

## 2014-2015 Staff Senate Annual Report

### 2014-2015 UND Staff Senate Officers



President – Sharley Kurtz, College of Nursing and Professional Disciplines

Vice-President – Shannon Medina, One-Stop Student Services (May 2014-March 2015)

Secretary – Pam Henderson, School of Law

Treasurer – Sarah Abentroth, Business Service Center

Membership Officer – Cheri Williams, President’s Office

Historian – Elizabeth Becker, Center for Instructional and Learning Technologies

Past President – Diane Hillebrand, School of Medicine & Health Sciences

Members at Large – Jennifer Duffy/Trish Hodny, Denim & Diamonds Coordinators; Jessica Dunphy, U-Shine Coordinator; Jim Hanson, Parades Coordinator

Ex-Officio – Patricia Hanson, Human Resources/Payroll; Janice Hoffarth, State Board of Higher Education Staff Representative; Kristi Swartz, Past President of North Dakota State Staff Senate

### The Historian

- Elizabeth Becker was re-elected to the position of Historian at the April 9, 2014 Full Staff Senate meeting.
- Throughout the year UND Staff Senate continued to make updates to their web site and from May 14, 2014-May 13, 2015 recorded a total of 12,990 page views. The most visited page was the homepage with 4,535 views. Denim Days (1182) and Meeting Minutes/Agendas (1131) coming in second and third.
- The Historian met with UND Records Manager Chris Carper on September 11, 2014 to discuss the archival policy that had been drafted the previous year. It was Mr. Carper’s recommendation that Staff Senate should use ImageNow for record retention.
- The Historian brought the suggestion to the Staff Senate Executive Committee and it was approved to move forward with requesting access to ImageNow.
- A request was submitted for an ImageNow account to be created for UND Staff Senate on November 3, 2014.
- The Historian worked with ImageNow team members Erica White and Sara Narveson and with UND Records Manager Chris Carper in January of 2015 to get the Staff Senate ImageNow account set up.
- On April 7, 2015 the Historian met with Erica White and Sara Narveson for ImageNow training. Throughout the year the Historian worked at sorting through both electronic and hard-copies of documents. They were sorted by election year, month, and category (i.e. minutes, agendas, treasure reports, etc.).

### UND Staff Senate Committees

#### Bylaws/Elections Committee

Diane Hillebrand, Chair

2014-2015 Bylaws/Elections Committee activities and Bylaws and Constitution changes:

- In October/November 2014, there were many minor and grammatical changes to the Bylaws. NDUS employees housed on the UND campus are no longer eligible for the UND Staff Senate. This was

changed because the NDUS system now has a Senate. The Vice President absentee ballot section process was clarified. A section was added to clarify that changes requested to the Bylaws are made through the Bylaws/Elections Committee to present wording before it goes to the Senate floor for a vote. A section was added to have Bylaws amendments brought forth for a first reading and then voted on at a second reading. A section was added regarding the process for the agenda for Senate meetings. The section allowing telephone and email votes was deleted to be in compliance with open meetings laws.

- In October/November 2014, there were minor and grammatical changes to the Constitution. A section was added to clarify that changes requested to the Constitution are made through the Bylaws/Election Committee to present wording before it goes to the Senate floor for a vote. A section was added to have Constitution amendments brought forth for a first reading and then voted on at a second reading. A section in the Constitution stating amendments to the Constitution are voted on by simple majority was changed to 75% vote of the Senate.
- In February/March 2015, there were a few minor changes to the Bylaws. The COSE representatives were changed from two voting and one alternate to two voting members. This was changed to be in sync with the COSE Bylaws.
- In March/April 2015, the nomination and election process for Staff Senators was again held online this year. An addition was a Qualtrics ballot was sent out through an email to all eligible staff with a follow up reminder sent. Twenty-four new and returning Senators were elected.

