



Staff Senate Agenda
February 14, 2018
Memorial Union River Valley Room
1:00 pm – 2:30 pm

1. Call to Order
2. Guest Speakers–
 - a. Madhavi Marasinghe and Chief Plummer
 - i. Safeguarding UND
3. Announcements/Question Period
 - a. March meeting we will be having Staff Senate Photos taken.
4. Approval of January 10, 2018 Staff Senate Minutes
5. Officer Reports - as needed
6. Staff Senate Committee Reports - as needed
7. University Committee Reports - as needed
8. Suggestion Box
 - a. Can we work on getting an absolute on lunch breaks? It is frustrating to me to have the two 15 minutes as optional instead of mandatory. Some people are taking 1 hour breaks some people are taking the half hour with both 15 minutes and some people only take the half hour because the optional 15 can't be an option with the amount of work that needs to get done. I am frustrated to be in a position where I feel like a slacker to take my two optional 15 minute breaks knowing that the majority of campus is getting 2.5 hours of additional breaks a week than I am (and I know I am not the only one who does not take the fifteens).
 - b. When is the next UND Take over event? Although I missed the last one the first event in October was a lot of fun. It made for a relaxed environment to get to know co-workers on a more personal level and meet people from other departments I would otherwise not interact with. Myself and several others are looking forward to the next event.
9. Stop and Stretch
10. Business Items
 - a. Distance Senators at satellite locations vs. Staff Senate satellite liaisons
 - b. Constitution, Bylaws & Elections Committee
 - i. Election of temporary senator/treasurer
 - ii. Bylaws Changes
 - iii. 2018-2019 Election Timeline
 - iv. Officer Election Timeline (especially for the VP position, since nominations will be in March for VP)
11. Matters Arising/Open Discussion
12. Adjournment

Next Staff Senate Meeting
March 14, 2018
Meeting: 1:00 PM to 2:30 PM
Memorial Union River Valley Room

**Staff Senate Committee Report
February 14, 2018**

Staff Senate Committee Reports

a. Constitution, Bylaws and Elections, Pam Shea–

Constitution, Bylaws, and Elections Committee – Met on January 25. Will be bringing forward one name for a temporary senate term. This person will also serve in the Treasurer role while Sarah is on maternity leave. Reviewed the timeline for the upcoming elections. Nominations will open in March, and the election will be at the beginning of April. [The committee reviewed several changes to the bylaws, which will be brought forward for a first reading at the February 14 meeting.](#) Changes indicated in **RED**.

Bylaws

I. Composition of the Senate

A. The Senate is comprised of elected staff members representing each Division in the 1000-7000 broad bands as follows:

- Academic Affairs
- Finance & Operations
- President
- Research & Economic Development
- Student Affairs **and Diversity**
- School of Medicine & Health Sciences
- University & Public Affairs

C. An eligible member is a full-time or part-time benefited staff employee who is off probation at the time of the nomination and is a UND employee **on the Grand Forks campus.**

F. Distance campuses with more than twenty (20) employees are encouraged to designate a Distance Coordinator, who will serve as a non-voting ex-official liaison of the Staff Senate.

II. Terms of Office and Election of Senate Members

F. A Senator who has had three (3) **unexcused** absences in any twelve (12) month period or fraction thereof is not in good standing and will be contacted by the Staff Senate President and that Senator's position may be vacated by a vote of the Executive Committee. Attendance will be taken at each Staff Senate meeting.

VI. Committees and Task Forces

B. Staff Senate Committees

Every Staff Senate member ~~is expected to belong to~~ **will actively serve on** at least one committee. A Staff Senator may only serve as chairperson of one committee each year. Each committee chair shall submit a written report prior to each monthly Staff Senate meeting. At the April meeting, each committee chair will submit in writing a detailed year-end report to the secretary.

b. **Community Relations** –Patricia Reed

c. **Fundraising**-Chris Choate

d. **Legislative**-Courtney Souvannasacd-We will have a **brief** meeting following the adjournment of the regularly scheduled Staff Senate meeting: Wednesday, February 14th in River Valley Room

e. **Public Relations**-Lesli Risky

f. **Staff Development**-Barry Brode

- g. **Staff Recognition**-Chris Dingle-U-Shine winners were chosen for Nov. & Dec. Currently planning presentations. Committee discussing Spring Fling plans. Moved dates to April 9-13. Rooms reserved, now determining luncheon menu, vendors, etc. Committee will choose Jan. & Feb. U-Shines at Feb. meeting. Finalizing updates to Staff Senate website.

Other University Committee Representation Reports

- a. **Budget, Restructuring, & Reallocation Committee**, Barry Brode & Sarah Abentroth –
The Senate Budget Committee commenced meetings for the semester on January 9. The agenda for the meetings thus far have mostly covered funding for travel. There are two openings for staff to serve on the committee. The committee will meet again February 6.
- b. **Building/Facilities Access Committee** - Vacant
- c. **Conflict of Interest/Scientific Misconduct Committee** - Vacant
- d. **Master Planning Committee** – Janice Hoffarth
- e. **MIRA Space Management Committee**-Jana Thompson
- f. **Parking and Transportation Advisory Committee**-Pam Shea and Tammy Hendrickson-has not met
- g. **President's Cabinet**-Tyler Clauson –
- h. **Sexual Violence Prevention and Response Committee**-Lesli Risky and Courtney Souvannasacd
- i. **University Bookstore Advisory Committee**-Patricia Reed
- j. **University Senate**- Tyler Clauson, Lisa Earls, Patricia Reed -
- k. **University Senate Exec**-Tyler Clauson –
- l. **University Senate Legislative Affairs Committee**-Courtney Souvannasacd

Other State Committees:

North Dakota State Staff Senate –Tyler Clauson, Lisa Earls, and Pam Shea –

Proposed Bylaws Changes – Please Read Carefully

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