Staff Senate Meeting Minutes  
April 13, 2016  
Memorial Union, River Valley Room  
1:00-2:30pm


Members Absent (excused): Sarah Abentroth, Stacey Borboa-Peterson, Patty Dorsher, Jenny Duffy, Jessica Dunphy, Trish Hodny, Susie Kroetsch.

Members Absent: Alison Day, Jana Diemert, Moses Serna, Vicki Thompson.

Resigned: Jimmie Kennedy, Juan Pedraza.

Ex-Officio Present: Pat Hanson

1. The meeting began with a photo for the “It’s On Us” campaign.

2. Call to Order President, Pam Henderson at 1:04pm.

3. Announcements:
   a. Guest Speaker: Space Management Committee Update – Jana Thompson, Staff Representative
      1. The purpose of the Space Management Committee is to develop space guidelines for effective and efficient use of space. They are also creating policy & guidelines that will go into effect this fall. The policy will dictate how space is acquired, vacated, and renovated. Three sub-committees were formed to discuss specific spaces.
         a. Office sub-committee (Jana sits on this sub-committee)
         b. Classroom sub-committee
         c. Research sub-committee
   b. Guest Speaker: Master Planning Steering Committee Update – Ryan Jockers, Staff Rep
      1. Ryan’s first meeting of the Master Planning Steering Committee was in March. The campus master plan is being developed as part of a State Board of Higher Education requirement. The main highlights of the last meeting were as follows:
         a. Three strategies (A., B., and C.) have been presented to the campus and are on the Master Planning website. Strategy C. looked to be the most favorable, however, the committee decided to submit all three strategies
to the SBHE as it was felt that there was not enough time for campus input regarding the three options. Strategy C. included mothballing buildings, renovation of current buildings and the addition of a STEM building in the southeast quadrant of campus. It would allow for interdisciplinary work amongst various departments.

b. The two projects that will be submitted for the next biennium are the renovation of the steam plant (critical status) and renovation of Merrifield/O’Kelly halls.

c. The master plan report will be submitted on April 15. It will be available for everyone to read at that time.

c. President Henderson Opened the floor for questions

1. When will the list of approved staff separation agreements be released? Pat Hanson explained that Human Resources is starting to notify staff now. The agreements must be signed off by the president and reviewed by legal counsel. The list that was released in the Grand Forks Herald listed those staff members who applied for the separation agreement, however they still need to be approved. Hopefully staff will be informed as to whether or not they have been approved by the end of the week.

4. Approval of Staff Senate minutes from March 9, 2016 Staff Senate meeting.

Don Rasmussen motioned to approve the Staff Senate Meeting Minutes from March 9, 2016. Seconded by Barry Brode. Motion carried. Carrie Jackson abstained.

5. Officer Reports

a. Treasurer Report, Tyler Clauson as proxy for Sarah Abentroth: The Treasurer report was sent to Staff Senators prior to the meeting on April 7, 2016.

b. Membership, Cheri Williams: Membership is down to 46 – Jimmie Kennedy and Juan Pedreza both resigned.


d. Pam and Tyler presented the March U-Shine Award to Tom Solem from the University Counseling Center. April’s recipient has been selected but not yet presented.

6. Staff Senate Committee Reports – (committee reports were sent prior to meeting with the agenda on April 7, 2016)

a. Bylaws and Elections Committee, Diane Hillebrand:

i. Qualtrics Election – 362 submitted ballots thus far. A final reminder email to vote will go out tomorrow at 8:00am.

ii. Proposed changes to the Staff Senate Bylaws and Constitution were emailed out to Staff Senators for review.

The Bylaws and Elections Committee motioned to approve the changes to the Staff Senate Constitution. Motion carried. The President must approve the Staff Senate Constitution to make the changes official.

The Bylaws and Elections Committee motioned to approve the changes to the Staff Senate Bylaws. Motion carried.

7. University Committee Reports – (committee reports were sent prior to meeting with the agenda)

a. Staff Recognition, Amber Flynn – The Spring Fling, April 28th from 11:30am-1pm. Free baked potato bar and Wellness Fair including great prizes like a fishing package from
Cabela’s. The volunteer sign-up link will be sent out via the Staff Senate listserv. Please volunteer if you are able! Most of the food that will be provided this year was donated so we did not have to spend a great deal of money on the food.

