

2015-2016 UND Staff Senate Officers

President – Sharley Kurtz, College of Nursing and Professional Disciplines (May-December 2015); Pam Henderson, School of Law (January-May 2016)
Vice-President – Pam Henderson, School of Law (May-December 2015); Amber Flynn, Health & Wellness Promotion (February-May 2016)
Secretary – Lacey Erickson, Health & Wellness Center (May-October 2015); Alyssa Walker, College of Nursing and Professional Disciplines (November 2015-May 2016)
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, Denim & Diamonds Coordinators; Tyler Clauson, U-Shine Coordinator; Jim Hanson, Parades Coordinator
Ex-Officio – Patricia Hanson, Human Resources/Payroll

UND Staff Senate Committees

Bylaws/Elections Committee

Diane Hillebrand, Chair

2015-2016 Bylaws/Elections Committee activities and Bylaws and Constitution changes:

- Committee brought names to the full senate throughout the year to fill vacancies.
- In September/October 2015, changes were adopted to the Bylaws to clarify the specifics of an absentee ballot for voting for the Vice President.
- In March/April 2016, changes were made to the Constitution and Bylaws regarding vacancies to clarify process and cover all scenarios. Other changes were made to reflect the reorganization of committees and committee name changes. Both documents were given a complete review and other changes were made for clarification. There was also some reorganization of the Bylaws to reflect items in the appropriate areas.
- In March/April 2016, the nomination and election process for Staff Senators was again held online this year. Qualtrics was again used for the ballot that 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 2016-17.

Denim Day Committee

Cheri Williams, Chair

- In 2015, the Denim Day Committee distributed \$12,086 to 12 local regular Denim Day charities and 8 special Denim Day charities.
- The Denim Day Committee reviewed applications and selected 12 nonprofit community agencies to receive regular Denim Day funding in 2016. Regular Denim Days are held every other week during the academic year and weekly during the summer
- In addition to regular Denim Days, UND is expected to sponsor at least eight special Denim Days in 2016.
- There are 56 Denim Day Site Coordinators across campus who post flyers and collect donations.

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- The Denim Day Committee provides a link under the UND and the Staff Senate website, with information and the application for funding.

The Denim Day Committee was renamed the Community Relations Committee and the Holiday Tubs of Love program was added. Katrina Kriewall will chair the Community Relations Committee for 2016-17.

Fundraising & Scholarship Committee

Jessica Dunphy and Diane Fugleberg, Chair

- Staff Senate held their annual 31 Days of Glory Raffle in December 2015. 750 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

Carrie Jackson will chair Fundraising Committee for 2016-17.

Legislative Committee

Stacey Borboa-Peterson, Chair

- The Legislative Committee's goal is to provide the UND Staff Senate with information pertinent to legislation concerning the University community and parliamentary procedures guidance.
- Effective fall 2015, the chair of the committee will also serve on the University Senate Legislative Affairs Committee.

Stacey Borboa-Peterson will chair Legislative Committee for 2016-17.

Public Relations Committee

Beth Moe, Chair

During 2015-16 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 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.
- 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.

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- 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.

Kari Gagner will chair the PR Committee for 2015-16.

Staff Development Program Chair

Pam Henderson (May – December 2015) and Barry Brode (January – May 2016), Chair

The Committee is responsible for scheduling speakers for monthly Staff Senate meetings. Below is a summary of speakers from the 2015-16 year:

- Donna Smith, Affirmative Action and Title XI Coordinator
- University and Public Affairs Leadership
 - Susan Walton, Vice President for University & Public Affairs
 - Tim Pasch, Faculty Advisor for Digital Communication
- Master Planning Steering Committee Leadership
 - Dave Chakraborty, AVP of Facilities Management
 - Laurie Betting, AVP for Health & Wellness
 - Gary Hay, Master Planning Consultant
- Carrie Herrig, Learning and Development Coordinator
- Dr. El-Rewini, Chair of the UND Presidential Search Committee
- President Kelley and Mrs. Kelley, farewell gift presentation
- Provost Thomas DiLorenzo, budget priorities
- Shari Nelson, Presidential Search Committee update
- Interim President Ed Schafer
- Henok Elias, UND Ombuds
- Presidential Search Update
 - Angie Morgan
 - Shari Nelson
- Master Planning Committee Update
 - Jana Thompson, Staff Representative
 - Ryan Jockers, Staff Representative

Workshops:

The following workshops were offered by the Staff Senate Development Committee this past year:

Event	Description	Attended
Re-Ignite Your UND Spirit	Presentation by Mark Lindquist held in the Chester Fritz Auditorium	191

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	(registered through Learning and Development)	
Re-Ignite Your UND Spirit Lunch	Lunch for several members of the UND Staff to continue a discussion with Mark Lindquist	19
Meetings 101	Workshop presented by Ryan Zerr and Melissa Gjellstad (registered through Learning and Development)	15
Maintaining Personal & Professional Boundaries	Workshop through Village and Human Resources (registered through Learning and Development)	21
Understanding your Personal Communication Style	Workshop through Village and Human Resources (registered through Learning and Development)	17
Conflict Resolution and Coping	Workshop through Village and Human Resources (registered through Learning and Development)	8

Tours:

Studio One	The Television Center's live student-produced television show	3
University Children's Center	Tour of new outdoor space	2

Donation Drive and Potluck:

The annual "Tubs of Love" donation drive supported Northlands Rescue Mission and the Circle of Friends Humane Society. The annual summer potluck was held on July 8, 2015. Several senior level administrators attended. The event was held in Swanson Hall 16/18 due to rain.

