Staff Senate Agenda & Committee Reports  
April 13, 2016  
Memorial Union River Valley Room  
1:00-2:30pm

1. Call to Order

2. Announcements:
   a. Guest Speakers
      i. Space Management Committee Update – Jana Thompson, Staff Rep
      ii. Master Planning Steering Committee Update – Ryan Jockers, Staff Rep
   b. Question Period

3. Approval of Staff Senate minutes for March 9, 2016 Staff Senate meeting

4. Officer Reports
   a. Treasurer Report – Sarah Abentroth (Tyler Clauson as proxy)
   b. Membership – Cheri Williams
   c. Historian Report – Elizabeth Becker

5. Staff Senate Committee Reports – as needed *(please read committee reports prior to meeting sent with agenda)*
   a. Bylaws/Elections – Diane Hillebrand
   b. Questions

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

7. Suggestion Box

8. Business Items
   a. Election of Officers – VP/President Elect, Secretary, Treasurer, Membership, and Historian
   b. Senator of the Year Vote

9. Matters Arising/Open Discussion

10. Adjournment

Next Staff Senate Meeting  
May 11, 2016  
1:00-2:30pm  
Memorial Union River Valley Room
Staff Senate Committee Reports
March 9, 2016 Meeting

Staff Senate Committee Reports

1. **Bylaws and Elections**, Diane Hillebrand – Bylaws met March 2nd. Voted to bring a revised motion to the floor to fill one vacant position with a one year temp. Will not fill any other opening for remainder of year. Discussed numbers of senators and rounding. Review of election timeline and we are on track. Working on fixing Bylaws and Constitution for first reading in March and second in April.

2. **Denim Day**, Cheri Williams – UND employees donated $467 on the special Denim Day held on March 4 for Feed My Starving Children.

3. **Fundraising/Scholarship**, Jess Dunphy & Diane Fugleberg –
   a. The application for Scholarships for Dependents of Benefited Staff is online currently for the 2016 summer session, which you can find here [link]. Please note that this is the final scholarship opportunity for dependents to apply for. The deadline to get the application to SFA is April 15, 2016.
   b. The next Seeds for Staff Success application deadline is June 15, [link]. Please note that this grant is to reimburse you for the out of pocket cost, not your department.

4. **University Senate Legislative Affairs Committee**, Stacey Borboa-Peterson – No report submitted.


   a. Campus Safety Session – Tyler and Don are working on this. We will put something together through Learning and Development.
   b. Mark will look into setting up tours for the School of Medicine and Nursing.
   c. Barry will follow up with Alyssa to see if we can schedule a Greek tour.
   d. Because of the busy agendas for April and May, we will not have guest speakers at our senate meetings.
   e. Lisa Earls was a guest at our meeting. She explained how her division was incorporating LEAN principles for operations. We discussed the possibility of developing a workshop using this model. Mark and Lisa agreed to work on this.
   f. Next meeting: April 12, Skalicky Tech Incubator, room 116 (TV Center Conference room) 11 am – noon.

7. **Staff Recognition**, Amber Flynn – Staff Recognition Committee will meet again on April 11 at 2pm in the Memorial Union. We will finalize details for Spring Fling. Please keep an eye out for the volunteer signup sheet that will be distributed via email.

8. **Ad Hoc Committees**
   a. Denim & Diamonds: No report
   b. Parades, Jim Hanson – No report.
   c. U-Shine Award, Tyler Clauson – March’s U-Shine recipient was Tom Solem the University Counseling Center. April’s recipient has been selected but not yet presented.

Other University Committee Representation Reports

1. **Budget, Restructuring, & Reallocation Committee**, Barry Brode & Sarah Abentroth – Meeting minutes are attached.

3. **Committee on Sexual Violence Prevention**, Alyssa Walker – Met on March 30th – meeting minutes are attached
   a. It’s On Us Campaign is taking place the week of April 4-8
      i. April 4: It’s On Us week “freeze” 11am-2pm, MU
      ii. April 5: Showing of The Hunting Ground film, 5-7pm, MU Lecture Bowl
      iii. April 6: Meet, Eat, & Learn, noon-1pm, International Centre
      iv. April 7: What Would You Do? 11am-2pm, MU
      v. April 8: Take the Pledge, 11am-2pm, MU
   b. Code of Student Life Revision Process – a draft is being sent to the University Senate Executive Committee. If approved, it will move to the Policy Advisory Group. As part of that process, campus members will be given the opportunity to provide feedback. The revisions were presented to student government on 4/8/2016.

4. **Conflict of Interest/Scientific Misconduct Committee**, Trish Hodny – No report submitted.

5. **Council of State Employees (COSE)**, Trish Hodny – No report submitted.

6. **Global Engagement Steering Committee**, Pam Henderson – At this time, due to UND’s current budget issues, we are unable to continue the work with the ACE Internationalization Lab. Committee suspended until further notice.

7. **Health UND Coalition**, Jess Dunphy – “Zen in 10”, is still happening people and it happens on campus every Tuesday & Thursday at rotating locations throughout the day. You can look here for the most current information http://und.edu/health-wellness/workwell/zenin10marchapril2016.pdf.

   ND SSS met March 14th. Listened to presentations from NDSCS and DCB. Discussed suggested resolution from UND asking for Staff to be involved in budget cut matters. CCF voted on this. This will be brought back to individual senates and voted on at the April meeting regarding is ND SSS will do a resolution. Question about asking senates to review their own bylaws to see if they are in line with the ND SSS bylaws regarding Senator terms. CTSO asked if there has been much feedback on the Sanford Health plan. UND will support a table at the next SBHE meeting on March 15th.