8. Suggestion Box –
   a. Question: How or why are students able to purchase "A" zone parking passes?
      Response: "A" permits are available for purchase to GTA/GRA/GSA if the student is ½ time or more. Other than that, "A" permits are not available to students.
   b. Question: I realize the answer will not change anything but for some reason it seems to be important that I know the answer. With regard to the Voluntary Separation Incentive Program for staff did anyone with the authority to do so ever consider granting a full year’s compensation as they did for faculty? And if not why not? In general staff earn a fraction of what faculty and administrators are paid. A full year’s salary would have meant a great deal to us even though the amount would probably not have much significance to a tenured professor. Without staff there would be no functioning University. While this seems obvious regarding faculty it does not appear to be as obvious with regard to staff. Thank you.
      Response: The North Dakota University System has established different employment policies for faculty and staff. For tenured faculty that includes a right to continuous academic year employment in an academic unit or program and subject to an annual contract. This right to continued employment presents different policy parameters for faculty and staff.
      In establishing the tenured faculty and staff voluntary separation programs, UND administration reviewed the differences in employment policies and the budgetary needs of the institution. It is difficult to compare the incentive offered for the Tenured Faculty Voluntary Separation Incentive Program with the Staff Voluntary Separation Incentive Program, due to the following reasons:
         • A full year of compensation for a staff member would typically be 12 months of pay, for a typical tenured faculty member it would be 9 months of pay.
         • Staff do not sign contracts
         • Staff accrue annual and sick leave, which would be paid out in addition to the incentive payment (faculty do not have accrued leave and would not receive this payment).

9. Business Items
   a. Election of Officers
      i. Vice President/President Elect
         1. Amber Flynn, nominee, spoke to why she wishes to be the Vice President/President Elect

         Jennie Le Texier motioned to cease nominations and cast a unanimous ballot for Amber Flynn as the Vice President/President Elect, seconded by Don Rasmuson. Motion carried.

      ii. Secretary
         1. Nominations:
            a. Alyssa Walker was nominated by Cheri Williams. Nomination was declined.
b. Kari Holter was nominated by Alyssa Walker. Nomination was declined.
c. Laurie McHenry was nominated by Kaaren Pupino. Nomination was accepted.

Barry Brode motioned to cease nominations and cast a unanimous ballot for Laurie McHenry to serve as Secretary, seconded by Jennifer Lunde. Motion carried.

iii. Treasurer
   1. Diane Fugleberg nominated Sarah Abentroth for the position of Treasurer.

Laurie McHenry motioned to cease nominations and cast a unanimous ballot for Sarah Abentroth to serve as Treasurer, seconded by Tyler Clauson. Motion carried.

iv. Membership Officer
   1. Cheri Williams nominated Jennifer Lunde for the position of Membership Officer.

Jim Hanson motioned to cease nominations and cast a unanimous ballot for Jennifer Lunde to serve as Membership Officer, seconded by Carrie Jackson. Motion carried.

v. Historian
   1. Amber Flynn nominated Elizabeth Becker for the position of Historian.

Diane Fugleberg motioned to cease nominations and cast a unanimous ballot for Elizabeth Becker to serve as Historian, seconded by Kari Holter. Motion carried.

vi. The three members at Large positions will be elected at the May meeting where current senators and new senators will be eligible for the positions.

b. Senator of the Year Vote
   i. Nominees for Senator of the Year are Sarah Abentroth, Tyler Clauson, Amber Flynn, Diane Hillebrand, and Cheri Williams. Staff Senate members voted via ballot. The Senator of the Year will be announced at the meeting on May 11th.

10. Matters Arising/Open Discussion
   a. Resolution on Preservation and Advancement of the Television Center’s Primary Student Program Studio One – presented by Barry Brode
      i. At the last Budget, Restructuring, and Reallocation Committee meeting, which Barry Brode and Sarah Abentroth serve on as the Staff Senate Representatives, Provost DiLorenzo spoke to the group about the process for budget reductions and the new MIRA budget model. The process for budget reductions included department level reductions at 5% and 10%. After departments did the reduction exercise, they were to then submit that information to their respective Dean or Vice President who then reviewed the proposed cuts and was to bring them forward to President Schafer. President Schafer would then review the proposed cuts and make final budget cut decisions.
After the last Budget, Restructuring, and Reallocation Committee meeting, Barry had a meeting with Susan Walton, former Vice President of University and Public Affairs, and Peter Johnson (current interim Vice President of University and Public Affairs) and was told that the Television Center would remove its academic mission, meaning Studio One, and would also be removing the cost-recovery center within the Television Center. The money generated from the cost-recovery center pays for a portion of the Television Center’s salaries for staff which would result in staff layoffs.

