Staff Senate Meeting Minutes
February 10, 2016
Skalicky Room 211
1:00-2:30pm

Members Present: Sarah Abentroth, Stacey Borboa-Peterson, Barry Brode, Tyler Clauson, Mark Danes, Patty Dorsher, Jenny Duffy, Jessica Dunphy, Amber Flynn, Diane Fugleberg, Nancy Garcia, Jim Hanson, Pam Henderson, Kari Holter, Carrie Jackson, Andrew Johnson, Shannon Jongeward, Jimmie Kennedy, Mike Kraemer, Laurie McHenry, Tina Monette, Lisa Moore, Renee Nilsen, Juan Pedraza, Kaaren Pupino, Don Rasmuson, Jayson Sharp, Dennis Stangl, Cherie Stoltman, Alyssa Walker, Brandon Wallace, Cheri Williams.


Members Absent: Jana Diemert, Kathie Howes, Beth Moe.

Resigned: Sharley Kurtz.

Removed: Danny Weigel.

New Member Present: Patricia Reed.

Ex-Officio Present: Pat Hanson.


1. Call to Order President, Pam Henderson at 1:01 pm.

2. Announcements:
   a. Guest: Shari Nelson from the Presidential Search Committee gave an update. The Committee wrapped up first round interviews in Minneapolis and invited seven candidates to campus (with one accepting a position at another university so, six candidates will come to campus). We hope you can attend the staff sessions that are scheduled as well as the open forums which will likely take place in the Lecture Bowl. There will be a reception following Presidential Search meetings and all are welcome to attend. We are always ensuring that staff voices are being heard we continue to ensure that we emphasize the importance of the staff in these conversations. We welcome any feedback that you have, please contact Shari Nelson (shari.nelson@und.edu) or Angie Morgan (amorgan@undeerc.org) with questions or feedback.

   b. Guest Speaker: Interim President Ed Schafer
      i. Nancy and President Schafer have received a warm welcome back to the campus and have enjoyed being here thus far! President Schafer’s mission is to move UND forward and to create a launching pad that he can hand over to the new president. He will work to continue to move forward with the new nickname and logo for UND. He remarked that we are in an exciting time as we are on the cusp of building a new university with a new logo, a new president, a new budget and everyone has a part in moving UND forward toward excellence. Staff work effort lifts up the university to make our mission happen. Addressing the morale issues between students and university administrators as well as between the faculty and university administrators has been his first priority. The budget shortfall is the next issue we are addressing. We must reshape the budget to make permanent net reductions based upon university priorities. Feel free to reach

Last updated March 21, 2016
out to President Schafer via email, phone, etc. and he will get back to you as soon as possible. His contact information can be found on the University directory.

c. Question Period

i. Are staff’s jobs safe as we face this budget shortfall? There is a lot of trepidation amongst staff so an announcement regarding where the University falls regarding staff jobs may be appropriate. It would also be nice to see staff retirement packages.

1. There will likely be a loss of employment which may come as a result of people choosing to leave because they may not like the direction that we choose to go as a result of budget decisions. Early separation agreement will be put in place for staff. Those of you on the front lines working to make the budget happen every day will be instrumental in helping us make decisions about the budget. I would like to see a freeze on tuition as we don’t want to lay the budget shortfall onto the backs of students. We don’t want to lose any jobs, however, this may result in retraining staff to perform other job responsibilities or it may mean combining of departments and a reduction in administration costs, or not hiring as people retire etc. Our focus is five years out, not just today, so we are going to address deferred maintenance needs in the budget which has never been done before ($20 million in deferred maintenance with the steam plant alone). We want to strategically shape the employment of the University but we are going in with the mentality that we are not going to lose any jobs.

ii. There has been a lot of talk about the university being top heavy in regard to administrative positions at the University. Are you re-evaluating some of those positions?

1. Yes, there are no corners at UND that are not going to be looked at. We will take a detailed look at the budget/workload of all positions, including those of the upper administration. We will research these positions and they will all be prioritized.

3. Approval of Staff Senate minutes for January 13, 2016 Staff Senate meeting.

   Stacy Barboa-Peterson motioned to approve the Staff Senate Meeting Minutes from January 13, 2016. Seconded by Shannon Jongeward. Motion carried. Carrie Jackson abstained.

4. Officer Reports

   a. Treasurer Report – Sarah Abentroth (was sent to Staff Senators on January 7, 2016) – There will be a new fund in the next round of reports because of changes in the collection of payroll to fund Seeds for Staff Success. It will show up as a new restricted fund and the report will be longer. We are currently waiting for a check from the Alumni Association and Foundation for dependent scholarships, so that is why it shows up as a negative balance right now.

   b. Membership – Cheri Williams – Staff Senate is at 48 senators, with Sharley Kurtz’s departure and the removal of Danny Weigel. One new senator position will be voted on today.


   d. Staff Development – Pam Henderson, No report.

   e. Public Relations – Beth Moe, No report.

   f. Vice President – Amber Flynn, Amber will be reaching out to Senators to schedule one-on-one meetings. She wants to gain an understanding of how issues at the university effect each one of us and wants to learn more of Senator’s stories, challenges, opportunities, and will bring forth concerns or patterns that she is seeing to shape the priorities of Staff Senate. She will be emailing Staff Senators to schedule meetings.

   g. Pam and Tyler presented the January U-Shine Award to Risa Zimmer at One-Stop Student Services. We are currently accepting nominations for the Random Acts of Kindness.