*Diane Hillebrand will chair the Bylaws/Elections Committee for 2015-16.*

### **Denim Day Committee**

Cheri Williams, Chair

- In 2014, the Denim Day Committee distributed \$13,179 to 12 local regular Denim Day charities and 9 special Denim Day charities.
- The Denim Day Committee reviewed applications and selected 12 nonprofit community agencies to receive regular Denim Day funding in 2015.
- In addition to the regular Denim Days held every other week, UND is expected to sponsor at least eight special Denim Days in 2015.
- In keeping with UND's Exceptional-UND strategic vision, UND Staff Senate Denim Days incorporated two strategic priorities, Facilitate Collaboration and Enhance Quality of Life. In the fall of 2014 UND Staff Senate, in conjunction with UND Work Well, began encouraging employees to wear tennis shoes on Denim Days and take walks on their breaks.
- There are 56 Denim Day Site Coordinators across campus who post flyers and collect donations.
- The Denim Day Committee provides a link under the UND and the Staff Senate website, with information and the application for funding.

*Cheri Williams will continue to chair Denim Days for 2015-16.*

## Fundraising & Scholarship Committee

Pam Henderson, Chair

- Staff Senate held their annual 31 Days of Glory Raffle in December 2014. 500 tickets were sold for \$20 each. Winners were selected daily in the month of December. Monday through Saturday winners received \$100, and Sunday winners received \$500. Proceeds go to dependent scholarships.
- Staff Senate, through the 31 Days of Glory Raffle and payroll deductions funded 20 dependent scholarships. The President's Office matched our scholarships, so we were then able to award an additional 20 scholarships, for a total of 40 \$500 scholarships this academic year 2014-2015.
- Continued the Seeds for Staff Success program, which raises money for professional development for staff. In the academic year 2014-2015, the Seeds for Staff Success Program awarded \$11,263.34 in grant money to 27 staff members.
- Staff Senate, through the Seeds for Staff Success silent auction at Denim and Diamonds, raised \$7,211.00. The President's Office matched the funds raised

*Jessica Dunphy and Diane Fugleberg will co-chair Fundraising & Scholarship Committee for 2015-16.*

## Legislative Committee

Katrina Kriewall, Chair

- The Legislative Committees goal is to provide the UND Staff Senate with information pertinent to legislation concerning the University community and parliamentary procedures guidance.
- As this report coincides with a legislative year, committee members have been tracking bills of interest for the 2015 Legislative Session. Bills of most significant interest were:
  - **HB 1003 - NDUS Appropriation Bill (PASSED)** UND will receive funding for the following projects: \$6 million to start repairing aprons for the aerospace program; \$760,000 to fix the tile roof at the NDMOA; and \$62 million to complete the SMHS construction project. The Wilson M. Laird Core and Sample Library project on the UND campus will receive \$13 million for their expansion project. A cap of 2.5 percent was placed on tuition increases in the next two years.)
  - **HB 1051 - Higher Education email services and retention requirement (PASSED)** All NDUS institutions will be required to use the same consolidated email system which would be operated by SBHE. All emails for the SBHE and NDUS institutions will need to be retained for at least 2 years after the creation/receipt of the message.)
  - **HB 1080 - Increase in employer/employee contribution to retirement (FAILED)**
  - **HB 1157 – Concealed weapons for elected official at publicly owned or operated facilities (FAILED)**
  - **HB 1303 – Legislative control for setting tuition and fees (FAILED)**
  - **SB 2150 – Participation of legal representative during student/student organization disciplinary hearings (PASSED)** Legal representation for students is allowable for disciplinary proceedings for suspension, expulsions, and removal of student organizations.

- **SB 2348 – Training in the use of automated external defibrillators (PASSED)** Individuals expected to use an AED will need to receive CPR and AED training through the American Heart Association, the American Red Cross, or through another certified/recognized course.
- The Legislative Committee discussed HCR 3003 which authorized the Legislative Management Committee to conduct a study on state employee health premiums, include its effect of the Affordable Care Act.
- Effective fall 2015, the chair of the committee will also serve on the University Senate Legislative Affairs Committee.

*Katrina Kriewall will chair Legislative Committee for 2015-16.*

### **Public Relations Committee**

Lacey Erickson, Chair

During 2013-14 they oversaw the following:

- The PR Committee has continued to review flyers and other public materials, checking grammar and spelling, and providing guidance and assistance in branding.
- The PR Committee reviewed over 40 documents, promoting events such as 31 Days of Glory, tours and training, U-Shine, Exceptional U, Denim & Diamonds, Staff Recognition Week, Denim Days and Spring Fling.
- Worked in collaboration with others on Staff Senate to design and implement the new Staff Senate logo. The new Staff Senate logo is in compliance with UND identity guidelines.
- The PR Committee continues to produce Staff Happens, the Staff Senate newsletter.
- The PR Committee promotes Staff Senate in the U-Letter. Most releases are written by other committees that are responsible for the event being announced. Whether or not a release or announcement is generated by our committee, the release or announcement is reviewed by the PR Committee.
- The PR Committee helped draft and revise informational letters on Staff Senate responsibilities, mission, and processes. These went out to the campus and StaffChat list-serv.
- The PR Committee helped with communication and marketing of the Staff Senate Spring Fling.
- Worked in collaboration with the Historian to update the Staff Senate display case in the Memorial Union.
- Nameplates were printed for all senators with the new Staff Senate logo.
- The PR Committee has designed and will continue to design other materials as needed. Examples of this include the site coordinator poster for Denim Day, the Spring Fling flyer and table tents, the Staff Recognition Week flyer and Staff Development workshop flyers. The committee also started producing a video that will be released in fall 2015.

*Beth Moe will chair the PR Committee for 2015-16.*

### **Staff Development Program Chair**

Sarah Abentroth, Chair

The committee is responsible for lining up speakers for monthly full Staff Senate meetings. Speakers and their subjects, updates or programs for the past year included: Shannon Medina, Senior Advisor, One Stop Student Services update; Melissa Gjellstad, University Senate Chair, University Senate update; Julie Evans, General Counsel, open records policies; President Kelley and Marcia Kelly, campus update and logo; Alice Brekke, VPFO, parking update; Provost DiLorenzo, SOAR update and legislative session recap; Sandra Mitchell, AVP Diversity &

Inclusion, explanation of her office and duties; Amber Flynn, Coordinator of Sexual Respect & Violence Prevention, Green Dot program; Nutrition Students, national nutrition month presentation; Dave Chakraborty, AVP Facilities, Facilities Management update; Dr. Lori Reesor, VP Student Affairs, Community and Campus Committee update.

**Workshops:** The sessions below were sponsored by the Staff Senate Development Committee this past year. The attendance for each session is also provided.

Sessions & Date(s) Offered	How Many Attended
<b>U2 CILT: Got Technology? Services and Applications Available for Staff</b>	
9/8/2014	8
9/18/2014	5
<b>U2 SS: Active Shooter</b>	
3/17/2015 (2 Sessions)	99
<b>U2 SS: First Aid / CPR / AED Training</b>	
10/28/2014	25
<b>U2 SS: Green Dot - How You Can Help!</b>	
2/23/2015	44
<b>Grand Total</b>	<b>181</b>

**Tours:** The tours below were sponsored by the Staff Senate Development Committee this past year. The attendance for each tour is also provided.

Tours & Date(s) Offered	How Many Attended
<b>U2 SS: Tour the Information Technologies Building</b>	
3/27/2015	17
<b>U2 SS: Construction Site Walking Tour</b>	
5/8/2015 (2 Sessions)	20
5/15/2015	10
<b>Grand Total</b>	<b>47</b>

**Donation Drive and Potluck.** The annual “Tubs of Love” donation drive sponsored The Salvation Army. The annual potluck was held on December 10, 2014. President Kelley, Mrs. Kelley, and VPFO Alice Brekke were in attendance.

*As Vice-President/President Elect Pam Henderson will chair Staff Development Committee for 2015-16.*

**Staff Recognition Committee**

Amber Flynn and Shannon Dravland, Chairs

- **State Employee Recognition Week** was held September 8 through September 12, 2014.
  - Tuesday was Taco-in-a-bag day and was hosted in the Ballroom at the Memorial Union. Taco in a bag brought a good turn-out as approximately 385 employees were served.
  - Wednesday was the Night Staff Appreciation breakfast, which was served at the Memorial Union Terrace Dining Room from 6:00 AM – 7:00 AM. It was well attended. 86 night staff employees were served a full breakfast.