Barry felt that this decision seemed inconsistent with the process that has been communicated. Studio One generates money that is used for the operation of the program and staff salaries.

Studio One has operated for 28 years with over 900 students participating and has won numerous awards. The program is distributed to most major cities in North Dakota, five states, Prairie Public television (with reach into southern Manitoba), as well as social media with an opportunity for 3.5 million people to watch the work of UND students which promotes the university.

When the TV Center changes from the cost recovery model to providing free services, it means the Television Center’s budget is being reduced by 21% in the best case scenario, in the worst case scenario it is being reduced by 58% which means more than half of its staff will lose their jobs. Those staff members did not find out about this decision until after the buy-out deadline. The leaders of the TV Center did not have an opportunity to give a case for this decision.

This resolution is essentially to save Studio One. The Studio One Executive Council, which is the governing body of Studio One and is composed of staff, students, and faculty, had requested a meeting with the President’s Office and they asked Barry to meet with the Provost. Barry met with Provost DiLorenzo on Monday. Barry also had a phone conversation with Alice Brekke, Vice President of Finance and Operations. Both Provost DiLorenzo and VP Brekke told Barry and the Council that these are tough decisions and are all about priorities. The Television Center staff and Studio One would like to have our 5% and 10% models reconsidered.

Amber Flynn motioned to consider the resolution on studio one and to limit debate until 2:20pm. Mark Danes seconded.

Questions:

1. Why is the cost recovery center being removed if it breaks even and there is no expense to the University? What exactly are they covering?

   Barry Brode: The cost recovery portion of the Television Center charges for videos produced and if we no longer charge for these services, we lose revenue to pay salaries and pay for equipment in the facility which is part of the studio as well as the Oedegaard School. The only explanation that we have been given is because there are budget cuts throughout campus, no one will be able to afford your services.

2. It is perceived that this is not the only program that will be cut. Does Staff Senate want to focus on saving just Studio One when baseball, men’s golf, music therapy and likely other programs will be cut? Does it make more sense to make a resolution about a specific program or rather about the process? Would this resolution open a
can of worms for additional resolutions to be brought before Staff Senate?

President Henderson approved the idea of bringing a resolution from a Senator and opening it up for discussion so that it was a decision of the Staff Senate.

c. What happens to the money that was raised to support Studio One scholarships if Studio One is dissolved?

Barry Brode: During the UND Spirit Campaign, Studio One & TV Center raised money to upgrade equipment, expand the building, and create more student scholarships for students participating in Studio One. We have established a Studio One Scholarship Committee which is scheduled to meet next week to determine the recipients of the scholarships. The scholarship stipulates that the semester the student receives the scholarship, they must participate in Studio One. We still plan to give the scholarship as an obligation to the donors’ intent.

2. Discussion:

a. Cheri Williams: As a Staff Senate, if we support one resolution for a program cut, than we have to support a resolution that comes forward from any other area. If we support one, we need to support all because we represent all staff.

b. Alyssa Walker and Kari Gagner spoke to the impact that Studio One had on their college experience and the lessons they learned that helped them to develop as professionals post-college.

c. Amber Flynn: We realize that this specific resolution addresses the cut to Studio One which does not discredit the importance of the other programs who have been or who may be cut. Those programs are more than welcome to present a resolution to the Staff Senate and we will hear each case individually.