5. Staff Senate Committee Reports – (committee reports were sent prior to meeting with the agenda)

   a. Bylaws and Elections Committee, Diane Hillebrand,

   It was motioned by the Bylaws and Elections Committee to fill the open senator position in the 1000/3000 band, with the one year temp position held by Senator Jen Proulx into a three year term beginning May 2016. It was also motioned to fill open senator position in the 4000 band with Patricia Reed starting in May 2016.
Discussion ensued regarding whether or not a three year term should be filled via vote or via ballot.

The motion was amended for Jen Proulx to stay in a temporary Senate position through May 2016 and for Patricia Reed to fill a temporary seat until May 2016. In May, both will go on the ballot.

Cheri Williams motioned to approve the amended motion, Kaaren Pupino seconded. Motion carried. Laurie McHenry abstained.

b. All Committee Reports will be posted on the Staff Senate website with the meeting minutes from this point forward.

6. University Committee Reports – (committee reports were sent prior to meeting with the agenda)
   a. University Budget, Restructuring, & Reallocation Committee, Barry Brode & Sarah Abentroth– The committee met with the Provost and he informed them of the same budget details that President Schafer emailed out regarding voluntary faculty separation etc. and that everything is on the table regarding the solution to the budget cuts. The committee will be meeting again with the Provost next week before final recommendations are due. Please bring any concerns that you have regarding the budget to Sarah or Barry and they will bring them forward to the committee.
   b. Applications for the Master Planning Committee, the Space Management Committee, and the Transportation Advisory Committee, Pam Henderson – Two names have been forwarded for staff representation on the Master Planning Committee, two names have been forwarded for staff representation on the Space Management Committee, and four names have been forwarded for the Transportation Advisory Committee. There will be one two staff representative selected for the Master Planning Committee and the Space Management Committee, and two staff representatives will be selected for the Transportation Advisory Committee. We will announce the staff representatives as soon as they are selected. Thank you for submitting applications!
   c. University Ombuds Advisory Committee, Cheri Williams: Reminder - the new Ombuds, Henok Elias, is on campus at this time. His website is up with his contact information. He is the go-to, non-reporting/informal person that staff can visit with regarding issues concerns/options/policy assistance. Please use his services! He will be our March meeting guest to inform Staff Senate a bit more about the services he offers staff.

7. Suggestion Box
   a. Please coordinate efforts as a university to establish a UND/NDSU license plate. NDSU and VCSU have plates.
      i. Response: Currently waiting on a response from Susan Walton, VP for University & Public Affairs.
   b. Why are Denim Day son Mondays and Wednesdays this year instead of Wednesdays and Fridays? Having Denim Day on Mondays is one of the worst ideas I’ve ever heard. First and most notably, having a Denim Day on a Monday makes the entire university look unprofessional. Next, some people can’t participate in Denim Days when they are on Wednesdays (let alone Mondays) due to supervisors meetings or other professional dress protocol situations. Having them on Mondays makes it even more difficult to participate. Fridays tend to be a more casual day with less appointments and meetings for most so having a Denim Day is appropriate and appreciated on those days. Denim Days in my opinion should only be offered on Fridays. If anything, at least one of the days should be a Friday. Denim Days do not belong at the beginning of the week.
      i. Response: This fall, the Denim Day Committee saw a large decrease in Denim Day donations on Fridays. The timing appears to be in direct correlation with the implementation of UND Spirit Days on Fridays. Word reached the Denim Day Committee that many offices across campus were allowing their staff to wear jeans in conjunction with Spirit Days; and even though it was also a Denim Day on some Fridays, it appears that individuals did not donate on those Fridays because their office allowed them to wear jeans. As a result of a significant amount of lost funding the Denim Day Committee discussed and voted to change Denim Days from Fridays to Mondays. Selecting Denim Days has always been a “you can’t please everyone” situation. There are individuals on campus that do not want Denim Days on Wednesday because of church-related activities on Wednesday nights. There are other individuals who do not want Denim Days on

Last updated March 21, 2016
Fridays because they don't work on Fridays or because their office allows casual Fridays (even before Spirit Days were implemented). Similarly, it is not surprising that some do not agree with Denim Days on Mondays for other reasons. The committee will re-evaluate the selection of the best days for Denim Days in 2017.

c. Can the garbage dumpster on the backside of the Memorial Union that is used by dining services please be replaced so it doesn't leak? It is absolutely disgusting and a safety hazard to have it leaking garbage juice all year long. I for one do not appreciate having to walk through a sticky stream of garbage drippings every day on my way to and from the ramp. It makes my shoes sticky, it smells terrible (especially when it is hot outside), it is slippery and it takes away from the beauty of campus. I know for a fact that I am not the only staff member who feels this way.

