legislative - Stacey Borboa-Peterson** No updates.

**I.e. Public Relations - Kari Gagner** No report – next meeting August 11.

**I.f. Staff & Professional Development - Barry Brode & Mark Danes**

**I.g. Staff Recognition - Tyler Clauson** The Staff Senate Staff Recognition Committee met on 7/13/2016 and began planning for State Employee Recognition Week and voted on the August UShine Recipient. July’s UShine award was presented to Emily Goodoien, Student Account Services.

**Other University Committee Representatives’ Reports**

**II.a. Budget, Restructuring, & Reallocation Committee - Sarah Abentroth** No report. Have not met yet.

**II.b. Building/Facilities Access Committee - Don Rasmuson** No report. Have not met yet.

**II.c. Conflict of Interest/Scientific Misconduct Committee - Trish Hodny & Lisa Moore**

**II.d. Council of State Employees (COSE)**

**II.e. Health UND Coalition - Jess Dunphy**

**II.f. Master Planning Steering Committee - Ryan Jockers**

**II.g. MIRA Space Management Committee - Jana Thompson** The Communication Task Force for the Committee is working with the new registrar, Scott Correll, on combining the work of all the sub-committees into one draft of a policy. Once the draft is ready the entire Space Management Committee will review. When the draft is approved it will be shared with the Executive Council, Dean’s Council and the University Senate Executive Council for their feedback.

The hope is to request an interim Space Management policy in September. The next step is then to gather feedback from the entire campus.

**II.h. North Dakota State Staff Senate - Diane Hillebrand** NDSSS met for our face to face meeting in Williston on June 21-22, 2016. We had four breakout discussion groups and had presentations from each group with overall discussion. The four groups were; Brainstorming: Plan for Upcoming Legislative Session, How to keep an active Senate, Promote Morale in Spite of Budget Cuts, and Promote One Culture, One Mission Cohesiveness between Faculty and Staff. Kathleen Nieset, SBHE Chair, gave an update on the board along with Emma Tufte, SBHE Staff Advisor. Updates were given on the Cost Containment Task Force, Shared Services Task Force, and the Tuition/Fees Model Task Force. The Cost Containment Task Force will be going in a new direction and the Task Force has finished its duty. Both the Shared Services and Tuition/Fees Model Task Forces presented findings at the Board Retreat in June. Both of these task forces really collected data to bring to the Board with some recommendations that would need to be studied more closely before implementing. An HRC update was given. They mostly discussed the new rule the US
Department of Labor has announced regarding the salary threshold for employees to be exempt from overtime laws. This will create some challenges that each campus is working through. Last year’s goals were reviewed and determined we met them all. Election of Officers: Vice President, Katie Peterson/WSC; Secretary, Laura Fetting/DSU; and Communications Officer, Heidi Hall/DCB. Our HRC representative was just filled recently so an election did not take place for that position. Bylaws changes were made to allow each campus to dictate the terms of the ND SSS representatives and also the nomination deadline date was changed along with some minor abbreviations inserted appropriately. New goals were started for the upcoming year. Next face to face meeting will be held at Dakota College Bottineau. Mark Danes attended this meeting as proxy for Pam Henderson and Amber Flynn. Diane Hillebrand attended in the ND SSS President capacity.

ND SSS met on July 18th. The next SBHE meeting will be Sept 29 in Grand Forks at the New SMHS building. Last SBHE meeting was a special meeting to discuss the President’s contracts. All approved except still working on NDSU. Interim Higher Education meeting at UND August 18 or 19. Legislative Assembly convenes early August in Bismarck. Next HRC meeting will be the end of September in Valley City. No updated reports on the two remaining Task Forces. Discussed campus Staff Senate President reimbursement. Good response for future except not a good time during the budget cuts. Special election for Communications Officer since this position was vacated through a job change. Karen C. from NDSCS was elected. Current President from NDSCS, Bob Heitkamp, took a new job off campus and Katie Peterson current VP moves into this position in August. VP election was tabled to give another month for individuals to consider running. Reminder with list serve etiquette and reply all was discussed. Notice given that COSE is considering disbanding. Bob Heitkamp is continuing to work with Pharmacy Association Board on prescriptions and insurance even after he leaves NDSCS. It is bigger problem than just PERS.

II.i. Parking & Transportation Advisory Committee - Pam Henderson & Tammy Hendrickson Did not meet in July. We have established three subcommittees to focus on Parking Lots & Fees, Vehicle/Pedestrian Traffic, and Transportation.

II.j. President’s Cabinet - Pam Henderson Attended meeting via telephone on July 29, 2016. Discussed role and meeting structure for future Executive Cabinet meetings, strategic planning initiative, allotment possibility, and communication.

II.k. Sexual Violence Prevention Committee - Don Rasmuson

II.l. University Bookstore Advisory Committee - Brandon Wallace No report. Have not met yet.

II.m. University Senate - Amber Flynn & Pam Henderson Has not met

II.n. University Senate Executive Committee - Pam Henderson Met July 14, 2016. Odella Fuqua reported on the progress of MIRA. Had an ongoing discussion regarding Collaborative Governance and how a flow chart may look for it. Will continue discussion moving forward. Heard an update from Provost DiLorenzo regarding budget matters. Received an update on some of the moves and transitions on-campus. Reviewed and discussed standing rules for University Senate and impacts for the upcoming Senate year. Discussed campus priorities survey. At this time, the University Senate will hold off on their own survey based on discussions with President Kennedy and some of his initiatives. Approved candidates for summer degrees.

II.o. University Senate Legislative Affairs Committee - Stacey Borboa-Peterson No updates.