*Friendly amendment: Remove, "2. Disapproves of terminating staff members who manage Studio One" as the other two suggested resolutions focus on academic mission and reconsidering the budget plan.*

*Friendly amendment was accepted by Barry Brode.*

*Motion carried. 16-in favor, 14-against, 5-abstained.*

b. Resolution on Establishing a Budget Reduction Management Task Force to Include Representation by the Office of the President, University Senate, Staff Senate, and Student Government – presented by Mark Danes

i. The resolution asks the Office of President to form a temporary task force that has a fair representation of the constituents of the University which includes one representative from Staff Senate, one representative from University Senate, and one representative from Student Government. The task force will work with the President to determine budget cut decisions and jointly decide on institutional priorities during the budgetary process. The resolution also encourages the broadest possible situation to establish clear recruitment and retention goals, and finally to re-open the option of a separation agreement for those staff who will be terminated as
a result of the budget reductions. Decisions should be made not only by the upper administration but rather by representatives from Staff Senate, University Senate, and Student Government.

ii. This resolution was also created for those staff members who didn’t know that their jobs would be lost due to budget cuts and didn’t have the opportunity to take the voluntary separation agreement option.

iii. Rebecca Weaver-Hightower, President of the University Senate: The University Senate would consider bringing forth item Number one of the resolution as it pertains the most to University Senate. It was suggested that Staff Senate prepare item number one as a separate resolution so that it can be brought forth to the University Senate and Student Government.

Rejected "Consider the resolution and limit discussion until 2:30 pm. Seconded by Mark Danes.

1. Questions & Discussion:
   a. Given the timeline with budget reduction, is it realistic that a task force could be implemented?
      Mark Danes: A task force could certainly be implemented as it is only includes three individuals who will help to make decisions. The challenge for University Senate, Staff Senate, and Student Government could be determining who those people are in a short timeframe. Decisions are already being made budget as we understand it there is still an opportunity for input as those recommendations are being made by the end of the month. This at least sends the message that we feel we need to have representation in regard to those decisions.
   b. When will budget cut decisions be finalized?
      Provost DiLorenzo: April 26 will be the date that final decisions are made.
   c. With a one week turn-around, it may be difficult for one person to reach out to constituents regarding budget cut decisions in such a short period of time.
   d. Things to consider: Do we know how many people would actually qualified for the early separation agreement? Is that the chance you should have taken earlier?
   e. Is the voluntary separation separate from early-retirement buy-out?
      Pat Hanson: It is not an early-retirement buy-out, it is a voluntary separation agreement.
   f. People who do not meet the rule of 70 did not have the option of utilizing the voluntary separation agreement and even if they applied for it, it doesn't necessarily mean that it will be approved or that they have to accept it. The language in the resolution looks like it favors certain groups or others.
   g. The President's administrative assistant was given the option of a one-year deferment on her voluntary separation agreement. Why wasn't that an option for everyone?
      Pat Hanson: Pat Bohnet, the President’s administrative assistant applied for the voluntary separation agreement. However, the President asked that she consider an extension up to one year
on her contract and a deferment on the voluntary separation agreement as she will be instrumental to the new President as he transitions into his role. The voluntary separation agreements are considered on a case-by-case basis with each supervisor.

Friendly Amendments:
Add Vice Presidents to the list of those who should serve on the Task Force.
Remove Item numbers 2., 3., and 4.
Edit early retirement program to read voluntary staff separation agreement program

Friendly amendments were accepted by Mark Danes.

Motion carried. 22-in favor, 10-against, 4-abstained.

Amber Flynn motioned to extend the meeting until 2:40pm. Barry Brode seconded. Motion carried.

c. Rumor is that individuals who are going to be reduced will only get two weeks notice of their lay-off, is that true?
   Pat Hanson: In a Reduction In Force situation, staff can be given two, three, or four weeks notice of a lay-off based upon their years of service.

d. President Henderson encouraged all Staff Senators to attend the Budget Forum where President Schafer will address budget reduction recommendations on April 20th from 1 to 3p.m. in the Memorial Union Ballroom.

e. The May 11th meeting will be busy as we will be doing a farewell to outgoing Senators and welcoming the newly elected senators.

f. Staff Senate elections close Friday, April 15th at 5pm.

g. Alyssa Walker suggested that we open nominations for the proposed President’s Budget Task Force if it is approved by President Schafer.

Barry Brode nominated Pam Henderson as the Staff Senate representative for the President’s Budget task force.
Tyler Clauson nominated Barry Brode as the Staff Senate representative for the President’s Budget task force.

Jenni Le Texier motioned to cease nominations and cast a ballot for the motion.
Discussion ensued.
Pam Henderson was elected as the representative on the proposed President’s Budget task force.

11. The meeting was adjourned at 2:40 p.m.

Next Staff Senate Meeting
May 11, 2016
1:00-2:30pm
Memorial Union River Valley Room