9. **Parking & Transportation Advisory Committee**, Pam Henderson – First meeting will be April 28.

10. **President’s Cabinet**, Pam Henderson – Met on March 28, 2016. Reviewed final policies on Respiratory Protection Program (Loss Control policy), Sharps (Biological Safety policy), Bloodborne Pathogens Exposure Control Plan (Biological Safety policy), Occupational Health Plan for use by those who handle animals or animal tissue (Biological Safety policy), and Protection of Minors Involved in University-Sponsored Programs or Programs Held in Campus Facilities (Finance & Operations policy). Heard updates from University Senate Chair, Becky Weaver-Hightower on Senate Scholarly Activities Committee, Senate Faculty Instructional Development Committee and the Senate Executive Ad-Hoc Committee on Faculty Travel and Research Funding.


   a. Update on the Master Planning process was given by Emily Cherry.
   b. Steve Light gave an update on PTE Working Group
   c. Pam Henderson gave an update on the Employee Engagement Survey
      i. A random sampling of benefitted employees will be drawn by Institutional Research for those employees working at UND for at least a year or more as of January 1st, 2016.
ii. The launch date for the survey is March 14, 2016.

iii. The deadline to complete the survey is April 8, 2016.

iv. The information gathered from the survey will be analyzed by the *Chronicle of Higher Education* and shared with the Staff Senate, administration and in open forums in the fall.

d. An update on ongoing searches was given:

i. The presidential search committee will meet March 11 to send at least three candidates to the SBHE. Dean Hesham El-Rewini explained the process of the campus visits and who the candidates met with.

ii. Dean Debbie Storrs reported that the Graduate Dean search committee met on February 29 to discuss the applicants.

iii. Soizik Laguette gave an update on the Aerospace Dean search. She explained the goal was to have a July 1 start date and a search firm has been hired who will be reviewing candidates in March.

iv. Sandra Mitchell reported on the International Centre Director search. The position is posted internally and will likely be advertised externally soon. The goal is to have a director in place at the start of the fiscal year.

v. Steve Light reported that the Honors Director search is currently under review and an update about the position would be expected in April.

e. New business

i. A parking committee has been formed. The committee will be advisory to the Vice President of Finance and Operations. Pam Henderson and Tammy Hendrickson are representatives on the committee from Staff Senate.

ii. University Council will meet on Wednesday, March 9 at 3:00pm in the Memorial Union Lecture Bowl.

f. Provost DiLorenzo will give updates to the campus on University priorities on:

i. Tuesday, March 22, 2016 and

ii. Monday, April 25, 2016, both are located in the Memorial Union Lecture Bowl

g. Lana Rakow asked for an update on the administration evaluation process. Tom Petros gave an update stating that the committee has met and they are fact gathering and will take the data and report back to the Senate with a recommendation in May.


a. Heard proposal regarding setting up a committee of “experienced” faculty for institutional knowledge. Received request for a Thursday Fora regarding recruiting and admissions strategies and successes from Kim Kenville. Discussed hosting a special meeting or Fora regarding the budget, as well as campus communication. Approved revised SPEA charge.
1. Provost DiLorenzo reported on the following:

   a. The FY 16 budget cuts were sent to the deans to communicate to their colleges (the provost will send this information to the committee).

   b. Brad Myers, the BRRC Chair, indicated that our group might need a new charge (due to the MIRA budget model and the statewide cut to the allotment announced by the Governor).

   c. The provost gave President Schafer’s philosophy about the budget - the institution should design the university to reflect our budget priorities. The provost said that decisions need to be driven by data.

   d. The provost said that retention and graduation is a priority for President Schafer.

   e. A voluntary retirement plan for faculty has been announced.

2. President Shafer has announced guidelines for developing budget adjustments necessitated by both the budget gap at the University level and the cut to the allotment.

3. The 4.05 reduction (allotment) is only being taken to the general appropriated funds.
Members Present: Dewar, Sukhvarsh, Askim-Lovseth, Petros, Myers, Gjellstad, Zerr, Shabb, Barkdull, Brode, Abentroth, Weaver-Hightower (substituting for Harsell), Heitkamp, DiLorenzo

4. Minutes for the meetings of November 11, 2015 were approved.

5. The Committee received a report from Provost DiLorenzo on the budget gap for Fiscal Years 2016 & 2017 and on the statewide cut to the allotment announced by the Governor and triggered by a shortfall in state tax revenues.

   a. Adjustments to the budgets for fiscal year 2016 that have been accepted by the University have been communicated to the colleges and the respective deans will determine an appropriate method for communicating that information within the college.

   b. The University has decided to create a voluntary retirement plan for faculty, the specifics of which will be announced in the coming days. A similar plan for staff is likely, but the efficacy and terms of such a plan will be determined later. The feeling was that a staff voluntary retirement plan was not as time sensitive.

   c. President Shafer will announce guidelines, considerations and a timeline for developing budget adjustments necessitated by both the budget gap at the University level and the cut to the allotment.

   d. Alice Brekke will attend the University Senate meeting on February 25, 2016, to answer questions.

6. Given the time sensitive nature of the budget developments, the Chair will ask Dianne Hadden to schedule another meeting for the Committee prior to February 17, 2016.