Submitted by Barry Brode, Chair

Mark Danes and Barry Brode will co-chair Staff Development Committee for 2016-17.

Staff Recognition Committee

Amber Flynn, Chair

- **State Employee Recognition Week** was held September 14-September 18, 2015.
 - On Monday, a coffee social hour was held in the Memorial Union Loading Dock and University Place.
 - Tuesday was Taco-in-a-bag day and was hosted in the Memorial Union Ballroom. Taco in a bag brought a good turn-out as approximately 475 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. 74 night staff employees were served a full breakfast.
 - Thursday was Pie & Ice Cream at Carnegie Hall sponsored by University Relations.

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- Approximately 320 employees were served
- Sponsors of the week's events include: Dining Services, The President's Office, University Federal Credit Union, UND Bookstore, UND Facilities, University Senate, VPAA Office, Work Well and Staff Senate
- **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 2015-16 award winner was Cheri Williams, 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 28, 2016 at the Memorial Union Ballroom. This year, a baked potato bar, fruit, veggies, lemonade, and water were served. Approximately 400 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 28, 2016 at the Terrace Cafeteria where breakfast was served to about 85 staff members.

Tyler Clauson will chair Staff Recognition for 2015-16.

AD-HOC Committees

Denim & Diamonds, Trish Hodny, Coordinator

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 2015 Denim & Diamonds event was held at the Gorecki Alumni Center on Friday, September 25, 2015, starting at 7:00 p.m. This was the third 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.

Over 200 tickets were sold for \$10.00 each. Activities at the event included: live music by Wisegise, 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 fourth 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. Diane Fugleberg as co-chair of the fundraising and scholarship committee managed the fundraising part of the event. (See fundraising section for details on the money raised during the 2015 event).

Parades, Jim Hanson, Coordinator

Staff Senate participated in both the 2015 Homecoming and Potato Bowl parades. Staff Senate's float won the "Best Theme" award during the Potato Bowl parade.

U-Shine Award, Tyler Clauson, 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 and \$50. The Annual U-Shine 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 2016 was presented to Ali Moreland, Administrative Secretary, Dean of Students

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- 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.
 - UND did not participate in World Kindness Day in 2015 due to coordinator oversight.
 - Random Acts of Kindness Week brought in 16 submissions: 1 student, 5 faculty and 10 staff.

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. The last of the prizes have been awarded and we have stopped offering a small token of appreciation along with the certificate and cash prize.
- 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 June 2016 it was decided that U-Shine will be handled within and voted on by the Staff Recognition committee.

Tyler Clauson, Staff Recognition Committee Chair, will serve as the U-Shine Coordinator for 2016-17.

U-Shine Recipients for 2015-2016	
June 2015	Sarah Braun
July 2015	LoAnn Stadstad
August 2015	Richard Larson
September 2015	Kathy Freeman & Joanne Durkin
October 2015	Lola Conley
November 2015	Narad Pokhrel
December 2015	Ali Moreland
January 2016	Risa Zimmer
February 2016	Marlene Gasink
March 2016	Tom Solem
April 2016	Kelly Thormodson
May 2016	Pat Bohnet

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

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- 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 was the 2015-2016 State Staff Senate President.

2016-2017 UND Staff Senate Officers and Committee Chairs

President – Pam Henderson, School of Law

Vice-President/President Elect – Amber Flynn, Health and Wellness Promotion

Secretary – Laurie McHenry, School of Law Library

Treasurer – Sarah Abentroth, Business Service Center

Membership Officer – Jennifer Lunde, Accounting Services

Historian – Elizabeth Becker, Center for Instructional and Learning Technologies

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

Members at Large – Chris Dingle, Housing Residence; Lesli Riske, Marketing & Communication; Lori Shafer, Television Center

Ex-Officio – Patricia Hanson, Human Resources/Payroll

Committee Chairs:

Community Relations – Katrina Kriewall, Public Relations Group

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

Fundraising – Carrie Jackson, Anthropology Dept.

Legislative – Stacey Borboa-Peterson, Student Success Center

Public Relations – Kari Gagner, EERC

Staff & Professional Development – Mark Danes, Public Relations Group & Barry Brode, Television Center

Staff Recognition – Tyler Clauson, Human Resources