Staff Senate Minutes
May 10, 2017

Memorial Union, River Valley Room
1:00 pm – 2:30 pm

Members Present: Sarah Abentroth, Elizabeth Becker, Zachary Buchhop, Tyler Clauson, Chris Dingle, Jessica Dunphy, Amanda Filipy, Diane Fugleberg, Jade Gourneau, Kari Holter, Carrie Jackson, Gregory Kelly, Janelle McGarry, Laurie McHenry, Tina Monette, Angie Morgan, June Novacek, Jen Proulx, Patricia Reed, Lesli Riskey, Teri Salwey, Lori Shafer, Pam Shea, Laura Vatnsdal, Megan Wasylow, and Andrew Wynne.

Members Absent: Barry Brode, Christopher Choate, Amber Flynn, Jim Hanson, Shannon Jongeward, Jenny Le Texier, Jennifer Lunde, Lani Moen, Jayson Sharp

Members Absent: Kara Helmig, Renee Nilsen, Don Rasmuson, Brianne Melicher (new member)

Resigned:

New Members: Trinity Bohlman, Lisa Earls, Stephanie Flyger, Carissa Green, Whitney Maine, Amy Malheim, Leo Saucedo, Courtney Souvannasacd, Zauna Synnott, Austin Theisen

Ex-Officio Present/Absent: Pat Hanson

1. Call to Order-Preside Pant Pam Shea called the meeting to order at 1:03 pm

2. Announcements/Question Period
   a. Gavel Passing-Pam Shea introduced Tyler Clauson as the new Vice President and stated that Amber Flynn, the new Staff Senate President was absent. She than passed the gavel to Tyler.
   b. Tyler announced that Pam was the outgoing president and presented her with an inscribed gavel.

3. Approval of April 12, 2017 Staff Senate Minutes-Megan Wasylow motioned to approve the minutes and Jade Gourneau seconded the motion

4. Officer Reports – nothing to report

5. Staff Senate Committee Reports - as needed (please read committee reports prior to meeting sent with agenda)- Carrie Jackson updated on the date of Denim and Diamonds. It has been set for October 27.

   Tyler Clauson stated that the Staff Recognition committee would meet following the meeting to discuss Spring Fling and to vote on the next U-shine award. Patricia Reed asked about prizes at Spring Fling and Tyler said that the Wellness Coordinator would be taking care of that.

   Pam discussed the Strategic Planning Launch and let us know about the cards that President Kennedy would like us to use. Tyler said he is already seeing people using them.

   Megan Wasylow brought a message from Barry Brode who was unable to attend the meeting that the next round of Seeds for Staff Success is coming up June 15. The committee will meet shortly after the deadline to review
applications. A question was asked about an email about Seeds for Staff Success going out so more people know about it. Tyler and Pam said they would pass this on to Barry.

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

7. Suggestion Box- there was no suggestion box items

8. Stop and Stretch

9. Business Items
   a. Member at Large elections-Three member at large seats-Serve on the Executive Committee-they bring back suggestions from the group as a large
   Tyler and Pam gave an overview of the duties of the Members at Large and what it entails. Pam let them know that it would be good to discuss it with their supervisors if they were interested. Lesli Riskey, Lori Schafer, and Kari Holter expressed interest.

   It was discussed to suspend the bylaws, wait until the June 14 meeting, and open us the nominations then. Lesli Riskey made a motion to suspend the bylaws and table the voting on Members at Large until the June 14 meeting, June Novacek seconded it. Motion passed.

   b. Senator Orientation
      i. Ice Breaker-Pam and Tyler instructed everyone to come up with three commonalities with everyone at your table.

      ii. Review of Senator Expectations-Pam stated that the Senator Orientation was on the website. Patricia Reed asked about how many unexcused absences you could have. Pam stated that it is three.

      iii. Review Constitution and Bylaws-Pam informed everyone that the Constitution and Bylaws are on the Staff Senate website under Who are We. It will answer any questions new and old members may have.

      iv. Staff Senate Website-Pam invited everyone to check out the website, as it has information on Seeds for Staff Success and the suggestion box. She also let everyone know that we have taken over the We are UND website. It is a fun way to get to know people and encouraged everyone to check it out.

      v. Overview of Parliamentary Procedure/Robert’s Rules-Pam talked about the fact we use Robert’s rules and that Laurie McHenry is the person who keeps us in check. She stated that most of our voting is vocal and that we allow everyone to talk. We are more lenient, but also respectful of others. Amanda Filipy asked why we do not have a parliamentarian. Pam answered that falls under the Legislative Committee.

      vi. Staff Senate Committees-Pam and Tyler did an overview of the Committees
         a. Community Relations-Chair Patricia Reed spoke on behalf of the committee
            1. Denim Days- Special Denim Days- 12 organizations are selected to benefit from this.
               Payroll Deduction is available for Denim Days
            2. Tubs of Love-Two organizations are selected to receive material donations.
            3. Set up volunteer opportunities-Such as Meals on Wheels and Circle of friends
               It gets the UND staff volunteering in the community.

         b. Staff Recognition-Chair Chris Dingle spoke on behalf of the committee
            1. Staff Recognition in the Fall
2. Spring Fling in the Spring
3. Ushine Award
   A question was asked about getting more possible participation for the Ushine. Thoughts are possibly a flyer and Elizabeth Becker brought up possibly sending out text messages to Staff.

c. Constitution, Bylaws and Elections-Chair Pam Shea spoke on behalf of the committee.
   1. To fill vacancies through the year
   2. For new senator elections in the Spring
   3. To make changes to Bylaws as needed.

d. Fundraising-Carrie Jackson, former Chair, spoke on behalf of the committee as the Chair position is vacant
   1. To raise money for Seeds for Staff Success
      a. Denim and Diamonds Gala
      b. 31 days of Glory tickets

e. Public Relations-Pam Shea spoke on behalf of the committee as the Chair position is vacant
   1. Review public relations with staff and community
   2. Keep up on the publications that go out

f. Legislative-Pam Shea spoke on behalf of the committee as the Chair position is vacant
   1. To keep up with Legislation that effects the University
   2. To track bills that are of concern to staff and faculty

g. Staff Development-Pam Shea spoke on behalf of the committee as Chair Barry Brode was absent
   1. Seeds for Staff Senate-Program that any staff member can apply for up to a $500 grant for professional development per year. They need to prove that it is for professional development. It can also be used for workshops. Diane Fugleberg asked if we could limit the times someone the grant. Pam Shea stated that is something they have discussed in the past. They have also looked into an endowment to try to be self-sustaining.

Pam Shea stated that we would be signing up for committees at the next meeting. She also encouraged everyone to think about filling one of the three vacant Committee Chairs.

Pam also informed everyone that there is also three seats on the University Senate that will have to be filled.

Pam also let everyone know about the Facebook page and invited everyone to look at it.

10. Matters Arising/Open Discussion-Megan Wasylow asked everyone to check that his or her names were spelt correctly on the table tent. She will be ordering nametags for the new Senators and wanted to make sure they were correct.

Lisa Earls asked a question about the Strategic Goals and Initiative and where do we fit? Pam Shea said that is why Amber Flynn was unable to be at the meeting. Amber was at another meeting trying to help clarify where staff fits in. Pam stated that we would continue to have speakers to help us answer any questions.

11. Adjournment-Tyler Clauson adjourned the meeting at 2:15pm

Next Staff Senate Meeting
June 14, 2017 – 1:00 to 2:30 PM
Wellness Center Classrooms 120-121

Last updated June 13, 2017