- Thursday was Pie & Ice Cream in the Loading Dock sponsored by University Relations.
- Approximately 244 employees were served
- Free-will donations were collected at all three events, including personal hygiene items, canned goods and non-perishable food, as well as \$150 in cash. All proceeds went to St. Joseph's Social Care and Thrift Store
- **The Staff Senator of the Year** Award was developed by the Staff Recognition Committee to recognize a Staff Senator who promotes a spirit of unity and pride and represents Staff Senate in an exemplary manner through their vision, enthusiasm, dedication and willingness to volunteer. Our 2014-15 award winner was Pam Henderson, who was presented with a Desk Clock and perpetual plaque that will hang in Staff Senate's display case at the Memorial Union.
- **Spring Fling** was held on Thursday, April 30, 2015 at the Memorial Union Ballroom. This year, pulled pork sandwiches, veggie burgers, potato salad, chips, pickles, fruit, veggies, lemonade, and water were served. Approximately 500 employees attended this event. This year, Spring Fling was held in conjunction with Work-Well and their health and wellness fair, which was held in the Ballroom & Dakota Lounge area at the Memorial Union.
  - Spring Fling for Overnight BST's was also held Thursday, April 30, 2015 at the Terrace Cafeteria where breakfast was served to about 98 staff members.

*Amber Flynn will chair Staff Recognition for 2015-16.*

#### **AD-HOC Committees**

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##### ***Denim & Diamonds, Trish Hodny and Jenny Duffy, Coordinators***

Staff Senate coordinated and held the sixth annual event to bring faculty, staff, and the UND community together to network and gather in celebration of an *Exceptional* UND. The 2014 Denim & Diamonds event was held at the Gorecki Alumni Center on Friday, October 17th, 2014, starting at 7:00 p.m. This was the second time this event was held in the fall. It was moved from the spring to the fall semester in 2013 to lessen conflicts with other events.

A total of 216 tickets were sold for \$10.00 each, nine tickets short of our goal of 225. Activities at the event included: live music by Cold Shot, delicious appetizers prepared by Campus Catering, mock gaming, and a silent auction. In addition to bidding on over 100 silent auction items, attendees participated in the third annual "diamond in a box" event for a chance to win diamond necklace from K&J Jewelers. Proceeds from the fundraising events went to fund the Seeds for Staff Success program. Pam Henderson as chair of the scholarship committee managed the fundraising part of the event. (See fundraising section for details on the money raised during the 2014 event).

*Trish Hodny, Member-At-Large, has volunteered to serve as the Denim & Diamonds Coordinator for 2015-16.*

##### ***Parades, Jim Hanson, Coordinator***

Staff Senate participated in both the 2014 Homecoming and Potato Bowl parades. Staff Senate's float won the "Best Theme" award during the Potato Bowl parade.

*Jim Hanson, Member-At-Large, has volunteered to serve as the Parades Coordinator for 2015-16.*

##### ***U-Shine, Jessica Dunphy, Coordinator***

This is the seventh year of what we consider a successful program to recognize extraordinary UND staff employees. This award is presented monthly by the Staff Senate president to an unaware UND staff member

during “special department meetings” or other gatherings. The monthly recipient receives a certificate, \$50, and a small token of appreciation. This award is also presented annually to one of the monthly recipients during the Staff Recognition Banquet in May. The annual recipient receives a certificate and \$250.00. The annual award for 2015 was presented to Brenda Halle, Administrative Assistant, Vice President for Research.

- Staff Senate introduced the Exceptional U award in November 2012 in honor of World Kindness Day (November 13, 2014) and Random Acts of Kindness Week (February 9-15, 2015). The award recognizes and celebrates a UND faculty member, staff member, and student who have gone out of their way to demonstrate kindness to others.
  - World Kindness Day brought in 26 submissions
  - Random Acts of Kindness Week brought in 8 submissions. The award was developed as a marketing plan for the U-Shine award and has been more successful than expected with regard to increasing the number of nominations. More importantly, it is helping to promote civility and kindness across campus and strengthen efforts to “break down the silos” between students, staff, and faculty.
- Photos are added to the U-Letter announcements.
- In 2012, the office of Ceremonies and Special Events donated 12 letter openers, 12 page markers, and 12 key chains as they all have stars on them which is the symbol used for the U-Shine award. These have been and will continue to be given to the monthly recipients until they are gone.
- Thank you templates were created (in 2013) and continue to be sent to everyone who submits a nomination. The message is also a Staff Senate recruiting tool and encourages submitting nominations to the meritorious, STAR, and Governors awards.
- In 2014, a letter was created to inform nominees that their name was submitted for consideration.
- A manual for the U-Shine Coordinator was created to allow for a seamless transition each year and to capture the history.
- In 2013, an external hard drive was purchased to store and archive all U-Shine files and data.
- In February 2015 a new U Shine logo was created to comply with UND identity guidelines.