i. Response: Thank you for bringing the matter to our attention. The dumpster will be replaced immediately. We are working with Dining Services also to ensure that the waste is disposed of properly. We are sorry that you had to tolerate the nuisance. In the future, please call Operations Center (ext. 2591), or send us an email at Contact Facilities Management, and we will address the issue as soon as possible.

d. I am a nine month employee and have to pay for a 12 month parking pass. Why is that? I should be able to have the three months refunded that I don't use.

i. Response: Currently waiting on a response from Clayton Harrington, Director of Parking/Transportation Services.

e. I love the new salad line option at Marketplace. I think it is fantastic that we have that option when we go there. However, I along with many of my co-workers were extremely disappointed to see the rotating menu – specifically the grilled cheese and soup day and the Homestyle favorites day go. I there any way they can make the salad option Monday, Wednesday, Friday and bring back the grilled cheese on Tuesdays and the Homestyle type meals (BBQ Beef, Hot Turkey/Beef, mashed potatoes etc.) on Thursdays? This would be the best of both worlds and would definitely bring some people back to buying lunch at Marketplace.

i. Response: Based on the feedback Dining Services received through the Dining master plan completed by the Baker Group, Inc. a fresh made to order salad concept was added to the options at OMM. As a result of that transition, the counters were redesigned to accommodate the necessary cold pans needed to offer the salad concept. Because of the redesign of the counters, the grill used to make the sandwiches and other hot made to order items no longer fits on the counter.

8. Business Items

a. Executive Committee Updates – Pam Henderson has filled the role of Staff Senate President in Sharley Kurtz's vacancy. Amber Flynn has been appointed as the interim Vice President for the remainder of the Staff Senate Year. She will also serve in Staff Senate’s third seat on the University Senate. The Staff Senate Executive Committee suspended the bylaws to allow Amber to continue to serve on the Staff Recognition Committee. Barry Brode was appointed as the Staff Development Chair for the remainder of the year. Congratulations to Pam, Amber, and Barry!

b. Attendance – The Staff Senate Executive Committee has noticed that some senators have been absent (unexcused) a lot this year. To encourage Staff Senator attendance and accountability, it has been decided that the attendance records will be posted onto the Staff Senate website. If you are going to miss a meeting, email Cheri and she will count it as an excused absence. The Staff Senate Bylaws state that if a Senator has three unexcused absences, their membership is reviewed by the Executive Committee and they could be terminated.

c. Pictures - We will be taking the annual Staff Senate picture at 1pm at the March 9th meeting. Please be on time. We will do a full group shot and an Executive Committee picture.

d. Upcoming Elections - Nominations for new senator seats will open during the first half of March. The ballot will be prepared and will go out April 1st. The ballot will be out for two weeks for voting so that new senators can attend the May meeting. If you know of a co-worker who wants to be on Staff Senate, please let them know about the election. If your term is up and you would like to serve on Staff Senate for another term, you can nominate yourself or ask someone to nominate you. Diane will send out an email on how to nominate yourself or others via a Qualexrix survey form. During the March meeting, we will begin the Vice President nomination procedure and in April, the Vice President candidate speeches will take place and the Vice President for the 2016-17 senate year will be elected. The April meeting, we
will elect the Treasurer, Membership Officer, Historian, and Secretary. Cheri Williams’ Staff Senate term is up in May so we will need to look for a new Membership officer. We will have a powerpoint prepared for the March meeting to recap officer duties, time commitment etc. for all positions.

9. Matters Arising/Open Discussion
   a. Cell Phones for Soldiers – UPD has Cell Phones for Soldiers boxes set-up in the Union where people can donate their old, used cell phones. They used to donate them to the VFW, however, they are no longer accepting donations. Don Rasmussen is searching for a new group to donate the cell phones to but if they cannot find a group, they are going to have to mail them out and may need funding to with shipping costs. He will keep Staff Senate updated. He wanted to extend a special thank you to Vice President Brekke who has approved old cell phones from Facilitates to be donated to Cell Phones for Soldiers after they order new cell phones.
   b. Giving Hearts Day is tomorrow! Feel free to donate to the College of Nursing & Professional Disciplines or any of the other Grand Forks non-profits that are participating in this great day of giving. Go to [https://ImpactGiveBack.org](https://ImpactGiveBack.org) to make a donation.
   c. Shared Governance- Staff Senators are encouraged to attend Thursday’s University senate where they will be discussing shared governance. SBHE Chancellor Hagerott will also be attending via webinar. It is at 4:05pm in Education 115. We will be discussing how we can communicate and work together as faculty, staff, and students.
   d. Mark Lindquist was great! Thanks for bringing him in! Thank you for also providing the lunch experience with Mark. Staff Development would like to carry this momentum forward to reignite our UND spirit and work together with University Senate and Student Senate.

10. Meeting adjourned at 2:04 p.m.

   Next Staff Senate Meeting
   March 9, 2016
   1:00-2:30pm
   Memorial Union River Valley Room
   Reminder - We will be taking annual Staff Senate pictures during this meeting.