Call to Order, President, Sharley Kurtz at 12:55pm

Announcements:
   a. Guest Speakers
      i. President Kelley and Mrs. Kelley were presented with a picture book from the Staff Senate as a thank you for all they have done for Staff Senate. President Kelley thanked Staff Senate members. President Kelley and Mrs. Kelley are retiring mid-January.

Approval of Staff Senate minutes for November 4, 2015 Staff Senate meeting.

Don Rasmuson motioned to approve the Staff Senate Meeting Minutes from November 4, 2015. Seconded by Alison Day. Motion carried. Trish Hodny and Beth Moe abstained.

Officer Reports
   a. Treasurer Report – Sarah Abentroth – The Treasurer’s Report was sent out on December 2, 2015.
   b. Membership – Cheri Williams – No report.

5. Staff Senate Committee Reports – as needed (please read committee reports prior to meeting sent with agenda)
   a. Fundraising & Scholarship, Jess Dunphy
      i. Seeds for Staff Success Changes: All information about the changes will be communicated to staff via Jan Orvick and Staff Chat – please distribute to your departments. The Staff Senate website will be updated to reflect the changes below. Jess and Sara Abentroth will discuss the amount distributed for Seeds for Staff Success scholarships/grants as there are funds coming from more places (Denim & Diamonds and 31 Days of Glory) and they will be distributed three times per year versus quarterly. It was requested that the committee do a five year analysis of the donations coming in to determine how long it will last with the two sources of funding. Those
faculty and staff who donate via payroll deductions have been informed of the Seeds for Staff Success changes via Human Resources.

1. A statement will be added to the Seeds for Staff Success application that states if the recipient drops their class after they have received payment from Staff Senate via Seeds for Staff Success, they will need to return the funds to Staff Senate. The applicant will have to agree to this statement before submitting the applications. If the recipient enrolls in a different class than the class they had originally applied for Seeds for Staff Success funding, they will still need to return the funds. They can reapply to receive funding from Seeds for Staff Success for the next semester.

2. The application will now be due three times a year rather than the four times per year. Applications will be due in September 15, February 15, and June 15.

3. A department finance contact signature block will also be added to the Seeds for Staff Success application. The finance person from the applicant’s department will need to complete the section which signifies whether the department is paying for some or none of the conference/workshop which the applicant is applying to receive Seeds for Staff Success funds for.

4. Original receipts will be required to be submitted for all payment reimbursements.

5. A change will be made in Qualtrics so that the application states that an applicant may apply for Seeds for Staff Success funds if they are taking classes at ANY accredited institution, not just at UND or in North Dakota.

b. Staff Development, Pam Henderson - Thanks to everyone who donated to Tubs of Love and who coordinated their department’s tubs. If you want to help sort out items for the Circle of Friends Humane Society and the Northland Rescue Mission, you may do so after the meeting. Thank you!

c. Denim Day, Cheri Williams - The Denim Day Committee met earlier this week and selected 2016 recipients for general Denim Day funds. The list of recipients will be sent around at the next Staff Senate meeting and will be posted on the Staff Senate website.

6. University Committee Reports - as needed (please read committee reports prior to meeting sent with agenda)
   a. No reports.

7. Suggestion Box –
   a. Study space in Union: The issue was specifically for students so Shar forwarded the suggestion to Student Government to respond.
   b. Day after Thanksgiving: suggestion asked why the University is open the day after Thanksgiving and suggested that we have that day off rather than taking off Veteran's Day off. The response was posted on the Staff Senate website.
   c. Designated parking spaces for “lifestyle choices”: The suggestion asked why there is special parking for those who drive motorcycles and those who choose to have children. Shar will forward the suggestion to Dave Chakraborty and Human Resources to respond.
   d. Colored Nametags: Suggestion stated that they are dissatisfied with the quality of the colored University name tags as they bend and don’t stay on thicker clothing etc. The suggestion will be forwarded to Susan Walton, VP Public Affairs.

Motion by Trish Hodny to extend the meeting, Cheri Williams seconded. Motion carried

8. Matters Arising/Open Discussion
   a. University Senate/Faculty Senate Update – Last week the University Senate met and reviewed the UND Constitution. The majority of the meeting was spent on the shared governance section. There was strong debate about this area and what collaboration means. The UND Constitution with the recommended changes did not pass. Staff Senate and Student Government both have senates that work well and have strong communication with the administrators. Staff Senate will continue to work with Student Government to emphasize that the University is exceptional for all faculty, staff, and students. The faculty may still try to create a Faculty Senate in the future but at this point, it is not moving forward.
9. Meeting adjournment at 1:31 pm.

Next Staff Senate Meeting
January 13, 2016
Memorial Union River Valley Room