<b>U-Shine Recipients for 2014-2015</b>	
June 2014	Stephen Reller
July 2014	Carl Iseminger
August 2014	Dave Bell
September 2014	Nathan Marshall
October 2014	Darin Lee
November 2014	Lori Morkin
December 2014	Alana Fosse
January 2015	Brenda Halle
February 2015	Amber Onder
March 2015	Elaine Erickson
April 2015	Michael Rood
May 2015	Gail Smith

*Tyler Clauson, Member-At-Large, has volunteered to serve as the U-Shine Coordinator for 2015-16.*

**In 2015-2016, Staff Senate was also involved in the following University committees:**

- Building/Facility Access Committee
- Chester Fritz Auditorium Advisory Committee
- Committee on Sexual Violence Prevention
- Conflict of Interest/Scientific Misconduct Committee
- Council of State Employees (COSE)
- Global Engagement Steering Committee
- Healthy UND Coalition
- Nickname Committee
- North Dakota State Staff Senate (ND SSS)
- Senate Legislative Affairs Committee
- Shared Governance Committee
- SOAR Coordinating Committee
- The President's Cabinet
- University Bookstore Advisory Committee
- University Senate
- University Senate Executive Committee
- University Ombuds Advisory Committee

**North Dakota State Staff Senate (ND SSS)** - UND is active with the ND SSS and sends our Staff Senate President, Vice-President and Past President to ND SSS meetings. Currently, meetings are held monthly, with one face-to-face meeting held in June. The ND SSS has proven invaluable as a forum for all North Dakota higher education institutions to share ideas and advocate for common concerns. Diane Hillebrand will be the 2015-2016 State Staff Senate President.

**2015-2016 UND Staff Senate Officers and Committee Chairs**

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President – Sharley Kurtz, College of Nursing and Professional Disciplines

Vice-President/President Elect – Pam Henderson, School of Law

Secretary – Lacey Erickson, Health & Wellness Center

Treasurer – Sarah Abentroth, Business Service Center

Membership Officer – Cheri Williams, President's Office

Historian – Elizabeth Becker, Center for Instructional and Learning Technologies

Past President – Diane Hillebrand, School of Medicine & Health Sciences

Members at Large – Trish Hodny, School of Law, Denim & Diamonds Coordinator; Tyler Clauson, Human Resources/Payroll, U-Shine Coordinator; Jim Hanson, Facilities, Parades Coordinator

Ex-Officio – Patricia Hanson, Human Resources/Payroll

**Committee Chairs:**

Bylaws/Elections – Diane Hillebrand, School of Medicine & Health Sciences

Denim Day – Cheri Williams, President's Office

Fundraising and Scholarship – Jessica Dunphy, ROTC and Diane Fugleberg, Business Service Center

Legislative – Katrina Kriewall, Division of University and Public Affairs

Public Relations – Beth Moe, School of Law

Staff Recognition – Amber Flynn, Dean of Students Office

Staff Development – Pam Henderson, School of Law

## Strategic Goals for 2015-2016

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- Re-evaluate / restructure Staff Senate
  - Agendas and meeting format
  - Increase Senator meeting participation
  - Meeting attendance incentives
  - May meeting welcome/appreciation lunch
  - Revamp Staff Senate mentorship program
  - Evaluate University committee memberships
  - Create committee manuals including: chair expectations/requirements, meeting minutes template, open meeting/records information
  - Centralized location for all Staff Senate Executive Committee paperwork (ImageNow)
  
- Increase communication (staff and administration)
  - Annual announcements to campus community
  - Open town hall forums (with and without administration)
  - Staff satisfaction survey in collaboration with Human Resources
  - Increase distribution of information to staff (emails, newsletters, social media)
  - Increase Staff Senate appearance within Departments and Colleges without Senator representation
  - Increased communication with Administration
    - Meet with University President twice a year (fall and spring)
    - Meet with VPFO twice a year (fall and spring)
    - Meet with other Vice Presidents throughout the year based on current issues and concerns
  - Increased visibility and communication with Student Government
  
- Increase staff development opportunities on campus
  - Start conversation with Alumni Foundation
  - Possible revamping of Seeds for Staff Success and 31 days of Glory programs to reflect more staff development opportunities
  - Bring one nationally known speaker to UND Campus
  - Provide development opportunities for Staff Senators (incentive/perk)